



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Council Briefing Agenda

Date: Wednesday 2 September 2020
Time: 10.30 am
Location: Conference Room
Northern Wairoa War Memorial Hall
37 Hokianga Road
Dargaville

Elected Members: 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, 2 September, 2020

10:30 am

Conference Room, Northern Wairoa Memorial Hall, Dargaville

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Kauri Coast Community Pool Annual Report 2020

Meeting: Council Briefing
Date of meeting: 2 September 2020
Reporting officer: Hamish Watson, Parks and Recreation Manager

Purpose/Ngā whāinga

To provide Council with an update on the Kauri Coast Swimming Pool operations and expenditure.

Discussion/Ngā kōrerorero

Council has a Licence to Occupy agreement with Sport Northland to use and occupy the improvements on the land that is Part 2 Lot 2 DP 205564 and Lot 195 DP 859 at Selwyn Park Dargaville. It is agreed that Sport Northland subcontracts the day to day service provision and management of the pool facilities.

Currently Council provides Sport Northland with a grant to assist in the running of the pool.

As part of that agreement Sport Northland are required to provide an annual report (Attachment A) and Financial report (Attachment B)

Next steps/E whaiake nei

Staff continue to work with Sport Northland and monitor agreements.

Attachments/Ngā tapiritanga

	Title
A	Kauri Coast Community Pool Annual report 2019-20
B	Kauri Coast Community Pool Financials 2019-20



SUBJECT: ANNUAL REPORT JULY 2019 / JUNE 2020

TO: *Stu Middleton*

Places Manager, Sport Northland.

FROM: *Scott Linklater*

*Manahautū o Te Raki ma te Haumi Māori o CLM/
Northland Regional and Māori Relationship Manager,
Community Leisure Management.*

DATE: July 2020



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INTRODUCTION

The Kauri Coast Community Pool opened in 2009 and was a joint development between; the Kaipara District Council and the Kauri Coast Community Pool Trust, along with strong support from within the community. The 6 million dollar facility was successfully granted over 2 million dollars from the significant projects lottery fund.

Kauri Coast Community Pool has the only 50metre swimming pool in Te Tai Tokerau/Northland along with a hydrotherapy pool, a toddlers' pool, and a spray park.

The Kauri Coast Community Pool Trust contracted the operation of the Kauri Coast Community Pool in 2012 to Community Leisure Management (CLM). In 2019 with the handing over of the pool to Sport Northland the management of the facility continues to be managed by CLM.

CLM was established in 1995 and now manages and operates in excess of 30 outstanding recreational facilities throughout New Zealand.

CLM's mission statement:

We put leisure in your life, and life in your leisure
Ka awhina mai, ka awhina atu, ngā mahi a te rēhia.



CLM's vision:

Hei rangatira mo te ahumahi ngā mahi a te rēhia.
To be leaders in the recreation and leisure industry

Our values:

- Kōunga/Quality
- Whakaute/Respect
- Whakawhanake tonu/Continuous Improvement
- Auaha/Innovation
- Pārekareka/Fun

Our Philosophy:

Aroora is a holistic, bicultural, people-centric approach to ensuring the wellbeing of our people. It is nicely summed up in the whakatauki:

*Aroora ki roto,
Aroha ki waho,
Whakatipua te manaaki ki runga,
Whakarangatira arahi ki raro,
Tenei te ara.
Aroora I ee!*



SUMMARY OF ACTIVITIES AND EVENTS

ATTENDANCE

In the 2019-2020 season there were a total of 20,941 visitors to the facility, down on the previous season. However, comparisons need to be taken in the context of the unprecedented season that saw the pool closed early due to the Covid-19 pandemic that hit New Zealand in the summer of 2020.

As per the graph below, the monthly attendances were very positive at the start of the season, with a drastic drop in March with the Covid-19 Alert levels eventually causing the centre to close on the 23rd of March rather than the scheduled 13th of April.

Month	2017/18	2018/19	2019/20
<i>October</i>	405	500	498
<i>November</i>	2837	2788	3384
<i>December</i>	4790	3302	3723
<i>January</i>	5995	5684	5864
<i>February</i>	4553	4861	4675
<i>March</i>	5002	4876	2797
<i>April</i>	88	721	0
Total	23,670	22,732	20,941

To assist in increasing attendance figures during the season a number of initiatives were implemented including:

- Supporting and hosting two community free days
- Schools weren't charged admission into the facility
- Swim club members weren't charged admission on training nights

Appendix A provides detailed attendance information for 2019/20 season.

SPECIAL EVENTS & ACTIVITIES

Although the season started slowly with some cool temperatures in the opening weekend there were a number of memorable events throughout the year which saw some great patronage at the centre.

One outstanding community lead initiative was the Dargaville Community Whanau Day held in December <https://www.facebook.com/sportnorthland/videos/457531118472427/>. Run by the community for the community across Selwyn Park and the Kauri Coast Community Pool, it was a real success. CLM contributed on the day by opening the facility free of charge and ensuring plenty of lifeguard supervision on a packed day.



Additionally, as per every year there were a number of very successful carnivals held at the facility throughout the season as well as great participation with schools, clubs, and community organisations.

The following is a summary of some of these activities and special events for the year 2019/20:

Month	Organisation	Activity
November 2019	Lane hireage <ul style="list-style-type: none"> - Dargaville Swimming Club - Selwyn Park Primary School 	Exclusive Hire <ul style="list-style-type: none"> - Club swimming - School swimming
December 2019	Facility hireage <ul style="list-style-type: none"> - Silver Fern Farms - CLM Xmas event - Swimming Northland Lane hireage <ul style="list-style-type: none"> - Dargaville Swimming Club - Selwyn Park Primary School - Healthier, Fitter, Stronger – CF 	Free entry <ul style="list-style-type: none"> - Community Day - Community Day Exclusive Hire <ul style="list-style-type: none"> - Long Distance Swim carnival - Swim club - School swimming - Group fitness class
January 2020	Facility hireage <ul style="list-style-type: none"> - Swimming Northland - Dargaville Swimming Club Lane hireage <ul style="list-style-type: none"> - Te Kopuru Swim Club - Northwave Swim Club - Bream Bay Club - Manaia Swim Club - Bay of Islands Swim Club - Samoa Swim Club - Green Ways - Home School Group - Healthier Fitter Stronger Northern Wairoa - Sport Northland 	Exclusive hire <ul style="list-style-type: none"> - Northland Age Grade Champs & DSC carnival - Club swimming - Club swimming - Club swimming - Club swimming - Club swimming - Club swimming - Swimming and rehab. - Swimming and rehab. - Group fitness class - Water safety
February 2020	Facility hireage <ul style="list-style-type: none"> - Dargaville Swimming Club 	Exclusive Hire <ul style="list-style-type: none"> - Club swimming & carnival



	<ul style="list-style-type: none"> - Te Kopuru Swim Club - Swimming Northland - Dargaville High School <p>Lane hireage</p> <ul style="list-style-type: none"> - Selwyn Park School - Dargaville Intermediate - Swim Magic (CLM) - Green Ways - Home School Group - Healthier Fitter Stronger Northern Wairoa - Sport Northland 	<ul style="list-style-type: none"> - Club swimming & carnival - Northland Secondary schools carnival - School swimming day <p>Exclusive Hire</p> <ul style="list-style-type: none"> - School swimming - School swimming - Learn to swim - Swimming and rehab. - Swimming and rehab. - Group fitness class - Water safety
March 2020	<p>Lane hireage</p> <ul style="list-style-type: none"> - Dargaville Swimming Club - Dargaville Primary School - Dargaville Intermediate School - Selwyn Primary School - Dargaville home School Group - Healthier Fitter Stronger Northern Wairoa 	<p>Exclusive Hire</p> <ul style="list-style-type: none"> - Club swimming - School swimming - School swimming - School swimming - School swimming - Group fitness class

HEALTH AND SAFETY

The Kauri Coast Community Pool currently holds a PoolSafe accreditation. Jointly developed in 2001 by the New Zealand Recreation Association (NZRA) and Water Safety New Zealand (WSNZ), PoolSafe is an industry led, voluntary management system designed by industry for industry to peer assess and moderate their delivery of public aquatic facilities services, with the direct intent to limit serious harm to their communities.

As such, the facility is audited annually to make sure it complies with, and operates to, this industry standard. Auditing includes; water quality testing, supervision policy, staff qualification and training, and health and safety practice and reporting. Kauri Coast Community Pools passed the annual Poolsafe Audit in February 2020.

Core H & S Statistics	Oct 2019- Mar 2020
Number of safety audits	6
Near misses	1
First Aid injuries	3
Medical treatment injuries	0
Number of serious harm injuries	0



Health and Safety inspections are carried out by staff monthly. Action lists to address any hazards are produced and work is carried out as required. Kauri Coast Community Pool (KCCP) staff continue to complete daily cleaning duty sheets, updating them when necessary for reasons such as increased patronage, or changes in how cleaning procedures are carried out.

INCOME AND EXPENDITURE

The 2019/2020 Financial Accounts are completed annually by the accountant Nobilo & Co.

End of year reports are yet to be audited, however the end of year income is forecast to be approximately \$277, 093, including the subsidy payment. This is up 2.5% on last season a positive result given the season.

Expenses for the season are \$281, 907 which is comparative to the year previous. Efforts have been made to run as efficiently as possible as continued expense pressure comes on with continual increases to minimum wage, with the wages spent being the largest expenditure growth this season (a forecast 5% increase on last year).

Utilities are forecast to be down significantly on last year (\$10k) this is attributed to two factors, one, a couple of heat pump failures causing the secondary heating being turned off for a period of the season, and two, the early closing of the facility.

Net profit for the 2018-19 season is -\$7,545, down approximately \$8k on last season's performance.

Appendix B provides further detail of the financial performance of the Kauri Coast Community Pool for the year.

ASSET MAINTENANCE

As the CLM pool management contract has been renewed year by year, there is no long term asset management plan. However, preventative maintenance schedules for all relevant areas of the complex are carried out monthly. When remedial maintenance work is identified, KCCP staff or reputable tradespersons carry out the work as quickly as is practical. Additionally, Sport Northland is notified if large works are to be completed.

This season, with the failure of the secondary heating system (heat pumps/heat exchange), a number of large asset replacement and planned maintenance had to be put on hold. The heat system is scheduled to be replaced and commissioned in the off season.

It has been flagged that an increase to the capital expenditure and asset maintenance fund will be required in the coming years due to the age of the facility and the bottle necking of a number of maintenance items that require attention.



