



Far North District Council



AGENDA

Ordinary Council Meeting

Wednesday, 26 February 2020

Time: 10.00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Mayor John Carter - Chairperson
Cr Ann Court
Cr David Clendon
Cr Dave Collard
Cr Felicity Foy
Cr Mate Radich
Cr Rachel Smith
Cr Kelly Stratford
Cr Moko Tepania
Cr John Vujcich

COUNCIL MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Hon Mayor John Carter QSO	Board Member of the Local Government Protection Programme	Board Member of the Local Government Protection Program		
	Carter Family Trust			
Deputy Mayor Ann Court	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
	Top Energy	Supplies my power		No other interest greater than the publics
	District Licensing	N/A	N/A	N/A
	Top Energy Consumer Trust	Trustee	Crossover in regulatory functions, consenting economic development and contracts such as street lighting.	Declare interest and abstain from voting.
	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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				evidence. Be thorough, thoughtful, considered impartial and balanced. Be fair.
	Warren Patteinson	My husband is a builder and may do work for Council staff		Case by case
Ann Court - Partner	Warren Pattinson Limited	Director	Building Company. FNDC is a regulator	Remain at arm's length
	Air NZ	Shareholder	None	None
	Warren Pattinson Limited	Builder	FNDC is the consent authority, regulator and enforcer.	Apply arm's length rules
	Kurbide Rod and Custom Club (unlikely)	President NZ Hot Rod Association	Potential to be linked to a funding applicant and my wife is on the decision making committee.	Unlikely to materialise but would absent myself from any process as would Ann.
	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.
David Clendon	Chairperson – He Waka Eke Noa Charitable Trust	None		Declare if any issue arises
	Member of Vision Kerikeri	None		Declare if any issue arises
	Joint owner of family home in Kerikeri	Hall Road, Kerikeri		
David Clendon – Partner	Resident Shareholder on Kerikeri Irrigation			
David Collard	Snapper Bonanza 2011 Limited	45% Shareholder and Director		
	Trustee of Te Ahu Charitable Trust	Council delegate to this board		
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees. Property owner of		I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
		Commerce Street, Kaitaia		
				I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.
				I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place, Seaview Road, and Allen Bell Drive.		
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	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.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
		dwellings on Church Road, Kaingaroa and 2 dwelling on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Felicity Foy - Partner	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			
Mate Radich	No form received			
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Bay of Islands Amateur Swimming Club	Committee Member		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Kelly Stratford	KS Bookkeeping and Administration	Business Owner, provides book keeping, 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 aside from decision making

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Maori 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
Kelly Stratford - Partner	Chef and Barista	Opua Store	None perceived	
	Maori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest I would step aside from decision making
Moko Tepania	Teacher at Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.		Declare a perceived conflict
	Chairperson at Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.		Declare a perceived conflict
	Tribal Member – Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.		Declare a perceived conflict
	Tribal Member - Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.		Declare a perceived conflict
	Tribal Member – Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.		Declare a perceived conflict
	Tribal Member – Te Rūnanga ā-Iwi o Ngāpuhi	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
John Vujcich	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	Declare interest and abstain

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
			assets	
	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
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest

**Far North District Council
Ordinary Council Meeting**

**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 26 February 2020 at 10.00 am**

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The following reports will be circulated as part of a supplementary public agenda

- Consideration fo Community Board Chairpersons at Committee meetings
- Proposed Changes to the Formal Meeting Calendar
- CEO Report to Council 01 November 2019 - 31 December 2019

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The following report will be circulated as part of a supplementary public excluded agenda

- Contract Negotiation with CBEC regarding Swimming Pools Operations and Maintenance Contract

9	Meeting Close	125
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1 PRAYER**2 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 Council 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 DEPUTATION

10:30 am John Tilton regarding;

- Non-compliant camping in Russell
- Regulation of short-term holiday-letting in Russell and surrounding areas.

10:40 am SeaChange regarding Single Transferable Voting

4 MAYORAL ANNOUNCEMENTS

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2848581

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow Council to confirm that the minutes are a true and correct record of previous meetings.

RECOMMENDATION

That Council confirms the minutes of the Council meeting held 19 December 2019 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 meetings 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 meetings.

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. Confirmation of Previous Minutes - Council Meeting 19 December 2019 - A2809974** [↓](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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 for 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 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.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE MAIN HALL - TE AHU, CNR MATTHEWS AVE AN SOUTH ROAD, KAITAIA
ON THURSDAY, 19 DECEMBER 2019 AT 10:00 AM**

- PRESENT:** Mayor John Carter (HWTM), Cr Ann Court, Cr David Clendon, Cr Dave Collard, Cr Felicity Foy, Cr Rachel Smith, Cr Kelly Stratford, Cr Moko Tepania, Cr John Vujcich,
Cr Mate Radich (arrived at 2.15 pm)
- IN ATTENDANCE:** Mike Edmonds - Kaikohe-Hokianga Community Board Chairperson, Adele Gardner - Te Hiku Community Board Chairperson, Belinda Ward – Bay of Islands-Whangaroa Community Board Chairperson
- STAFF PRESENT:** Shaun Clarke - Chief Executive Officer, Andy Finch - General Manager Infrastructure and Asset Management, Dean Myburgh - General Manager District Services, William J Taylor MBE - General Manager Corporate Services, Darrell Sargent - General Manager Strategic Planning and Policy

1 PRAYER

His Worship the Mayor commenced the meeting with a prayer.

2 APOLOGIES AND DECLARATIONS OF INTEREST

RESOLUTION 2019/54

Moved: Mayor John Carter
Seconded: Cr Ann Court

That the apology received from Cr Mate Radich for lateness be accepted.

CARRIED

Cr Rachel Smith declared a conflict of interest in relation to item 11.4 – Award of Far North Swimming Pools Operations and Maintenance Contract, due to being a member of the Bay of Islands amateur Swimming Club.

3 DEPUTATION

Judy Reinken and Craig Salmon from Far North Sea Change spoke regarding the declaration of a climate emergency, carbon emissions, promotion of electric vehicles to reduce carbon emissions.

4 MAYORAL ANNOUNCEMENTS

His Worship the Mayor:

- thanked the elected members for their positive approach to the new triennium.
- thanked Bay of Islands Watchdog group for their protest efforts to advocate for Rosie. His Worship the Mayor noted that there will be a full independent audit by the Ministry for Primary Industries and that rehoming numbers have increased across the district.
- provided a list of all the projects that Council are undertaking, from Omanaia Water Treatment Plant through to the Provincial Growth Fund projects.
- listed the numerous issues he has been involved with lately and is maintaining a watching brief
 - Kings Road, Paihia

- Erosion issues at Opononi
- Te Hiku Sports Hub
- Kerikeri Pavilion
- Kaka Street, Ahipara
- Memorial for Dame Whina Cooper
- Rawene Campus

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2703171, pages 10 - 15 refers

RESOLUTION 2019/55

Moved: Mayor John Carter

Seconded: Cr John Vujcich

That Council:

- a) **confirms the minutes of the Council meeting held 19 November 2019 as a true and correct record.**

CARRIED

6 CORPORATE SERVICES GROUP

6.1 2019 FAR NORTH DISTRICT COUNCIL GOVERNANCE STRUCTURE

Agenda item 6.1 document number A2756223, pages 16 - 35 refers

MOTION

Moved: Cr Ann Court

Seconded: Cr John Vucjich

1. That Council establish the following committees as per the attached terms of reference:
 - a) Executive Review Committee
 - b) Strategy and Policy Committee
 - c) Assurance, Risk and Finance Committee
 - d) Infrastructure Committee
 - e) Regulatory Compliance Committee
2. That Council appoints:
 - a) His Worship the Mayor, Committee Chairperson's (Councillors Smith, Foy, Vujcich and Stratford) to the Executive Review Committee.
 - b) His Worship the Mayor, Councillors Smith (Chairperson), Clendon (Deputy Chairperson), Tepania, Court, Foy, Collard and Vujcich to the Strategy and Policy Committee.
 - c) His Worship the Mayor, Councillor Vujcich (Chairperson), Independent Member Bruce Robertson (Deputy Chairperson), Councillors Court, Tepania, Radich and Stratford to the Assurance, Risk and Finance Committee.
 - d) His Worship the Mayor, Councillors Foy (Chairperson), Court (Deputy Chairperson), Collard, Radich, Stratford and Vujcich to the Infrastructure Committee.

- e) His Worship the Mayor, Councillors Stratford (Chairperson), Collard (Deputy Chairperson), Clendon, Court, Smith and Vujcich to the Regulatory Compliance Committee.

3. That Councillors be appointed as the following portfolio holders:

- a) Climate
- b) Te Ao Māori
- c) Waters
- d) Transport
- e) Economic Development / Council Controlled Organisations
- f) Communications

4. That Council re-establish a Procurement Board as per the attached terms of reference and appoint a Procurement Board Member.

AMENDMENT

Moved: Cr John Vujcich

Seconded: Mayor John Carter

1. That Council establish the following committees as per the attached terms of reference:

- a) Executive Review Committee
- b) Strategy and Policy Committee
- c) Assurance, Risk and Finance Committee
- d) Infrastructure Committee
- e) Regulatory Compliance Committee

CARRIED

MOTION

Moved: Cr John Vujcich

Seconded: Mayor John Carter

2. That Council signal a desire to have community board chairpersons involved in committees (b), (c), (d) and (e) with voting rights, and that this be referred to a workshop for discussion before the February committee meeting date.

CARRIED

MOTION

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

3. That Council appoints:

- a) His Worship the Mayor, Committee Chairperson's (Councillors Smith, Foy, Vujcich and Stratford) to the Executive Review Committee.
- b) His Worship the Mayor, Councillors Smith (Chairperson), Clendon (Deputy Chairperson), Tepania, Court, Foy, Collard and Vujcich to the Strategy and Policy Committee.
- c) His Worship the Mayor, Councillor Vujcich (Chairperson), Independent Member Bruce Robertson (Deputy Chairperson), Councillors Court, Tepania, Radich and Stratford to the Assurance, Risk and Finance Committee.
- d) His Worship the Mayor, Councillors Foy (Chairperson), Court (Deputy Chairperson), Collard, Radich, Stratford and Vujcich to the Infrastructure Committee.
- e) His Worship the Mayor, Councillors Stratford (Chairperson), Collard (Deputy Chairperson), Clendon, Court, Smith and Vujcich to the Regulatory Compliance Committee.

CARRIED

MOTION

Moved: Mayor John Carter
Seconded: Cr Kelly Stratford

4. That Councillors be appointed as the following portfolio holders:
- a) Climate: Cr David Clendon
 - b) Te Ao Māori: Cr Moko Tepania
 - c) Waters: Cr Kelly Stratford
 - d) Transport: Cr Ann Court
 - e) Economic Development / Council Controlled Organisations: Cr John Vujcich
 - f) Communications: Cr Rachel Smith

CARRIED

MOTION

Moved: Mayor John Carter
Seconded: Cr Felicity Foy

5. That Council re-establish a Procurement Board, as per the attached terms of reference and:
- a) appoint Councillors Ann Court and John Vujcich to the Procurement Board;
 - b) conduct a Procurement Board review.

CARRIED

The amendments became the substantive motion.

RESOLUTION 2019/56

Moved: Mayor John Carter
Seconded: Cr Felicity Foy

1. That Council establish the following committees as per the attached terms of reference:
- a) Executive Review Committee
 - b) Strategy and Policy Committee
 - c) Assurance, Risk and Finance Committee
 - d) Infrastructure Committee
 - e) Regulatory Compliance Committee
2. That Council signal a desire to have community board chairpersons involved in committees (b), (c), (d) and (e) with voting rights, and that this be referred to a workshop for discussion before the February committee meeting date.
3. That Council appoints:
- a) His Worship the Mayor, Committee Chairperson's (Councillors Smith, Foy, Vujcich and Stratford) to the Executive Review Committee.
 - b) His Worship the Mayor, Councillors Smith (Chairperson), Clendon (Deputy Chairperson), Tepania, Court, Foy, Collard and Vujcich to the Strategy and Policy Committee.
 - c) His Worship the Mayor, Councillor Vujcich (Chairperson), Independent Member Bruce Robertson (Deputy Chairperson), Councillors Court, Tepania, Radich and Stratford to the Assurance, Risk and Finance Committee.
 - d) His Worship the Mayor, Councillors Foy (Chairperson), Court (Deputy Chairperson), Collard, Radich, Stratford and Vujcich to the Infrastructure Committee.
 - e) His Worship the Mayor, Councillors Stratford (Chairperson), Collard (Deputy Chairperson), Clendon, Court, Smith and Vujcich to the Regulatory Compliance Committee.
4. That Councillors be appointed as the following portfolio holders:
- a) Climate: Cr David Clendon
 - b) Te Ao Māori: Cr Moko Tepania
 - c) Waters: Cr Kelly Stratford
 - d) Transport: Cr Ann Court

- e) **Economic Development / Council Controlled Organisations: Cr John Vujcich**
 f) **Communications: Cr Rachel Smith**

5. That Council re-establish a Procurement Board, as per the attached terms of reference and:

- a) **appoint Councillors Ann Court and John Vujcich to the Procurement Board;**
 b) **conduct a Procurement Board review.**

CARRIED

6.2 APPOINTMENTS OF ELECTED MEMBERS ON BEHALF OF FAR NORTH DISTRICT COUNCIL

Agenda item 6.2 document number A2781175, pages 36 - 39 refers

MOTION

Moved: Cr Ann Court

Seconded: Mayor John Carter

That Council confirm the following appointments:

<i>Appointment to</i>	<i>Delegate</i>	<i>Alternate</i>
Civil Defence Emergency Management Group	Councillor Collard	Deputy Mayor Court
Northland Regional Transport Committee	Deputy Mayor Court	Councillor Stratford
Te Oneroa a Tohe	His Worship the Mayor and Councillor Radich	
LGNZ Zone 1	Councillor Smith	Councillor Stratford
Mayoral Taskforce for Jobs	Councillor Smith	Councillor Tepania
Young Elected Members	Councillor Smith	
Rural and Provincial Sector	Councillor Clendon	Councillor Vujcich
Creative Communities Funding Assessment Committee	Councillor Tepania	Councillor Smith
Te Pu o te Wheke Governance Group	Councillor Tepania and Councillor Vujcich	
Te Hononga	Councillor Stratford	
Baysport	Councillor Smith	
Sport Northland	Councillor Stratford	Councillor Collard
Turner Centre	Councillor Smith	
Doubtless Bay Catchment Working Group	Councillor Clendon	
Kerikeri River Working Group		
Awanui River Working Group		
Taumarere River Liaison Committee	Councillor Stratford	
Waitangi River Liaison Committee	Councillor Clendon	
Kaeo/Whangaroa River Liaison Committee	Councillor Stratford	
Te Ahu Charitable Trust	Councillor Collard	
Kororipo Heritage Park Management Group	Councillor Clendon	
Volunteering Northland	Councillor Smith	

AMENDMENT

Moved: Cr Ann Court

Seconded: Cr Rachel Smith

That Council confirm the following appointments:

<i>Appointment to</i>	<i>Delegate</i>	<i>Alternate</i>
Civil Defence Emergency Management Group	Councillor Collard	Deputy Mayor Court
Northland Regional Transport Committee	Deputy Mayor Court	Councillor Stratford
Te Oneroa a Tohe	His Worship the Mayor and Councillor Radich	
LGNZ Zone 1	Councillor Smith	Councillor Stratford
Mayoral Taskforce for Jobs	Councillor Smith	Councillor Tepania
Rural and Provincial Sector	Councillor Clendon	Councillor Vujcich
Creative Communities Funding Assessment Committee	Councillor Tepania	Councillor Smith
Te Pu o Te Wheke Governance Group	Councillors Tepania and Vujcich	
Te Hononga	Councillor Stratford	
Baysport	Councillor Smith	
Sport Northland	Councillor Stratford	Councillor Collard
Turner Centre	Councillor Smith	
Doubtless Bay Catchment Working Group	Councillor Clendon	
Kerikeri River Working Group	Councillor Smith	
Awanui River Working Group	John Stewart	
Taumarere River Liaison Committee	Councillor Stratford	
Waitangi River Liaison Committee	Councillor Clendon	
Kaeo/Whangaroa River Liaison Committee	Councillor Stratford	
Te Ahu Charitable Trust	Councillor Collard	
Kororipo Heritage Park Management Group	Councillor Clendon	
Volunteering Northland	Councillor Smith	
The Tuia Programme	Councillors Tepania and Smith	
Kerikeri Sports Hub	Councillor Smith	

CARRIED

The amendments became the substantive motions.

