



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**


## **Infrastructure Committee Meeting**

**Wednesday, 15 June 2022**

**Time: 9:30 am**  
**Location: Council Chamber**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

Chairperson Felicity Foy  
Mayor John Carter  
Deputy Mayor Ann Court  
Cr Dave Collard  
Cr Rachel Smith  
Cr Kelly Stratford  
Cr John Vujcich  
Member Adele Gardner

 <p>Far North District Council <i>Te Kaunihera o Tai Tokerau ki te Raki</i></p>	<b>Authorising Body</b>	Mayor/Council
	<b>Status</b>	Standing Committee
<b>COUNCIL COMMITTEE</b>	<b>Title</b>	Infrastructure Committee Terms of Reference
	<b>Approval Date</b>	7 May 2020
	<b>Responsible Officer</b>	Chief Executive

**Purpose**

The purpose of the Infrastructure Committee (the Committee) is to ensure cost effective, quality and sustainable infrastructure decisions are made to meet the current and future needs of Far North communities and that Councils infrastructure assets are effectively maintained and operated.

The Committee will review the effectiveness of the following aspects:

- Affordable core infrastructure to support healthy and sustainable living.
- Operational performance including monitoring and reporting on significant infrastructure projects
- Delivery of quality infrastructure and district facilities
- Financial spend and reprogramming of capital works
- Property and other assets

To perform his or her role effectively, each Committee member must develop and maintain his or her skills and knowledge, including an understanding of the Committee’s responsibilities, Councils’ infrastructure assets such as roading, three waters and district facilities.

**Membership**

The Council will determine the membership of the Infrastructure Committee.

The Infrastructure Committee will comprise of at least six elected members (one of which will be the chairperson).

- Mayor Carter
- Felicity Foy – Chairperson
- Ann Court – Deputy Chairperson
- Dave Collard
- Kelly Stratford
- John Vujcich
- Rachel Smith
- Adele Gardner

Non-appointed Councillors may attend meetings with speaking rights, but not voting rights.

### **Quorum**

The quorum at a meeting of the Infrastructure Committee is 5 members.

### **Frequency of Meetings**

The Infrastructure Committee shall meet every 6 weeks but may be cancelled if there is no business.

### **Power to Delegate**

The Infrastructure Committee may not delegate any of its responsibilities, duties or powers.

### **Committees Responsibilities**

The Committees responsibilities are described below:

#### **Quality infrastructure and Facilities**

- Assess and provide advice to Council on strategic issues relating to the provision of Council's infrastructural activities and district facilities
- Review, and recommend to Council, policy and strategies for the delivery of infrastructural asset services
- Monitor achievement of outcomes included in the Infrastructure Strategy and other infrastructure strategies e.g District Transport Strategy
- Ensure that Council protects its investment in its infrastructural assets in accordance with accepted professional standards
- Monitor the risks, financial and operational performance of the Council's infrastructural activities and facilities
- Monitor major contract performance measures/key result areas (KRAs)

#### **Significant Projects – spend, monitoring and reporting**

- Monitor significant projects
- Approve budget overspend (above tolerance levels in the CE delegations) and any reprogramming of capex for a project or programme provided that:
  - The overall budget is met from savings
  - The overall budget for capex is not exceeded. Where this is not the case, the Committee must either:
    - Recommend to Council that additional funding is approved (outside the Annual Plan or Long-Term Plan process), or
    - Recommend as part of the next round of Long-Term Plan or Annual Plan process that the funding is considered for inclusion.
- Approve tenders and contracts provided they are:
  - Up to \$3 million,
  - in accordance with the current year's plan, whether that be Annual Plan or Long-Term Plan, and
  - deemed low by the Significance and Engagement Policy

#### **Compliance**

- Ensure that operational functions comply with legislative requirements and Council policy
- Ensure that consents associated with Council's infrastructure are being met and renewals are planned for

**Service levels (non-regulatory)**

- Recommend service level changes and new initiatives to the Long Term and Annual Plan processes.

**Relationships**

- Monitoring Council's relationship with the Northland Transportation Alliance
  - Receive quarterly performance reports
- Monitoring Council's relationship with the Far North Waters Alliance Partner

**Property**

- Recommend to Council the acquisition or disposal of assets.
- Approve new leases and lease renewals (of non-reserve land), in accordance with the current years' plan, whether that be Annual Plan or Long-Term Plan.