APPENDIX A

ATTENDANCE SUMMARY

Attendance	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Shower	2	66	24	46	34	26
Adult swim	19	259	268	543	404	92
Child swim	157	1348	1182	2678	1563	541
CSC swim adult	4	64	46	588	107	103
CSC swim child	0	68	42	1189	99	117
Casual Senior	0	11	15	39	89	89
Complimentary adult	62	14	500	89	500	399
Complimentary child	252	778	1295	92	1500	1200
Spectator	2	7	75	350	250	100
DLL Koha	0	10	75	150	75	80
DLL Koha Adult	0	9	50	100	54	50
Family fun day	0	750	151	0	0	0
Totals	498	3384	3723	5864	4675	2797

APPENDIX B

FINANCIAL REPORTS

Ordinary Income/Expense

Income

1000 · Pool

1015 · Pool Memberships

1017 · Pool DD Memberships

1020 · Casual Admissions

1030 · Pool Hire

1035 · Concessions

Total 1000 · Pool

1025 · Aqua Aerobics

1100 · Swim School

1140 · Swim school - private lessons

Total 1100 · Swim School

1300 · Shop

1700 · Cafe

1800 · Council Subsidy

Total Income

Cost of Goods Sold

2000 · Stock

2100 · Opening Stock

2300 · Closing Stock

Total 2000 · Stock

2200 · Purchases

Total COGS

Gross Profit

Expense

3000 · Wage Expenses

3010 · Employer K/S

3030 · Inter Facility Wages

3040 · Wages

Total 3000 · Wage Expenses

3300 · Utilities

3310 · Electricity

Total 3300 · Utilities

4000 · ACC Levy

4010 · Accountant

4020 · Advertising Situations Vacant

4025 · ASV - Police Vetting

4035 · Asset Management

4040 · Assets under \$500

4070 · Bank Charges

4120 · Cleaning Contracts

4130 · Cleaning Supplies

4140 · CLM - Accountancy Fee

4170 · CLM - Management Fee
4180 · CLM - Marketing Fee
4240 · Equipment Hire/Rental
4260 · Fire Security
4270 · First Aid Supplies
4290 · General Expenses
4320 · Insurance
4380 · Licences
4385 · Links Licences
4400 · Marketing
4410 · Meeting Expenses
4430 · Office Supplies
4460 · Photocopying
4470 · Pool Chemicals
4480 · Pool Tests
4490 · Postage
4540 · Repairs & Maintenance
4560 · Rubbish Removal
4570 · Security
4600 · Staff Amenities
4610 · Staff Training
4630 · Subscriptions
4640 · Telecommunications
4650 · Travel & Accommodation
4660 · Uniforms
4670 · Vehicle - Fuel
4710 · Wristbands
5645 · Repairs & Maint - Council

Total Expense

Net Ordinary Income

Net Income

<u>Jul 19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5,844.00	4,725.00	1,119.00	123.68%
0.00	3,000.00	(3,000.00)	0.0%
25,565.03	28,875.00	(3,309.97)	88.54%
9,908.83	15,175.00	(5,266.17)	65.3%
2,617.47	2,430.00	187.47	107.72%
#REF!	#REF!	(10,269.67)	81.05%
330.43	2,888.00	(2,557.57)	11.44%
753.32			
753.32			
2,182.96	3,800.00	(1,617.04)	57.45%
1,391.53			
228,500.00	224,500.00	4,000.00	101.78%
#REF!	#REF!	(8,299.43)	97.09%
2,634.70			
(2,634.70)			
#REF!			
2,731.91	1,900.00	831.91	143.79%
2,731.91	1,900.00	831.91	143.79%
274,361.66	283,493.00	(9,131.34)	96.78%
1,571.10			
60,956.91			
61,111.49	144,327.00	(83,215.51)	42.34%
#REF!	#REF!	(20,687.50)	85.67%
69,552.74	88,750.00	(19,197.26)	78.37%
69,552.74	88,750.00	(19,197.26)	78.37%
205.70	573.00	(367.30)	35.9%
1,500.00	1,600.00	(100.00)	93.75%
585.91	200.00	385.91	292.96%
59.53	200.00	(140.47)	29.77%
900.00			
236.76	800.00	(563.24)	29.6%
149.36	300.00	(150.64)	49.79%
209.48	1,050.00	(840.52)	19.95%
131.12	750.00	(618.88)	17.48%
6,150.00	6,150.00	0.00	100.0%

35,520.00	35,520.00	0.00	100.0%
1,000.00	1,000.00	0.00	100.0%
3,697.95	700.00	2,997.95	528.28%
1,577.50	1,800.00	(222.50)	87.64%
196.55	850.00	(653.45)	23.12%
0.00	700.00	(700.00)	0.0%
1,650.00	1,650.00	0.00	100.0%
0.00	750.00	(750.00)	0.0%
612.00	612.00	0.00	100.0%
222.00	2,826.00	(2,604.00)	7.86%
25.11	550.00	(524.89)	4.57%
191.04	550.00	(358.96)	34.74%
0.00	400.00	(400.00)	0.0%
14,246.99	13,500.00	746.99	105.53%
600.00	1,400.00	(800.00)	42.86%
0.00	200.00	(200.00)	0.0%
10,078.19	10,250.00	(171.81)	98.32%
497.69	600.00	(102.31)	82.95%
463.60	400.00	63.60	115.9%
0.00	200.00	(200.00)	0.0%
878.69	2,650.00	(1,771.31)	33.16%
800.00	175.00	625.00	457.14%
3,659.36	2,400.00	1,259.36	152.47%
346.52			
1,844.49	1,650.00	194.49	111.79%
124.50	2,000.00	(1,875.50)	6.23%
0.00	250.00	(250.00)	0.0%
355.00			
#REF!	#REF!	(46,375.72)	85.87%
(7,545.62)	(44,790.00)	37,244.38	16.85%
(7,545.62)	(44,790.00)	37,244.38	16.85%

Mangawhai Heads Domain Improvements

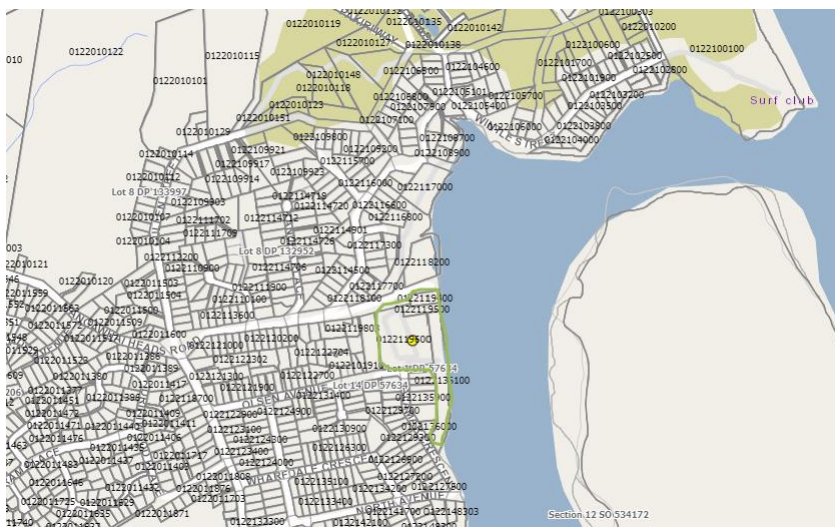
Meeting: Council Briefing
Date of meeting: 2 September 2020
Reporting officer: Tim Manning, MCP Programme Manager

Purpose/Ngā whāinga

To seek direction on the likely approval of Financial (Reserve) Contributions towards improvements to the car park and amenity area within the Mangawhai Heads Domain

Context/Horopaki

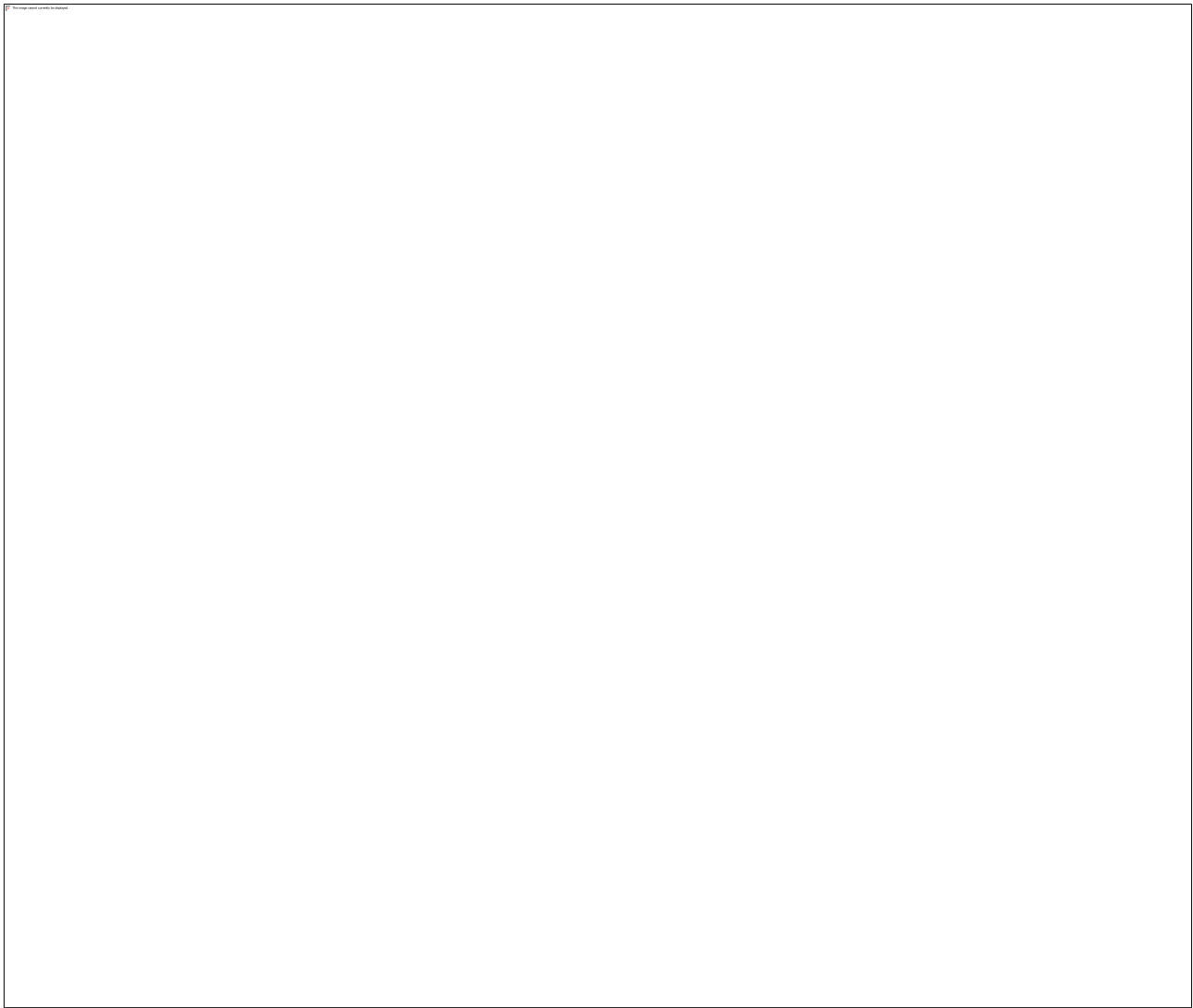
The Mangawhai Heads Domain incorporates the campground, boat club and boat ramp.



