



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Kaipara District Council Extraordinary Meeting Agenda

Date: Wednesday 01 July 2020
Time: 9.30am
Location: Mangawhai Club
219 Molesworth Drive
Mangawhai Heads

Elected Members: His Worship the Mayor Dr Jason Smith
Deputy Mayor Anna Curnow
Councillor Victoria del la Varis-Woodcock
Councillor Karen Joyce-Paki
Councillor Jonathan Larsen
Councillor Mark Vincent
Councillor Peter Wethey
Councillor David Wills
Councillor Eryn Wilson-Collins

*For any queries regarding this meeting please contact
the Kaipara District Council on (09) 439 7059*

Wednesday, 1 July, 2020

9:30 am

Mangawhai Club

219 Molesworth Drive

Mangawhai Heads

Pages

1. Opening

1.1 Karakia

1.2 Apologies

1.3 Confirmation of agenda

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3.1 Karakia

Rotu intake slip repair

Meeting: Kaipara District Council
Date of meeting: 1 July 2020
Reporting officer: Donnicks Mugutso, Waters and Waste Manager

Purpose/Ngā whāinga

To seek approval to award the Rotu Intake Slip Repair contract to United Civil for \$574,799.99 plus GST and fund 15% from the general rates and 85% from waters operations in the 2021-2022 year.

Executive summary/Whakarāpopototanga

The Rotu intake is essential facility which augments the supply for Dargaville and Bayliss Beach during low flow in summer.

In February 2020 a 15-20m slip developed and temporary emergency work carried out. An urgent permanent solution is necessary to alleviate the risk of the temporary works being washed out due to heavy rain fall and high river levels in the winter months. This would threaten the ability to provide the township with water in the coming summer.

A preferred solution has been agreed and a preferred contractor identified - United Civil Limited. The works will commence as soon as funds are confirmed.

As emergency works, it is unbudgeted and requires funding approval which includes a combination general rates and water operations in 2021-2022 year.

Recommendation/Ngā tūtohunga

That the Kaipara District Council

- a) Approves a total budget of \$665,280 which includes \$90,480 for Contingency, Project Management and Monitoring, Surveillance and Quality Assurance (MSQA).
- b) Approves the award of the Rotu Intake Slip Repair Contract to United Civil Limited for \$574,799.99 plus GST.
- c) Approves the additional expenditure
 - i) to be loan funded in 2020-2021 with a subsequential recovery from an increase in the general rate of \$99,792 in 2021-2022 and a \$565,488 increase in the water charges in the 2021-2022 year or
 - ii) to be loan funded in 2020-2021 with a subsequential recovery from an increase in the general rate of \$99,792 in 2021-2022 and a \$188,496 increase in the water charges in each of the 2021-2022, 2022-2023 and 2023-2024 years.
- d) Notes that the additional unbudgeted operational expenditure of \$665,279.99 exceeds the guidelines (\$300,000) when assessing significance under the Significance and Engagement Policy.
- e) Agrees that although the decision is significant, due to the urgent nature of this work Council will not engage with the community but inform the public of the decision.
- f) Delegates the Chief Executive to inform United Civil of the Council decision and execute the contract.

Context/Horopaki

Overview

The Rotu Intake, with Waiparataniwha are our two consented water takes for Dargaville town supply. Waiparataniwha is the main supply and has better quality raw water while Rotu is used to augment the supply at Rotu during low flow in summer.

In February 2020 as a result of the drought, and the extremely low water levels in the Kaihu River, a 15-20m slip developed along the riverbank supporting the Rotu Intake facility. Temporary emergency work was immediately carried out to reduce the risk of any damage to the bank and facility and allow time to investigate a more permanent solution.

Investigation

A consultant, WSP, was appointed through the Professional Services Contract, to provide a desktop estimate based on current information, carry out a more in-depth geotechnical investigation, provide detailed design drawings, contract documents and specification.

Due to the urgency and complexity of this work, it was agreed that the quickest and most effective option was the use of Early Contractor Involvement (ECI). This involves engaging a suitably qualified contractor through the duration of the design, to apply the best design option with constructability.

The geotechnical investigation, identified soft soil materials, including peat which requires the piles to be up to 16m in length. WSP worked with the ECI Contractor to identify the most cost-effective option, with a recommended design.