Receive updates on changes to national and regional policies that impact on Council provision of infrastructure and where appropriate make recommendation to Council.

**Rules and Procedures**

Council's Standing Orders and Code of Conduct apply to all the committee's meetings.

**Annual reporting**

The Chair of the Committee will submit a written report to the Chief Executive on an annual basis. The review will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. The Chief Executive will place the report on the next available agenda of the governing body.

**INFRASTRUCTURE COMMITTEE - MEMBERS REGISTER OF INTERESTS**

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
<p><b>Hon John Carter QSO</b></p>	<p>Board Member of the Local Government Protection Programme</p>	<p>Board Member of the Local Government Protection Program</p>		
	<p>Carter Family Trust</p>			
<p><b>Felicity Foy (Chair)</b></p>	<p>Flick Trustee Ltd</p>	<p>I am the director of this company that is the company trustee of Flick Family Trust that owns properties in Cable Bay, and Allen Bell Drive - Kaitaia.</p>		
	<p>Elbury Holdings Limited</p>	<p>This company is directed by my parents Fiona and Kevin King.</p>	<p>This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.</p>	
	<p>Foy Farms Partnership</p>	<p>Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa</p>		
	<p>Foy Farms Rentals</p>	<p>Owner and rental manager of Foy Farms Rentals for dwellings on Church Road, Kaingaroa and dwellings on Allen Bell Drive, Kaitaia, and property on North Road, Kaitaia, one title contains a cell phone tower.</p>		
	<p>King Family Trust</p>	<p>This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.</p>	<p>These trusts own properties in the Far North.</p>	
	<p>112 Commerce Street Holdings Ltd</p>	<p>Owner of commercial property in Commerce Street Kaitaia.</p>		
	<p>Foy Property Management Ltd</p>	<p>Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.</p>		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
<b>Felicity Foy Partner</b>	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			
<b>Deputy Mayor Ann Court (Deputy)</b>	Waipapa Business Association	Member		Case by case
	Warren Pattinson Limited	Shareholder	Building company. FNDC is a regulator and enforcer	Case by case
	Kerikeri Irrigation	Supplies my water		No
	District Licensing	N/A	N/A	N/A
	Ann Court Trust	Private	Private	N/A
	Waipapa Rotary	Honorary member	Potential community funding submitter	Declare interest and abstain from voting.
	Properties on Onekura Road, Waipapa	Owner Shareholder	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Property on Daroux Dr, Waipapa	Financial interest	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Flowers and gifts	Ratepayer 'Thankyou'	Bias/ Pre-determination?	Declare to Governance
	Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre-determination	Case by case
Staff	N/A	Suggestion of not being impartial or pre-determined!	Be professional, due diligence, weigh the evidence. Be thorough, thoughtful, considered impartial and balanced. Be fair.	
Warren Pattinson	My husband is a builder and may do work for Council staff		Case by case	
<b>Ann Court - Partner</b>	Warren Pattinson Limited	Director	Building Company. FNDC is a regulator	Remain at arm's length
	Air NZ	Shareholder	None	None

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Warren Pattinson Limited	Builder	FNDC is the consent authority, regulator and enforcer.	Apply arm's length rules
	Property on Onekura Road, Waipapa	Owner	Any proposed FNDC capital work in the vicinity or rural plan change. Maybe a link to policy development.	Would not submit. Rest on a case-by-case basis.
<b>David Collard</b>	Snapper Bonanza 2011 Limited	45% Shareholder and Director		
	Trustee of Te Ahu Charitable Trust	Council delegate to this board		
<b>Mate Radich</b>	No form received			
<b>Rachel Smith</b>	Friends of Rolands Wood Charitable Trust.	Trustee.		
	Mid North Family Support.	Trustee.		
	Property Owner.	Kerikeri.		
	Friends who work at Far North District Council.			
	Kerikeri Cruising Club.	Subscription Member and Treasurer.		
	Vision Kerikeri	Financial Member		
<b>Rachel Smith (Partner)</b>	Property Owner.	Kerikeri.		
	Friends who work at Far North District Council.			
	Kerikeri Cruising Club.	Subscription Member.		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited	Director, Shareholder		
<b>Kelly Stratford</b>	KS Bookkeeping and Administration	Business Owner, provides bookkeeping, administration and development of environmental management plans	None perceived	Step aside from decisions that arise, that may have conflicts
	Waikare Marae Trustees	Trustee	Maybe perceived conflicts	Case by case basis
	Bay of Islands College	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Karetu School	Parent Elected Trustee	None perceived	If there was a conflict, I will step

