

Kaipara District Council**Briefing Minutes**

Date: 04 March 2020
Time: 9:30 am – 4:04 pm
Location: Mangawhai Club
219 Molesworth Drive
Mangawhai Heads

Members Present: Mayor Jason Smith
Deputy Mayor Anna Curnow
Cr Victoria del la Varis-Woodcock
Cr Jonathan Larsen
Cr Mark Vincent (from 9.45 am)
Cr Peter Wethey
Cr David Wills
Cr Eryn Wilson-Collins

Apologies: Cr Karen Joyce-Paki

1. Kai Ora Fund

Jenny Rooney (Funding Co-ordinator) and Daniela Johnson (Wellbeing Health Promotion Coordinator (Kai Ora), Mahitahi Hauora) presented this item.

The following matters were discussed:

- Funding structures and criteria for the fund
- Development and investment opportunities
- Project timeframes, types, and information sources
- Council direction: to incorporate all feedback and bring it to the next Council meeting to discuss.

2. Licence to Occupy review

Jenny Rooney (Funding Co-ordinator) and John Burt (Property and Commercial Advisor) presented this item.

The following matters were discussed:

- Financial arrangements, performance, and reporting of licence holders
- Reasons why a licence holder may no longer be eligible
- Revenue and structure of the licences in relation to financial reporting
- Previous negotiation and lease types used around the district

- Health and safety matters in relation to licence holders.

3. Kaipara Kickstart

Di Bussey (Provincial Growth Fund Programme Manager) presented this item.

The following matters were discussed:

- Political nature of the fund and the dynamics that this creates
- Risk management and outcome assurance strategies to deal with the political nature of the fund
- Management and planning of uncommitted funds
- Funding sources within the PGF fund
- Project timeframes, budgets, activities, and updates
- Need for clear and robust discussion was emphasised.

The briefing adjourned for morning tea at 10.35 am.

The briefing reconvened at 10.50 am.

4. Public Excluded Session: Northland water storage project update

Andrew Carvell and Jonthan Gibbard (Northland Regional Council) presented this item.

Reason for confidentiality: LOGOIMA Part 1, Section 7(2)(c)(ii) – the withholding of information is necessary to protect the information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.

5. Long Term Plan overview

Michaela Borich (Project Manager and Business Analyst) presented this item.

The following matters were discussed:

- Process was well structured and planned
- Pre-engagement approaches and rationales.

6. Raupo drainage property sale

Jim Sephton (General Manager, Infrastructure Services) and John Burt (Property and Commercial Advisor) presented this item.

The following matters were discussed:

- Background to the matter was provided
- Challenges of climate change and other environmental pressures on the drainage district
- Policy, procedure, and processes in relation to the sale of council assets
- Financial and risk implications

- Council direction: more information requested on the cost related to any upgrade to required rental standards and seek decision from the Council in the future.

The briefing adjourned for lunch at 12.42 pm.

The briefing reconvened at 1.15 pm.

7. Kaipara West spatial plan

Paul Waanders (District Planner), Joao Machado and Gavin Flynn (Consultants, AR & Associates) presented this item.

The following matters were discussed:

- Consultation processes
- How the spatial plan would inform the Long-Term Plan
- Land and property use in the plan areas
- Balanced and sustainable future planning approaches
- Next steps were explained
- Further comments should be directed to Kathie Fletcher (Policy Manager)
- Council direction: gave support for the Dargaville and Maungaturoto plans and bring them to a Council meeting once the consultation and feedback process is completed.

8. Policy Team work plan

Shireen Munday (Senior Policy Analyst) presented this item.

The following matters were discussed:

- Consultation and engagement principles and weightings
- Statutory processes related to policy making and bylaws.

The briefing adjourned for afternoon tea at 2.25 pm.

The briefing reconvened at 12.35 pm.

9. Consolidated Bylaws

Paula Hansen (Senior Policy Planner Analyst) presented this item.

The following matters were discussed:

- Role and structure of bylaws
- Connection and dynamic between decisions of the paper, bylaws, and statute
- Bee keeping and waste minimisation in the context of the bylaws
- Methods of gathering community feedback on the bylaws
- Council direction: there was openness to engaging using a variety of methods to gather community feedback.

10. District Plan review

Kathie Fletcher (Policy Manager) presented this item.

The following matters were discussed:

- Format for consultation
- Need for meaningful and lawful engagement
- Role of elected members in the process in the context of the entire process
- Funding for the District Plan
- Best practice standards
- Integration of the review in the context of legislation
- Effectiveness of hearings and other feedback gathering methods
- Next steps were outlined.

11. Proposed Dome Valley landfill submission

Jason Marris (General Manager, Engagement and Transformation) presented this item.

The following matters were discussed:

- Lack of internal expertise and financial constraints made the analysis, research, and drafting of a submission difficult for council staff. Consultants would be required
- There was need for a joint response from all local government in Northland
- Council direction: the Mayor will write to the Northland Regional Council to seek clarification on whether they would make a submission.

The briefing closed at 4.04pm.