Procurement

The Procurement Plan recognised the urgency required and a select list of Contractors known to KDC with experience and expertise in this type of work was sent Request for Quotation (RFQ) to provide a proposal with supporting information. These contractors were; Broadspectrum Roding, United Civil Construction and Steve Bowling Construction with a 2-day response timeframe to provide Information.

Proposals were received from Broadspectrum Roding and United Civil Construction, with Steve Bowling Construction not responding.

An open Evaluation was performed by Bill Down (Lead), Mark Bell and Matthew Williams based on these criteria:

5.3 Evaluation Criteria and Scoring (Nominating Contractor)	
NON-PRICE CRITERIA	WEIGHTING
Capacity to do this work at this time,	30%
Benefit to Kaipara Economy	20%
HSEQ Record	25%
PACE results	25%
Nominated Contractor	Highest rated by evaluation team
PRICE	
Value for money in current climate	Rates negotiated

The Evaluation and Report was completed with United Civil Construction appointed as successful ECI.

Budgets

The total cost of the physical works is \$574,799.99 plus GST. An additional \$90,480 is required to cover Contingency, MSQA and Project Management.

As the required works eventuated after the preparation of the Annual Plan, there is no provision for this expenditure in 2020-2021. It is proposed that the expenditure be loan funded in 2020-2021. Council approval for the additional expenditure is therefore requested. Under funding option 1 the loan will be repaid will be by way of subsequent increased water by meter charges in 2021-2022 and under option 2 the loan will be paid by increased water by meter charges over the 3 years from 2021-2022 to 2023-2024.

We are applying for the National Emergency Management Agency (NEMA) for funding subsidy for this project. If we are successful, a percentage or the full cost will be paid through the fund. However this cannot be guaranteed at this stage and therefore we are seeking approval of funds to allow the works to progress.

Funding Option A

Fund the \$665,279.99 as follows 15% from general rates in the 2021-2022 year	99,792
Fund 85% from operational waters in 2021-2022 year	565,488

Water operational costs are \$1.842m per annum so this is an increase for water users of 31%

Funding Option B

Fund the \$665,279.99 as follows 15% from general rates in the 2021-2022 year	99,792
Fund 85% from operational waters over 3 years (2021-2022, 2022-2023, 2023-2024)	188,496 pa

Water operational costs are \$1.842m so this is an increase for water users of 10%pa

Note if the NEMA subsidy becomes available then the works will be funded by the external subsidy and not as provided above.

The benefit of this approach is that the work is completed quickly but costs spread out over several periods over rates, so it is affordable.

The recommended funding option is **Option B**.

Discussion/Ngā kōrerorero

Options

Option 1: Council approves the award of the Rotu Intake Slip Repair Contract to United Civil Limited

Option 1: Advantages

The work gets done quickly before a rain event causes further deterioration of the bank thereby compromising the Rotu Intake.

Option 1: Disadvantages

This causes an increase in the Council debt level which increases rates as this work is emergency works and was not budgeted for in the current Annual Plan.

Option 2: Council does not approve the award of the Rotu Intake Slip Repair Contract to United Civil Limited

Option 2: Advantages

No increase in Council debt and rates unaffected.

Option 2: Disadvantages

Increases the risk that water cannot be provided to the levels required in the coming summer as the intake is reduced by 50%.

Exposes the Rotu Water Intake to the risk of permanent and more costly damage.

Exposes the adjacent land to subsidence and further failure which could affect the course and stage of the river.

The recommended option is **option 1**.

Policy and planning implications

The decision triggers the Significance and Engagement policy due to the cost of the works which are unbudgeted. *See below.*

Financial implications

There could be both a debt and consumer rate increase due to the emergency work as no funds were budgeted in the Annual Plan. Council does not have a provision that this can be funded from.

Whilst there is an underspend in some operational budgets this financial year, there is no ability to transfer funds between systems under the current structure.

Risks and mitigations

If the works are not carried out, the bank of the Rotu river could collapse causing subsidence of the adjoining land, a change in river course, damage to the pump station house and the intake.

This would cause water security issues if the Rotu Take is out of action. The alternative Water Takes at Waiparataniwha provide reprieve during winter when their flows are at capacity but during drought conditions the intake is reduced by approx. 50% and Rotu augments these Water Takes. Without the intake at water Dargaville and Baylys would be significantly affected.