The boat ramp is the only all tide access ramp in Mangawhai and is heavily used in summer. This presents safety issues and frustrations for users as there is limited capacity.



A plan has been developed which will allow for safe and efficient movements in the boat ramp area which incorporates the new toilet, shared path along the front and parking



The toilet has been part funded through the Tourism Innovation Fund and a contract has now been awarded. Construction is expected to commence before summer.

Negotiations with the campground have been concluded and the fence line will be moved back ahead of the coming season.

Construction of the shared path will commence at the end of the 2021 summer season.

Discussion/Ngā kōrerorero

There is an opportunity to implement the new parking and circulation arrangement ahead of the summer season. The design has been completed and a budget estimate of \$600 - \$900k has been provided for a fully sealed car park with line marking. There are opportunities to reduce the level of service (e.g. just metal) however this brings additional maintenance costs.

It is considered that funding could be provided through the Financial (Reserve) Contribution to allow these works to be completed.

If funding is made available, then it is proposed that the works will be undertaken as a variation to the Toilet Contract.

Next steps/E whaiake nei

If supported, a Council Paper will be presented to confirm funds for this LTP.

Pavement investigations will be undertaken and a detailed costs estimate/quotation developed.

Speed Limit Reviews – Mangawhai – Kaiwaka West

Meeting: Council Briefing
Date of meeting: 02 September 2020
Reporting officer: Shawn Baker, Speed Limits Project Manager

Purpose/Ngā whāinga

To update Council on the review of speed limits within the Mangawhai and Kaiwaka West review areas and obtain direction on the proposed Hearings format.

Context/Horopaki

Council, in its capacity of Road Controlling Authority is reviewing speed limits across the Kaipara District as part of central governments Road to Zero Road Safety Strategy. The review process is being led by the Northland Transportation Alliance and has a goal of setting safe and appropriate speed limits that will reduce fatal and serious injury crashes.

The Speed Limits Bylaw 2018 sets the speed limits within Kaipara District. The Bylaw is made under Section 22AD of the Land Transport Act 1998. In making a speed limits bylaw, Council, in its capacity as a Road Controlling Authority must comply with the Setting of Speed Limits Rule 2017 which sets out the process and the matters that must be considered in setting a speed limit.

When setting a speed limit, one aspect that Council must consider is feedback from the affected community. This is achieved by a consultation process that is consistent with the requirements of Section 156 of the Local Government Act.

Discussion/Ngā kōrerorero

Northland Transportation Alliance is leading a regionwide review of speed limits. The review prioritises high benefit roads where the evidence suggests that a lower speed limit would result in a significant improvement to road safety.

To ensure that the review process is made in a timely manner, but also remains manageable within Council's resources, a catchment-based approach has been taken. High benefit roads are identified using a nationally consistent assessment process. Once identified, a larger catchment area around these roads are identified to form the overall review area.

The Mangawhai – Kaiwaka area has seven roads that have been identified as high benefit. This includes the Kaiwaka-Mangawhai Road. The resulting review area is set out in the attached Draft Statement of Proposal. In addition, an area to the west of Kaiwaka has also been included in the current review for consistency.

Draft Statement of Proposal

A Draft Statement of Proposal (SOP) has been attached to this briefing paper to enable Councillors to discuss the proposed speed limits prior to adoption for consultation at the 30th September Council meeting.

The Draft SOP provides all of the information required for the community to make a reasonably informed submission. The Draft SOP also provides members of the community direction for additional, more technical background information.

The Draft SOP identifies the review area and the proposed new speed limits in map form. In addition, each road within the review area is identified in table form, and both the current speed limit and the proposed speed limit is also identified in that table.

Assessment Criteria

One of the aims of the review process is to identify evidence based safe and appropriate speed limits. The limits are based on recorded crash history, risk assessment and the wider road environment.

It is also important that proposed speed limits are consistent so that the speed limit on one road is similar to that of another road that has the same look and feel. To achieve consistency, the NTA is leading a regional programme of speed reviews, of which the Mangawhai-Kaiwaka and Kaiwaka West Review is part of. Assessing and setting speed limits is guided by National Speed Management Guidance.

The Setting of Speed Limits Rule 2017 identifies a range of matters that the Road Controlling Authority must consider and assess when proposing a new speed limit, including:

- The wider road environment
- The safe design speed of the road
- Adjacent land-uses
- What the road is used for.

When making final decisions, all the matters set out in the Setting of Speed Limits Rule 2017, including public feedback will be considered and presented to Council. The detailed technical assessments that have been undertaken will be made available as additional information on Councils website as part of the community engagement process.

Community Engagement

The Speed Limits Bylaw is made by Council in its capacity as a Road Controlling Authority. Unlike many other Bylaws that are made under the Local Government Act, speed limits must be consistent with the Setting of Speed Limits Rule 2017 and the relevant national speed management guidance and engineering standards. This requirement is to ensure a high level of road safety and national consistency of speed limits.

Section 2.5 of the Setting of Speed Limits Rule 2017 identifies the groups and organisations that must be consulted before setting a new speed limit. This includes any local communities that may be affected by the proposed speed limit. Consultation must be undertaken in accordance with the provisions of Section 156 of the Local Government Act 2002.

Given the large area covered by the review; the changes proposed; and community interest; it is proposed to consult in accordance with the Special Consultative Procedures set out in Section 83 of the Local Government Act 2002. This will be given effect to by:

- Directly notifying statutory consultees as set out in Section 2.5 of the Setting of Speed Limits Rule 2017, as well as key stakeholders, as identified by Council and Section 22AD (3) of the Land Transport Act 1998.
- Public notice will be placed in media with the information able to be viewed at Council service centres.
- The Statement of Proposal, along with detailed technical review information will be made available on council's website
- Where appropriate, public information sessions will be organised (subject to any Covid-19 restrictions that may be in place).

Council is required to ensure that there is reasonable opportunity for persons to present their views to Council in a manner that is appropriate to the preferences and needs of those persons.

Although Council must consider community feedback on proposed speed limits; the final decisions on speed limits must be evidence based. However, community feedback may lead Council to upgrade a road to meet the standards of a specific speed limit, or to undertake other measures to mitigate speed related risks. In some cases, there may be a range of speed limit options that maintain consistency with speed management guidance.

Community Engagement Experience to Date

The Mangawhai-Kaiwaka and Kaiwaka West Speed Limits Review is the third major speed review led by Northland Transportation Alliance. In addition, a smaller review was previously undertaken on Tara Road in Mangawhai.

Community feedback on other speed limit reviews has been positive with the vast majority of submissions either supporting the proposals or seeking even lower speed limits. With some exceptions, submissions that were opposed to lower speed limits were often general in nature and lacked any evidence or reasons for the opposition.

The recent speed review undertaken in the Whangarei District (Waipu, Marsden Point and Vinegar Hill) generated 107 submissions. A review in Far North District (Waimate-Okaihau-Kaeo) generated 178 submissions.

It is anticipated that the Mangawhai-Kaiwaka and Kaiwaka West review will generate between 150 and 200 submissions.

Submission Period and Hearings

The community feedback process includes a submission period, which is normally 4 weeks. Any hearings that are required can be held approximately 2 weeks after the close of submissions.

NTA staff require three to four weeks to ensure the notification process is complete and all information is available to the community, including the location and timing of any drop-in information sessions. The following dates will therefore be proposed for the submissions and hearings:

- Submissions open: 29th October 2020
- Submissions close: 27th November 2020
- Hearings: Week of the 14th to 18th December 2020 – it is noted that there is a full Council meeting scheduled for 16th December. Hearings could be scheduled for the afternoon of the Council meeting.

The above dates will need to be confirmed at Councils meeting on 30th September, when the Draft Statement of Proposal is adopted for consultation purposes. Council will also need to determine whether full Council wish to hear submissions, or whether Council will delegate that authority to a hearings panel.

It should be noted that the above dates may change if Northland's Covid-19 Alert level changes.

Staff request direction from Council as to the make-up of the hearings panel and the timing of any hearings.

Next steps/E whaiake nei

An Agenda item will be presented to the 30th September Council meeting. This Agenda item will ask Council to approve the Draft Statement of Proposal for consultation. In approving the Draft SOP for consultation, Council will also be asked to confirm dates for the submission period and any hearings that may be required.

Following the submission period and Hearings, NTA staff will review all submissions received and make recommendations based on all the assessment criteria set out in the Setting of Speed Limits Rule 2017, including public feedback.

If Council adopts the final recommendations, staff will prepare a programme to make appropriate changes to signage and prepare the required changes to the Speed Limits Bylaw for final adoption.

Attachments/Ngā tapiritanga

	Title
A	Draft Statement of Proposal - Mangawhai-Kaiwaka and Kaiwaka West Speed Limit Review

Kaipara KickStart Programme Update – August 2020

Meeting: Council Briefing
Date of meeting: 02 September 2020
Reporting officer: Diane Bussey, Kaipara KickStart Programme Manager

Purpose/Ngā whāinga

To provide an update on progress and performance of the Kaipara KickStart Programme as of 19 August 2020.

Discussion/Ngā kōrerorero

The Kaipara KickStart programme remains on track to meet all contractual obligations and is being delivered largely to plan. With transition of the programme currently on hold, until other externally funded projects have been determined, the programme continues to be supported by project advisory groups and the Programme Steering Group.

The significant risk relating to the unsealed network funding of \$8.06m, remains unresolved. A funding announcement was scheduled for 21 August, however this was cancelled due to unforeseen circumstances. Ongoing discussions will keep a focus on resolving the situation.

A second significant risk relating to escalating capital costs is also under regular review. As a number of procurements, especially with Roading and Wharves projects, are underway the team are in a position to provide latest estimates for completion of the physical works projects. A revised latest estimate across the programme will be completed mid-September and advised to the next Programme Steering Group meeting.

An updated communications and engagement plan has been completed and this is attached (**Attachment A**).

Key Deliverables – Progress Update

Kaipara Wharves

- NRC resource consent amendment has been lodged for mooring dolphin - Dargaville Pontoon
- Dargaville Pontoon Physical Works Contract Signed and Awarded to Bellinghams Marine Ltd
- Dargaville Pontoon Construction Programme received
- Media release and newsletter sent out for Dargaville construction start date.
- Professional Services Procurement Management Plans endorsed for Pahi, Pouto and Beach Landings
- Pahi Site Investigations and Desktop study, concept design recommendations developed
- Beach Landings consultation plan to establish the preferred location for implementation.
- Focus for the team will be to develop a latest estimate for pricing received through the procurement processes. This approach will develop a more accurate financial view of physical works.