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				aside from decision making
	Māori title land – Moerewa and Waikare	Beneficiary and husband is a shareholder	None perceived	If there was a conflict, I will step aside from decision making
	Sister is employed by Far North District Council			Will not discuss work/governance matters that are confidential
	Gifts - food and beverages	Residents and ratepayers may 'shout' food and beverage	Perceived bias or predetermination	Case by case basis
	Taumarere Counselling Services	Advisory Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
	Sport Northland	Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
	He Puna Aroha Putea Whakapapa	Trustee	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	Kawakawa Returned Services Association	Member	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	Whangaroa Returned Services Association	Member	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	National Emergency Management Advisor Committee	Member		Case by case basis
	Te Rūnanga ā Iwi o Ngāpuhi	Tribal affiliate member	As a descendent of Te Rūnanga ā Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā Iwi o Ngāpuhi Council relations	Declare a perceived conflict should there appear to be one
	Te Rūnanga ā Iwi o Ngāti Hine	Tribal affiliate member	Could have a perceived conflict of interest	Declare a perceived conflict should I determine there is a conflict
	Kawakawa Business and Community Association	Member		Will declare a perceived conflict



Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				should there appear to be one
<b>Kelly Stratford - Partner</b>	Chef and Barista	Opua Store	None perceived	
	Māori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest, I would step aside from decision making
<b>John Vujcich</b>	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
<b>Adele Gardner</b>	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub Committee	Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			

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Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Partner of Adele Gardner	N/A as Retired			

**Far North District Council**  
**Infrastructure Committee Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 15 June 2022 at 9:30 am**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga – Opening Prayer</b> .....	<b>13</b>
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<b>4</b>	<b>Confirmation of Previous Minutes</b> .....	<b>14</b>
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<b>5</b>	<b>Information Reports</b> .....	<b>21</b>
5.1	Infrastructure Committee Action Sheet Update April 2022.....	21
<b>6</b>	<b>Te Wāhanga Tūmataiti / Public Excluded</b> .....	<b>25</b>
6.1	Confirmation of Previous Minutes - Public Excluded .....	25
6.2	Approval to award Kerikeri Clarifier Renewal Contract 7-21-404 .....	25
<b>7</b>	<b>Karakia Whakamutunga – Closing Prayer</b> .....	<b>26</b>
<b>6</b>	<b>Te Kapinga Hui / Meeting Close</b> .....	<b>26</b>



**1 KARAKIA TIMATANGA – OPENING PRAYER****2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Committee and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Democracy Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

**3 TE TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

## 4 CONFIRMATION OF PREVIOUS MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3700951

**Author:** Rhonda-May Whiu, Democracy Advisor

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### PURPOSE OF THE REPORT

The minutes of the previous Infrastructure Committee meeting are attached to allow the Committee to confirm that the minutes are a true and correct record.

#### RECOMMENDATION

**That the Infrastructure Committee confirm that the minutes of the meeting held 4 May 2022 be confirmed as a true and correct record.**

#### 1) BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached. Far North District Council Standing Orders Section 27.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

#### Reason for the recommendation

The reason for the recommendation is to confirm the minutes are a true and correct record of the previous meeting.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

#### ATTACHMENTS

1. **2022-05-04 Infrastructure Committee Minutes - A3726246**  

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Infrastructure Committee Meeting Minutes - **Unconfirmed**

4 May 2022

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
INFRASTRUCTURE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 4 MAY 2022 AT 9:31 AM**

**PRESENT:** Chairperson Felicity Foy, Deputy Mayor Ann Court, Cr Dave Collard (late), Cr Rachel Smith, Cr Kelly Stratford (late), Cr John Vujcich, Member Adele Gardner

**IN ATTENDANCE:** William J Taylor, MBE (General Manager Corporate Services), Andy Finch (General Manager Infrastructure and Asset Management), Darren Edwards (General Manager Strategic Planning and Policy)

**STAFF PRESENT:** Glenn Rainham, Marlema Baker, Bernard Peterson (NTA), Andy Brown (NTA), Dawn Spence (NTA), Keith Kent, Helen Ronaldson.