RESOLUTION 2019/57

Moved: Cr Ann Court

Seconded: Cr Rachel Smith

That the Council confirm the following appointments:

<i>Appointment to</i>	<i>Delegate</i>	<i>Alternate</i>
Civil Defence Emergency Management Group	Councillor Collard	Deputy Mayor Court
Northland Regional Transport Committee	Deputy Mayor Court	Councillor Stratford
Te Oneroa a Tohe	His Worship the Mayor and	

	Councillor Radich	
LGNZ Zone 1	Councillor Smith	Councillor Stratford
Mayoral Taskforce for Jobs	Councillor Smith	Councillor Tepania
Rural and Provincial Sector	Councillor Clendon	Councillor Vujcich
Creative Communities Funding Assessment Committee	Councillor Tepania	Councillor Smith
Te Pu o Te Wheke Governance Group	Councillors Tepania and Vujcich	
Te Hononga	Councillor Stratford	
Baysport	Councillor Smith	
Sport Northland	Councillor Stratford	Councillor Collard
Turner Centre	Councillor Smith	
Doubtless Bay Catchment Working Group	Councillor Clendon	
Kerikeri River Working Group	Councillor Smith	
Awanui River Working Group	John Stewart	
Taumarere River Liaison Committee	Councillor Stratford	
Waitangi River Liaison Committee	Councillor Clendon	
Kaeo/Whangaroa River Liaison Committee	Councillor Stratford	
Te Ahu Charitable Trust	Councillor Collard	
Kororipo Heritage Park Management Group	Councillor Clendon	
Volunteering Northland	Councillor Smith	
The Tuia Programme	Councillors Tepania and Smith	
Kerikeri Sports Hub	Councillor Smith	
CARRIED		

6.3 SETTING OF 2020 FORMAL MEETING SCHEDULE

Agenda item 6.3 document number A2781134, pages 40 - 46 refers

MOTION

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

1. That the Council adopt the calendar as attached for the following meetings:
 - a) Council meetings from 10:00am;
 - b) Strategy and Policy Committee meetings from 9:30am;
 - c) Regulatory Compliance Committee meetings from 1:00pm;
 - d) Infrastructure Committee meetings from 9:30am;
 - e) Assurance, Risk and Finance Committee meetings from 1:00pm;
 - f) Workshops from 9:30am;
 - g) Procurement Board from 10:00am.

CARRIED

MOTION

Moved: Cr Moko Tepania

Seconded: Cr Kelly Stratford

2. That the Far North District Council preserve 28 October of each year, as a non-Council meeting day, in recognition of the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni – The Declaration of Independence of the United Tribes of New Zealand as the national day set aside to observe New Zealand Wars.

CARRIED

The amendments became the substantive motion.

RESOLUTION 2019/58

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

1. **That the Council adopt the calendar as attached for the following meetings:**
 - a) **Council meetings from 10:00am;**
 - b) **Strategy and Policy Committee meetings from 9:30am;**
 - c) **Regulatory Compliance Committee meetings from 1:00pm;**
 - d) **Infrastructure Committee meetings from 9:30am;**
 - e) **Assurance, Risk and Finance Committee meetings from 1:00pm;**
 - f) **Workshops from 9:30am;**
 - g) **Procurement Board from 10:00am.**
 - h) **Reschedule the workshops on 17 and 18 March 2020 to 10 and 11 March 2020.**
 - i) **Addition of a workshop on 29 January 2020.**
2. **That the Far North District Council preserve 28 October of each year, as a non-Council meeting day, in recognising the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni – Declaration of Independence of the United Tribes of New Zealand, as the national day set aside to observe New Zealand Wars.**

CARRIED

6.4 SETTING OF REMUNERATION FOR COUNCILLORS FOR THE TRIENNIUM

Agenda item 6.4 document number A2781154, pages 47 - 49 refers

RESOLUTION 2019/59

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

That the Council submit the following levels of remuneration to the Remuneration Authority for approval:

Deputy Mayor (1)	\$105,000
Chairs of Committee (4)	\$ 85,000
Increase to councillor base salary (4)	\$ 65,550.25

CARRIED

6.5 DRAFT TRIENNIAL AGREEMENT (2019-2022)

Agenda item 6.5 document number A2790955, pages 50 - 58 refers

RESOLUTION 2019/60

Moved: Mayor John Carter

Seconded: Cr Rachel Smith

That Council:

- a) Approve the draft triennial agreement to proceed to the Mayoral Forum for signature of the Mayors of the four authorities on the 24th February 2020.**

CARRIED

7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP**7.1 POU HERENGA TAI TWIN COAST CYCLE TRAIL TRUST 2018/2019 ANNUAL REPORT**

Agenda item 7.1 document number A2781363, pages 59 - 83 refers

RESOLUTION 2019/61

Moved: Cr John Vujcich

Seconded: Cr David Clendon

That the Council receive the report Pou Herenga Tai Twin Coast Cycle Trail Trust 2018/2019 Annual Report.

CARRIED

MEETING ADJOURNED 11:31 – 11:48 A.M.

RESOLUTION 2019/62

Moved: Mayor John Carter

Seconded: Cr Ann Court

That the meeting of Council be adjourned.

CARRIED**8 DISTRICT SERVICES GROUP****8.1 DISTRICT LICENSING COMMITTEE**

Agenda item 8.1 document number A2784865, pages 84 - 90 refers

Cr Ann Court and Cr Kelly Statford declared a conflict of interest

RESOLUTION 2019/63

Moved: Cr Rachel Smith

Seconded: Cr Moko Tepania

- a) **That Council appoint Cr Ann Court as Chair of the District Licensing Committee;**
and
b) **The remaining Committee members become the pool from which the Chairperson allocates 2 members to attend District Licensing Committee hearings as required.**

CARRIEDAbstained: Crs Ann Court and Kelly Stratford due to a conflict of interest.**9 STRATEGIC PLANNING AND POLICY GROUP****9.1 COUNCIL APPOINTMENT TO DISABILITY ACTION GROUP**

Agenda item 9.1 document number A2701359, pages 91 - 94 refers

RESOLUTION 2019/64

Moved: Cr Rachel Smith

Seconded: Mayor John Carter

That Council appoint Councillor Stratford as representative on the Disability Action Group, and Councillor Vujcich as the alternate representative.

CARRIED**9.2 REVENUE REVIEW - WAY FORWARD**

Agenda item 9.2 document number A2778210, pages 95 - 100 refers

MOTION

Moved: Mayor John Carter

Seconded: Cr Ann Court

That Council:

- a) approve the inclusion of the Revenue Review outcomes in the 2021-31 LTP process;

- b) develop a timeline for engagement with the Community in advance of formal LTP consultation; and:
- c) confirm that consultation on changes to accounting policies for depreciation, will be undertaken for the 2020-21 Annual Plan to enable introduction of the policies from 1 July 2020.

AMENDMENT

Moved: Cr John Vujcich
Seconded: Mayor John Carter

That Council

- a) approve the inclusion of the Revenue Review outcomes in the 2021-31 LTP process, including all rating options;
- b) develop a timeline for engagement with the Community in advance of formal LTP consultation, taking in to account the significant opportunity for pre-engagement on Waitangi Day; and:
- c) confirm that consultation on changes to accounting policies for depreciation, will be undertaken for the 2020-21 Annual Plan to enable introduction of the policies from 1 July 2020.

The amendments became the substantive motion.

RESOLUTION 2019/65

Moved: Cr John Vujcich
Seconded: Mayor John Carter

That Council

- a) **approve the inclusion of the Revenue Review outcomes in the 2021-31 LTP process, including all rating options;**
- b) **develop a timeline for engagement with the Community in advance of formal LTP consultation, taking in to account the significant opportunity for pre-engagement on Waitangi Day; and:**
- c) **confirm that consultation on changes to accounting policies for depreciation, will be undertaken for the 2020-21 Annual Plan to enable introduction of the policies from 1 July 2020.**

CARRIED

9.3 CLIMATE CHANGE UPDATE

Agenda item 9.3 document number A2773879, pages 101 - 107 refers

RESOLUTION 2019/66

Moved: Cr John Vujcich
Seconded: Cr David Clendon

That Council receive the “Climate Change Update” report

CARRIED

1.1 ITEM LEFT TO LIE ON THE TABLE - KERIKERI DOMAIN GOVERNANCE REPORT

Supplementary Agenda item 1.1 document number A2801783, pages 4 - 17 refers

RECOMMENDATION

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

That Council

- a) uplifts the report "Kerikeri Domain Governance Report" for consideration.
- b) supports the creation of an incorporated society whose purpose is to manage the Kerikeri Domain.
- c) approves administration calls for expressions of interest from the public for people willing to establish an incorporated society and facilitate the establishment of it.
- d) agrees to enter into a formal agreement with the incorporated society and establishes a budget in accordance with the Kerikeri Domain Reserve Management Plan.

AMENDMENT

Moved: Cr Rachel Smith

Seconded: Mayor John Carter

That Council;

- a) delegates Bay of Islands-Whangaroa Community Board to lead the process of creating an Incorporated Society for Kerikeri Domain and make recommendations to Council,
- b) delegates the Chief Executive Officer to work alongside Bay of Islands-Whangaroa Community Board in the process of creating an Incorporated Society for Kerikeri Domain.

CARRIED

The amendment became the substantive motion.

RESOLUTION 2019/67

Moved: Cr Rachel Smith

Seconded: Mayor John Carter

That Council;

- a) delegates Bay of Islands-Whangaroa Community Board to lead the process of creating an Incorporated Society for Kerikeri Domain and make recommendations to Council,
- b) delegates the Chief Executive Officer to work alongside Bay of Islands-Whangaroa Community Board in the process of creating an Incorporated Society for Kerikeri Domain.

CARRIED

Against: Cr Kelly Stratford

10 CHIEF EXECUTIVE OFFICER**10.1 CEO REPORT TO COUNCIL 01 AUGUST 2019 - 31 OCTOBER 2019**

Agenda item 10.1 document number A2752438, pages 18 - 65 refers

RESOLUTION 2019/68

Moved: Mayor John Carter
 Seconded: Cr John Vujcich

That the Council receive the report “CEO Report to Council 01 August 2019 - 31 October 2019”.

CARRIED

11 TABLED DOCUMENTS

RESOLUTION 2019/69

Moved: Mayor John Carter
 Seconded: Cr David Clendon

Mayor John Carter moved that the following documents tabled at the Council meeting be received.

- a) **Vision Kerikeri – letter to Council in relation to supplementary agenda item 1.1: Item left to lie on the table - Kerikeri Domain Governance Report.**
- b) **Far North Sea Change – full presentation notes in relation to item 9.3 Climate Change Update.**

CARRIED

12 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2019/70

Moved: Mayor John Carter
 Seconded: Cr Felicity Foy

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Confirmation of Previous Minutes - Public Excluded	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on,</p>	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

	without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
10.2 - Further supporting information for consideration of options to build a southern animal shelter	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
11.3 - Te Pu o Te Wheke Update and Options	<p>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</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
11.4 - Award of Far North Swimming Pools Operations and Maintenance Contract	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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

10.4 - Extension of Hokianga Ferry Operations and Maintenance Contract to 30 April 2020	<p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>
10.5 - Award of the Hokianga Ferry Operations and Maintenance Contract	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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</p>
10.6 - Extension of Contract 07/14/600 - Education and Promotion of Waste Minimisation & Sustainability Practices in the Far North District	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>
10.7 - Extension of Contract 07/15/601 Operation of Russell Landfill and Recycling Facility	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>
10.8 - Waioataira Reserve - toilet water supply compensation / ex-gratia payment	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect 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 prejudice the supply of similar information, or information from</p>	<p>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</p>

	the same source, and it is in the public interest that such information should continue to be supplied	
11.1 - Far North REAP Agreement Extension and review Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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
10.9 - Supplier Recommendation Report for West Coast Road Bridge G01	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
11.1 - Otua Bridge N28 Replacement Procurement Plan	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

CARRIED

13 CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING.

RESOLUTION 2019/71

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

That Council confirms the decisions below contained in the part of the meeting held with the public excluded be restated in public.

10.4 EXTENSION OF HOKIANGA FERRY OPERATIONS AND MAINTENANCE CONTRACT TO 30 APRIL 2020

RESOLUTION 2019/72

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

That Council:

- a) approves extending the existing Hokianga Ferry Operations and Maintenance Contract to Broadspectrum NZ Limited for a further term of three months to the 30 April 2020, based on the same terms and conditions, whilst allowing for xx% uplift in the monthly**

- management fee and transition out costs.
- b) delegates authority to the Chief Executive Officer to approve the three-month contract extension within the FNDC budget of \$xxx
 - c) delegates to the Chief Executive Officer the signing of the extension to the Hokianga Ferry Operations and Maintenance Contract and subsequent non-material amendments.

CARRIED

Abstained: Cr John Vujcich

10.8 WAIOTARAIRE RESERVE - TOILET WATER SUPPLY COMPENSATION / EX-GRATIA PAYMENT

RESOLUTION 2019/73

Moved: Mayor John Carter

Seconded: Cr Felicity Foy

That Council approve an ex-gratia payment of \$xxx (excl GST) as compensation to the Ulrich whanau for the provision of water supplied from their bore to the Waiotaraire public toilet for the period of July 1989 to 30 June 2020.

CARRIED

CARRIED

11 MEETING CLOSE

The meeting closed at 16:55 PM .

The minutes of this meeting will be confirmed at the Ordinary Council Meeting held on 26 February 2020.

.....
CHAIRPERSON

6 REPORTS

6.1 ADDITIONAL CAPITAL CARRY FORWARDS - JUNE 2019

File Number: A2843027

Author: Angie Thomas, Manager - Accounting Services

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

The purpose of the report is to identify additional projects that were overlooked in the report presented to Council in August 2019.

Project managers are requesting that specific budgets be carried forward to the 2019-2020 financial year for Water and Wastewater. The projects are identified individually including funding requirements.

EXECUTIVE SUMMARY

- Projects included in the 2018/19 Capital Programme have not been completed and require the budgets to be carried forward to 2019/20.
- The projects identified in this report were overlooked in the August 2019 Council report.
- \$26.2m has already been requested and were approved at the Ordinary Council Meeting held 29 August 2019.
- Additional budget totalling \$552,561.47 is being requested to carry forward to 2019/20.