Kaipara Kai

The team have completed the scope within the Kaipara Kai funding agreement, with all funding deliverables having been delivered to time and budget. A process to utilise \$95,000 to extend the operational funding of Kai Hub to 30 June 2021 was successfully concluded with support from MBIE. The remaining deliverable, which has no funding attached, is the post outcomes report due to MBIE in September.

Kaipara Water

- Detailed design for Demonstration Site 1 and 2 completed
- Broad license agreement terms of Site 1 and 2 agreed with landowners – legal services developing landowner agreements
- Procurement management plan for site development and operational management of sites completed.
- Draft license agreements to be presented to Council at September meeting for resolution to execute agreements
- Site preparation planning underway.

Roading Package

- Waipoua River Road draft design has been completed
- Poutō Road Phase 1 design – Road Safety Audit, construction Request for Tender has been issued
- Procurement of contractor to quarry supply aggregate for Poutō Road seal underway
- Submitted resource consent applications to quarry Greenhill Quarry
- Pouto Stage 2 – Strategic business case was submitted to MBIE on 13th July. This case seeks approval to draw down the 'Implementation - Physical Works' budget of \$2.8m - MBIE has advised requires approval from Ministers Jones, Robertson and Twyford ahead of the election, and if that doesn't occur, the paper will be available for Ministers appointed in the next Parliament
- Awarded a contract for the survey of Poutō Road Phase 2
- Commenced design of the 50MAX Bridges Phase 2 bridges

Next steps/E whaiake nei

1. Ongoing focus on a satisfactory resolution to securing the funding for Unsealed network programme.
2. Kaipara KickStart programme will continue to work on the programme deliverables as scheduled with a focus on community communication and engagement, especially for the physical work projects.
3. A further briefing will be scheduled for early November.

Attachments/Ngā tapiritanga

	Title
A	Communications and Engagement Plan – Revised

Communications plan – Quarter 4

July				August				September				
6	13	20	27	3	10	17	24	31	07	14	21	28
9 July NIWA/Manaaki Whenua/Plant & Food presents Topo-climate online talk	July PGF media releases Roads Advisory Group	21 July Programme Steering Group	Late July Updates to Kaipara Water shortlisted landowners		Mid-August Dargaville Pontoon construction comms <ul style="list-style-type: none">Stakeholder newsletterSignage onsiteMedia releaseSocial MediaWebsite updatesLifestyler page KKS general newsletter update General social media and website updates	Pouto Wharf comms out notifying community of onsite investigations occurring <ul style="list-style-type: none">FBWebsite updatesNewsletterWaikaretu marae PGF media release	Late August Dargaville Pontoon reminder start <ul style="list-style-type: none">social mediawebsite updatesLifestyler pageFlyer drop to businesses Late August Pahi Regatta Club consultation on design concept 18 August Programme Steering Group Roads Advisory Group 20 August Meeting with Ripia Marae reps Pouto Road P1	End of August/Sept Demo Site 1 Announcement <ul style="list-style-type: none">Media releaseLifestyler/FocusStakeholder newsletterSocial mediaWebsite update 07 September <ul style="list-style-type: none">Dargaville pontoon blessing by Te KuihiConstruction begins 07 SeptOngoing comms via paper, social media, website newsletter Marae Beach Landing hui <ul style="list-style-type: none">OruawharoOtamateaWaihaua	15 Sept Programme Steering Group Mid Sept Final concept design update for Pahi to wider community via website, newsletter, social media Announce construction start date	End of Sept Demo Site 2 Announcement <ul style="list-style-type: none">Media releaseLocal papersStakeholder newsletterSocial mediaDemo Site 1 Event Announcement Roads Advisory Group End of Sept Communicate opening event for Dargaville Pontoon at completion	Spring Comms for construction of Pouto Road P1 Comms for construction of Waipoua Road	

Key
Programme
Wharves
Kai water
Kaipara Kai
Roads

Key
Programme
Wharves
Kai water
Kaipara Kai
Roads

Proposed Joint Climate Change Adaptation Committee

Meeting: Council Briefing
Date of meeting: 02 September 2020
Reporting officer: Katy Simon, Policy Analyst

Purpose/Ngā whāinga

To introduce the proposed Joint Climate Change Adaptation Committee and draft Terms of Reference.

Context/Horopaki

At the Council Briefing meetings on 3 and 10 June, staff reported on a proposed Climate Change Strategy and Work Programme. These reports introduced the idea of a strategic, unified approach to climate change work that included adaptation, mitigation and sustainability action plans and a Climate Smart Policy. The reports also introduced and updated Council on Council's participation in a joint regional approach to adaptation, Climate Adaptation Te Taitokerau (CATT), together with Northland Regional Council (NRC), Far North District Council (FNDC) and Whangarei District Council (WDC).

CATT is a regional joint adaptation group that first formed in December 2018. The group's aim is to ensure regional consistency in adaptation planning while recognising the need for unique local approaches at the district and community level. The group is developing a series of core projects, including:

- a communications plan;
- a climate change adaptation strategy for Te Taitokerau Northland;
- an associated 10-year work programme for Councils that identifies and addresses priority issues at both a regional and district level; and
- a Te Ao Māori Framework that applies a Māori world view to adaptation planning.

CATT meets regularly on a tri-monthly basis and NRC's Natural Hazards Advisor is the chair. CATT reports to Council's Chief Executives. Membership currently includes 18 staff from FNDC, WDC, NRC, and KDC. The Four Waters Advisory Group and Northland Transport Alliance are also represented. Te Taitokerau Māori and Council Working Party (TTMAC) and Te Huinga representatives have open invitations and have attended a meeting and a risk assessment workshop.

Participation in CATT and development of shared regional adaptation approach is a core component of Council's climate change work. This regional approach is integral to the proposed climate change work programme. So far, participation in CATT has been predominantly operational and staff led. CATT is now proposing the establishment of a Joint Climate Change Adaptation Committee to support formalising the proposed shared regional approach.

Discussion/Ngā kōrerorero

Acting collaboratively in Te Taitokerau Northland to plan how we adapt to climate change ensures an effective, efficient and coordinated approach. Collaborative inter-council arrangements have proven very effective at dealing with complex issues that benefit from cross-council coordination, most recent examples are the Northland Transportation Alliance and matters around Civil Defence Emergency Management.

As stated previously, CATT is currently in the process of developing a regional climate change strategy. While this group is functioning well, it is recommended that a joint council committee is also established to provide governance oversight of climate change adaptation activity.

The proposal to establish a committee was supported by the Chief Executives Forum at its meeting on Monday 3 February 2020, and subsequently endorsed by the Northland Mayoral Forum at its meeting on 24 February 2020. Both the Mayoral Forum and Chief Executives Forum recommended that this committee have equal representation by Māori.

The formation of a joint council standing committee is provided for in Schedule 7, clauses 30 and 30A of the Local Government Act 2002 (LGA). In terms of process, each Council must formally agree to the establishment of the joint committee and nominate elected members as committee members. Clause 31 of Schedule 7 of the LGA also allows a local authority to appoint non-elected members to a committee, if in the opinion of the local authority those persons have the skills, attributes or knowledge that will assist the work of the committee.

FNDC has formally approved the creation of the committee and the associated draft Terms of Reference (TOR) through resolutions at meetings held in August. WDC is in the process of gaining approval, with the draft TOR having been presented at their August Council Briefing. NRC will be seeking a Council decision on the proposed committee at their August meeting.

It is recommended that the committee have eight members with each Council nominating two elected members – one as their full member and an alternate as a ‘back-up’ in the event the first nominee is unable to attend meetings. Each Council is to also seek the nomination of two Iwi/Hapū representatives from their jurisdictions (again one as ‘back-up’ / alternate).

It is recommended that Iwi / Hapū representatives are remunerated for their participation and that remuneration is the responsibility of the nominating council. For KDC, this remuneration would develop in reference to our Mana Enhancing Agreement (MEA) with Te Roroa and our Memorandum of Understanding (MoU) with Te Uri o Hau. Remuneration for participation in the joint committee falls outside the scope of current compensation as outlined in both agreements since it's a regional, non-policy activity. Remuneration is accounted for in Council's proposed climate change work programme LTP budget. For the 2020/2021 financial year, remuneration costs are anticipated to be small and will come from current, operational budgets. Where hourly costs are not indicated by our MEA and MoU, [NRC's Appointed Members' Allowances Policy](#) will guide remuneration. This policy identifies maximum daily meeting (workshop) allowance of \$170, plus mileage.

NRC's Te Taitokerau Māori and Council Working Party provided their nominations for membership on the committee at their March 2020 meeting. The nominations were Toa Faneva, Te Rūnanga O Whāingaroa (primary member) and Thomas Hohaia, Te Roroa (back up member). Te Huinga (WDC Māori Representative Committee) nominated Delaraine Armstrong (primary) and Rosie Wellington (back up member) at the August 2020 meeting. The draft TOR have been presented to Te Roroa and Te Uri o Hau and staff are waiting on their decisions regarding participation and nomination.

The draft TOR for the committee are included as Attachment A for Council's consideration. The TOR includes a recommended purpose as well as responsibilities and representation arrangements. It is not proposed that the committee have decision making powers or delegations. Any recommendations from the Committee will be brought back to each respective Council to make decisions on. Administrative and technical support would be provided by CATT.

Clause 30A(1) of the LGA states that a local authority may not appoint a joint committee under clause 30(1)(b), unless it has first reached agreement with every other local authority or body that is to appoint members of the committee.

Under Clause 30A(2), an agreement under subclause 30A(1) must also specify—

- a. the number of members each local authority or public body may appoint to the committee; and
- b. how the chairperson and deputy chairperson of the committee are to be appointed; and
- c. the terms of reference of the committee; and
- d. what responsibilities (if any) are to be delegated to the committee by each local authority or public body; and
- e. how the agreement may be varied.

The draft TOR in Attachment A address the necessary requirements. The requirements of Clause 30A(1) will be considered to be met by adoption of the TOR by way of a resolution of each Council.

Next steps/E whaiake nei

A report to be presented to Council on the above matters for a resolution to adopt the draft TOR and establish the proposed Joint Council Climate Change Adaptation Committee.