**1 KARAKIA TIMATANGA – OPENING PRAYER**

Chair Felicity Foy commenced the meeting and opened with a karakia

**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

**2.1 APOLOGIES AND DECLARATIONS OF INTEREST**

**RESOLUTION 2022/14**

Moved: Chairperson Felicity Foy  
Seconded: Cr Rachel Smith

The the Infrastructure Committee receive apologies from His Worship the Mayor for absence and Crs Dave Collard and Kelly Stratford for lateness.

**CARRIED**

**3 NGĀ TONO KŌRERO / DEPUTATION**

- Bernard Petersen and Andy Brown (Northland Transporatation Alliance) - Unsealed Road CoE update (A3694333)

**4 CONFIRMATION OF PREVIOUS MINUTES**

**4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A3670131, pages 14 - 19 refers

**RESOLUTION 2022/15**

Moved: Chairperson Felicity Foy  
Seconded: Member Adele Gardner

**That the Infrastructure Committee confirm that the minutes of the meeting held 23 March 2022 be confirmed as a true and correct record.**

Abstained: Cr Rachel Smith

**CARRIED**

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**5 REPORTS****5.1 BOAT RAMP STUDY DELIVERY PLAN**

Agenda item 5.1 document number A3666234, pages 20 - 32 refers

**RESOLUTION 2022/16**

Moved: Deputy Mayor Ann Court  
Seconded: Cr Kelly Stratford

Moved: Deputy Mayor Ann Court  
Seconded: Cr Rachel Smith

**That the Infrastructure Committee:**

- a) receives the report "Boat Ramp Study Delivery Plan" dated January 2022 (Revised March 2022).

**CARRIED****SUSPENSION OF STANDING ORDERS**

Moved: Chairperson Felicity Foy  
Seconded: Cr Rachel Smith

**A motion was moved that the Infrastructure Committee suspend Standing Orders to pose Questions to Staff (SO 20.3) and Questions for Clarification (SO 20.4).**

**CARRIED****RESUMPTION OF STANDING ORDERS**

Moved: Chairperson Felicity Foy  
Seconded: Cr Kelly Stratford

**A motion was moved that Council resume Standing Orders.**

**CARRIED****RESOLUTION 2022/17**

Moved: Deputy Mayor Ann Court  
Seconded: Cr Kelly Stratford

**That the Infrastructure Committee:**

- b) approves \$ 25,000 of operational expenditure for 2023/2024 for an engineering feasibility study at Russell car park and for supporting the scoping and costing of Floating Jetties
- c) approves \$ 34,650 capital expenditure for 2023/2024 for FNDC local share for a future TIF funding application for boat ramp safety guides
- d) recommends that Council consider the matter of \$5m annually, to be approved for strategic property purchases related to maritime infrastructure to be included in the capital programme commencing 2023/2024, and that an options paper on funding be prepared and an economic impact statement.

Abstained: Cr Rachel Smith

**CARRIED**

Meeting adjourned 10:53 am – resumed 11:10 am

**6 INFORMATION REPORTS****6.1 BRIDGE PROGRAMME, STRATEGY & CONDITION UPDATE**

Agenda item 6.1 document number A3649891, pages 33 - 46 refers

**RESOLUTION 2022/18**Moved: Chairperson Felicity Foy  
Seconded: Deputy Mayor Ann Court**That the Infrastructure Committee receive the report Bridge Programme, Strategy & Condition Update.****CARRIED****6.2 HIHI WASTEWATER TREATMENT PLANT**

Agenda item 6.2 document number A3660381, pages 47 - 51 refers

**RESOLUTION 2022/19**Moved: Cr Kelly Stratford  
Seconded: Cr John Vujcich**That the Infrastructure Committee receive the report Hihi Wastewater Treatment Plant.**Against: Cr Rachel Smith**CARRIED****6.3 CAPACITY MODELLING UPDATE**

Agenda item 6.3 document number A3664082, pages 52 - 54 refers

**RESOLUTION 2022/20**Moved: Chairperson Felicity Foy  
Seconded: Deputy Mayor Ann Court**That the Infrastructure Committee receive the report Capacity Modelling Update.****CARRIED****6.4 INFRASTRUCTURE AND ASSET MANAGEMENT (IAM) MONTHLY BUSINESS REPORT FOR FEBRUARY 2022**

Agenda item 6.4 document number A3664130, pages 55 - 235 refers

**RESOLUTION 2022/21**Moved: Chairperson Felicity Foy  
Seconded: Cr Kelly Stratford**That the Infrastructure Committee receive the report Infrastructure and Asset Management (IAM) Monthly Business Report for February 2022.****CARRIED**