RECOMMENDATION

That Council;

- a) **approve the additional capital budgets for Water of \$250,749.12 and Wastewater of \$301,812.35 as identified in the attachment "Water and Wastewater Projects CFWD 2018_2019"; and**
- b) **approve the amount totaling \$552,561.47 be carried forward from 2018/19 to the 2019/20 financial year to enable the completion of these projects.**

1) BACKGROUND

At 30 June 2019, a number of projects were underway but not completed.

The total budgeted capital works for the 2018/19 year (including carry forwards from 2017/18) was \$71.4m and actual expenditure incurred was \$39.7m. Of the \$31.7m not spent by 30 June 2019, \$26.2m was approved at the 29 August 2019 Ordinary Council Meeting to be carried forward.

However, a number of projects for Water totalling \$250,749.12 and Wastewater of \$301,812.35 were overlooked and are required to complete the projects as the following work has commenced:

- Construction works \$464,034.08
- Resource consents \$77,180.00
- Additional reticulation work \$11,347.39
-

2) DISCUSSION AND OPTIONS

The projects identified for carry forward total \$552,561.47 are funded as follows:

Loan funding \$508,495.35

Depreciation funding \$44,065.62

Reason for the recommendation

To enable the capital projects identified to be completed.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The budgets identified in the attached report would be in addition to those adopted in the 2019-2020 Annual Plan. Overall funding limits will not be exceeded as these projects have been included as completed in the opening balances shown within the Annual Plan 2019-2020.

ATTACHMENTS

1. **Water and Wastewater Projects CFWD 2018_2019 - A2843034** [↓](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This will have a possible impact on the current capital programme 2019-2020 delivery.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Significance and Engagement Policy.
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.	There is no implication for Community Boards.
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 is no special implication for Māori.
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).	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	This is to seek approval to carry forward 2018-2019 incomplete project budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Page 34

6.2 ADOPTION OF PROPOSED FEES AND CHARGES FOR 2020/21 FOR CONSULTATION

File Number: A2845020

Author: Jo Boyd, Corporate Planner

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To adopt a proposed schedule of fees and charges for the 2020/21 financial year for public consultation.

EXECUTIVE SUMMARY

Under the Local Government Act 2002 (the LGA), Council is required to review fees and charges annually.

Although most of Council's fees and charges may be set by Council resolution under section 150 of the Local Government Act 2002 (LGA), some must follow a formal process with public consultation in accordance with section 83 (the Special Consultative Procedure or SCP).

To align with consultation on the 2020/21 Annual Plan and to avoid confusion all fees and charges for 2020/21 will be consulted on, regardless of any legislative obligation to do so.

In accordance with Council's Financial Strategy, adjustments to fees and charges have been limited to the Local Government Cost Index (LGCI) inflation factor which is forecast at 2.2% for 2020/21.

RECOMMENDATION

That Council adopt the Statement of Proposal and the Proposed Schedule of Fees and Charges for 2020/21 and proceed to public consultation.

BACKGROUND

Council reviews and adjusts its fees and charges on an annual basis. Although many of our fees and charges may be set by Council resolution under section 150 of the LGA, some must follow a formal process with public consultation in accordance with section 83 (the Special Consultative Procedure or SCP) of the Local Government Act 2002.

We therefore carry out the annual review of fees and charges in two stages:

1. A proposal outlining adjustments to fees and charges is adopted and taken to the public for feedback. A consultation period of at least one month is followed by hearings. This process aligns with the Annual Plan 2020/21 consultation and hearings period.
2. A final Schedule of Fees and Charges is brought to Council for adoption prior to the end of June. Adopted fees and charges are effective from 1 July.

Attached is the proposed schedule of fees and charges. In this document those items proposed for adjustment are shaded blue while proposed new fees are shaded green and fees proposed for removal are shaded orange.

All adjustments are consistent with Council's decision as part of the Long-Term Plan 2018-2028 to adjust fees annually in line with changing circumstances and specifically in line with inflation (the Local Government Cost Index).

Fees and charges are consistent with the provisions of Council's Revenue and Financing Policy.

2) DISCUSSION AND OPTIONS

In general, fees have been adjusted by inflation (LGCI) which is forecast at 2.2% for the 2020/21 year).

Note that some fees and infringements are set by statute (e.g. Food Regulations 2015, Sale and Supply of Alcohol Act 2012) and are therefore not adjustable.

Inflationary adjustments

- Dog registrations, other fees, dog impounding/stock impounding (page 1-2).
- Building consents (page 4-6).
- Vehicle crossing application and inspection fees (page 6).
- Fees for fire prevention, gaming and TAB, animals, poultry and bees, advertising signs, taxi stands, brothel signs and entertainment premises (page 7).
- Cemeteries (page 8).
- Alfresco dining licences (page 9).
- Environmental health licences (page 10).
- Noise control – return of confiscated equipment only (page 12).
- Reserves (leases and licenses, change of status) (pages 14 & 15).
- Council legal services (page 16).
- Libraries (replacement borrower cards, book repairs and fax fees only) (page 17).
- Official information (District Plan copies) (page 19).
- Property information (staff time, physical map requests) (page 20).
- Land Information Memoranda (LIMs) (page 20).
- Resource consents (page 21- 24).
- Applications and inspections relating to works on Council infrastructure (stormwater, wastewater and water) (pages 27 to 32).

No proposed changes

- Hokianga Ferry charges (page 18). Note that the ferry contract is in the process of being awarded. It is anticipated that the successful contractor will take the opportunity to review ticket prices. Council can set new charges by resolution at any time.
- LGOIMA requests (page 19).
- Property information (except LIMs and staff time for digital supply) (page 20).
- Rubbish disposal at transfer stations (pages 25 & 26).
- Transportation including road closures and overweight permits (page 28).
- Venues for hire (page 29).

No change to legislated fees

- Amusement devices (page 7).
- Alcohol licencing (page 9).
- Food control – plans, compliance and monitoring (pages 10 & 11).
- Infringements for litter, noise, parking and skateboards/cycles (pages 12 & 13).

Other changes

- Rates postponement establishment fee (page 20). The process of putting a rates postponement in place requires placing a statutory land charge on the property title. This incurs a Land Information New Zealand (LINZ) fee and staff time that Council is entitled to recover. For this reason, an increased charge for establishing a postponement is proposed. It should be noted that the charge is added to the postponement and paid when the postponement ends.
- Remove Overdue Items Fee (per day) (page 17). Council wishes to consult the community on removing overdue fines for children and young adults to help alleviate barriers to use and contribute to increased literacy in the District.
- Remove solid waste fees relating to the Ahipara landfill (page 25). The Ahipara landfill has closed.
- Merge the following fees for applications made under the Resource Management Act (page 21):
 - Simple land use (single Zone Rule breach with no engineering assessment required).
 - Change or cancellation of consent condition – Sec 127.
 - Change or cancellation of consent notice condition - 221(3).
 - Outline plan consideration (176A).
 - Application for extension – Sec 125 lapsing a consent.
- Merge the following fees for applications made under the Resource Management Act (pages 21 and 22):
 - Land use.
 - Subdivision.
 - Discharge to land.
 - Updating of cross lease flats plans.
- Merge the following fees for applications made under the Resource Management Act (page 22):
 - Combined subdivision / land use.
 - National Environmental Standards for Plantation Forestry.
- Reduction in fees for limited/public notification of resource consents. The proposal is to separate the application fee for a consent (see page 21 – fee proposed is \$1891) from the fees for limited or public notification of the consents (see page 22 \$1178 and \$3535 respectively). The application fee is payable at the time of lodgement. The need to notify, however, is determined during the consenting process, hence a separate charge should it be required. This change ensures that the appropriate fee is charged at the appropriate time and reduces the risk of charging errors.

Reason for the recommendation

The reason for the recommendation is to ensure an adopted schedule of fees and charges is in place prior to the start of the 2020/21 financial year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Forecast revenue from the Schedule of Fees and Charges for 2020/21 is recognised in the budget adopted as part of the Annual Plan for 2020/21.

ATTACHMENTS

1. **Statement of Proposal for Fees and Charges 2020/21 - A2845644** [↓](#)
2. **Proposed Schedule of Fees and Charges for 2020/21 - A2845469** [↓](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	<p>Significance of the proposed changes to the schedule of fees and charges is assessed as low.</p> <p>Further, the current Financial Strategy (adopted alongside the LTP) clearly states Council's intention to adjust fees and charges on an annual basis and that adjustments would not exceed the forecast LGCI rate for the corresponding year. The review of fees and charges for 2020/21 complies with this limit.</p> <p>Substantial consultation was carried out on the strategy and LTP prior to adoption in June 2018. In accordance with the policy on Significance and Engagement, further consultation is not necessary.</p>
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The proposed schedule of Fees and Charges links to the Annual Plan for the 2020/21 financial year.
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.	Fees and charges hold district-wide relevance. Community Boards provided input to the LTP in which the Financial Strategy (and the limit on annual fee / charge adjustments) were adopted.
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.	Because the proposed changes to fees and charges are considered insignificant, engagement with Maori was not carried out.
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.	Fees and charges were consulted on in 2018 prior to adoption of the LTP. Proposed changes for the 2020/21 are within the limit set in the Financial Strategy. Historically, consultation on fees and charges generates little interest from the public.

State the financial implications and where budgetary provisions have been made to support this decision.	Forecast revenue from the Schedule of Fees and Charges for 2020/21 is included in Annual Plan budgets to be adopted at this meeting.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Statement of Proposal – Fees and Charges for 2020/21

1. Introduction

Council reviews and adjusts its fees and charges on an annual basis. Although many of our fees and charges may be set by Council resolution under section 150 of the Local Government Act 2002 (LGA), some must follow a formal process with public consultation in accordance with section 83 (the Special Consultative Procedure or SCP). To align with consultation on the 2020/21 Annual Plan and to avoid confusion Council will consult on all fees and charges for 2020/21, regardless of any legislative obligation to do so.

2. Background

Various legislative powers and authorities enable Council to set fees and charges to recover an agreed share of the costs of carrying out the services it provides to the community.

Council's Revenue and Financing Policy forms the basis for the funding arrangements for Council activities. Where an activity is considered to have a private benefit, funding options include a fee or charge.

3. Proposal to set fees

Council's Financial Strategy commits to limiting fee/charge increases to the Business and Economic Research Limited (BERL) local government inflation factor (the local government cost index or LGCI) which is forecast at 2.2% for 2020/21.

Proposed changes to Fees and Charges for the 2020/21 financial year are:

- **LGCI inflationary adjustment of 2.2% (rounded to the nearest dollar) for:**

- Animal registration and miscellaneous fees
- Building consent fees
- Bylaw enforcement fees
- Cemeteries
- Alfresco dining licenses
- Environmental health licenses
- Noise control – return of confiscated equipment
- Lease and licenses of reserves / change of reserve status
- Council Legal services
- Libraries – replacement borrowers card, book repairs
- District Plan copies
- Property information – staff time, map requests, LIMs
- Stormwater – application fees and location services marking
- Transport – application for motor sprint events
- Wastewater – administration fees and marking of service locations, inspections

- Water supply – administration, water meter connections, meter checking fee and special meter reading. Standpipe metering and bulk water supply bonds and administration fees. Marking of service locations.
- **Proposed fee removals**
 - Rubbish disposal fees relating to the Ahipara landfill which is now closed.
 - Library overdue item fines for children and young adults.
- **Other changes**
 - Residential rates postponement fees. The current fee to establish a rates postponement of \$50.00 is not sufficient to recover the actual cost of providing this service. A proposed adjustment of the fee to \$300.00 recovers Land Information New Zealand (LINZ) fees and the staff time required to register a statutory land charge on the property title. The proposed fee incorporates the following:

Overheads:	Cost
Check application and gather data (0.75 hours)	\$18.75
Enter data, send letters and correspond with customers (1 hour)	\$25.00
Produce agreement and legal documentation, liaise with customers solicitor (1 hour)	\$25.00
Approve application and complete journals and batching (1.5 hours)	\$37.50
Produce documents for registration of statutory land charge (0.75 hours plus \$175 LINZ fee)	\$193.75
Total cost	\$300.00

Note that the establishment charge is added to the postponement and paid when the postponement ends.

4. Reason for proposal

The reason for reviewing the fees and charges is to ensure that each charge recovers the actual and reasonable costs associated with the goods, services and amenities provided by Council including permitting activities and fulfilling regulatory obligations.

5. The consultation process

Submissions will close at 5pm on Friday, 3 April 2020. Submitters have the opportunity to be heard in support of their submissions on 28-30 April 2020. An appropriate time will be advised to those who wish to speak. The fees and charges in this document will then be adopted by Council in June 2020.

The fees and charges, once adopted, will come into force on 1 July, 2020.

6. Schedule of fees and charges

The proposed schedule of fees and charges for 2020/21 is attached.

**PROPOSED
SCHEDULE OF
FEES AND
CHARGES**

2020/21

Orange – remove

Blue – LGCI added/wording change

Green - new

No colour – no increase / no change / set by legislation

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ANIMALS

Dog registration

Registration fee for desexed dogs	1 July 2020 – 31 August 2020		1 Sept 2020 – 30 June 2021 Full fee and late registration penalty	
	Current	Proposed	Current	Proposed
Pet dog	\$52.00	\$53.00	\$77.00	\$79.00
Menacing / dangerous dog	\$82.00	\$84.00	\$121.00	\$124.00
Working / pig dog	\$40.00	\$41.00	\$60.00	\$61.00
Disability assist dog (approved organisation certified)	No charge	No charge	No charge	No charge
Multiple dog discount (Register five dogs, get the sixth dog free)	\$0.00	\$0.00	n/a	n/a
Discount for Gold Card or Community Card holders	10%	10%	n/a	n/a

Full fee, penalty and debt recovery costs are incurred between 1 September 2020 and 30 June 2021

Registration fee for non-desexed dogs	1 July 2020 – 31 August 2020		1 Sept 2020 – 30 June 2021 Full fee and late registration penalty	
	Current	Proposed	Current	Proposed
Pet dog	\$62.00	\$63.00	\$87.00	\$89.00
Menacing / dangerous dog	\$92.00	\$94.00	\$131.00	\$134.00
Working / pig dog	\$50.00	\$51.00	\$70.00	\$72.00
Disability assist dog (approved organisation certified)	No charge	No charge	No charge	No charge
Multiple dog discount (Register five dogs, get the sixth dog free)	\$0.00	\$0.00	n/a	n/a
Discount for Gold Card or Community Card holders	10%	10%	n/a	n/a

Full fee, penalty and debt recovery costs are incurred between 1 September 2020 and 30 June 2021

Other fees	Current	Proposed
Re-homing dog registration fee (applies to dogs re-homed by the SPCA or via Council pounds).	\$36.00	\$37.00
Dog adoption. Fee includes: microchipping, dog registration until the end of the current year, vet check, vaccinations and desexing (if required).	Actual costs	Actual costs
Microchipping	\$30.00	\$31.00
Small dog collar	\$11.50	\$12.00
Large dog collar	\$16.50	\$17.00
Replacement registration tag (per tag)	\$4.30	\$4.40

De-sexed dog registration

Registration of desexed dogs is free for the first year of the dog's life (desexing certificate to be supplied) for the current registration year only. All other years shall be at normal fee.