Attachments/Ngā tapiritanga

	Title
A	Draft Terms of Reference

Joint climate change adaptation committee Terms of Reference

August 2020

Background

Climate change poses significant risks to the environment and people of Te Taitokerau - local government has responsibilities in reducing the impact of climate change (adaptation). It is essential that councils, communities and iwi / hapū work collaboratively to ensure an effective, efficient and equitable response to the impacts of climate change. Work on adaptation has already started between council staff with the formation of the joint staff working group Climate Adaptation Te Taitokerau and the development of a Climate Change Adaptation Strategy for Taitokerau. The formation of a joint standing committee of the Far North, Kaipara and Whangarei district councils and Northland Regional Council elected council members and iwi / hapū is fundamental to ensuring these outcomes are achieved in a coordinated and collaborative way across Te Taitokerau.

Role and Responsibilities

- 1) Provide direction and oversight of the development and implementation of climate change adaptation activities by local government in Te Taitokerau
- 2) Receive advice and provide direction and support to Climate Adaptation Te Taitokerau
- 3) Make recommendations to member councils to ensure a consistent regional approach is adopted to climate change adaptation activities
- 4) Act collectively as an advocate for climate change adaptation generally and within the individual bodies represented on the Committee
- 5) Ensure the bodies represented on the Committee are adequately informed of adaptation activity in Te Taitokerau and the rationale for these activities
- 6) Ensure the importance of and the rationale for climate change adaptation is communicated consistently within Te Taitokerau
- 7) Receive progress reports from Climate Adaptation Te Taitokerau

Membership

The Joint Climate Change Adaptation Committee (the committee) is a standing committee made up of elected members from the Far North, Kaipara and Whangarei district councils, the Northland Regional Council and representatives from Northland hapū and iwi.

The committee shall have eight members as follows:

One elected member from:

Kaipara District Council
Far North District Council
Whangarei District Council
Northland Regional Council

Iwi / hapū members:

One representative from iwi / hapū nominated by each council from within their jurisdiction. Where possible, this nomination should follow recommendations from council Māori advisory groups or committees.

Each council shall also nominate one alternative elected member and one alternative iwi / hapū member who will have full speaking and voting rights when formally acting as the alternate.

Status

The Committee is a joint standing committee of council as provided for under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 and shall operate in accordance with the provisions of Clause 30A of that Act. The committee is an advisory body only and has no powers under the Local Government Act 2002 (or any other Act) other than those delegated by decision of all member councils. The joint standing committee shall operate under Northland Regional Council Standing Orders.

Committee Chair and deputy Chair:

The Chair and Deputy Chair is to be elected from members at the first meeting of the committee.

Quorum

At least 50% of members shall be present to form a quorum.

Meetings

The Committee shall meet a minimum of two times per annum.

Service of meetings:

The Northland Regional Council will provide secretarial and administrative support to the joint committee.

Draft agendas are to be prepared by Climate Adaptation Te Taitokerau and approved by the Chair of the Committee prior to the Committee meeting.

Remuneration

Remuneration and / or reimbursement for costs incurred by council members is the responsibility of each council.

Respective iwi / hapū representatives will be remunerated and reimbursed by the nominating council in accordance with the non-elected members remuneration policy of that council.

Amendments

Any amendment to the Terms of Reference or other arrangements of the Committee shall be subject to approval by all member councils.

District Plan Review – Discussion papers

Meeting: Council Briefing
Date of meeting: 02 September 2020
Reporting officer: Paula Hansen, Senior Policy Analyst

Purpose/Ngā whāinga

To provide an update on the District Plan review process and to seek direction on using discussion papers in order to gain initial feedback from the community.

Context/Horopaki

The ten year review of the District Plan is a significant project which will help plan for the future of the Kaipara District. Given its importance it is necessary to educate, inform and keep Elected Members up to date on the District Plan review progress.

The Spatial Planning exercise is just about to be completed in the coming months, so staff have started to consider how we progress the next step of the District Plan review, in particular, how we engage with our communities in a way that supports community feedback.

The District Plan is a large document that covers a high number of different topics. In order to help the community gain some understanding of these different topics, Council needs to consider different ways to convey information in a form that is easier to understand and in bite sized chunks.

This is to help enable our communities to provide meaningful feedback. This in turn will help Council gain an understanding of the current thoughts and views of the community on a particular matter.

Discussion papers are an informal way to achieve the above. They will also help flush out any areas of contention that would need to be addressed or identify further direction that will be required from Council. This feedback can then feed into the District Plan section 32 Evaluation reports that will support chapters

Discussion/Ngā kōrerorero

What have staff been working on

Staff have been progressing the spatial planning for Mangawhai and the sub-regional plan. A draft is due to be presented to Council at the October briefing for feedback before being adopted at the October Council meeting. Some additional communities have requested for Council to come and talk to them, pending the Covid-19 situation this may happen in mid-September. This will form the strategic direction within the District Plan and support plan development on how Kaipara is to grow over the next ten years.

Staff have been progressing the Northland Regional Policy Statement topics, being Outstanding Natural Features, Outstanding Natural Landscapes, Coastal Environment and Natural Character, Significant Natural Areas. Technical reports to support all of these topics are just about completed, and staff are looking to how we engage with both landowners and the wider community. This is being undertaken within current budgets. Discussion papers are in the process of being drafted to help support this engagement and will be presented to Council in the next couple of months, pending any effects from Covid-19.

Heritage is the next topic that will be covered next with a paper coming to the October Council briefing. This will be seeking direction on a preferred approach for the District Plan review to help guide where resources are to be directed and to determine if more budget is required for this matter. Elected Members will need to consider how they wish to encourage and support protection of Kaipara's Heritage and how they wish to celebrate Kaipara's Heritage through the District Plan.

Discussion Papers

One of the key ways Staff are promoting district plan matters, in order to educate, inform and gain feedback from our communities is the use of discussion papers. These will be a cost effective method using existing resources and budgets to gain community feedback.

What is a discussion paper?

A discussion paper aims to engage Kaipara communities by introducing a District Plan topic for comments and feedback. Some community members may be familiar with the topic, but others may not. The discussion paper is a concise document outlining the existing Operative Plan provision and suggested potential changes to inform the new District Plan. A technical report may also accompany a discussion paper so people can gain a better understanding of what it may mean to them.

Other information is provided to explain, the current resource management and/or social issues, alongside local government legal obligations, and KDC's organisational vision for the district. Most importantly, the paper provides a set of key questions for community members to answer. This will help inform the Council on what the appetite is for the suggested changes. Responses may also identify where more analysis or research is needed to ensure future District Plan provisions are technically robust. Any actual proposed changes will undergo more formal consultation utilising the discussion paper findings.

Purpose of discussion papers

To introduce a District Plan topic to the community and to gain initial feedback from our communities to help staff and Elected Members to understand community thinking and to help set direction on the topic. This information can then be feed into the s32 RMA evaluation on options for that topic. It also signals to our communities that we are starting work on a topic and how they can be involved.

When would we release a discussion paper?

It is intended that discussion documents will be released for most chapters. Where synergies exist between subject matters, more than one discussion paper maybe released at a time. Prior to release of discussion documents for community comments, they will first be presented to Elected Members. This is to ensure Elected Members know what we are doing and understand what we are seeking feedback on. The Council briefing paper will provide some additional information to allow Elected Members further understanding around why we are asking certain questions on a topic.

If the topic affects specific landowners, Council will contact property owners directly by post and where possible also by email. If the topic is more general utilisation of the people panel and or promotion through the Councils newspaper page, face book and contact lists will be used to direct people to Councils website.

Topics that have already been discussed with Elected Members include the Coastal Environment and Coastal Character areas, Outstanding Natural Features, GMO, Significant Natural Areas, Climate Change and the Strategic direction through the Spatial Plans. Discussion papers to aid engagement on these matters will be coming to Council in the next couple of months. Soon Heritage, Outstanding Landscapes and Rural will also be submitted to Council briefings.

Given the current Covid-19 climate, this program may change. The upfront and early community engagement is a key element of this DP program and as such any engagement may be impacted by future changes in Covid-19 response levels.

What would the discussion papers cover?

Each discussion paper will cover only one topic. Most proposed chapters of the District plan will have a discussion paper released for community feedback.

Typically, a discussion paper will:

- introduce a topic,
- provide some information about why we must address the topic,
- targeted questions on how the topic could be addressed within the District Plan.

The format of each discussion paper may change depending on the topic, the level of direction provided through best practice and how much we already know about the views of the community.

Example discussion paper – Notable Trees

The following is an example of the type of information that maybe presented to support a discussion document at a Council briefing. Attached is a draft Notable Tree discussion paper which is what we would put out to the community for feedback. Formatting can be further refined before being released to the community.

Notable Trees will form part of the Heritage Chapter of the District Plan, as they are important to cultural, social and environmental identity. They provide part of the story that forms the history of the District. They are also recognised as being of national importance under the Resource Management Act 1991 (RMA).

One of the accepted ways to determine if a tree is notable is to use the Standard Tree Evaluation Method (STEM)¹. This uses a point system, where trees above a certain amount of points by applying certain criteria, currently set at 150, can be included into the district plan. Council has the discretion to decide where the point threshold should be set at. The STEM Method is a common method used by most Councils. Most set their points between 100 and 150.

Council has never undertaken a district wide research to identify notable trees. This is in part because the current district plan provides the protection of notable trees through mutual agreements between Council and private landowners concerned.

This means if a landowner wants to protect a particular tree they can ask Council to assess it and if it meets the current 150points threshold then it can be protected in the District Plan. Currently of the 10 sites with notable trees listed in the District Plan, two no longer exist, five sites are on Council land and three are on private property. An arborist has re-assessed the present listed heritage trees as part of the process. If the criteria changes, in particular the points threshold, and new trees are nominated these will also be assessed by an arborist to determine their ranking.

Not many Councils have a second layer to notable trees. A second layer can recognise upcoming trees that don't quite meet the STEM points but may do in the future or they recognise trees that were planted for a certain purpose, such as commemorating an event. Words to describe the different levels include, first layer - significant value and second layer - high value.

Council needs to consider if they would like to see more notable trees listed and protected within the District Plan. In doing so, council also needs to consider if or how they wish to incentivize people to protect notable trees so they can continue to tell the story of the Kaipara District.

This is a topic that council currently has little to no knowledge on the preferences of the community to help inform the District Plan. Therefore, the basis of the discussion paper is to gain feedback from the community on this topic that can then be reported back to council where formal direction will be sought. Once direction has been received, Council staff may then progress with the District Plan development.

Attachment A contains a copy of the discussion to be released for informal public feedback.

Next steps/E whaiake nei

To progress the District Plan Review as presented.

Attachments/Ngā tapiritanga

	Title
A	Draft discussion paper Notable trees

¹ More information on STEM can be found on the New Zealand Tree Register website:
<https://www.notabletrees.org.nz/stem>

District Plan Review – Notable Trees



Why should Notable Trees be protected?