**6.5 FNDC SUBMISSIONS TO TAUMATA AROWAI PROPOSED DRINKING WATER STANDARDS AND RULES**

Agenda item 6.5 document number A3666148, pages 236 - 239 refers

**RESOLUTION 2022/22**

Moved: Cr Kelly Stratford  
 Seconded: Cr Dave Collard

**That the Infrastructure Committee receive the report 'FNDC Submissions to Taumata Arowai Proposed Drinking Water Standards and Rules'.**

**CARRIED**

**6.6 INFRASTRUCTURE COMMITTEE ACTION SHEET UPDATE APRIL 2022**

Agenda item 6.6 document number A3672100, pages 240 - 240 refers

**RESOLUTION 2022/23**

Moved: Chairperson Felicity Foy  
 Seconded: Cr John Vujcich

**That the Infrastructure Committee receive the report Action Sheet Update April 2022.**

**CARRIED**

**7 TE WĀHANGA TŪMATATI / PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2022/24**

Moved: Cr Kelly Stratford  
 Seconded: Cr John Vujcich

**That the public be excluded from the following parts of the proceedings of this meeting.**

**The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>7.1 - Confirmation of Previous Minutes - Public Excluded</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>7.2 - Far North Cycle Trail Route Development</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would

Infrastructure Committee Meeting Minutes - **Unconfirmed**

4 May 2022

	commercial position of the person who supplied or who is the subject of the information	exist under section 6 or section 7
<b>CARRIED</b>		

**7.3 CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC****RESOLUTION 2022/25**

Moved: Chairperson Felicity Foy

Seconded: Cr John Vujcich

**That Council confirms the information and decisions contained in the part of the meeting held with public excluded not be restated in public meeting as follows:**

- **Item 7.1 Confirmation of Previous Minutes – Public Excluded.**
- **Item 7.2 Far North Cycle Trail Route Development**

**CARRIED****8 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

Chair Felicity Foy closed the meeting with a karakia

**9 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 1:00 pm.

The minutes of this meeting will be confirmed at the Infrastructure Committee Meeting held on 15 June 2022.

.....  
**CHAIRPERSON**

## 5 INFORMATION REPORTS

### 5.1 INFRASTRUCTURE COMMITTEE ACTION SHEET UPDATE APRIL 2022

**File Number:** A3700961

**Author:** Rhonda-May Whiu, Democracy Advisor

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Infrastructure Committee with an overview of outstanding decisions from 1 January 2020.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- The focus of this paper is on decisions made by the Infrastructure Committee.
- Action sheets are also in place for Council and Community Boards.

#### TŪTOHUNGA / RECOMMENDATION

**That the Infrastructure Committee receive the report Action Sheet Update June 2022.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

#### Take Tūtohunga / Reason for the recommendation

To provide the Infrastructure Committee with an overview of outstanding committee decisions from 1 January 2020.

#### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

#### ĀPITIHINGA / ATTACHMENTS

1. **Infrastructure Committee Action Sheet June 2022 - A3726569** [↓](#) 

<b>OUTSTANDING ACTIONS REPORT</b>		<b>Printed: Friday, 3 June 2022 5:48:47 PM</b>
<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	Infrastructure Committee	<b>Date From:</b> 1/01/2020 <b>Date To:</b> 3/06/2022

Meeting	Title	Resolution	Notes
Infrastructure Committee 9/02/2022	Total Mobility Scheme	<p><b>RESOLUTION 2022/3</b></p> <p>Moved: Cr Kelly Stratford                      Seconded: Cr Rachel Smith</p> <p><b>That the Infrastructure Committee approves the assignment of Total Mobility Scheme local share operational funding of \$31,000 to the Northland Regional Council.</b></p> <p><u>In Favour:</u> Crs Felicity Foy, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich and Member Adele Gardner</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>NOTES:                      Chair Foy requests that a timeline, cost options and next steps for the rest of the district be included; as well as criteria for how towns are chosen.</p>	<p>The revised target of December 2022 will allow NRC sufficient time to evaluate the success or failure of the Kerikeri trial service prior to development of rollout plans. Target date 01 December 2022</p>