Dog impounding	Current	Proposed
Impounding	\$68.50	\$70.00
Second impounding	\$104.00	\$106.00
Third impounding	\$143.00	\$146.00
After-hours impounding (impound fee \$68.50 + after hours fee \$51.00)	\$119.50	\$122.00
Daily handling (up to three days)	\$22.00	\$23.00
Daily handling (up to seven days)	\$42.50	\$44.00
Daily handling (eight or more days)	\$63.00	\$65.00
Veterinary care	Actual costs	Actual costs

Other animals

Stock impounding	Current	Proposed
Bovine (bull, cow, ox) where one to five head of stock are impounded	\$95.50	\$98.00
Bovine (bull, cow, ox) where six to 10 head of stock are impounded	\$189.00	\$193.00
Bovine (bull, cow, ox) where 11 plus head of stock are impounded	\$284.00	\$290.00
Equine (horse) where one to five are impounded	\$106.00	\$108.00
Equine (horse) where six to 10 are impounded	\$201.00	\$205.00
Equine (horse) where 11 plus are impounded	\$295.50	\$302.00
Ovine (sheep)	\$31.00	\$32.00
Calves, foals, lambs, piglets (feeding off the mother) – no impounding or sustenance charge	No charge	No charge
Sustenance fees for impounded stock	\$9.50	\$10.00
NAIT (National Animal Identification and Tracing) tagging	Actual costs	Actual costs
Advertising costs (Advertising of impounded stock as required prior to auction / disposal)	Actual costs + \$15.65 admin cost	Actual costs + \$16.00 admin cost
Transport of stock to pound	Actual costs + \$15.65 admin cost	Actual costs + \$16.00 admin cost
Officers time (per hour)	\$90.50	\$92.00

BUILDING CONSENTS

The forecast increase in local authority costs for 2020/21 year is 2.2%. Council has used this figure to adjust building consent fees for 2020/21 (rounded to the nearest whole dollar).

Revised fees come into effect on 1 July 2020.

Building notes

It is important to note that each building project and site may be different, so please use this information as a **guideline only**. Total consent costs may not be known until the consent has been processed to approval.

For an indication of fees payable with your building consent application, please use our building fee calculator or contact our Building staff on free phone 0800 920 029 (Northland land lines only) or 09 401 5200.

When are building fees payable?

- If your building project falls under the criteria for fixed fee applications then you will be paying a fee as stated in the consolidated fees schedule. This fee will be required when lodging your application
- If your building project falls outside the criteria for fixed fee applications then you will be in the banded fee bracket. These fees will be calculated based on processing time, and will be invoiced at time of issue of your consent
- When issuing a Code Compliance Certificate a check is done to see if there are any outstanding inspection or processing fees and these will be invoiced at this time
- In all cases, Council payment terms apply to all issued invoices.

How do I work out the estimated value?

- This is the total value of the building work including GST. Usually the designer or architect supplies the contract square metre rate and Council checks this against national statistics, the MBIE website, Building Economist and Codeword's publications.

Why do I get charged for inspections in advance?

- Council policy is to release building consents as soon as possible. Estimated inspection fees are paid in advance to assist this process to avoid delays for all parties.

What are 'actual costs' and what will they include?

- This includes processing, inspections and administration services
- It may also include external services engaged to carry out reviews for Council e.g. New Zealand Fire Service and Heritage NZ etc.
- Disbursements like scanning, copying, facsimile, telephone, travel and postage.

What are external services and why are they applicable to my application?

- External services are usually for New Zealand Fire Service design review, engineering technical or weather-tightness review for complex design or when unproven methods are proposed or input from Heritage NZ for any archaeological reviews.

When does my consent become commercial and trigger the higher fees?

- Generally when the building use is associated with public use and the engagement of employees
- Some descriptions of these building types include:
 - Communal residential (hostel / prison)
 - Communal non-residential (church / school)
 - Commercial (bank / service station)
 - Industrial (agricultural building / sewage plant)

These classified uses attract the higher fee due to the additional design complexity and use of specified systems.

What happens if I don't go ahead with my building consent, do I get a total refund?

- This function is carried out on a case-by-case basis and no full refund is provided due to administration and cost overheads. In normal cases there will be a refund for unused inspections, and BRANZ / MBIE levies
- If processing has already begun, partially complete or fully completed fees will be deducted accordingly.

Other fee information

- Some levies are set by other agencies so are not affected by this proposal
- All fees GST inclusive unless otherwise stated
- Building application fees are based on the **project value** of the building works, simple structures or minor type applications.

Fixed fee applications

- This fee applies to building work with a project value of less than \$20,000
- This fee applies to **residential projects only**
- This fee applies to specific works as listed in the chart below – the fee includes:
 - Building processing
 - District plan processing (where applicable)
 - Inspections as nominated (additional inspections will be charged at the current fee rate)
 - Code compliance certificate application fee.
- This fee is **non-refundable** due to the reduced fee offered for these services.

Fixed fee applications	Current	Proposed
Solid fuel heating appliance – freestanding (includes inspection)	\$230.00	\$235.00
Solid fuel heating appliance – inbuilt (includes inspections)	\$357.00	\$365.00
Residential connection to Council reticulated sewer (includes inspections)	\$357.00	\$365.00
Residential ancillary buildings – e.g. carports, gazebo, garden sheds (includes inspections)	\$518.00	\$529.00
Residential outbuildings – e.g. garages unlined up to 120 m ² , pool changing rooms etc. (includes inspections)	\$518.00	\$529.00
Farm buildings any type up to 120 m ² (includes inspections)	\$518.00	\$529.00
Residential swimming / spa pools and associated fencing (includes inspections)	\$518.00	\$529.00
Garage / sleep-out with plumbing and drainage (includes inspections)	\$1,036.00	\$1,059.00
Conservatories (includes inspections)	\$714.00	\$730.00
Other minor building work less than \$20,000 – e.g. TP58 effluent systems, minor internal alterations (includes inspections)	\$575.00	\$588.00

General building fees	Current	Proposed
Amended plans application	Actual costs	Actual costs
BRANZ Levy (applies to project values above \$20,000)	\$1.00 per \$1,000.00	\$1.00 per \$1,000.00
MBIE Levy (applies to project values above \$20,000)	\$2.01 per \$1,000.00	\$2.01 per \$1,000.00
Building warrant of fitness annual renewal	\$92.00	\$94.00
Building warrant of fitness audit report and inspection fee	\$346.00	\$354.00
Building warrant of fitness (audit only)	\$172.00	\$176.00
Certificate of acceptance application instalment (actual processing costs are calculated and applied)	\$546.00 + actual costs	\$558.00 + actual costs
Certificate of public use application	\$380.00	\$389.00
Certificate of title request	\$39.00	\$40.00
Change of use application instalment (actual processing costs are calculated and applied)	\$104.00 + actual costs	\$106.00 + actual costs

General building fees	Current	Proposed
Code compliance certificate application	\$172.00	\$176.00
Older code compliance certificate application (includes review of building consents if over four years old)	Actual costs	Actual costs
Compliance schedule and statement	\$310.00	\$317.00
Compliance and accreditation levy (maximum levy fee \$276.00)	\$1.40 per \$1,000.00	\$1.40 per \$1,000.00
Condition assessment report application	\$104.00	\$106.00
Enforcement action under the Building Act (Notice to fix notice, dangerous or insanitary notice and breach investigation)	Actual costs	Actual costs
Exemption from requiring building consent application	\$172.00	\$176.00
Extension of time application	\$104.00	\$106.00
Field advice notice	\$172.00	\$176.00
Inspections – residential	\$172.00	\$176.00
Inspections – commercial	\$252.00	\$258.00
Request for information (charged on any application type)	Actual costs	Actual costs
Scanning charge per application	\$11.20	\$11.50
Section 72 hazard notification	\$346.00	\$354.00
Section 75 building on two or more allotments notification	\$346.00	\$354.00
Specific expertise – inspection and processing required	Actual costs	Actual costs
Swimming pool inspections	\$172.00	\$176.00
Waiver / modification waiver application to existing building consent	Actual costs	Actual costs
Weekly building consent report (charge per annum)	\$407.00	\$416.00
Hourly processing fees	Current	Proposed
Building Manager / Compliance Manager	\$161.00	\$165.00
Team Leader / Senior Building Officer / Senior Building Specialist	\$156.00	\$159.00
Building Officer / Building Compliance Officer / Building Specialist	\$149.00	\$152.00
PIM Officer (District Plan check)	\$132.00	\$135.00
Building Administration / Compliance Administration	\$90.00	\$92.00

Banded fees

The table below provides an estimate of fees that could be charged for processing a consent depending on project value and complexity. This estimate does not show all applicable fees that may be charged, for this use our Building Fees Calculator, which will again give an estimate of fees and show what other fees will be applicable like BRANZ and MBIE levies etc.

Note: these fees will only be charged on completion of processing when actual fees and charges are known. You must pay the invoice before you can uplift your consent and inspections can start on your project.

Building work to be undertaken	Building Officer		District Plan check		Administration	
	Current	Proposed	Current	Proposed	Current	Proposed
\$0 – \$19,999	\$294.00 (2 hrs officer time)	\$300.00 (2 hrs officer time)	\$98.00 (0.75 hr officer time)	\$100.00 (0.75 hr officer time)	\$145.00 (1.5 hrs officer time)	\$148.00 (1.5 hrs officer time)
\$20,000 – \$150,000	\$441.00 (3 hrs officer time)	\$450.00 (3 hrs officer time)	\$163.00 (1.25 hrs officer time)	\$165.00 (1.25 hrs officer time)	\$191.00 (2 hrs officer time)	\$195.00 (2 hrs officer time)
\$150,001 – \$350,000	\$588.00 (4 hrs officer time)	\$600.00 (4 hrs officer time)	\$261.00 (2 hrs officer time)	\$265.00 (2 hrs officer time)	\$236.00 (2.5 hrs officer time)	\$241.00 (2.5 hrs officer time)
\$350,001 – \$700,000	\$735.00 (5 hrs officer time)	\$750.00 (5 hrs officer time)	\$261.00 (2 hrs officer time)	\$265.00 (2 hrs officer time)	\$281.00 (3 hrs officer time)	\$287.00 (3 hrs officer time)
\$700,001+	\$881.00 (6 hrs officer time)	\$900.00 (6 hrs officer time)	\$261.00 (2 hrs officer time)	\$265.00 (2 hrs officer time)	\$281.00 (3 hrs officer time)	\$287.00 (3 hrs officer time)

Vehicle crossings	Current	Proposed
Vehicle crossing application and vehicle crossing inspection fee	\$222.00	\$225.00
A bond deposit (minimum \$1,000.00) may be set to ensure construction of vehicle crossing		
Vehicle crossing inspection fee	\$163.50	\$167.00
Re-application fee for expired approvals	\$68.50	\$70.00
Application for RAPID number	\$26.50	\$27.00
Replacement RAPID signs	\$10.50	\$11.00

BYLAW ENFORCEMENT

Amusement devices and entertainment premises		Set by legislation
These fees are set under Section 11 of the Amusement Devices Regulations 1978 and are applicable to devices such as merry-go-rounds, ferris wheels and roller coasters, bumper cars and boats, indoor go-karts, mini-bikes, parasails, jet skis, bungee jumping. Bouncy castles, inflatable slides and non-powered playground equipment are not amusement devices and so you do not require a permit.		
Amusement devices only; one device, for the first seven days of operation or part thereof		\$10.00
Amusement devices only; for each additional device operated by the same owner, for the first seven days or part thereof		\$2.00
Amusement devices only; for each device, for each further period of seven days or part thereof		\$1.00

Fire prevention	Current	Proposed
Section clearance (includes administration charge, site inspection if required and contractors actual costs)	\$104.00 + actual costs	\$106.00 + actual costs

Gaming Act 2003	Current	Proposed
Gaming and TAB venue license fees (Gaming Act 2003)	\$416.00	\$425.00

General bylaw license application	Current	Proposed
General bylaw license incorporates fees for:- Application for keeping animals, poultry and bees Application for advertising signs Application for taxi stands Application for brothel signs Application for entertainment premises (e.g. billiard room)	\$106.00 per application	\$108.00 per application
New or replacement sign (requires Community Board consideration)	\$159.00	\$163.00
Reclaiming of seized advertising signs	\$78.00 per sign	\$80.00 per sign

CEMETERIES

Burial plots	Current	Proposed
Burial plot	\$738.00	\$754.00
Interment single depth	\$774.00	\$791.00
Interment double depth	\$877.00	\$896.00
Interment child (under 10)	\$207.00	\$212.00
Ground maintenance	\$145.00	\$148.00
Disinterment fee	\$2,065.00	\$2,110.00
Interment - oversize single depth	\$852.00	\$871.00
Interment – oversize double depth	\$929.00	\$949.00
Statutory holiday surcharge	\$444.00	\$454.00

Ash burial	Current	Proposed
Ash berm (Russell)	\$336.00	\$343.00
Ash berm (All others)	\$103.00	\$105.00
Grave digging for ash burial	\$186.00	\$190.00
Search fee	\$25.50 per hour	\$26.00 per hour

Flowering baskets	Current	Proposed
Standard rate per unit	\$31.50	\$32.00

CERTIFICATES AND LICENSES

Alcohol licensing	Set by legislation
Alcohol licensing fees are set under the Sale and Supply of Alcohol Act 2012	
Application fee - Managers Certificates	\$316.25
Renewal fee - Managers Certificates	\$316.25
Temporary Authority	\$296.70

Certificate of Compliance Liquor application - please see Page 25 - Resource consents for this fee

Premises - On, off and club licenses			
Fee category and cost / risk rating score		Application fee	Annual fee
		<i>Set by legislation</i>	<i>Set by legislation</i>
Very low	0-2	\$368.00	\$161.00
Low	3-5	\$609.50	\$391.00
Medium	6-15	\$816.50	\$632.50
High	16-25	\$1,023.50	\$1,035.00
Very high	26 plus	\$1,207.50	\$1,437.50

Special licenses - risk based fees (see definition below)*		Set by legislation
Class 1		\$575.00
Class 2		\$207.00
Class 3		\$63.25

***Special license definition**

Class 1	a large event (400+) people, or more than three medium events (100 - 400 people), or more than 12 small events (fewer than 100 people)
Class 2	One to three medium events (100 - 400 people), or Three to 12 small events (fewer than 100 people)
Class 3	One or two small events (fewer than 100 people)

Alfresco dining license	Current	Proposed
All licenses renewable on 1 July each year		
Application and renewal fee	\$105.50	\$108.00
Site inspection	\$73.50	\$75.00
One table	\$53.00	\$54.00
Two tables	\$105.00	\$107.00
Three tables	\$158.50	\$162.00
Four tables	\$210.50	\$215.00
Five tables	\$264.00	\$270.00
New application received during licensing year	Pro rata, according to number of tables (however the application fee and site inspection will be charged at full fee)	Pro rata, according to number of tables (however the application fee and site inspection will be charged at full fee)

Alfresco dining license	Current	Proposed
Re-inspection fee	\$53.00	\$54.00
New application – not compliant and needing Community Board approval	\$158.50	\$162.00
Change of new ownership – new licensee	\$58.00	\$59.00

Example: All **new compliant** applications will incorporate an application fee (\$108.00), a site inspection fee (\$74.00) and a charge per table (\$54.00). Therefore a new application for one table will be a total fee of \$236.00

Collection and transportation of waste and diverted materials	Current	Proposed
Waste collector's license	\$509.00 per annum	\$520.00 per annum

Environmental health licenses	Current	Proposed
(Per annum) Health (Registration of Premises) Regulations 1966 annual renewal 1 July. Pro rata fees for new application throughout the registration year		
Class 1 (pre-packed food) and club license	\$327.00	\$334.00
Class 2 (preparation and sale of food on premises)	\$543.00	\$555.00
Class 3 (manufacturers)	\$755.00	\$772.00
Health (hairdressers, mortuaries, camping grounds and septic tank cleaners)	\$327.00	\$334.00
Club 1 (club license for pre-packed food)	\$327.00	\$334.00
Camping ground (with food preparation and / or shop)	\$543.00	\$555.00
Charitable organisations (churches etc)	\$210.50	\$215.00
Re-inspection	\$189.00	\$193.00
Change of ownership (new certificate)	\$58.00	\$59.00
Replacement of lost certificate	\$26.50	\$27.00

Food Act	Set by legislation
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The following fees are set under the Food (Fees and Charges) Regulations 2015

Food Control Plan

Initial registration based on an acceptable model or template

Initial registration (includes one hour processing time)	\$180.00
Additional processing time – per hour	\$180.00

Registration renewal

Registration renewal (includes one hour processing time)	\$180.00
Additional processing time – per hour	\$180.00

Registration amendment

Registration amendment (includes one hour processing time)	\$180.00
Additional processing time – per hour	\$180.00

Verification

Fixed fee (includes up to 3.5 hours of verification activity)	\$515.00
Additional processing time – per hour	\$180.00

Food Act	Set by legislation
Compliance and monitoring	
Complaint driven investigation resulting in the issue of an improvement notice by a Food Safety Officer – per hour	\$180.00
Application for review of issue of improvement notice – per hour	\$180.00
Monitoring of food safety and suitability	Charge per hour
Premises transitioning to Food Act 2014	
Food hygiene registration payment will be transferred to the Food Act registration on a pro rata basis	Pro rata calculation

Mobile shop, street stall and hawkers licenses

Definitions:

Mobile shop means a vehicle (including a trailer) from which goods are offered for sale in any public place but does not include any vehicle used exclusively for the delivery of pre-ordered goods, nor any stall.

