

Kaipara District Council**Briefing Minutes**

Date: 05 February 2020
Time: 9:30 a.m. - 3:30 p.m.
Location: Mangawhai Club, 219 Molesworth Drive, Mangawhai Heads

Member Present: Mayor Jason Smith
Deputy Mayor Anna Curnow
Councillor Jonathan Larsen
Councillor Victoria del la Varis-Woodcock
Councillor Mark Vincent (from 9:42 a.m.)
Councillor Peter Wethey
Councillor David Wills
Councillor Eryn Wilson-Collins
Apology: Councillor Karen Joyce-Paki

Meeting started at 9:35 a.m.

3. Environmental Awards Policy draft

This item was taken out of order.

Jenny Rooney (Funding Co-ordinator) and Kathie Fletcher (Policy Manager) gave a verbal presentation and answered questions from elected members.

Council discussed:

- The original Notice of Motion
- Holistic approach
- Costs
- Awards ceremony
- Committee delegations
- Environmental work undertaken at regional and district council levels.

Council directed staff to:

- Report back to Council with a decision report.

2. Kaipara District Environmental Scan 2019

Mark Schreurs (Policy Analyst) and Kathie Fletcher (Policy Manager) gave a presentationⁱ and answered questions from elected members.

Council discussed:

- Public information
- Growth

- Employment
- Future strategies and policies
- Spatial Planning
- Dependency on primary industries.

Council gave direction to:

- Maintain the report as factual as possible
- Consider changing the name of the report, e.g. 'Place, people and priority trends', for transparency to the public.
- Correct factual error regarding the Mangawhai Harbour Restoration Trust.

Elected members were directed to email Mark Schreurs for any corrections before publication.

1. Hearings Commissioner Policy

This item was taken out of order.

Kathie Fletcher (Policy Manager) and Mark Schreurs (Policy Analyst) gave a presentationⁱⁱ, and answered questions from elected members with Rob O'Connor, Council's contracted lawyer. Legal opinion on the draft Policy dated 16 January 2020ⁱⁱⁱ, was tabled at the meeting

Council discussed:

- The original notice of motion
- Progress made in the last term by the Planning and Regulatory Working Group
- Transparency in the appointment process
- Removing bias in selection
- Role of elected members in adopting the District Plan
- Best practice guidelines
- Independence from Council decisions
- Predetermination
- Legal opinion
- Commissioners' term
- Reputational risk.

Council directed staff to:

- Report back to a further briefing, with the following:
 - Version of the draft Policy with tracked changes
 - More meeting time allocated for discussion
 - Consideration to having two separate policies: (1) appointment of internal commissioners and (2) appointment of elected members.
 - Review of other Territorial Authorities' approach, especially in regards to Plan Change Hearings
 - Opinion from Local Government New Zealand.

Elected members were directed to email Kathie Fletcher with any related queries.

Meeting adjourned for morning tea at 11:11 a.m.

Meeting reconvened at 11:28 a.m.

4. Elected Member Code of Conduct review

Gavin Dawson (Governance Advisor) and Jason Marris (General Manager Transformation and Engagement) gave a presentation^{iv} and answered questions from elected members.

Council discussed:

- Definition of beneficial interest
- Best practice guidelines
- Greater transparency.

Council directed staff to:

- Report back to the next Council meeting with a decision report, with the Code to be re-worded to be made specific to Kaipara District Council.

5. Standing Orders: Update and options

Lisa Hong (Governance Advisor) and Jason Marris (General Manager Transformation and Engagement) gave a presentation^v and answered questions from elected members.

Council discussed:

- Transparency
- Best practice guidelines.

Council directed staff to:

- Report back to the next Council meeting with a decision report, with the following amendments to the draft Standing Orders (SO) for consideration:
 - Removal of SO 23.6 to remove doubt
 - Council delegated to approve leave of absence (SO 13.3)
 - Audio visual link clause to be included (SO 13.7—13.16)
 - Mayor to have casting vote in cases of statutory timeframes (SO 19.3)
 - Option A to be the default option for moving and speaking (SO 22)
 - Briefings and options to be open to the public, except for matter that (1) fall under section 7 of the Local Government Official Information and Meetings Act and (2) as determined by the Chief Executive, in consultation with the Chair
 - Agenda distribution timeframes to elected members and the public to be set at three clear working days (SO 9.10 and 9.8).

6. Kaihu Raw Water Supply

Sue Davidson (General Manager Sustainable Growth and Investment) and Jim Sephton (General Manager Infrastructure Services) gave a verbal presentation and answered questions from elected members.

Councillor Wills disclosed that he owns property on the raw water line.

Council discussed:

- Interest rates
- Administrative costs
- Setting precedence

- Managing public expectations
- Number of houses on connected to the raw water line
- Council's duties and responsibilities
- Maintenance costs
- How to prevent other houses from connecting onto the line
- Maori Freehold Land Rates.

Council gave direction for staff to:

- Report back to Council with a decision report for the six properties in the report, including:
 - A clear limit on number of houses on the line
 - Communication plan highlighting the unique circumstances for these particular properties.
- Report back to a future Council briefing on:
 - Other houses connected to the raw water line
 - Effect of recent changes to Maori Freehold Land Rates
 - District-wide approach for future cases.

Meeting adjourned for lunch at 1:12 p.m.

Meeting reconvened 1:39 p.m.

7. Civic Building Update

John Burt (Property and Commercial Advisor) and Jim Sephton (General Manager Infrastructure Services) gave a presentation^{vi} and answered questions from elected members.

Council discussed:

- Leasing vs. owning properties
- Potentially high maintenance costs
- Indicative future staffing numbers
- Growth
- Connectivity
- Community well-being
- Tourism
- Health and safety responsibilities
- Library usage and capacities.

Council directed staff to:

- Report back to a future Council briefing, for up to half-day dedicated for this item, including a draft proposal to work through.

8. Proposed Annual Plan Figures

Sue Davidson (General Manager Sustainable Growth and Investment) and Jim Sephton (General Manager Infrastructure Services) gave a presentation^{vii} and answered questions from elected members.

Council discussed:

- Debt
- Economic resilience
- Drivers for employee benefit costs
- Climate change
- Accurate comparisons
- Service levels.

Council directed staff to:

- Report back to the next Council meeting with a decision report, including 5.49% increase in rates.

Meeting adjourned for afternoon tea at 3:07 p.m.

Meeting reconvened 3:12 p.m.

9. Revenue and Financing Policy – Part 1

Sue Davidson (General Manager Sustainable Growth and Investment) gave a presentation^{viii} and answered questions from elected members.

Council discussed

- Public information
- Efficient processes.

Council provided direction for staff to:

- Report back to a future meeting to discuss the analysis table in greater detail, with elected members to review the work meanwhile
- Schedule specific briefings on all Long Term Plan work in consultation with elected members to allow more time.

Meeting closed at 3:30 p.m.

ⁱ 'Kaipara District Environmental Scan 2019' presentation

ⁱⁱ 'Hearing Commissioner Policy' presentation

ⁱⁱⁱ Legal opinion on the draft Hearing Commissioner Policy dated 16 January 2020

^{iv} 'Elected Member Code of Conduct review' presentation

^v 'Elected Member Code of Conduct review' presentation

^{vi} 'Civic Building Update' presentation

^{vii} 'Proposed Annual Plan Figures' presentation

^{viii} 'Revenue and Financing Policy – Part 1' presentation