

Tēnā koe Louise

Many thanks for Council's efforts compiling the Delivery Plan. **This email is to inform you that the Kaipara District Council Delivery Plan and Funding Agreement are conditionally approved.**

Attached are signed copies of the conditionally approved Delivery Plan, default Addendum and Funding Agreement. The council will need to countersign the Addendum at the final page of the attached PDF titled "*DP with DIA signed Addendum*" and return the whole document to DIA at threewaters@dia.govt.nz. The Delivery Plan itself does not need to be resigned/dated as the Addendum supersedes this approval.

Default Addendum

Below are the key points in the addendum which were relayed to all council Chief Executives via email on Friday 23 October. The default Addendum covers:

Milestones

- CIP and DIA appreciate that, due to the nature of the Expenditure Programmes, it has been challenging for many councils to identify and record measurable project delivery milestones within Delivery Plans at this stage.
- To enable councils to begin work, DIA will proceed to release 50% of each council's total stimulus funding allocation without finalised milestones at this stage.
- The default Addendum requires each council to work with CIP to identify and agree appropriate updated milestones for its Expenditure Programme by the first quarterly report.
- We acknowledge that identified milestones to support the Expenditure Programme may be subject to change and planning restrictions over time. In recognition of this, the Addendum also provides the flexibility for each Council to update milestones at the time of each subsequent quarterly report.

Support for councils to provide the information

- The Rfl released on 23 October 2020 is comprehensive in nature and will require a substantive resource commitment from councils. We understand that this is a particularly busy and challenging time for councils, and have sought to make the necessary support available to help councils navigate this Rfl. This support includes an email helpdesk, webinars, regular updates and check-ins, and technical support.
- The Addendum states that any council may opt to redirect up to \$60,000 of its stimulus funding toward acquiring resource to support the Rfl response. To avoid doubt, this does not represent additional funding payable from the Department of Internal Affairs to the Council.
- Each council is not required to resubmit its Delivery Plan should it choose to do this. Instead, a line item will need to be added to the Milestone Table recording the amount apportioned to support for the Rfl process at the first quarterly report.

DIA guidance & engaging with the Reform Programme

- Many councils have opted to include a portion of funding for 'engaging with the reform' or similar. Where a council has done so, DIA encourages councils to review the [guidance published on the Reform Programme webpage](#) and other publicly available materials prior to engaging external consultancy services.

Next steps:

1. The council is to countersign the Addendum at the final page of the attached PDF titled "*DP with DIA signed Addendum*" and return the whole document to DIA at threewaters@dia.govt.nz. The Delivery Plan itself does not need to be resigned/dated as the Addendum supersedes this approval.
2. DIA will then provide the council with a Purchase Order number so the council can issue a tax invoice for the first instalment (50%) of the council's total funding allocation. All councils should receive the first stimulus finding instalment during November 2020.
3. Please file the final DIA countersigned Funding Agreement (also attached) for your records.

Ngā mihi nui,

Martin Smith