Hawker means any person who carries any goods for sale from property to property but does not include any person delivering pre-ordered goods, or any person exposing goods for sale in any public place, nor any mobile shopkeeper.

Regular annual licenses		Current	Proposed
Mobile shop	Non-food		
	Annual	\$532.00	\$532.00
	Seasonal – one month	\$47.00 per month	\$47.00 per month
	Food related		
	Annual <i>This fee is for the licence to trade in a permitted public place. A food licence will also be required</i>	\$792.00	\$792.00
	Seasonal*	\$67.50 per month	\$67.50 per month
	Coffee vendor only		
	Annual	\$264.00	\$264.00
	Seasonal*	\$27.00 per month	\$27.00 per month
	Hawkers		
	Annual	\$342.50	\$342.50
	Seasonal*	Pro rata \$32.00 per month	Pro rata \$32.00 per month
Site permit	Non-food		
	Annual	\$1,070.00	\$1,070.00
	Seasonal*	\$89.00 per month	\$89.00 per month
	Food related		
	Annual <i>This fee is for the licence to trade in a permitted public place. A food licence will also be required</i>	\$1,371.50	\$1,371.50
	Seasonal*	\$114.50 per month	\$114.50 per month
	Market food premises and mobile shop	\$210.50	\$215.00
	Street stalls (Fundraising events, charitable trusts, or street appeal collectors) Maximum 20 per year	No charge	No charge
	Tour operators license	\$210.50	\$215.00

*Minimum of one month

INFRINGEMENTS

The following infringements are set by Government legislation or under Council Bylaws. For more information please visit: www.legislation.govt.nz. Some Council Bylaws also set infringements. These can only be changed when the Bylaw is reviewed. To find out more on Bylaw infringements visit our website: www.fndc.govt.nz key word: Council Bylaws

Activity	Legislation
Alcohol – sale and supply	Sale and Supply of Alcohol 2012, Section 260
Dogs	Dog Control Act 1996, Schedule 1
Building	Building Act 2004, Section 101
Food	Food Act 2014, Section 391
Littering	Litter Act 1997, Section 15 (1) a-b, Section 16 and FNDC Litter Infringement Policy
Noise	RMA 1991 and Resource Management Infringement Offences Regulations 1999
Seizing of any equipment (noise, skateboards etc)	Local Government Act 2002, Section 259
Parking	Land Transport (Offences and Penalties) Regulations 1999, Schedule 1B
Resource consents	Resource Management Act 1991, Section 338 and Resource Management Infringement Offences Regulations 1999

Litter infringements* (effective from 16 February 2017)	First offence Current	First offence Proposed	Subsequent offence Current	Subsequent offence Proposed
Litter, of less than one litre, left in a public space or on private land without the occupier's consent.	\$100.00	\$100.00	\$400.00	\$400.00
Litter, of one litre to 20 litres, left in a public space or on private land without the occupier's consent.	\$150.00	\$150.00	\$400.00	\$400.00
Litter, of 20 litres to 120 litres, left in a public space or on private land without the occupier's consent.	\$250.00	\$250.00	\$400.00	\$400.00
Litter, of more than 120 litres, left in a public space or on private land without the occupier's consent.	\$400.00	\$400.00	\$400.00	\$400.00
Hazardous** or offensive litter*** left in a public space or on private land without the occupier's consent.	\$400.00	\$400.00	\$400.00	\$400.00

* Infringements do not attract GST

** Hazardous litter includes broken glass, barbed wire, jagged metal, medicines

*** Offensive waste includes rotting food, animal remains, faeces (including discarded nappies)

Noise control	Current	Proposed
Infringement notice to be issued under Resource Management Act (RMA 1991)*	\$750.00	\$750.00
Return of confiscated equipment (seizure of any property)	\$148.00	\$151.00

* Infringements do not attract GST

Parking infringements		Set by legislation
P101	Parked within an intersection	\$60.00
P102	Parked within six meters of an intersection	\$60.00
P103	Parking near corner, bend or rise	\$40.00
P104	Parking on or near a pedestrian crossing	\$60.00
P105	Parked in prohibited area	\$40.00
P106A	Parked over the time limit	\$40.00
P107	Parked on broken yellow line	\$60.00
P108	Parked in area reserved for vehicles hire/reward	\$60.00
P109	Parking within six meters of an indicated bus stop	\$40.00
P110	Parked across a vehicle entrance	\$40.00
P111	Parked near fire hydrant	\$40.00
P112	Parked between fire hydrant and road marking	\$40.00
P113	Double parked	\$60.00
P114	Incorrect kerb parking – left side of road	\$40.00
P115	Parked on footpath	\$40.00
P116	Parking trailer on road more than seven days	\$60.00
P117	Inconsiderate parking	\$60.00
P119	Parked on a loading zone*	\$40.00
P120	Incorrect angle parking	\$40.00
P127	Parked on a flush median or traffic island	\$40.00
P508	Parked in a clearway	\$60.00
P969	Parked in an area reserved for disabled persons	\$150.00
P106 / T30	Parking in breach of a time limit 0-30 mins	\$12.00
P106 / T60	Parking in breach of a time limit 31- 60 mins	\$15.00
P106 / T120	Parking in breach of a time limit 61-120 mins	\$21.00
P106 / T240	Parking in breach of a time limit 121-240 mins	\$30.00
P106 / T360	Parking in breach of a time limit 241-360 mins	\$42.00
P106 / T1000	Parking in breach of a time limit six hours or more	\$57.00
Infringements do not attract GST		C = Car B = Bus T = Truck S = Station Wagon U = Ute V = Van CV = Campervan MB = Motorbike
* Use for when goods and service vehicles overstay on loading zone		

Skating and cycles	Set by legislation
Recovery of seized equipment	\$50.00 per item

LEASES AND LICENSES OF RESERVES / CHANGE OF RESERVE STATUS

Change of reserve status – processing charges	Current	Proposed
Change of classification of reserve	\$319.00	\$326.00
Revocation of reservation of reserve	\$319.00	\$326.00

Note: This charge covers administrative costs and is to be paid on application for reserve status. This charge is not payable in cases where the application can be processed in conjunction with a request to lease the reserve, in which case the lease processing charge listed below covers the costs. Applicants will be required to meet other costs that may apply – Department of Conservation fees, resource consent application fees, survey costs etc.

Leases of reserves (one year or more) – processing charges	Current	Proposed
New lease of reserve; e.g. local purpose or recreation (including grazing leases)	\$425.00	\$434.00
Renewal of lease of reserve; e.g. local purpose or recreation	\$213.00	\$218.00

Administration charges to be paid on application for the lease. When applicable, applicants will also be required to meet legal expenses, Department of Conservation fees, resource consent and / or liquor license application fees.

Easements under Reserves Act – processing charge	Current	Proposed
Easement over reserve (plus any addition)	\$418.00	\$427.00

Leases of Reserves (one year or more) – rentals per year	Current	Proposed
Lease by commercial operator (e.g. motor camp, carpark)	Individually determined on percentage of Government value	Individually determined on percentage of Government value
Lease by semi-community group (e.g. bowling club, school)	\$106.00	\$108.00
Lease by community group (e.g. marae committee)	\$106.00	\$108.00
Grazing leases	By tender process	By tender process

Note: Lessees are also required to pay rates and in some cases, where the lessees are occupying council owned buildings, they are required to reimburse council when annual insurance premiums are paid.

Temporary license to occupy reserves – processing charges	Current	Proposed
New license for grazing or other purposes	\$106.00	\$108.00
Renewal of license for grazing purposes	\$53.20	\$54.00
Rentals		
Licenses by commercial operator	Individually determined on percentage of Government value	Individually determined on percentage of Government value
Licenses by semi-community and community groups	\$106.00	\$108.00
Grazing licenses	By tender process	By tender process

Permits to occupy reserves – less than one month	Current	Proposed
No processing charge but written application required	No charge	No charge
Use of reserves	Current	Proposed
Commercial use (e.g. circus) per showing	\$79.00	\$81.00
Plus deposit (refundable if no turf damage)	\$585.00	\$598.00
Community use ground rental	No charge	No charge
Paihia Village Green - stallholders / exhibitors	Current	Proposed
Residents of the Far North District (per site / per day)	\$10.00	\$10.00
Non-residents of the Far North District (per site / per day)	\$20.00	\$20.00
Community activities (e.g. Carols by Candlelight)	No charge	No charge
Hire of entire village green	By negotiation with Council	By negotiation with Council

LEGAL SERVICES

Hourly rates	Current	Proposed
In-house Counsel	\$256.00	\$262.00
Property Legalisation Officer	\$101.00	\$103.00
Travelling costs – from nearest Council office	As per IRD mileage rates schedule	As per IRD mileage rates schedule

LIBRARIES

Item replacement	Current	Proposed
All items: Replacement value of item plus administration fee	Actual costs and \$10.00 per item	Actual costs and \$10.00 per item

Borrowing	Current	Proposed
Local resident borrower	No charge	No charge
Organisation borrower (limited users)	\$30.00	\$30.50
Replacement borrower card	\$2.10	\$2.20
Interloan search	from \$6.00	from \$6.00
Book repairs	from \$5.10	From: \$5.20
Expired holds fee	\$2.00	\$2.00
Overdue items fee (per day)	\$0.30	Remove

Faxing	Current	Proposed
Local		
Transaction fee	\$2.60	\$2.60
Per page thereafter	\$1.00	\$1.00
National		
Transaction fee	\$2.60	\$2.60
Per page thereafter	\$1.50	\$1.50
International		
Transaction fee	\$2.60	\$2.60
Per page thereafter	\$3.10	\$3.10
Incoming fax		
Per page (one to four pages)	\$1.50	\$1.50
Per page thereafter (fifth page)	\$1.00	\$1.00

MARINE

Hokianga vehicle ferry	Current	Proposed
Children concession	\$4.00	\$4.00
Foot / car passenger – single	\$2.00	\$2.00
Passenger concession	\$10.00	\$10.00
Motorcycle – one way	\$5.00	\$5.00
Campervan – one way	\$40.00	\$40.00
Light vehicle (vehicles <2200 kg – trailers / caravans)	\$20.00	\$20.00
Resident light vehicle	\$7.00	\$7.00
Light vehicle concession – five trips	\$30.00	\$30.00
Light vehicle concession – 10 trips	\$55.00	\$55.00
Heavy vehicle single trip – per axle	\$15.00	\$15.00
Heavy vehicle concession – 10 trips	\$100.00	\$100.00
Special sailings	\$150.00	\$150.00

OFFICIAL INFORMATION

Local Government Official Information and Meetings Act (LGOIMA) information requests	Current	Proposed
Staff time per half hour (first hour free)	\$38.00 per half hour	\$38.00 per half hour
Plan print	\$5.00	\$5.00
Photocopying	\$0.20	\$0.20

Copies of documents required to be available at a reasonable charge under the Local Government Official Information and Meetings Act (All postage payable).

Annual supply of agendas and minutes	Current	Proposed
Council	Actual costs	Actual costs
Community boards – per board	Actual costs	Actual costs
All Community boards	Actual costs	Actual costs
All agendas (Council, community boards, hearings)	Actual costs	Actual costs
Hearings agendas	Actual costs	Actual costs

Other Council publications	Current	Proposed
Hard copy of Annual Plan, Long Term Plans and Annual Report	Actual costs	Actual costs

Photocopying charges	Current	Proposed
A4 (black and white)	\$0.20	\$0.20
A4 (colour)	\$1.00	\$1.00
A3 (black and white)	\$0.40	\$0.40
A3 (colour)	\$2.00	\$2.00

Charges for supply of information when the information is not required to be provided free under the Local Government Official Information and Meeting Act, where the aggregate amount of staff time spent to action the request exceeds half an hour.

Document scanning	Current	Proposed
One to five pages	\$1.00	\$1.00
Six or more pages	\$2.00	\$2.00

Operative District Plan	Current	Proposed
Text volume	\$170.00	\$174.00
Map volume	\$152.00	\$155.00
Map pages (individual)	Actual costs	Actual costs
Text and maps (printed)	\$322.00	\$329.00

Rating information	Current	Proposed
Rate book (per book – annual)	Actual costs	Actual costs

PROPERTY INFORMATION

Electronic property file request	Current	Proposed
Collating and providing the property file online (per property file)	\$25.00	\$25.00

Digital data supply	Current	Proposed
DCDB parcels – per parcel	\$0.20	\$0.20
Staff time (per hour)	\$85.00	\$87.00
USB stick (with data on it)	\$6.00	\$6.00

Physical map requests (paper and pdf)	Current	Proposed
Staff time (per hour)	\$85.00	\$87.00
Hard copy – A3	\$41.00	\$42.00
Hard copy – A2	\$51.00	\$52.00
Hard copy – A1	\$71.00	\$73.00
Hard copy – A0	\$85.00	\$87.00
Soft copy (PDF format) – A3	\$41.00	\$42.00
Soft copy (PDF format) – A2	\$41.00	\$42.00
Soft copy (PDF format) – A1	\$41.00	\$42.00
Soft copy (PDF format) – A0	\$41.00	\$42.00
USB stick (with data on it)	\$6.00	\$6.00

Note: Where a request covers more than one property and/or requires additional time to process, the charges will be based on 10-minute intervals according to the schedule. FNDC does not provide A4 maps. These are accessible and printable via the mapping website www.fndcmaps.govt.nz

Property information products – maps	Current	Proposed
Vector maps: locality plan, property plan, property boundaries, addresses, legal description, area – A4	Actual costs	Actual costs
Street map (Cadastral) – reproduction costs	Actual costs	Actual costs

Land information memoranda (LIM's)	Current	Proposed
LIM application – All properties	\$280.00	\$286.00
Research fee – where extensive research is required. (This is additional to the application fee)	\$38.00 per half hour	\$38.00 per half hour

Residential rates postponement fees	Current	Proposed
Establishment fee: includes legal costs, and production of documents for registering statutory land charge (includes LINZ fee)	\$50.00	\$300.00
Annual administration fee for maintaining rates postponement	\$50.00	\$50.00

RESOURCE CONSENTS

Resource consent fees are calculated based on BERL Forecasts of Price Level Change Adjustors (with some rounding). This means that fees will increase each year in accordance with the changes to the BERL Forecast.