Significance and engagement/Hirahira me ngā whakapāpā

The decision triggers the Significance and Engagement Policy because:

Determining Significance

The decision will likely have an impact on Council's approved financial performance as agreed in the Long-Term Plan and subsequent Annual Plans; and

The decision will likely have an impact on a community or area within the district in a way that may be considered major for that identified community of interest;

Financial Impact

The decision involves \$300,000 per annum unbudgeted expenditure

The decision will likely increase the annual rates or targeted rates by 10% or more

Assessment

A project such as this would normally be scheduled and completed as part of the normal Annual Plan or Long-Term Plan engagement processes.

Due to the urgency of the work involved we do not recommend that the Council engages on this matter but publicly publishes the decision.

The time frames required to complete the work make it impractical to complete an engagement process. The risk is that the rainy winter season could bring storms that could deteriorate the bank or cause it to fail.

Under Section 7.3 of the Significance and Engagement Policy, Council may not engage in the following circumstances:

- a) the matter is not of a nature or significance that requires consultation (s82(4)(c), LGA 2002);

- b) Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b), LGA 2002)
- c) there is a need for confidentiality or commercial sensitivity (s82(4)(d), LGA 2002);
- d) the costs of consultation outweigh the benefits of it (s82(4)(e), LGA 2002);
- e) the matter has already been addressed by Council's policies or plans, which have previously been consulted on;
- f) an immediate or quick response or decision is needed or it is not reasonably practicable to engage;
- g) works are required unexpectedly or following further investigations on projects, already approved by Council;
- h) it is business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) when Council has consulted on the issue in the last 24 months.

The works involved here meet criteria 7.3 f) and 7.3 g) and this supports our recommendation for Council not to engage.

Next steps/E whaiake nei

The Chief Executive informs United Civil Limited of the Council decision and executes the contract if approved by Council.

COVID-19 Response – Te Tai Tokerau Worker Redeployment Package

Meeting: Kaipara District Council (Extraordinary)
Date of meeting: 01 July 2020
Reporting officer: Jim Sephton, GM Infrastructure Services

Purpose/Ngā whāinga

To approve the funding agreement with Whangarei District Council, as part of a back-to-back contact with the Ministry of Business, Innovation and Employment (MBIE), to receive \$2.87m of funding to be used for local worker redeployment.

Executive summary/Whakarāpopototanga

Tai Tokerau has been successful in its application for a \$9.32m Worker Redeployment Package with MBIE. The main contract with MBIE is held by WDC with back to back contracts with KDC and FNDC.

\$2.9m of this will be spent in Kaipara creating employment opportunities for those who have lost jobs due to Covid or are at risk of losing jobs. This will be contracted primarily through the Roding and Parks Maintenance and Operations Contracts as well as directly with local contractors including Te Roroa.

This paper is seeking Council approval of the contract.

Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Approves Kaipara District Council entering into an agreement with Whangarei District Council and Ministry of Business, Innovation and Employment to receive \$2.87m of funding to be used for local worker redeployment.
- b) Delegates the Chief Executive to finalise the terms and conditions of the agreement.

Context/Horopaki

On 16 March 2020, Cabinet approved a Worker Redeployment Package of \$100m. The Cabinet Committee for the COVID-19 Response then approved additional funding of \$36.720m to support local workforces, for the Ministry of Social Development (MSD) for training and support for redeployment activity and for a primary sector workforce package. Of this amount, \$27.270m is to be used by the Provincial Development Unit for worker redeployment.

Te Tai Tokerau will receive \$9.32m of this package for urgent economic relief of its workforce. This is split across NZTA, WDC, FNDC and KDC.

MBIE have identified outcomes for this funding, being:

- (a) redeploy people relatively quickly in Te Tai Tokerau;
- (b) provide alternative employment for 3-6 months for 165 workers; and
- (c) align with objectives for economic development in Te Tai Tokerau.

Social Procurement Objectives will be agreed with MBIE which are likely to form part of a longer-term Tai Tokerau Social Procurement Framework. It is acknowledged that within a six-month contract it will not be feasible to completely achieve these objectives:

- Targeting local Maori, Pasifika and women workers who have been displaced by COVID-19;
- The use of businesses owned and operated by people who reside in the Northland Region, but targeting Maori and Pasifika businesses;
- Providing skills and training to those workers who are employed through this initiative, which they will be able to take on to other work in the future;
- Ensuring that the working conditions are suitable with health and safety training;
- Being environmentally responsible so that the project will be delivered sustainably.

