

**Kaipara District Council  
Council Briefing Minutes**

**Date:** Wednesday 2 September 2020  
**Time:** 10.30 am – 4.00 pm  
**Location:** Conference Room  
Northern Wairoa War Memorial Hall  
Dargaville

**Members Present:** Mayor Jason Smith  
Deputy Mayor Anna Curnow  
Councillor Jonathan Larsen  
Councillor Victoria del la Varis-Woodcock  
Councillor Mark Vincent  
Councillor Peter Wethey  
Councillor Eryn Wilson-Collins  
Councillor David Wills  
**Apologies:** Councillor Karen Joyce-Paki

---

The Mayor opened the briefing with a Karakia.

**1. Kauri Coast Community Pool Annual Report 2020**

Hamish Watson (Park and Recreation Manager) introduced the item. Stu Middleton (Sport Northland) presented the item.

The following matters were raised:

- Required investment to operate, maintain, and improve the facility was discussed
- Attendance patterns and promotions for the facility were highlighted
- The history of the facility was explained and the impact on Council functions and finances emphasised.

Council direction:

- There was need for more information on future investment and development plans
- Revise the report to align with the contract criteria and provide it to September Council meeting for further consideration and decision.

## **2. Mangawhai Heads Domain Improvements**

Jim Sephton (General Manager, Infrastructure Services) presented this item.

The following matters were raised:

- Benefits of the improvements were described and discussed
- Historic and existing development plans were explained
- Funding sources and options were discussed
- The need for forward planning was emphasised.

Council direction:

- Proceed as presented.

## **3. Speed Limit Reviews – Mangawhai – Kaiwaka West**

Greg Monteith, Shawn Baker, and Nick Marshall (NTA representatives) presented this item.

The following matters were raised:

- The national framework for speed reviews and road safety was explained
- Factors that need to be considered as part of the review was emphasised
- The approach used to assess crash risk and selection of roads for review was explained
- Stakeholder engagement and communications plans were discussed
- It was noted that discussions with other local government authorities was needed to co-ordinate aligned speeds at jurisdiction boundaries
- The submission and hearings process and timeframe were explained.

Council direction:

- Develop an appropriate process which is timely and reflective of statutory timeframes and other requirements
- NTA to report back at the September Council meeting with a proposal moving forward.

**The briefing adjourned for lunch at 12.26 pm.**

**The briefing reconvened at 1.00 pm.**

#### **4. Kaipara KickStart Programme Update – August 2020 and Kaipara Water Update**

Di Bussey (PGF Project Manager via teleconferencing) and Di Miller (PGF Project Manager) presented this item.

The following matters were raised:

- Project and funding updates were provided
- It was noted that matters are all moving forward and there is a need for a proactive approach to providing approvals for contract agreements
- Funding sources and proportions for roading projects was discussed
- Maintenance contract structures were discussed
- It was noted that Pouto Rd Phase 1 was approved by the Minister
- It was noted that communications and engagement plan is on track
- Kaipara Water Storage presentation was presented. It was noted that due diligence activities taking place to progress the project
- It was noted that the Kaipara Water Storage is part of the Kaipara Kai project, not the Te Tai Tokerau Water Trust project
- A breakdown of proposed terms of agreement was discussed.

Council direction:

- Proceed as presented.

#### **5. Proposed Joint Climate Change Adaptation Committee**

Katy Simon (Policy Analyst) presented this item.

The following matters were raised:

- Background to the proposed creation and terms of reference for the Committee was provided
- It was noted that it would be Joint Committee under the Local Government Act 2002
- Local authorities are in the process of seeking feedback and agreement on the formation and terms of the proposed committee
- It was emphasised that there is a need for openness and clarity for the public on the rationale, development, and establishment moving forward
- It was noted that the proposed Committee would create many opportunities for community engagement and activities for climate change adaptation
- Adaptation in the context of legislative reform was discussed.

Council direction:

- Progress as presented

## **6. District Plan Review Programme overview**

Shireen Munday (Policy Team Leader) and Paula Hansen (Senior Policy Analyst) presented this item.

The following matters were raised:

- Background, purpose, and structure of the Plan was explained
- District and regional planning instruments were discussed
- Levels of discretionary and compulsory actions were explained
- Possible impacts of RMA reform were discussed
- Planning approaches and methodologies were explained
- Budgets were discussed
- An update on Significant Natural Area project was provided. It was noted that it is now the final stages of preparation for consultation on privately owned land, which is not publicly owned or part of QE2 covenant.

Council direction:

- Add Kaipara Moana settlement to the table of component parts
- Proceed as presented.

## **7. District Plan Review – Discussion papers**

Shireen Munday (Policy Team Leader) and Paula Hansen (Senior Policy Analyst) presented this item.

The following matters were raised:

- The purpose of the discussions papers was provided. It was noted that they are a key tool to promote discussion and engagement on a range of topics
- Noted that there would be discussion document for each chapter of the Plan
- Noted that effective and targeted communications strategies are needed throughout the release of the discussion papers
- The proposed schedule of release was explained and discussed.

Council direction:

- Ensure that clear and plain English is used
- Ensure the release and communications and engagement strategy is targeted
- Ensure that the public understand the difference between the Spatial and District Plans
- Proceed as presented.

## **8. Draft Non-Elected Member Remuneration Policy**

Gavin Dawson (Governance Advisor) presented this item.

The following matters were raised:

- Background and explanations on exiting KDC remuneration was explained
- Examples of the application of the policy was provided
- Remuneration policies and experiences from other jurisdictions was explained and discussed
- It was noted that the policy must be clear on its coverage and where liability falls for external organisations.

Council direction:

- Add 'within district limits' to the mileage rate in schedule A, noting that an exception is possible in certain circumstances
- Proceed as presented.

The Mayor closed the briefing with a Karakia.

The briefing closed at 4.00 pm.

**Kaipara District Council.**