The forecast increase in local authority costs for 2020/21 year is 2.2% so Council has used this figure to calculate the resource consent fees for 2020/21. These revised fees come into effect on 1 July 2020.

Notes:

1. These fees have been rounded up to the nearest whole dollar
2. All fees GST inclusive unless otherwise stated

Instalment fees are charged at the following stages: application lodgement; limited or notification process; and hearings process. Where the instalment paid does not cover the actual processing costs Council shall require the applicant to pay an additional charge following the issuing of decision. Council reserves the right to interim invoice applications monthly where costs have been incurred and exceed the instalment fee paid.

An applicant shall upon request be provided an itemised breakdown of costs. For the purposes of these charges the terms 'actual and reasonable cost' and 'standard charges' shall include but not be limited to:

- FNDC staff time for receiving, processing and issuing a decision
- Inspections
- Travel – breakdown of costs, etc.
- Administrative / technical support
- Contract services (e.g. landscape architect, engineers) engaged by Council to fulfil obligations of the Resource Management Act 1991; and
- Disbursements including photocopying, facsimile, telephone and postage.

An applicant required to pay an additional charge has a right of objection to the council in respect of that requirement, and has a right of appeal to the Environment Court in respect of Council's decision on that objection.

A fixed fee is the present charge paid when a request for a certificate etc. is made. The cost for these services is fixed. Although fixed, this fee covers the first three hours of processing. Any additional time or meetings may be charged to enable Council to recover its actual and reasonable costs.

Note: All fees and charges are INSTALMENTS unless otherwise stated at the top of the particular table.

* Actual and reasonable cost based on an hourly rate, mileage and disbursements will be deducted from the instalment fee or charged to determine the final fee payable.

The below table has been modified to merge similar fees.

Application for resource consent, designation or heritage orders	Current	Proposed
<p>Applications made under the Resource Management Act:</p> <ul style="list-style-type: none"> • Simple land use (single Zone Rule breach with no engineering assessment required) • Change or cancellation of consent condition – Sec 127 • Change or cancellation of consent notice condition - 221(3) • Outline plan consideration (176A) • Application for extension – Sec 125 lapsing a consent • Fast track consents <p>This instalment is payable at the time of lodgement. Actual processing costs will be calculated and invoiced after the decision is issued. Interim invoicing may apply.</p>	\$1,153.00	\$1,178.00

Application for resource consent, designation or heritage orders	Current	Proposed
<p>Applications made under the Resource Management Act:</p> <ul style="list-style-type: none"> Land use Subdivision Discharge to land Updating of cross lease flats plans <p>This instalment is payable at the time of lodgement. Actual processing costs will be calculated and invoiced after the decision is issued. Interim invoicing may apply.</p>	\$1,850.00	\$1,891.00
<p>Applications made under the Resource Management Act:</p> <ul style="list-style-type: none"> Combined subdivision / land use National Environmental Standards for Plantation Forestry <p>This instalment is payable at the time of lodgement. Actual processing costs will be calculated and invoiced after the decision is issued. Interim invoicing may apply.</p>	\$3,217.00	\$3,288.00
Notices of requirement for a designation and / or heritage order	\$2,681.00	\$2,740.00
Removal of or alteration to a notice of requirement	\$804.00	\$822.00
Simple Sect 127 change of conditions (minor changes and where the approval remains consistent with the original proposal, no engineering assessment is required and there are no parties affected by the change)	\$643.00	\$657.00

Note: Deemed permitted boundary activities and deemed permitted marginal or temporary activities' fees can be found under 'Approvals and certificates fixed fees'.

Limited notification for resource consents, notices of requirement and heritage orders	Current	Proposed
<p>Land use and subdivision; combined land use and subdivision; notices of requirement; heritage orders; discharge to land</p> <p>Note: Where an instalment fee has already been paid, Council will require the balance owing to be paid before limited notification proceeds.</p>	\$3,003.00	\$1,178.00

Public notification for resource consents, notices of requirement and heritage orders	Current	Proposed
<p>Land use and subdivision; combined land use and subdivision; discharge to land; changes to consent conditions – Section 127; notice of requirements; heritage orders</p> <p>Note: Where an instalment fee has already been paid, Council will require the balance owing to be paid before notification proceeds.</p>	\$5,309.00	\$3,535.00

Hearings	Current	Proposed
<p>Hearings required for any resource consent or other permission.</p> <p><i>Hearing fee</i></p> <ul style="list-style-type: none"> Cost of third party / hearing commissioners will be charged at actual costs Staff and consultant costs will be charged at actual costs Miscellaneous charges (copying, venue hire, printing, etc.) will be charged at actual costs All costs will be itemised The final fee in any one application will be determined by the Team Leader, Resource Consents or his / her appointee 	\$1,150.00	\$1,178.00

Hearings	Current	Proposed
<ul style="list-style-type: none"> All charges will be actual and reasonable costs less the instalment fee. <p>Note: Actual and reasonable costs based on an hourly rate, mileage and disbursements will be deducted from the instalment fee or charged to determine the final fee payable.</p>		
Monitoring	Current	Proposed
Monitoring fee – monitoring of resource consents (including Certificate of Compliance). Based on two inspections being required when charged.	\$368.00	\$376.00
Approvals and certificates – fixed fees	Current	Proposed
Certificate under Sec 221 (consent notice), certificate under Sec 222 (completion certificate), approval of survey plan Sec 223	\$250.00	\$256.00
Cancellation of building line restriction Sec 327A LGA 1974	\$402.00	\$411.00
Overseas Investment Certificates (OIC)	\$402.00	\$411.00
Outline plan waiver	\$150.00	\$153.00
224 (c) certificates – without engineering conditions	\$586.00	\$599.00
Section 243 Cancellation of Easement	\$460.00	\$470.00
Deemed permitted boundary activities and deemed permitted marginal or temporary activities	\$460.00	\$470.00
Other approvals, certificates and fixed fees	Current	Proposed
Preparation of covenant against transfer of allotments – Sec 240	\$460.00	\$470.00
Earthworks permit – includes administration and one inspection	\$460.00	\$470.00
Any other certificate, authority, requirements, or actions requested of Council under the provisions of the Resource Management Act, the Local Government Act or any other related legislation	\$460.00	\$470.00
224 (c) Certificate with engineering conditions	\$1,088.00	\$1,112.00
Savings certificate issued under Sec 226(1)(e). Determination of and extension of existing use (Section 10)	\$886.00	\$905.00
Creation of right of way under Sec 348 Local Government Act	\$886.00	\$905.00
Section 139 Certificate of Compliance, Section 139(A) Existing Use Certificate	\$1,222.00	\$1,249.00
Objections to Council on a decision or condition of consent under Section 357, 357A	\$886.00	\$905.00
Fees or charges levied on Council by other organisations; i.e. District Land Registrar, Department of Conservation	Actual and reasonable costs charged by the other organisation and Council admin charge	Actual and reasonable costs charged by the other organisation and Council admin charge
Request for consideration of District Plan change. Plus actual and reasonable costs charged to Council by any other organisations and applicable hourly staff rates. This is the required lodgement fee should a change be requested. Should the requested change be accepted by the Council for processing as a private plan change, all additional costs will be charged	\$13,405.00	\$13,700.00
Charge for supplying information in respect of plans and resource consents per half hour, and any other associated costs that apply to the request	Actual and reasonable costs	Actual and reasonable costs
Any report required by Council in determining / processing a resource	Actual and	Actual and

Other approvals, certificates and fixed fees	Current	Proposed
consent per half hour, and any other associated costs that apply to the request	reasonable costs	reasonable costs
Any meeting booked in advance with resource consent staff. No charge for first ½ hr of initial request – actual and reasonable costs will be calculated on a case by case basis. This includes concept development meetings	Actual and reasonable costs	Actual and reasonable costs
CT – producing certificates of title; easement instruments; consent notices	\$39.00 per search	\$40.00 per search
Scanning charge – per application	\$11.20 per application	\$11.50 per application
Post approval charge. Part of administration associated with consents, statutory reports, enquiries and complaints about consents	\$218.00	\$223.00

Liquor compliance certificates	Current	Proposed
Certificate of Compliance Liquor application	\$429.00	\$438.00

Hourly processing charges	Current	Proposed
Principal Planner and Manager; Resource Management	\$177.00	\$181.00
Resource Consent Engineer	\$177.00	\$181.00
Senior Planner / Team Leader	\$166.00	\$170.00
Intermediate and Resource Planner	\$166.00	\$170.00
Graduate Planner, Consents Planner and Monitoring Officer	\$132.00	\$135.00
Technical Officers (Building Officials, Environmental Health Officers)	\$149.00	\$152.00
Administration / Technical Support	\$91.00	\$93.00
Consultants	Actual and reasonable costs	Actual and reasonable costs
Note: The actual costs the consultants charge plus a Council administration charge will apply. Please ask Council what charge may apply if your consent application has been allocated to a Consultant Planner or Engineering Contractor.		

Travel costs for resource consents	Current	Proposed
The travel cost is derived from the time the Council officer spends in a vehicle travelling to the site from the nearest Council service centre (Kaikohe, Kaitaia and Kerikeri), charged at the Inland Revenue Department mileage rate. Actual time spent on site will be charged for at the appropriate hourly rate.	As per the IRD mileage rate schedule	As per the IRD mileage rate schedule

Development contributions

Far North District Council does not currently charge development contributions.

RUBBISH DISPOSAL SERVICES AT TRANSFER STATIONS

Rubbish	Current	Proposed
At transfer station		
Per bag (standard 65L)	\$3.00	\$3.00
Oversized bag (130L)	\$6.00	\$6.00
Wheelie bin (240L)	\$11.00	\$11.00
Loose material per m ³	\$46.00	\$46.00
Compacted material per m ³	\$74.50	\$74.50
Greenwaste m ³	\$22.00	\$22.00
Commercial to Ahipara Landfill (per tonne) – Ahipara landfill closed	118.50	Remove

Whole tyre disposal	Current	Proposed
At transfer station		
Motorcycle tyre	\$3.50	\$3.50
Passenger car tyres	\$5.00	\$5.00
Light truck and 4x4 tyres	\$8.00	\$8.00
Truck tyres	\$16.00	\$16.00
Tractor and super single	\$23.00	\$23.00
Earth mover tyres	Not accepted	Not accepted
Bulk tyre disposal charge at Ahipara landfill – Ahipara landfill closed	350.00	Remove

e-Waste	Current	Proposed
Transfer station pricing for householders		
TV's CRT	\$10.00	\$10.00
TV's flat screen	\$10.00	\$10.00
Computer CRT	\$10.00	\$10.00
Monitors LCD	\$5.00	\$5.00
PC's		
Desktop / laptop / server	\$5.00 each	\$5.00 each
UPS's	\$5.00	\$5.00
Laptop batteries	\$5.00	\$5.00
Network equipment	\$5.00	\$5.00
Printers		
Printers / scanners / fax	\$5.00 each	\$5.00 each
Photocopier small / medium	\$10.00	\$10.00
Photocopier large	\$10.00	\$10.00
Copier cartridges	\$4.00 per kg	\$4.00 per kg
Household appliances etc.		
Heaters (No oil filled)	\$3.00	\$3.00

e-Waste	Current	Proposed
Vacuums	\$3.00	\$3.00
Microwaves	\$5.00	\$5.00
Consumer electronics		
DVD and VCR players	\$3.00	\$3.00
Stereo system and games	\$3.00	\$3.00
Radios etc	\$3.00	\$3.00
Other		
Cell phones	No charge	No charge

STORMWATER

Any works on Councils' stormwater network can only be undertaken by Council approved contractors. Excludes charges included with rates.

Activity / service	Current	Proposed
Application fee for a stormwater connection	\$44.00	\$45.00
Application fee to build close to, or excavate close to a public storm water line not within a legal road*	\$44.00	\$45.00
New connection	Quote to be provided	Quote to be provided
Approximate marking of single of single location services of mains with minimum 3 days' notice	\$235.00	\$240.00
Accurate marking of mains including excavation with minimum 10 day notice	Quote to be provided	Quote to be provided
Accurate marking of mains including excavation with minimum 10 day notice or location of mains over a wide area	Quote to be provided	Quote to be provided
Urgent location of mains	Quote to be provided	Quote to be provided

*If site visit required additional costs of staff time, administration and mileage apply.

TRANSPORT

Road closures	Current	Proposed
Applications for motor sprint events Note: if event spans more than one ward an extra \$50 per ward is chargeable	\$143.75	\$147.00
Applications for parades	\$50.00	\$50.00
Other road closures will be charged based on an estimated cost at normal charge out rates – minimum	\$50.00	\$50.00

Note: all advertising costs are the responsibility of the applicant.

Traffic overweight permit	Current	Proposed
Traffic overweight permit	\$138.00	\$138.00

VENUES FOR HIRE

Corporate and private hireage	Full day (8:30-5:00)	Full day (8:30-5:00)	Half day	Half day	Hourly	Hourly
	<i>Current</i>	<i>Proposed</i>	<i>Current</i>	<i>Proposed</i>	<i>Current</i>	<i>Proposed</i>
Kaeo – Meeting room	\$80.00	\$80.00	\$45.00	\$45.00	\$15.00	\$15.00
Kerikeri – Procter Library	-	-	-	-	\$20.00	\$20.00
Kerikeri – John Butler Centre, Tane Mahuta room	\$100.00	\$100.00	\$55.00	\$55.00	\$20.00	\$20.00
Kaikohe Memorial Hall – Entire complex	\$300.00	\$300.00	Full day or hourly only	Full day or hourly only	\$40.00	\$40.00
Kaikohe Memorial Hall – Supper room and kitchen	\$200.00	\$200.00	Full day or hourly only	Full day or hourly only	\$30.00	\$30.00
Kaikohe Memorial Hall – Main hall only	\$150.00	\$150.00	Full day or hourly only	Full day or hourly only	\$25.00	\$25.00
Kaikohe Memorial Hall – Bond	\$300.00	\$300.00	Full day or hourly only	Full day or hourly only	\$40.00	\$40.00

Community groups	Full day (8:30-5:00)	Full day (8:30-5:00)	Half day	Half day	Hourly	Hourly
	<i>Current</i>	<i>Proposed</i>	<i>Current</i>	<i>Proposed</i>	<i>Current</i>	<i>Proposed</i>
Kaeo – Meeting room	\$40.00	\$40.00	\$20.00	\$20.00	\$10.00	\$10.00
Kerikeri – Procter Library	-	-	-	-	\$15.00	\$15.00
Kerikeri – John Butler Centre, Tane Mahuta room	\$50.00	\$50.00	\$30.00	\$30.00	\$15.00	\$15.00
Kaikohe Memorial Hall – Entire complex	\$150.00	\$150.00	Full day or hourly only	Full day or hourly only	\$25.00	\$25.00
Kaikohe Memorial Hall – Supper room and kitchen	\$75.00	\$75.00	Full day or hourly only	Full day or hourly only	\$20.00	\$20.00
Kaikohe Memorial Hall – Main Hall only	\$50.00	\$50.00	Full day or hourly only	Full day or hourly only	\$15.00	\$15.00
Kaikohe Memorial Hall – Bond	\$150.00	\$150.00	Full day or hourly only	Full day or hourly only	\$25.00	\$25.00

WASTEWATER

Any works on Councils wastewater networks can only be undertaken by Council approved contractors. Excludes charges included with rates.