The projects will be predominately delivered through the Northland Transportation Alliance with the exception of the Parks vegetation clear up. An external Project Manager has been appointed to oversee the delivery of this component.

Discussion/Ngā kōrerorero

This is seen as a great opportunity to inject funding into the Northland Region to support that part of the community that has been impacted by the COVID-19 situation. The funding scope targets labour intensive work that can be initiated quickly, and which will increase levels of service for those activities where traditional funding has historically not been enough.

Local contractors have been identified including Downer (O&M Contractor), Orangatang, Turftamer and Te Roroa.

Staff have been working with (MBIE) to identify projects that would benefit from this funding. The proposed KDC elements are

KDC Project Element	Estimated Total Cost (plus GST, if any)	Commencement
Removal of known road side hazardous trees	\$500,000	Immediate
Removal of self-seeded roadside trees	\$226,200	Immediate
Roadside litter collection and clean up	\$79,900	Immediate
Spot spraying noxious weeds	\$75,000	Immediate
Site rail improvements	\$14,000	Immediate
Vegetation clearance and clean ups – Kai Iwi Lakes & Pou Tu o Te Rangi	\$1,600,000	Immediate
New footpaths – missing links in existing urban network	\$258,600	
Accelerated unsealed network grading program	\$118,400	Immediate
Total	\$2,872,100	

The funds have to be expended by November 2020 and therefore procurement activities and establishment has already commenced.

Projects to be delivered within the Kaipara Parks activity are illustrated below:

Activities	Contractor	Budget
Mangawhai Community Park tree removal	Orang-Otang	200,000
Memorial park removal of pest plants	Downer	20,000
Metal Track through Memorial Park Bush	Downer	10,000
Clearing of Vegetation at PToTR/HP Pa Site (LTP)	Turf Tamer	20,000
Omana Rd Reserve Tree and pest plant removal	Downer	20,000
Implementation of Pest Plant Plan at Taharoa (LTP)	Te Roroa/Turf Tamer	500,000
Implementation of Pest Plant Plan at PToTR/HP (LTP)	Downer	100,000
Install Kauri Dieback proof tracks at Kaiwaka Reserve (Includes \$100k of Washstations that NRC may contribute to)	Downer/4sight	616,000
Kaiwaka Oneriri Rd Intersection clean up (LTP)	Turf Tamer	30,000
Clearing of Vegetation for Thelma South Walkway (LTP)	Orang-Otang	1,500
Metal Track and Drainage on Thelma South Walkway (LTP)	Orang-Otang	40,000
Matakohe/Ruawai bike track Te Kowhai Rd		

Stopbank walk Dargaville Bridge to Taha Awa Gardens		
Maungarahu Rock		
Cemeteries		
Coastal walkway pest plant removal		
Professional Services		70,000

Roading related activities will be administered by Northland Transportation Alliance, leveraging off existing Maintenance Contract Agreements. Those contractors will supplement their own specialist resources to facilitate the works completion through the engagement of local construction and vegetation subcontractors, further supported by additional local labour obtained through MSD. Where vegetation clearance work generates a supply of quality firewood we will look to engage local community groups to collect and distribute to those in need throughout the Northland region.

Options

Option 1: Approve the paper as per recommendations.

Option 2: Not approve the contract.

There is limited risk in approving the contract. It includes an upfront payment of 718,025 followed by monthly payments of 359,012.50 subject to satisfaction that we are meeting progress expectations. Work will be complete by December 2020.

The benefits of the work in terms of employment in our community are significant. The works themselves will create good community outcomes and reduce our maintenance liability.

The recommended option is **option 1**.

Policy and planning implications

None. All works on Council land and generally within normal activity parameters

Financial implications

Project Management costs have been included as part of the external funding.

Potential operational expenditure cost savings going forward as this work will clear a backlog of maintenance work.

Risks and mitigations

There is a threat that this work could affect business as usual (BAU) delivery. This has been mitigated by the appointment of an external Project Manager and the fact that much of the work is BAU or would have been if funding had been available.

There is a risk of employing higher risk people which will need to be managed through the head contractor's health and safety protocols.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Contract will be signed and works will commence,

An update on progress will be reported to Elected Members as part of the exceptions report.