These trees need special care, and protection, to ensure that we and future generations can enjoy them as past generations have. While all trees play an important economic, environmental and social role, some trees are of greater value than others.

What is a Notable Tree?

Notable trees are a treasure for everyone as they allow us to identify with and to connect with a place. They are living historians that have witnessed our district's most transformative periods and are expected to be there to inform our childrens, children, of our current time.

Trees are given a score, once they hit 150 or more points the trees can be then included in the district plan.

Tell us what you think

(1) How could we increase public knowledge on how potential notable trees are protected?

Currently Council does not receive nominations for trees to be considered as a notable tree. This is the preferred way of getting notable trees into the District Plan, as undertaking a district wide research project could be costly and any tree identified would require landowner approval before being placed in the District Plan.

Do you think we should?

- a) Create a user-friendly online tool that promotes the value of our district's notable trees and allows public to perform a basic self-assessment on a possible tree before submitting its nomination to Council and make it available on an ongoing basis.
- b) Ask, by promoting and undertaking a district wide nomination drive.
- c) Status quo. Do nothing and not actively seek nominations for notable trees.
- d) Something else? If so, what?

(2) Should we increase the Number of Notable Trees in our district plan (Kaipara District Plan 2013)

Of the ten listed notable trees in the district plan, two have been lost. The current 150 points required for trees to be included in the district plan, could be too high. This may be effectively excluding younger succession trees or community important trees.

Do you think we should?

- a) Lower the 'points' used for determining a notable tree from 150 to 100 STEM assessment points.
- b) Include younger succession trees that could become notable in the future.
- c) Status quo, only include trees that meet or exceed the 150-point assessment level.
- d) Is there something else you think we should do? If so, what?

(3) *Do you have or know of any tree or cluster of trees that could be nominated for a notable tree assessment? Please provide details*

(4) *Should we provide more incentives for private landowners to identify and protect Notable Trees.*

The district plan policies require landowner agreement to identify and protect notable trees. Landowners must consider the trade-off between protecting a tree and use of land for something else.

Some development rights when subdivisions occur can currently be gained, otherwise there are no incentives for landowners. The district plan also contains rules to protect notable trees and outlines how they can be managed.

Do you think we should?

- a) Provide support to private landowners with notable trees on their property through costs of maintenance on the trees.
- b) Incentivise private landowners, to protect a notable tree on their property through a rate remission, and /or provide regular maintenance, and / or some other way.
- c) Status Quo. Maintain the current incentives contained within the operative district plan.
- d) Something else? If so, what?

NEXT STEPS

Staff will collate the responses we receive on this discussion paper and write a report on the issues and options identified by our communities. This report will be presented to Council and adopted for public consultation in 2022, as part of the Section 32 evaluation on Notable Trees, under the Resource Management Act 1991.

District Plan review programme overview

Meeting: Council Briefing
Date of meeting: 02 September 2020
Reporting officer: Paula Hansen, Senior Policy Analyst

Purpose/Ngā whāinga

To provide Council a high-level overview of the District Plan review programme.

Context/Horopaki

Given the different levels of knowledge about the purpose and content of a District Plan (the DP) within Council, this report goes back to first principles to provide an overview of the framework of the DP environment as well as providing an overview of the current review program.

The District Plan is a large legal document that Council is required to have under the Resource Management Act 1991 (RMA). It contains a range of resource management matters that Council is required to address, so the needs of today's and future communities are met. DPs must be reviewed every ten years.

There is a substantial range of individual DP elements councils needs to consider when reviewing and drafting a proposed DP. Numerous regulations and national and regional direction also guide what needs to be considered during the development of a DP, as well as elements of the DP structure and content.

This report focuses on the DP review program and development, up to the point at which a draft is adopted by Council as a proposed plan and does not address the statutory review process after this point. The current scheduled date for the adoption of the draft DP is May 2023. The complete timeline for the formal RMA process will be brought to Council at a later date.

Discussion/Ngā kōrerorero

The DP is a statutory document required under the Resource Management Act 1991 (RMA). It is designed to manage the District's physical and natural resources, through identification of features to protect and setting the conditions for what development may occur in the District and how that may be sustainably achieved. It is a forward looking document and considers the intergenerational needs of our communities.

In 2017, Council determined the statutory review (due to commence in 2023) be brought forward, to better respond to development pressures and facilitate growth within the District.

How the review proceeds, in what order, and over what timeframe is largely at the discretion of Council. However, Council has little to no discretion regarding the scope of a DP.

What the District Plan must contain

While the RMA provides the overarching framework for the DP, a DP also needs to give effect to any National Policy Statements (NPS) and National Environmental Standards (NES). These are regulations made under the RMA. The RMA also directs that a DP needs to give effect to the Regional Policy Statement (RPS) and not be inconsistent with any Regional Plan (RP).

Attachment A illustrates this framework and shows the relationship between these documents.

Best practice

To help guide a DP review and interpreting the various requirements, case law is an important consideration. In addition to providing interpretation support, it also helps set best practice guidance, such as criteria to identify features of national importance under section 6 of the RMA.

Best practice guidance can come in different forms, including New Zealand Standards or other equivalent country standards, such as Australian or British Standards, or industry best practice. To support the DP development the Quality Planning website provides guidance on best practice for DP review and development.

Why Council needs to engage with experts

Many of the requirements are highly technical in nature and are very topic specific (e.g. Significant Natural Areas, whereby knowledge of ecology, flora, fauna and how they interact is required). Usually the knowledge of technical experts, who understand how certain criteria or requirements work in practice, and how they are to be applied is needed in developing the various sections or chapters of the DP. Technical experts are people with the appropriate training and or experience that understand a specific subject matter. They will also be able to provide evidence in the Environment Court, if need be, to defend the technical input they provided and how that has been incorporated into the DP policy approach.

The need to engage in technical experts adds significant costs to a DP review process.

Attachment A also provides an overview of how all relevant matters link together and an indication of what type of technical reports will be required.

Levels of technical expertise and scope

The proposed DP will contain approximately 68-70 chapters (grouped into 'Parts'). The National Planning Standards now stipulate most chapters and components contained within the DP. Each chapter will also represent a plan change. The reason for individual plan changes, as opposed to having just one plan change, is so individual chapters can be made operative as they are finalised through the statutory process and not be held up by other chapters or parts that are subject to an appeal process. This will also help ensure the DP follows the National Planning Standards, which standardises the DP structure.

Each chapter will require different levels of expertise to support the development of its objectives, policies and methods, either through an in-depth technical report, or a technical expert peer review of the staff drafted chapter. The level of engagement of experts will depend on the amount of direction already prescribed through a NPS, NES, RPS or RP and the level of discretion that can be applied. For some chapters, Council will have more discretion than others.

Broadly, each proposed DP chapter can be put into one of three categories in terms of the discretion Council has in the work required to complete the review. These categories are:

1. The DP matter is prescribed in detail and little to no discretion is afforded to Council in terms of the content and/or approach of the draft chapter. However only limited technical expertise is required and Council officers can draft the chapters, with only a peer review by technical experts required to ensure technical correctness and a correct application of the RMA requirements.
2. Council has a wide range of discretion on the chapter topic. This is where Council can determine to what 'depth' the matter must be reviewed, depending on how important they consider this matter is to the community. This means that costs could vary significantly, ranging from a peer review only, to an in-depth study or a comprehensive technical report. The current budgets have been set based on the least intensive approach.
3. The third category is where a comprehensive technical report is required due to the nature of the matter and the associated regulatory environment. The subject matters will usually have specific criteria that needs to be applied. These criteria come from several different sources, including NPSs, NESs, the RPS, the RP and case law. Experts will be required to interpret the criteria and apply it to Kaipara's circumstances. For these matters, Council has little discretion on the costs involved to complete the necessary work.

Attachment B provides an indicative overview of the chapters and which of the above three criteria they fall within. **Attachment C** provides a high-level overview of when Council can expect to be introduced to a topic matter or provide direction or input on an individual DP topic, and when community engagement on the matter is planned.

Depending on what type of category the individual chapter(s) falls into, staff will be seeking detailed guidance from Council as to what level of research and engagement they wish to see inform that matter of the DP.

Kaipara's DP review approach

The review process has been developed based on past learnings and best practice approaches. This involves early and informal (non-statutory) engagement on the individual chapters, or groups of chapters of the proposed DP before combining all elements into a draft DP and proceeding to the statutory process requirements. Effectively this means that the DP review is split into 2 phases.

This has several advantages. It allows for the draft DP content to be socialised with the communities in more manageable and easily understood components that they can analyse for their early involvement and feedback. This involves the community in the development journey, rather than asking them for their feedback on a final document that is large and difficult to understand.

Staff are also looking at ways at how best to support and collaborate with Mana Whenua through each step of the process, to ensure meaningful involvement from our treaty partners.

The added advantage of this approach is that Council will be able to propose a DP that has already been significantly informed by community input, through an informal process that is not burdened by statutory requirements and associated risks and costs.

The anticipated outcome is a proposed DP that will be subject to less appeals and a timelier transition from proposed to operative DP. This is expected to provide potentially substantial cost savings in the long run, by reducing appeals and associated court processes.

The proposed structure of the DP has been split into several parts (and sub-parts where required). These are reflected in the high-level work programme. **Attachment C** outlines the current programme, indicating decision points or updates to Council and the various planned timeframes for associated engagement activities. **Attachment C** also focuses predominantly on phase 1 of the DP review programme which is expected to be completed in January 2023, but also provides a summary overview of the anticipated process to complete phase 2 (the statutory process).

Some engagement activities will focus on specific individuals who are potentially directly impacted by the requirements of the DP, whereas other engagements may focus on a number of individual geographic communities, communities of interest, or may be District-wide.

In some instances, chapters will be logically grouped together with others for this informal engagement, at other times it may be more helpful to only focus on a specific individual chapter topic. Staff are also recommending a 'discussion paper' approach for engagement which is further detailed in this report as well as a separate report to Council at this Briefing.

Foundation work

The review has commenced by procuring technical reports from consultants that capture baseline information that will flow through to and support the overall review including individual chapters. This information can be seen under the technical reports identified to support the DP review, in **Attachment A**.

The key baseline information captured includes the identification of opportunities and constraints, understanding what sites or areas need to be protected and understanding how our communities want to grow. This information includes soil mapping, understanding Kaipara's underlying geology,

and GIS layers such as flooding, landscapes and significant natural areas (indigenous biodiversity).

The spatial plan provides a significant contribution to the background knowledge and data required to inform the DP development within the new requirements of the RMA framework. Although a spatial plan is presently not a statutory requirement for DPs, the requirements include a strategic direction, and a spatial planning process provides the necessary components for this. The National Policy Statement on Urban Development will require spatial planning approaches for future urban development.