Activity / service	Current	Proposed
Administration fee for a wastewater connection	\$44.00	\$45.00
Administration fee to build close to/over or excavate close to a public sewer not within a legal road*	\$44.00	\$45.00
Upgrade or modify existing connection	Quote to be obtained	Quote to be obtained
New connection provided by Council's contractor up to 150mm main (includes connection to main and one metre of pipe from Council main)	Quote to be obtained	Quote to be obtained
New connection provided by Council's contractor to mains greater than 150mm or connection lengths greater than one metre or where a manhole / chamber is required	Quote to be obtained	Quote to be obtained
New connection to a pressure wastewater network provided by Council's contractor	Quote to be obtained	Quote to be obtained
Inspection by Council officers of connection work not undertaken by Council's contractor (single connection)	Quote to be obtained	Quote to be obtained
Inspection by Council Officers of connection work not undertaken by Council's contractor (multiple connections)	Quote to be obtained	Quote to be obtained

Wastewater connected rate for all new connections

Where a property connects to sewerage after 1 July in any year, the connection fee will include a sum in lieu of a rate. The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant capital, operating and additional pan rates for the scheme concerned for every complete month until 30 June in the following year.

Service availability charge where a new wastewater connection is provided but the property does not connect

Where sewerage is made available to a property after 1 July in any year but the property does not connect, the connection fee will include a sum in lieu of a rate. The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant availability rate for the scheme concerned for every complete month until 30 June in the following year.

Approximate marking of single location services of mains with minimum three days' notice	\$235.00	\$240.00
Accurate marking of mains including excavation with minimum 10 day notice	Quote to be obtained	Quote to be obtained
Accurate marking of mains including excavation with minimum 10 day notice or location of mains over a wide area	Quote to be obtained	Quote to be obtained
Urgent location of mains	Quote to be obtained	Quote to be obtained
Inspection of onsite wastewater system by Council Monitoring Officer*	\$87.00 per hour	\$89.00 per hour
Sampling of onsite wastewater system by Council Monitoring Officer	Actual costs	Actual costs

*If site visit required additional costs of staff time, administration and mileage apply.

Approved commercial operators discharge fees	Current	Proposed
Cubic metre rate	\$29.00 / m ³	\$30.00 / m ³
Lost card replacement	\$31.00 per card	\$32.00 per card

WATER SUPPLY

Any works on Councils' water supply networks can only be undertaken by Council approved contractors. Excludes charges included in rates.

Activity / service	Current	Proposed
Administration fee for a water connection	\$44.00	\$45.00
Administration fee to build or excavate close to a public water main not within a legal road*	\$44.00	\$45.00
Water connected rate for all new connections		
Where a property connects to water after 1 July in any year, the connection fee will include a sum in lieu of a rate. The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant capital rates for the scheme concerned for every complete month until 30 June in the following year.		
Service availability charge where a new water connection is provided but the property does not connect		
Where water is made available to a property after 1 July in any year but the property does not connect, the connection fee will include a sum in lieu of a rate. The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant availability rate for the scheme concerned for every complete month until 30 June in the following year.		
Non-standard water connections including meter and meter box	Quote to be provided	Quote to be provided
Standard 20 mm water meter connection in footpath within five metres of main	\$1,383.00	\$1,414.00
Standard 20 mm water meter connection in berm within five metres of main	\$1,100.00	\$1,124.00
Relocation of existing service or meter	Quote to be provided	Quote to be provided
Approximate marking of single location services of mains with minimum three days' notice	\$235.00	\$240.00
Accurate marking of mains including excavation with minimum 10 day notice	Quote to be provided	Quote to be provided
Accurate marking of mains including excavation with minimum 10 days' notice, or location of mains over a wide area	Quote to be provided	Quote to be provided
Urgent location of mains	Actual costs	Actual costs
Meter checking fee (calibration check – refundable if meter incorrect)	\$440.00	\$450.00
Restrictor installation	Quote to be provided	Quote to be provided
Special meter readings	\$88.00	\$90.00
Standpipes metered (Direct from Broadspectrum)		
Weekly hire (minimum charge one week)	\$102.00	\$104.00
Charge rate per m ³	Standard scheduled rate in the area concerned	Standard scheduled rate in the area concerned
Bulk water supply		
Bond	\$1,841.00	\$1,883.00
Annual administration fee (covers billing and vehicle inspection)	\$614.00 for first vehicle \$317.00 for each subsequent vehicle	\$627.50 for first vehicle \$324.00 for each subsequent vehicle
Charge rate per m ³	Standard domestic rate in the area concerned	Standard domestic rate in the area concerned

*If site visit required additional costs of staff time, administration and mileage apply.

Location of services	Current	Proposed
Marking of approximate services locations		
Urgent (within 24 hours)	\$250.00	\$255.50
Programmed (within 3 days)	\$174.00	\$178.00
Dig up and locate (10 days' notice)	Quote to be provided	Quote to be provided

6.3 ADDITIONAL APPOINTMENT OF WARD COUNCILLOR TO BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD AND KAIKOHE-HOKIANGA COMMUNITY BOARD

File Number: A2822989

Author: Aisha Huriwai, Team Leader Governance Support

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To ask for additional Council representative's to be appointed to both the Bay of Islands-Whangaroa Community Board and Kaikohe-Hokianga Community Board.

RECOMMENDATION

That the Council

- a) appoint Councillor Rachel Smith as a member of the Bay of Islands-Whangaroa Community Board.**
- b) appoint Councillor Moko Tepania as a member of the Kaikohe-Hokianga Community Board.**

1) BACKGROUND

The Local Government Act 2002 states that the membership of a Community Board will consist of elected officials, and (if any) appointed officials, and that any appointed officials must be elected from the area of Community Board representation, in accordance with the Local Electoral Act.

At the Council meeting on 31 October 2019, the Council appointed Councillor Stratford as the Council representative on the Bay of Islands-Whangaroa Community Board, Councillor John Vujcich to the Kaikohe-Hokianga Community Board and Councillor Felicity Foy to the Te Hiku Community Board.

It was discussed at this meeting, whether the Community Boards should have one or two Council representatives appointed to the Community Boards. It was resolved that the Community Boards will decide how many Councillors are appointed to their Community Board.

Bay of Islands-Whangaroa Community Board discussed this and request that the Council consider appointing Councillor Smith to the Bay of Islands-Whangaroa Community Board. If approved Councillor Smith will be sworn in at the Bay of Islands-Whangaroa Community Board meeting on 5 March 2020, to be a voting member of that Community Board.

The Kaikohe-Hokianga Community Board have also discussed this and request that the Council consider appointing Councillor Tepania to the Kaikohe-Hokianga Community Board. If approved Councillor Tepania will be sworn in at the Kaikohe-Hokianga Community Board meeting on 4 March 2020, to be a voting member of that Community Board.

Board members discussed whether or not the Councillor appointed should have voting rights.

Kaikohe-Hokianga, and Bay of Islands-Whangaroa Community Boards both agreed that the Council appointee should have full voting rights.

The Te Hiku Community Board is satisfied with one representative.

2) DISCUSSION AND OPTIONS

Having a Council representative at Board meetings provides a channel for communication between the Community Board and Council. It also provides an opportunity for the Council representative to learn not only the role of Council but understand the role of the community board.

A potential ethical conflict could arise as Councillors are obliged to act in the best interests of the Far North District as a whole, while community boards are concerned with the specific needs of their Community.

Members should consider being appointed to the community board as an additional responsibility as they would need to attend Community Board meetings, workshops and events as any other Community Board member.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications and budgetary provisions needed as a result of this report.

ATTACHMENTS

Nil

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is 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 is consistent with provisions in the Local Government Act. Council need to ensure that any appointed members are elected from the relevant Community Board area to comply with legislation.
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.	Community Board members may have a preference of who they would like to work with. While their feedback was not formally sought, each of the three community boards have discussed what they consider would be valuable to their Board.
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 particular implications on Māori in making this decision.
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).	While this does not directly impact any identified persons, Council should consider appointing members that enrich the diversity of each Community Board.
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.

6.4 FINANCIAL DELEGATION TO THE CEO

File Number: A2845834

Author: Janice Smith, Chief Financial Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To seek Council approval to increase the Financial Delegation to the CEO

EXECUTIVE SUMMARY

- Discussion at a Capital Works workshop in December outlined some of the issues in progressing Capital Works.
- One of these issues was the need to refer all contracts that were for more than \$500k to Council for approval.
- At the end of the workshop it was suggested that the financial delegation to the CEO be increased to alleviate this issue.

RECOMMENDATION

That Council increase the financial delegation to the Chief Executive Officer from \$500,000 to \$1,000,000 with immediate effect.

1) BACKGROUND

Councillors attended a Capital Works workshop in December 2019, where the progress against capital projects was discussed. Councillors were concerned that works were not progressing as quickly as they would have liked and sought information from staff on blockages to the process.

2) DISCUSSION AND OPTIONS

The CEO financial delegation from Council is currently \$500,000. This means that any contract for works that exceeds this value require Council approval. This can cause delays in progressing projects, especially when meetings are on a six-week cycle.

At a Capital Works workshop in December it was suggested that the CEO's financial delegation be increased to alleviate some of the delays.

An increase from \$500,000 to \$1,000,000 would allow the CEO to approve projects that are over \$500,000 that would currently have to be approved by Council.

Reason for the recommendation

To provide efficiency in contract approval and the delivery of capital works.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications arising from this report.

ATTACHMENTS

Nil

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
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.	Not applicable.
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.	Not applicable.
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).	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	Not applicable.
Chief Financial Officer review.	Chief Financial Officer prepared this report.

6.5 TERMS OF REFERENCE FOR THE EXECUTIVE REVIEW COMMITTEE - DELEGATED AUTHORITY TO PROCURE INDEPENDENT PROFESSIONAL SERVICES**File Number: A2850439****Author: Caroline Wilson, Manager - District Administration****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

Amend the Executive Review Committee's Terms of Reference to include the authority to purchase professional services to ensure expedient resolution of matters before the Committee.

EXECUTIVE SUMMARY

- Terms of Reference for the Executive Review Committee were adopted at the 19th December 2019 Council meeting.
- Current terms of reference are silent on the matter of independent advice.
- The nature of the Committees responsibilities requires independent specialist advice to effect the business of the Committee. Different specialists will be required to assist the Committee at different stages of the Chief Executive Officer (CE) performance lifecycle.
- Allowing the Committee to procure professional services enables expediency in managing CE performance.

RECOMMENDATION

That Council authorise the Executive Review Committee to procure professional services to the value of \$15,000 in any single procurement. Any single procurement above \$15,000 will require a recommendation to Council from the Committee.

1) BACKGROUND

The functions of the Executive Review Committee are sensitive and time-bound as they pertain to the performance of the Chief Executive Officer. It has become apparent during recent workshops that the Committee will benefit from independent professional advice to allow them to fairly and fully discharge their responsibilities.

The adopted Terms of Reference for the Executive Review Committee require a formal recommendation to Council, including procuring the services of independent experts. This report seeks to provide the Committee with delegated authority to procure services to the value of \$15,000 per procurement.

2) DISCUSSION AND OPTIONS

Committees of Council are supported by advice from staff and occasionally specialist professionals who have the specific knowledge and/or skills not currently held by Council staff.

Staff, under delegated authority, are able to procure specialist skills as required which then forms part of the workplan and eventual reports to Council for decision-making.

The Executive Review Committee is different insofar as it deals with the matter of CE performance with a very limited number of staff involved in managing the matters of the Committee. Due to the responsibilities of the Committee it is also not appropriate that staff provide advice (irrespective of the professional skills and knowledge they possess).

It may not also be appropriate that staff procure professional services for the Committee (as would be the case for other committees), this being a matter of confidentiality between the committee members and the Chief Executive.

The current responsibilities of the Executive Review Committee are as follows:

Performance of the Chief Executive

- Review the chief executive's performance as required in the employment agreement between the Council and chief executive.
- Annually consider the CE remuneration.
- Supervise any recruitment and selection process for a chief executive.
- Consider any issues regarding the employment of the chief executive.

Option 1 – Delegate authority to the Committee to procure professional services

In this option, Council delegates the authority to procure services of independent specialist professionals, as required to fulfil their responsibilities. The Committee will be able to procure up to \$15,000 in any single procurement, without the need for Council approval. Any procurement above \$15,000 will require a report to Council.

Capping it at \$15,000 in any one procurement ensures there is budget remaining for other specialist expertise, as required.

This is the preferred option. It allows the members to procure professional services without compromising the confidential nature of this Committee.

Option 2 – Do not delegate the authority to procure professional services

In this option, every procurement of professional services will be considered by Council as an escalating report from the Executive Review Committee. This option would require a formal report to Council, under PX, and may cause a delay in what is a time-bound and sensitive series of activities to manage the CE performance.

Reason for the recommendation

Enable timely and confidential procurement of professional services.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Annual Plan process has included a \$25,000 per annum budget, commencing in 2020-2021. At the time of writing this report, any unbudgeted expenditure required to fulfil the responsibilities of the Committee in 2019-2020 will be met from the elected members external services budget which currently has \$13,228 available.

ATTACHMENTS


1. **2. Register of Delegations for Executive Review Committee - for 2019 triennium - A2568778** [↓](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report is 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.	Under the Local Government Act, the local authority appoints the Chief Executive and must enter into a performance agreement (Sc7; Cl 33 - 35).
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.	The community boards are not involved in the matter of the Chief Executives performance, nor the terms of reference for the Executive Review Committee.
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 for Māori as a result of amending the Committees terms of reference.
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).	There are no affected or interested parties.
State the financial implications and where budgetary provisions have been made to support this decision.	There is currently no budget allocated to professional services for the Executive Review Committee. Any required expenditure will be met through existing budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

	Authorising Body	Local Government Act 2002
	Status	Council
COUNCIL COMMITTEE	Title	Executive Review Committee Terms of Reference
	Approval Date	26 February 2020

Role of the Executive Review Committee

Council sets its vision and values to underpin its strategic direction. This guides the organisation as it works to make the Far North District an attractive place to live, work, and play. Council is forward looking, acting strategically to prepare for the district's future.

Council employs the Chief Executive, who in turn employs and manages Council staff. Council therefore has a responsibility to set and monitor the performance of the Chief Executive.

Membership

The Executive Review Committee will comprise of at least five elected members (one of which will be the chairperson).

Mayor Carter - Chairperson
 Kelly Stratford
 Rachel Smith
 John Vujcich
 Felicity Foy

Quorum - Committee

The quorum at a meeting of the Executive Review Committee is 3 members.

Frequency of Meetings

The Executive Review Committee shall meet at least twice per year, but may convene more frequently as required.

Committees Responsibilities

The Committees responsibilities are described below:

Performance of the Chief Executive

- Review the chief executive's performance as required in the employment agreement between the Council and chief executive.
- Annually consider the CE remuneration.
- Supervise any recruitment and selection process for a chief executive.
- Consider any issues regarding the employment of the chief executive.
- The Committee may procure independent specialist advice to the value of \$25,000 per annum in accordance with Councils procurement policy and processes. Any single procurement above \$15,000 will require a recommendation to Council.

6.6 TE HONONGA HUNDERTWASSER KAWAKAWA SQUARE LOAN**File Number: A2843103****Author: Janice Smith, Chief Financial Officer****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

To request that Councillors reconsider the resolution made in May 2018 to loan, not grant, \$160,000 to the Hundertwasser Park Charitable Trust and, if appropriate, rescind the resolution in favour of allowing Far North Holdings to withhold \$160,000 from the dividend payment due for the financial year 2019/20.