Attachments/Ngā tapiritanga

	Title
A	WDC Contract

Te Tai Tokerau Worker Redeployment Package Funding Agreement

Agreement dated June 2020

PARTIES

WHANGAREI DISTRICT COUNCIL (WDC)
Rust Avenue
Whangarei

AND

KAIPARA DISTRICT COUNCIL (KDC)

(together the Parties)

Background

1. WDC has entered into a funding agreement with the Crown through the Chief Executive of the Ministry of Business, Innovation and Employment ("Ministry") for the Ministry to fund the delivery of projects in the Te Tai Tokerau Region ("Ministry Funding Agreement"). That agreement is at Attachment 3.
2. The Ministry Funding Agreement provides to Te Tai Tokerau urgent economic relief for those in the region's workforce who have been affected by the COVID-19 pandemic.
3. The Ministry Funding Agreement details Project Elements that have been approved by Cabinet to be undertaken using the funding.
4. The Project Elements include projects that are within the mandate of the KDC (KDC Project Elements).
5. KDC will deliver the KDC Project Elements and WDC will pass on the appropriate Ministry funding to KDC in accordance with this agreement and the Ministry Funding Agreement (the Agreement).

Agreement

Ministry Funding Agreement

6. Where applicable to the rights and obligations in respect of the delivery of the KDC Project Elements and the payment of the Funding, and subject to anything else set out in this Agreement which would be inconsistent, the terms and conditions of the Ministry Funding Agreement shall apply to this

Agreement mutatis mutandis so that, where appropriate and to the extent applicable:

- a) reference to the “Ministry” is substituted for (or as applicable, additional to) “WDC”.
- b) reference to “Recipient” is substituted for (or as applicable, additional to) “KDC”.
- c) reference to the “Parties” is reference to the Parties to this Agreement.
- d) reference to the “Project Elements” is reference to the “KDC Project Elements”.

Delivery and Payment

- 7. KDC agrees to deliver the KDC Project Elements as set out in Attachment 1.
- 8. The Parties agree that the total amount of the funding to deliver the KDC Project Elements is \$2,872,100.00 plus GST (if any) (the Funding).
- 9. WDC will pay the Funding to KDC in accordance with the Reporting and Payment Schedule at Attachment 2.
- 10. Before payment is made WDC must receive from KDC a valid GST invoice which must be sent to Aidan Clarke at aidan.clarke@wdc.govt.nz and copied to the WDC contact in clause 17.

Social Procurement Objectives

- 11. The Parties note that the Social Procurement Objectives referred to in clause 4.3 of the Ministry Funding Agreement have been agreed to by the Ministry and WDC. They are at Attachment 4.

Term:

- 12. This Agreement commences upon being signed by both parties (Commencement Date).
- 13. The Completion Date is the same as in the Ministry Funding Agreement (Completion Date).

Reporting Requirements:

- 14. KDC will provide to WDC a monthly report, completed on the template provided at Attachment 5, by the 1st Business Day following the end of each month.
- 15. KDC will provide to WDC within 15 Business Days following the Completion Date a Final Report that includes the information in clause 8.1(b) of the Ministry Funding Agreement.
- 16. KDC will provide to WDC any further information that is reasonably requested in regard to the KDC Project Elements to enable WDC to complete the required reporting in the Ministry Funding Agreement. KDC

will provide the requested information within 3 Business Days from the date of the request.

Addresses for Notices:

17.

WDC:	Recipient:
Whangarei District Council Forum North, 7 Rust Avenue Private Bag 9023, Whangarei 0148 Attention: Simon Weston General Manager Infrastructure Email address: simon.weston@wdc.govt.nz	Kaipara District Council

Signed by:

**For and on behalf of Whangarei
District Council:**

.....

Signature

Name:

Position:

Date:

In the presence of:

.....

Signature

Name:

Occupation:

Date:

**For and on behalf of Kaipara
District Council:**

.....

Signature

Name:

Position:

Date:

In the presence of:

.....