The spatial plan will provide information and a basis to support where future growth could or should not occur. The spatial plan does this by looking at the different spaces within the District and identifies where the best places for growth to occur, type of growth and what we need to protect. It considers community aspirations as opposed to managing community issues. This information then provides crucial direction from the community for individual DP chapters as well as the broader DP approach. Noting that spatial plans generally cover a 30-50 year period, while a DP has to be reviewed every 10 years.

New and Proposed national direction through NPSs and NESs, will affect the consideration of DP provisions relating to urban expansion matters and how the DP addresses the protection of the rural environment, including indigenous biodiversity. These matters have already been considered throughout the spatial planning exercise.

Key Chapters

There are some specific chapters that will recognise matters of national importance under section 6 of the RMA. These matters may influence other chapters of the DP. These matters include the identification and provision of significant natural areas, high and outstanding natural character, the coastal environment, outstanding natural features and landscapes. These matters are those also recognised in the RPS or National Planning instruments and are required to be addressed in the DP.

Once Council has researched and analysed within the Kaipara District context, the matters that are specifically directed by the national and regional requirements, we can then look at how all the different elements of the DP fit together and align with each other. This is to ensure that proposed provisions make logical sense when placed side by side, particularly regarding where different levels of protection are required. We call this the 'hierarchy of provisions'.

An example of a hierarchy for provisions is that the natural character areas requires a higher level of protection than the coastal environment, and the coastal environment requires a higher level of protection than the general environment.

A detailed example of how the hierarchy will apply is the various earthworks provisions anticipated. The DP would be expected to allow only a minimal (e.g. 5m³) disturbance in the natural character area, and then in the coastal environment allow a bit more (e.g. 20m³) and then more again in the general environment (e.g. 100m³). This example does not indicate specific current thinking on earthwork provisions, it is provided to demonstrate what the hierarchy for earthworks may look like.

Budgets

The 2018/28 Long Term Plan allocated \$2.5 million across the first three years of the DP review and \$4.82 million over the subsequent seven years, which included the notification and appeals processes. The total DP review budget as provided for in the 2018/28 LTP was therefore \$7.32 million.

Most of the DP review work to date and the associated expenditure has focused on our spatial planning work, supported by the identification of potential hazards (geotechnical, flooding and climate change related) and the foundation work previously outlined. Establishing working

relationships with Mana Whenua and related initial engagement activities has also been a focus to ensure Council's partnerships with Mana Whenua are appropriately reflected in the DP.

The DP review program and associated budgets have been adjusted and revised since the adoption of the LTP, primarily to accommodate budget amendments, but also delays in the work programme, which was significantly impacted by Covid-19. The revised DP review expenditure (and 2020/2021 budget) for the first three years of the current LTP is now \$1.65 million.

While finalised proposed budgets will be presented to Council as part of the 2021/31 LTP development process, the table below provides a high level overview of the anticipated costs for the DP review process from 2021 onwards.

Year	What	Preliminary budgets
2021/2022	Continuation of individual chapter reviews (<i>phase 1</i>)	\$890K
2022/2023	Completion of chapter reviews (<i>phase 1</i>), legal advice on draft DP and formal plan notification stage (<i>commencement of phase 2</i>)	\$475K
2023/2024	Expert evidence for S42 reports and hearings	\$1 million
2024/2025	Appeals	\$950 K
2025/2026	Appeals	\$950 K

Total \$4,265 000

The current and future budgets have been established based on the requirements of the three categories as described in a previous section of this report and reflect the most basic approach required across all categories, including the areas that provide Council larger discretion. If direction is provided by Council to undertake more detailed work and/or community engagement for those matters, then budgets will have to be adjusted accordingly.

At this stage of the DP review process it is very difficult to assess the scale and scope of appeals and therefore whether the appeal processes will extend beyond the 2025/2026 financial year. There will be a much better understanding of the situation during the budget setting phase for the 2024/34 LTP and will be reflected in that process.

This revised budget has also impacted on the original timeline of the DP review process by a year. To achieve the original timeframe of notifying the proposed DP in 2022, additional resources would be required.

What can Council and the community expect to see in the next six months

With spatial planning nearing completion, the next planned engagements will be on the key chapters. Our key chapters will also help inform the zoning chapters as we move through the DP review, in particular when considering the hierarchy of provisions.

Most of the key chapters will result in individual sites or areas being identified on the planning maps of the DP to show their geographical location (e.g. a Significant Natural Area). For each individual site or area identified in this way, Council will need to contact affected landowners to explain and discuss the implications of this.

The information provided will include an outline of the individual site or area that affects their property and a report saying what the values are that make it special. To help communicate what it means these will be accompanied with a high-level overview in the form of a 'discussion paper'.

The discussion papers for the key chapters will outline why we need to protect an individual site or area and our current proposed approach to how the DP might protect them while balancing reasonable use of, the individual site or area, and/or the land where it is located. This will provide an opportunity for landowners to provide us with feedback and potentially more detail on the exact location or status of the site or area identified.

Further engagements based on discussion papers for other chapters of the DP are also proposed. The separate agenda item on this provides more details on this and indicative associated timeframes.

Given the current Covid-19 climate, it is important to note that all engagement activities of Council will have to adapt to, or be delayed, depending on the covid-19 level the country and/or District is in at any point in time in the future.

Timeframes

Based on the above process outline and within current budgets, a combined draft DP is scheduled to be presented to Council in the first half of the 23/24 financial year. Should there be any reductions in budgets for the first three years of the 2021/2022 LTP, then the programme will have to be reviewed and adapted accordingly, with an associated delay in the delivery timeframes for the combined draft DP. This is assuming that the program is not disrupted by further Covid-19 response level changes.

Next steps/E whaiake nei

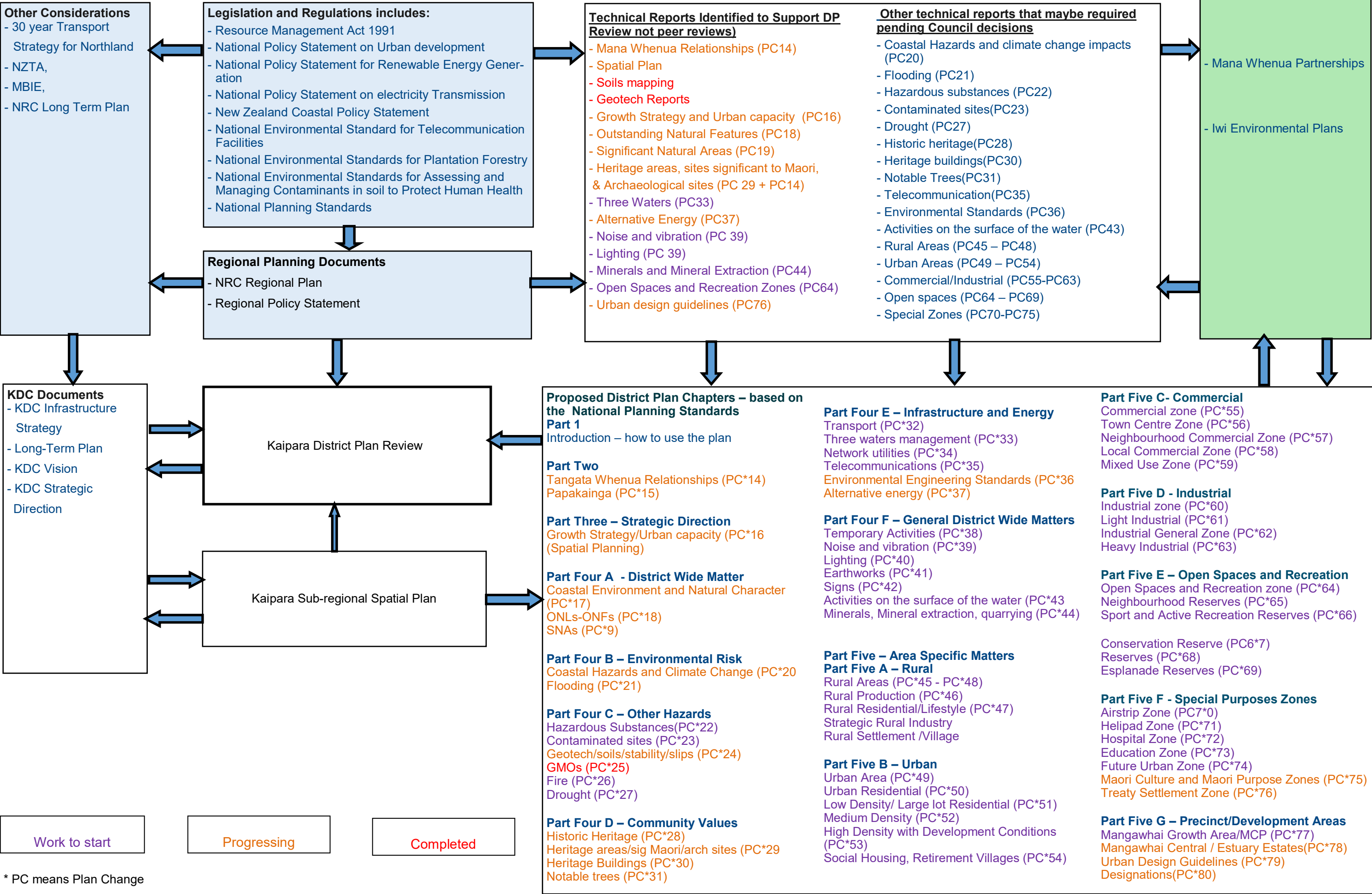
Continue the DP review as presented and in accordance with information supplied at this Council Briefing.

Staff have reviewed their DP update and reporting processes. Council will now be provided with a quarterly DP review update report on the progress of the review at Council Briefings. All future individual DP matter reports will also include details on how the topic fits within the wider review work programme and any associated changes to the schedule.