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Meeting	Title	Resolution	Notes
Infrastructure Committee 5/05/2021	Economic and Practicability Assessment for Disposal of Treated Wastewater to Land from Kaikohe and Kaitāia Wastewater Treatment Plants	<p><b>RESOLUTION 2021/14</b></p> <p><b>That the Infrastructure Committee:</b></p> <p><b>a) agree the option of disposing treated wastewater to land from the Kaitāia and Kaikohe Wastewater Treatment plants is further investigated, specifically:</b></p> <p style="padding-left: 20px;"><b>i) engagement with affected landowners and mana whenua to determine the selection of a preferred site to be taken forward for preliminary design.</b></p> <p style="padding-left: 20px;"><b>ii) complete a preliminary design that includes site specific technical, design, and cost investigation of land disposal in which mana whenua are to be included.</b></p> <p><b>b) request that the preliminary designs are to be completed prior to December 2023, to enable the Long Term Plan engagement process and request staff report back to the Infrastructure Committee to present the findings of the preliminary design reports.</b></p> <p><b>c) request staff seek replacement resource consents for discharge of treated wastewater to water from the Kaitāia and Kaikohe Wastewater Treatment Plants and that during the term of the consent, staff progress investigation of disposal to land options for both the Kaitāia and Kaikohe Waste Water schemes.</b></p> <p><b>d) request a treated wastewater disposal to land workshop be scheduled for late 2021 with the Infrastructure Committee, which will cover methodologies and processes associated with establishing a disposal to land scheme.</b></p> <p><b>That the Infrastructure Committee recommend to Council that expenditure of up to \$330,000 to cover both the Kaitāia and the Kaikohe sites, is allocated in the Long Term Plan deliberations, to complete a preliminary design for each Wastewater Treatment Plant, and sufficient staffing resources are assigned to enable ongoing engagement with mana whenua and other stakeholders.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>Abstained:</u> Crs Ann Court and Rachel Smith</p>	<p>Kaitāia: Initial engagement with mana whenua was carried out in 2021 (with representatives of four Rūnanga: Te Rarawa, Ngāi Takoto, Ngāti Kahu, Te Aupōuri). Initial landowner engagement with the highest 15 ranked sites has commenced and is expected to be completed by mid-April 2022. Following completion of initial landowner engagement, in-person meetings will be scheduled with landowners who have expressed an interest in the project, to work towards identifying a preferred site for undertaking physical site investigations and development of concept design and estimates. Engagement with Rūnanga representatives has commenced to discuss sites of interest as we progress towards identifying a preferred site. The replacement resource consent to authorise discharges from the WWTP to water has been lodged with NRC and placed on hold at the request of FNDC to enable further mana whenua engagement. , Kaikohe: Initial engagement with mana whenua is occurring through a formal mechanism with representatives from three hapū (Te Uri o Hua, Ngāti Whakaeke, Ngāti Tautahi). FNDC is establishing a working group with representatives from these hapū, and we are currently in the final stages of agreeing terms of reference for the group. Once the terms are agreed, staff anticipate the working group will be formalised and investigations into wastewater discharge to land options can commence as a task of the working group. Landowner engagement has not commenced, this will occur once the working group has progressed together to this stage of the project. The replacement resource consent to authorise discharges from the WWTP to water has been lodged with NRC and placed on hold at the request of FNDC, while mana whenua engagement occurs via the working group. , In accordance with s124 of the RMA, FNDC is authorised to continue to discharge treated wastewater from both community WWTP to water while the resource consent applications are processed by NRC. Next update 1 July 2022</p>

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Meeting	Title	Resolution	Notes
Infrastructure Committee 4/05/2022	Boat Ramp Study Delivery Plan	<p><b>RESOLUTION 2022/16</b></p> <p>Moved: Deputy Mayor Ann Court Seconded: Cr Kelly Stratford</p> <p>Moved: Deputy Mayor Ann Court Seconded: Cr Rachel Smith</p> <p><b>That the Infrastructure Committee:</b></p> <p>a) <b>receives the report “Boat Ramp Study Delivery Plan” dated January 2022 (Revised March 2022).</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p>Finance has been asked to prepare a report on the economic benefits of the boat ramps etc to be presented to the full Council to provide additional information to support decision making on the Strategic land financial provision. It will be part of the process for the 2023/24 Annual Plan and involve input from finance, Blair H and possibly Darren James. New target date 1 September 2022</p>



**6 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>6.1 - Confirmation of Previous Minutes - Public Excluded</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.2 - Approval to award Kerikeri Clarifier Renewal Contract 7-21-404</b>	s7(2)(b)(i) - the withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret  s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**7 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

**6 TE KAPINGA HUI / MEETING CLOSE**