Signature:

Name:

Occupation:

Date:

ATTACHMENT 1

KDC Project Elements

KDC Project Element	Estimated Total cost (plus GST, if any)	Commencement
Removal of known road side hazardous trees	\$500,000	Immediate
Removal of self-seeded roadside trees	\$226,200	Immediate
Roadside litter collection and clean up	\$79,900	Immediate
Spot spraying noxious weeds	\$75,000	Immediate
Site rail improvements	\$14,000	Immediate
Vegetation clearance and clean ups – Kai Iwi Lakes & Pou Tu o Te Rangi	\$1,600,000	Immediate
New footpaths – missing links in existing urban network	\$258,600	
Accelerated unsealed network grading program	\$118,400	Immediate
Total	\$2,872,100	

ATTACHMENT 2

Reporting and Payment Schedule

Payment Requirements	Payment Date	Instalment payable on completion of payment requirements and delivery of valid invoice (plus GST, if any)
This agreement executed	Date of execution of agreement	718,025.00
<ul style="list-style-type: none"> WDC is satisfied with the progress of the KDC Project Elements; and KDC has provided to WDC by 25 June 2020 KDC's Health and Safety Training Plan for workforce redeployment (including contractor health and safety obligations) to the satisfaction of WDC 	02/07/20	359,012.50
WDC is satisfied with the progress of the KDC Project Elements and KDC is meeting all of its obligations under this Agreement and has provided to WDC the monthly reporting as required under clause 14 of this Agreement	04/08/20	359,012.50
WDC is satisfied with the progress of the KDC Project Elements and KDC is meeting all of its obligations under this Agreement and has provided to WDC the monthly reporting as required under clause 14 of this Agreement	02/09/20	359,012.50
WDC is satisfied with the progress of the KDC Project Elements and KDC is meeting all of its obligations under this Agreement and has provided to WDC the monthly reporting as required under clause 14 of this Agreement	02/10/20	359,012.50
WDC is satisfied with the progress of the KDC Project Elements and KDC is meeting all of its obligations under this Agreement and has provided to WDC the monthly reporting as required under clause 14 of this Agreement	03/11/20	359,012.50
WDC is satisfied with the progress of the KDC Project Elements and KDC is meeting all of its obligations under this Agreement and has provided to WDC the monthly reporting as required under clause 14 of this Agreement	02/12/20	359,012.50
Final report submitted to WDC in accordance with clause 15 of this Agreement.		No funding attached
	Total	2,872,100.00

ATTACHMENT 3

Ministry Funding Agreement

ATTACHMENT 4

Social Procurement Objectives



Social procurement objectives for immediate worker deployment contracts – Tai Tokerau Northland

Outcome	Measure	When Applied
Targeted employment	<p>Note: Ministry of Social Development(MSD) is the lead agency for employment services and will be contacted for appropriately qualified workers available for immediate redeployment on the project and if there are opportunities for workers employed on this project to upskill through Ministry of Social Development training courses.</p> <p>Contact details are: Name: Darrell Lambert Title: Regional Labour Market Manager Phone: 09 983 9130 Mobile: 027 379 0985 Email: darrell.lambert008@msd.govt.nz</p> <p>Employment targets that apply to the 165 workers employed:</p> <ul style="list-style-type: none"> a. 45% Maori b. 5% Pasifika c. 20% Women d. 30% Youth (18 – 24 years) <p>Note – while the above add to 100%, employed workers may cover multiple categories and therefore not all engaged workers will come from these target groups.</p> <p>Of the 165 workers employed, at least 50 are to be 'new' (fixed term) roles for people displaced due to Covid-19 and still unemployed.</p>	All projects
Local (regional) businesses prioritised for employment	40% of direct contract and sub-contract values will be awarded to businesses owned and operated by people who reside in the region	Duration of Project
Maori and Pasifika enterprises prioritised for employment	15% of the direct contract and sub-contract values will be awarded to Maori or Pasifika enterprises.	Duration of Project

Outcome	Measure	When Applied
	<p>Note: Te Puni Kokiri (TPK) is the lead agency for supporting the Councils to engage with Maori and Pasifika enterprises.</p> <p>Contact details are:</p> <p>Name: Huria Heperi</p> <p>Title: Senior Advisor Kaitohu Tōmua</p> <p>Phone: 80 085 7888</p> <p>Mobile: 027 298 2617</p> <p>Email: hepeh@tpk.govt.nz</p>	
Skills and training delivered	Provide training relevant to the requirements pre/post and throughout the project to ensure all staff are appropriately skilled, qualified, and safe in the workplace.	Duration of Project
Improved Conditions for Workers	<p>All new employees will undergo pre-employment induction, by the Employer, in accordance with Approved Codes of Practice for Health and Safety for the relevant industry standards.</p> <p>Employers will provide a documented Health and Safety Management System that is effective and meets the requirements of the Health and Safety at Work Act 2015 and the associated Regulations and Codes of Practice.</p>	All projects
	All new employees engaged on fixed term contracts shall receive remuneration consistent with industry standards for their skill level and experience.	All projects
Environmental Responsibility	<p>Adoption of practices that enable the project to be delivered sustainably, include:</p> <ul style="list-style-type: none"> • protecting or enhancing the local ecosystem and its indigenous biodiversity. This tree removal project is focussed on removing pest species trees including wilding Conifers, invasive Poplars and Willows • Actively seeking to minimise the carbon impact of project delivery, to support the transition to a net zero emissions economy whenever practical. • Minimising waste, re-using materials, and where possible incorporating the principles of the circular economy. Where possible tree debris will be chipped into mulch and felled trees (of appropriate size) will be made available to community groups for distribution. • Build resilience back into areas of work following the removal of the pest trees, (where practical) native trees will be replanted. 	All projects