Attachments/Ngā tapiritanga

	Title
A	DP Review Framework
B	DP Review Overview of level of technical experts required for each chapter
C	DP Review indicative work programme timeline

Kaipara District Plan Review - Framework



Attachment B

District Plan Chapters – sorted by categories

Category 1 highly prescribed, limited discretion - can be drafted by staff		Category 2 most discretion for level of detail/content approach and community engagement choices		Category 3 highly prescribed, limited discretion, significant technical expert input required	
Plan Change No.	Topic	Plan Change No.	Topic	Plan Change No.	Topic
15	Papakāinga	18	Outstanding Natural Features, and Outstanding Natural Landscapes	14	Tangata Whenua Relationships
17	Coastal Environment, and High and Outstanding Natural Character	20	Coastal Hazards and climate change impacts	16	Growth Strategy and urban capacity
24	Geotech/acid soils/slips/stability	21	Flooding	19	Significant Natural Areas
25	GMOs	22	Hazardous substances	29	Heritage areas, sites of significant to Māori, Archaeological sites
26	Fire	23	Contaminated sites	33	Three Waters
34	Network Utilities	27	Drought	37	Alternative Energy
38	Temporary Activities	28	Historic heritage	39	Noise and Vibration
41	Earthworks	30	Heritage buildings	40	Lighting
42	Signs	31	Notable Trees	64	Open Spaces and recreation zones
47	Rural Residential/lifestyle	32	Transport	79	Design Guidelines
49	Urban Areas	35	Telecommunication		
50	Urban Residential	36	Environmental Standards		
55	Commercial Zone	43	Activities on the surface of the water		
70	Airstrip Zone	44	Minerals and mineral extraction, quarrying		
72	Hospital Zone	45	Rural Area		
73	Education Zone	46	Rural Production		
76	Treaty Settlement Zone	48	Rural/Urban expansion (transitional Areas)		
78	Estuary Estates	PCX	Strategic Rural Industry		
80	Designations	PCY	Rural settlement/Villages		
		51	Low density /Large lot residential		
		52	Medium Density		
		53	High density with development conditions		
		54	Social housing, retirement villages, home occupation		
		56	Town centre zone		
		57	Neighbourhood Commercial zone		
		58	Local commercial zone		
		59	Mixed use zones		
		60	Industrial Zone		
		61	Light Industrial		
		62	Industrial General Zone		
		63	Heavy Industrial Zone		
		65	Neighbourhood		
		66	Sport and active recreation		
		67	Conservation		
		68	Reserves		
		69	Esplanade Priority Areas		
		71	Helipad Zone		
		74	Future Urban Zone		
		75	Māori Culture and Māori Purposes Zone		
		77	Mangawhai Growth Area/MCP		

District Plan Review
Indicative workprogramme timeline

District Plan Review - key deliverables

District Plan Review - key deliverables	20/21 year												21/22 year												22/23 year							
	Jul-20	Aug-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Part Two: Tangata Whenua, PC14, PC15					Rohe tour																											
Part Three: Strategic Direction, PC16																																
Part Four A : District Wide Matters, PC17 -PC19																																
Part Four B: Environmental Risk, PC20, PC21																																
Part Four C: Other Hazards, PC22 - PC27																																
Part Four D: Community Values, PC28 - PC31																																
Part Four E: Infrastructure and Energy, PC32 - PC37																																
Part Four F: General District Wide Matters, PC38 - PC44,																																
Part Five A: Rural, PC45 - PC48																																
Part Five B: Urban, PC49 - PC54,																																
Part Five C: Commercial, PC55 - PC59																																
Part Five D: Industrial, PC60 - PC63																																
Part Five E: Open Spaces and Recreation, PC64 - PC69																																
Part Five F: Special Purpose Zones PC70 - PC76																																
Part Five G: Precincts/Development Areas, PC77 - PC80																																

Key:
Council Briefings - direction sought/updates/engagements
Council decision
Engagement activities



	Phase 2							
	22/23 year				23/24 year		2024-2026 years	
	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	July24 - June26
Combining the individual chapters and final review (staff)								
Legal review								
Final draft presented to Council for discussion and feedback								
Council formally adopts proposed DP and commences statutory consultation and associated processes								
Hearings								
Appeals								

Draft Non-Elected Member Remuneration Policy

Meeting: Council Briefing
Date of meeting: 2 September 2020
Reporting officer: Gavin Dawson, Governance Advisor

Purpose/Ngā whāinga

To seek feedback and direction on the draft Non-Elected Member Remuneration policy (the “Policy”).

Context/Horopaki

The Council currently has 15 Non-Elected Members (Non-EMs) who serve on our committees. Their participation in Council democratic processes ensures that the views of the community and Iwi are heard.

For the purposes of this discussion a Non-EM is defined as:

- A person appointed by Council or Mayor to sit on a Committee or Panel of Council, who is not an Elected Member, District Licensing Committee Chair or Member, Independent Hearings Commissioner, or Chair of the Audit and Risk Committee.

Many councils throughout the country have formalised a Policy as they recognise that non-elected members incur personal expense from time to time as a result of their participation. Emphasising that they do not want participation to financially disadvantage participants or act as a disincentive to participate.

The formalising of a Policy would set out the remuneration framework for non-elected members and how it is applied, and seek to maintain a framework which is balanced, transparent, and accountable.

Discussion/Ngā kōrerorero

The matter of Non-EM remuneration has been raised at several governance meetings. There is a strong feeling that remuneration is needed for the time a Non-EM spends preparing, travelling, and participating in a governance meeting. Non-EM remuneration is not uncommon around the country. However, the rate and criteria do differ quite a lot between territorial and regional authorities.

Elected Members, the District Licensing Committee Chair or Members, Independent Hearings Commissioners, and the Chair of the Audit and Risk Committee are not included in this draft policy as they are remunerated through another mechanisms such as the Remuneration Authority, Central Government regulation, or another policy of Council.

Members of the Raupo Drainage Committee have been eligible for a rate of \$50 per month plus mileage since 2005. This was an opt in scheme which has only seen up to two members use this arrangement. The arrangement is still in place today and any payments are drawn from the Raupo drainage targeted rate. The proposed policy would see this arrangement closed, with the Policy applied to the Raupo Drainage Committee and costs borne from the general rate.

At present all Non-EMs can claim for mileage at a rate of 79 per kilometre or at the rate recommended by the Inland Revenue Department. No other meeting fees apply for committees, other than the monthly fee which applies to the Raupo Drainage District.

The Council currently has two non-statutory agreements with Te Uri o Hau Settlement Trust and Te Roroa Whatu Ora and Mana Whenua Trust. Both agreements note that unless otherwise agreed, each party shall provide its own resources for its participation in activities under the agreements signed, such as governance meetings. However, there is provision for further agreement between the Council and two organisations, on the remuneration of their representatives.

The policy proposes paying the rates below:

Chair	Committee or panel member
\$75 per hour	\$50 per hour

Mileage rate
According to rates set by the Inland Revenue Department.

This policy would cost about \$10,000 per annum to fund the 15 Non-EMs we currently have. This figure is based on three-hour long meetings maximum, of which many do not go beyond two hours.

The Northland Regional Council, Whangarei District Council, and Far North District Council pay the following rates:

Council	Rate
Northland Regional Council	\$170 per meeting maximum regardless of time plus mileage.
Whangarei District Council	Rate to be advised asap
Far North District Council	Unpaid


Next steps/E whaiake nei

The feedback and direction provided today will be included in the final draft. A policy for adoption will be considered at the September Council Meeting.

If adopted the budget will be included in the 2021-31 Long Term Plan and be applicable from then. A review and reallocation of current governance related budgets would be required to fund this policy during this financial year.

Attachments/Ngā tapiritanga

	Title
A	Draft Non-Elected Member Remuneration Policy

 KAIPARA DISTRICT <small>Two Oceans Two Harbours</small>	Title of Policy	Non – Elected Member Remuneration Policy		
	Sponsor	General Manager Engagement and Transformation / Chief Executive	Authorised / adopted by	Council
	Author	Governance Advisor	Date authorised / adopted	
	Type of Policy	Administration	Last review date	N/A
	File Reference		Next review date	

Document Control			
Version	Date	Author(s)	Comments
1	19 Aug 2020	Governance Advisor	

1 Background

Public participation in Council democratic processes ensures that the views of the community are heard, especially through the non-elected members who sit on council committees and panels.

The Council recognises that non-elected members incur personal expense from time to time as a result of this participation, and it does not want participation to financially disadvantage or act as a disincentive to participate.

2 Objectives

This policy sets out the remuneration framework for non-elected members and how it is applied. It seeks to maintain a framework which is balanced, transparent, and accountable.

3 Definitions

Non-Elected Member: a person appointed by Council or Mayor to sit on a Committee or Panel of Council, who is not an Elected Member, District Licensing Committee Chair or Member, Independent Hearings Commissioner, or Chair of the Audit and Risk Committee.

Council Committee: a committee established by the Council or the Mayor under the Local Government Act 2002.

Panel: a panel established by the Council or the Mayor under the Local Government Act 2002.

Approved scheduled meeting: a meeting that has been included in the Triennium meeting schedule and adopted by the Council, or a rescheduled or new committee or panel meeting convened under the Chief Executives delegations.

4 Policy Statement

4.1 Policy exclusions

This policy does not apply to:

- a) The Mayor and Elected Members, who have their remuneration agreed through the Remuneration Authority and a decision of the Council at the beginning of each triennium.
- b) The District Licensing Committee Chair and Members, who have remuneration set by Government regulation.
- c) Independent Hearing Commissioners engaged by the Council, who are remunerated separate from this policy.
- d) Internal or external staff attending a committee or panel meeting as part of their employment.
- e) Members of a committee or panel who represent an organisation and are remunerated to attend by the organisation they represent.
- f) Members of a committee or panel who represent an organisation as a result of statute where remuneration has been provided for, or an agreement with the Council and remuneration has been provided for.
- g) The council's independent Chair of the Audit and Risk Committee, as that member is paid on invoice.
- h) Workshops or functions not organised by the Governance Team.

4.2 Eligibility for remuneration

Non-Elected Members become eligible to claim an hourly rate and claim mileage expenses **(Schedule A)** subject to the conditions and restrictions of this policy **(Part 4.3)** when:

- a) They attend approved scheduled Committee and Panel meetings which they are appointed to.
- b) Are delegated to represent that members committee or panel at another approved scheduled committee or panel by the Chair.
- c) When they attend a workshop or function organised by the Governance Team.

4.3 Conditions and restrictions

The following conditions and restrictions apply to this policy:

- a) Remuneration and mileage will not be paid if a committee or panel is cancelled.
- b) The appropriate hourly rate can be charged for up to three (3) hours. In situations where meetings that go beyond three (3) hours, the hourly rate no longer applies.
- c) Mileage claimed must cover the most direct route that is reasonable in the circumstances at a rate set out in Schedule A.
- d) Non-Elected Members that do not wish to receive a payment can opt out by notifying the Council and having that recorded.

4.4 Exceptions to this policy

Exceptions to this policy can only be made in exceptional circumstances in advance of an approved scheduled Committee and Panel meeting. An application must be made to the Chief Executive or their delegate and an exception granted, before exceptions can be applied.

4.5 Procedures

The Governance Team determine the process for the claiming and payment of eligible remuneration and mileage. Please contact a Governance Advisor for more information or if you have any questions.

DRAFT

SCHEDULE A: Non-Elected Remuneration policy

Document Control		
Date	Author(s)	Comments
19 Aug 2020	Governance Advisor	

Hourly rates for chairs and committee or panel members

Chair	Committee or panel member
\$75 per hour	\$50 per hours

Eligible mileage rate

Rate
Rate set by the Inland Revenue Department.