ATTACHMENT 5

Monthly Reporting Template

KDC MONTHLY REPORT



Te Tai Tokerau Worker Redeployment Package – Next Phase

Location and Region:	Kaipara District
Funding Amount:	\$2,872,100.00
Report Date:	For the month ending [insert month]
Programme Outcomes:	<ul style="list-style-type: none"> • prioritise the employment of local workers displaced by the COVID economic crisis; • occur at pace, time being critical; and • assist in meeting the social procurement objectives agreed between the parties

1. Project Updates

Provide description and analysis of actual against planned progress of each Project Element to show that the Project is occurring at pace.

Project Element	Details of progress
Removal of known road side hazardous trees	
Removal of self-seeded roadside trees	
Roadside litter collection and clean up	

Project Element	Details of progress
Spot spraying noxious weeds	
Site rail improvements	
Vegetation clearance and clean ups – Kai Iwi Lakes & Pou Tu o Te Rangi	
New footpaths – missing links in existing urban network	
Accelerated unsealed network grading program	

2. Redeployment Outcomes

2.1 Please complete the following table for the number of people working to deliver the project in the current reporting period.

Project Element	Total People Working	No. prev Unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women	Job type • Full-time • Part-Time • Contractor
1. Removal of known road side hazardous trees								
2. Removal of self-seeded roadside trees								
3. Roadside litter collection and clean up								
4. Spot spraying noxious weeds								
5. Site rail improvements								
6. Vegetation clearance and clean ups – Kai								

Iwi Lakes & Pou Tu o Te Rangi								
7. New footpaths – missing links in existing urban network								
8. Accelerated unsealed network grading program								

2.2 Provide any additional narrative to explain the table or give other relevant information.

3. Social Procurement Objectives

In an appendix and in the format that best works for you:

- State the agreed Social Procurement Objectives
- Show achievements to date against the Social Procurement Objectives in table or other useful format.
- Provide additional narrative to show how tendering, procurement, employment and/or training arrangements are helping to achieve the Social Procurement Objectives, identifying any limitations or further support needed.

4. Financials

Give summary of funding received and expenditure to date, actual against budgeted, for each Project Element) in Table or add Appendix.

Project Element	Received from PGF	Budgeted	Actual	Note
1. Removal of known road side hazardous trees	\$500,000			
Removal of self-seeded roadside trees	\$226,200			
Roadside litter collection and clean up	\$79,900			
Spot spraying noxious weeds	\$75,000			
Site rail improvements	\$14,000			
Vegetation clearance and clean ups – Kai Iwi Lakes & Pou Tu o Te Rangi	\$1,600,000			
New footpaths – missing links in existing urban network	\$258,600			
Accelerated unsealed network grading program	\$118,400			

5. Forward Work Programme

Outline forward work to be completed in the next month (not required in the Final Report)

Project Element	Outline of Planned Work (for next month)
1. Removal of known road side hazardous trees	

Project Element	Outline of Planned Work (for next month)
2. Removal of self-seeded roadside trees	
3. Roadside litter collection and clean up	
4. Spot spraying noxious weeds	
5. Site rail improvements	
6. Vegetation clearance and clean ups – Kai Iwi Lakes & Pou Tu o Te Rangi	
7. New footpaths – missing links in existing urban network	
8. Accelerated unsealed network grading program	

6. Risks/Issues/Opportunities

(Any risks and/or issues arising or expected to arise, costs and mitigation)

Risks / Issues	Magnitude / Likelihood	Mitigation

7. Communications (An update on media, marketing and communications activity for this project)

8. Any other information