EXECUTIVE SUMMARY

- The Te Hononga Hundertwasser Centre is due to open in June 2020.
- The Hundertwasser Park Charitable Trust has raised over \$6,000,000 towards the completion of the project and sought support for a grant of \$160,000 from Council.
- The grant was to be used to complete the proposed Town Square/Atea.
- This is a flagship project for the town and how it is presented on the main street is critical to the future of the centre.

RECOMMENDATION**That Council;**

a) rescind the previous resolution – item 1.12a) made in May 2018, to loan the Hundertwasser Park Charitable Trust \$160,000

and instead;

b) approve the deduction of \$160,000 from the dividend due from Far North Holdings, based on the 30 June 2020 financial results, for the development of a Town Square/Atea in Kawakawa on the ‘old library’ site.

1) BACKGROUND

The Te Hononga Hundertwasser Centre is a rammed-earth interpretive centre, gallery, public library and community workshop with responsible camping facilities attached. It is on track to open in June of this year. It is an impressive building that deserves an equally impressive entranceway.

Council adopted the Long-Term Plan (LTP) 2018-28 on 28 June 2018. In LTP deliberations (24 May 2018), staff recommended a grant of \$160,000 be made to the Trust based on consultation feedback from the community.

Councillors instead resolved to provide an interest-bearing loan of \$160,000 to the Hundertwasser Park Charitable Trust to fund the development of a ‘Kawakawa square’. The resolution was as follows:

Funds to create a Kawakawa square	
Moved	Stratford/Macauley
1.12a) That Council agrees in principle to loan \$160,000 to the Hundertwasser Park Charitable Trust plus interest at Council's cost of borrowing plus 0.25% for administration from 2019/20; with a loan term of 10 years.	
Ayes	Noes
His Worship the Mayor	
Hookway	
McInnes	
Court	
Vujcich	
Foy	
Macauley	
Radich	
Stratford	
Kitchen	
Carried	
Moved	Court/Stratford

This proposed public space will serve as the entranceway of the largely Provincial Growth Fund (PGF) funded Te Hononga Hundertwasser Centre in central Kawakawa.

The centre is due to open in June of this year.

2) DISCUSSION AND OPTIONS

The Hundertwasser Park Charitable Trust has raised over \$6,000,000 through partnership co-funding for this project. The 'old library' land for the proposed Town Square/Atea site was purchased by Far North Holdings Limited (FNHL). FNHL are contracted by the Trust to project manage the entire build. A large portion (\$115,000) of the \$160,000 funding requested has already been assigned by FNHL to cover the demolition costs of the old library building. This leaves \$45,000 to develop the town square. The land title for the proposed Town Square/Atea site sits with FNHL, therefore any capital improvements to the site will be of direct benefit to FNHL.

As the property and the associated improvements will be in the ownership of FNHL, it is appropriate to reconsider options in relation to how this is funded.

Option 1. – apply the existing resolution for an interest-bearing loan.

This is the option that was selected at LTP deliberations in May 2018. At that time, Councillors would not have been aware that the land and the proposed improvements would be in the ownership of FNHL and not the Hundertwasser Park Charitable Trust.

This option is **not** recommended as the Trust would be expected to service a loan for assets not in the ownership of the Trust.

Option 2 – rescind the original resolution in favour of making a grant to the Hundertwasser Park Charitable Trust.

If Councillors were of a mind to make this a grant rather than a loan, the funds would be made available to the Trust but would then be paid to FNHL for the work to complete the Square/Atea.

This option is **not** recommended as Council would be effectively making the grant payment to FNHL

Option 3 – approve the with-holding of \$160,000 from the FNHL dividend for the 2019/20 financial year (recommended).

As the asset, being the land and associated improvements, will be in the ownership of FNHL and FNHL will have expended the funds for the work, it would be appropriate for Council to allow FNHL to deduct the sum of \$160,000 from the future dividend payment due to Council.

This is the **recommended** option as it provides “funding” to FNHL for a community asset that is in their ownership but is held for the benefit of the community.

Reason for the recommendation

The Town Square/Atea space created will be a valuable common space for the whole community to enjoy, as well as providing an entranceway to the Te Hononga Hundertwasser Centre. The proposed solution will remove the burden of repaying an interest-bearing loan from the Trust for the creation of a public space, which is an FNHL-owned asset.

Staff therefore recommend that Councillors reconsider the decision made in May 2018, as Council was not cognisant of the fact that the asset would be owned by FNHL and not the Trust.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The dividend payment due to Council at 30 June 2020 will be based on actual profit and is budgeted to be \$1,215,000. Allowing FNHL to withhold \$160,000 would reduce this payment to \$1,055,000 if the profit generated is in line with projections.

ATTACHMENTS

Nil

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report is 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.	There are no relevant policies, legislation or community outcomes.
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.	The Community Board has not been consulted.
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.	The Hundertwasser Park Charitable Trust includes representatives from the community, including Ngati Hine.
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).	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	If the recommendation is approved, Council would receive \$160k less in dividend from FNHL.
Chief Financial Officer review.	The Chief Financial Officer prepared this report.

6.7 DELIBERATIONS HOUHORA HEADS MOTOR CAMP LEASE**File Number: A2827687****Author: Rob Koops, Property Services****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

To obtain a resolution from Council for a new lease on Lot 1 & 2 DP 402482 - Identifier 408100, being a Recreation Reserve subject to the Reserves Act 1977.

EXECUTIVE SUMMARY

- The Houhora Heads recreation reserve spans across lot 1 & 2 DP 402482 and is classified Recreation Reserve subject to the Reserves Act 1977.
- Since 1993 Houhora Heads Motor Camp Ltd has leased the reserve and over that time the lessee has made significant investment in and is prepared to continue to invest in the upgrade and renewal of the camp ground facilities and infrastructure.
- The lessee has requested an extended term beyond the current lease expiry date of 30 September 2026 citing the need to retain existing and secure future funding and get a return on investment.
- To remove ambiguity over ownership of existing improvements and responsibility for future maintenance, and renewals and in accordance with Council policy #5020 "Council-Owned Campgrounds", Council staff proposes to replace the existing lease with a new ground lease for a 21-year initial term and with a further right of renewal of 21 years.
- The Reserve Act 1977 requires public consultation before Council can enter a new lease on Reserve land. Public consultation closed on 2 December and has resulted in three submissions all in favour of the proposed new lease.
- Te Hiku o Te Ika iwi were sent a letter with an offer to meet to discuss the proposal. A request to meet was received and a meeting was held with Te Runanga o Ngai Takato (TRON) where TRON communicated their opposition to the proposal and disappointment in Council procedure.
- The Te Hiku Community Board was given delegated authority to consider all submissions and objections received in response to the public notification on the proposed new ground lease and to make a recommendation to Council on whether the proposed 21-years ground lease with a further 21 year right to renewal should be granted to Houhora Heads Motor Camp Limited.
- The Te Hiku Community Board considered this report at their meeting on 4 February 2020 and makes the following recommendation to Council.

RECOMMENDATION**That:**

- a) Council, subject to S54 of the Reserves Act 1977 grants a lease on Lot 1 & 2 DP 402482 Identifier 408100, to the current lessee Houhora Heads Motor Camp Limited and that the term of the leases shall be:**
Initial Term: 21 years
Right of Renewal: One further term of 21 years
- b) Council authorises the General Manager Infrastructure & Asset Management to negotiate final terms and conditions for such lease, which shall be on industry practise commercial terms, at market rent and in accordance with Council policy #5020 - Council-Owned Campgrounds.**
- c) an additional clause be added to the lease agreement, stating that no further temporary living places, as referred to in the Camping Grounds Regulations Act 1985,**

shall be erected without landlord approval, which shall not be unreasonably withheld.

- d) **Council transfers ownership of its remaining improvements to the lessee for \$1.00 and writes off the book value against retained earnings.**
- e) **Far North District Council, in its role as administering body of the Houhora Heads recreation reserve and as the delegate for the Minister of Conservation, subject to the provisions of the Reserves Act 1977, grants and consents to a new lease of the Houhora Heads recreation reserve being Lot 1 & 2 DP 402482, Identifier 408100 and comprising approximately 6.38ha of land to Houhora Heads Motor Camp Limited**
- f) **that the term of the lease shall be:**
 - i) **Term: 21 years plus one Right of Renewal of 21 years**
 - ii) **Area: Approximately 6.38ha being Lot 1 & 2 DP 402482 - Identifier 408100 as highlighted on the aerial plan attached as Attachment 2.**
 - iii) **Further Terms & Conditions: standard industry practise commercial terms, at market rent to be determined by valuation.**

1) BACKGROUND

Houhora Heads Motor Camp spans over two titles being lot 1 & 2 DP 402482 both being Recreation Reserve subject to the Reserves Act 1977 and directly on the waterfront at Houhora Heads.

The current lessee, Houhora Heads Motor Camp Ltd first managed then leased the Reserve land and has operated the motor camp since 1993.

A valuation carried out in 1996 shows lessor (Council) improvements (i.e. small dwelling, original ablution and sewer, two water tanks, and four satellite toilets) valued at \$80,000 were in place.

The same valuation shows lessee improvements (improvements to ablution and switch room, water supply and additional water tank, site development and power sites) valued at \$70,000. Over time further improvements added to and paid for by the lessee include a recreation shelter, a swimming pool and a new manager's residence plus various upgrades to Council owned improvements.

In accordance with the terms and conditions of the lease repairs and maintenance have been paid for by the lessee. Council has not contributed to the up-keep.

The lessee is planning further upgrades and renewals of the improvements on the Recreation Reserve land. In order to maintain current and future bank funding, and to recoup the investment, the lessee requests an extension of the lease beyond the current expiry of 2026.

In accordance with Council policy #5020 "Council-Owned Campgrounds", Council staff proposes to replace the existing lease with a new ground lease for a 21-year initial term and with a further right of renewal of 21-years.

2) DISCUSSION AND OPTIONS

Public consultation drew three responses, all in favour of the proposal (Attachment 1 – HHMC Submission Report). An invitation to meet with iwi to discuss the proposal saw one formal request to meet and an email. In both instances, the responses related to management and/or governance of reserves and ownership. TRON felt council were not engaging in a genuine conversation with Iwi/Māori on options for co-governance or transfer of ownership of reserve lands. They also believed that the proposal excluded other investors from a public tendering process.

Option 1 – recommended.

It is proposed that the existing lease is replaced with a new ground lease whereby the lessee owns all the improvements on the land. This brings the lease in line with Policy # 5020 – Council-Owned Campgrounds, will encourage lessee investment and reduce ratepayer funded capital. It also gives the operator of the camp ground the ability to plan and execute upgrades and renewals when they deem necessary rather than rely on Council plans and budget provisions.

In accordance with Council Policy #5020 Council Owned Campgrounds, a lease term of 21 years with a further right of renewal of 21 years is recommended. The lease will be on industry standard commercial terms, comply with the requirements of S54 the Reserves Act 1977 and be subject to the Camping Ground Regulations 1985 and Council's Motor Camp Policy # 5020.

Option 2.

Retain the status quo and let the current lease which still has 6 years to run, run its course. It should be noted that some of the lessor owned facilities (the 4x 2 pan toilet blocks for instance) are no longer fit for purpose for a modern campground. Other structures have over the years been upgraded extensively by the lessee to the point where it is has become difficult to distinguish between lessor and lessee owned improvements. Under the current lease the onus will be on Council to renew the improvements at some point or purchase the lessee's interests in any buildings or improvements on termination of the lease.

Reason for the recommendation

To encourage ongoing investment in the infrastructure improvements at Houhora Heads Motor Camp and for these to be fully funded and maintained by the camp ground operator without cost to the ratepayer in accordance with Council Policy 5020 – Council Owned Campgrounds, a long-term lease is recommended.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

At the commencement of the lease in 1993 the improvements that existed on the land where valued at \$80,000. The current "book value" of the improvements is \$120,796. It is proposed that they will be disposed of and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

If Council had to replace the 4x 2 pan toilets the estimated cost (based on Permaloo 2 pan) is \$360,000 plus consent fees, demolition, installation and delivery and any additional concrete work around the structures. A budget of \$500k should be considered minimum. A bespoke onsite build would cost significantly more.

Rental income to FNDC (valuation 2016) is \$22,000+GST per annum and is reviewed to market rent every 3 years.

ATTACHMENTS

1. HHMC Submissions Report - December 2019 - A2851838 [📄](#)
2. HHMC aerial plan of lease area - A2851837 [📄](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low in terms of section 79 of the Local Government Act 2002.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	S54 of the Reserves Act 1977 Camping Ground Regulations 1985 FNDC Policy #5020 – Council-Owned Campgrounds
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.	The Te Hiku Community Board has been appointed to consider all submissions and to make a recommendation to Council.
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.	Te Hiku o Te Ika Iwi were advised of the proposal. Māori in general, were subject to the public notification process. Implications for iwi stem from Treaty of Waitangi issues and previous engagement with council about ownership and/or co-governance models assets. Entering into lease agreements prohibits iwi from engaging in a conversation on these matters.
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).	Advertisements were placed in local newspapers and letters were sent to the ratepayers in the Houhora Heads area. The proposal was advertised on Council's website. Te Hiku o Te Ika Iwi were advised of the proposal.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under the Financial Implications an Budgetary Provision Section
Chief Financial Officer review.	CFO has reviewed.

ID	Type	Support?	Reason	Name	Organisation
HHMC19/1	E-Mail	Yes	<p>In supporting the principal of renewing the lease at the Houhora Campground, I request in light of the increasing visitors to the region, that Council review its strategic approach to the use of local and visitor amenities, particularly focused on all camp grounds. Tourist/visitor numbers are or will swamp local community interests in the Far North and rather than simply being swamped we need to have a managed approach ensuring:</p> <p>1.0 Priority booking and pricing for Far North ratepayers, ie increased charges for out of region visitors</p> <p>2.0 Further development enhancements to all camp sites including those managed by the Department of Conservation (increase planting for sun and wind shade, superior basic amenities) I would also like council to review the status of campground ownership to ensure future local politicians are never able to sell off the camp sites. It may be appropriate to change the current campsites legal status, ensuring they are in trust for future generations.</p>	Guy Jacobsen	
HHMC19/2	E-Mail	Yes	<p>I've noticed what appears to be a technical error in this notice and this error may need to be corrected to avoid possible vexatious objection. The notice correctly identifies the subject property as Lots 1 and Pt Lot 2 DP402482. It then mentions CFR reference NA778/58. This is incorrect and is in fact a much older prior CT reference. The correct reference for the subject parcels of land is identifier 408100. I am a long time user of this facility and applaud Council for the proposed action to help ensure its future viability. My only purpose in bringing this technicality to your attention is to help the process along. Over my lifetime I've seen a gradual erosion of the availability of camp grounds. I recall that in the latter years of the old Mangonui County there was talk of the Heads camp closing as it steadily declined. My observation is that the lease to Wagners has been a good move so am happy to see this continue.</p>	John Haselden	
HHMC19/3	E-Mail	Yes	<p>1. It is vital that the lessee of the camp meet the basic purpose of the Council acquiring the property. Originally it was owned by the youngest Subritzky brother at the time that our historic property was also purchased by the eldest brother and has always been a camping spot for locals and visitors & hence the local community strong request that the property not remain in private ownership when it was last put on the market but for the Council to procure it and ensure the Far North community in particular could have it as a general family camp.</p> <p>2. We support the concept of a private lease to a suitable operator that ensures that it remains a camp suitable for families with appropriate standards of behaviour, etc maintained for the benefit of all. It was for this reason that we became involved. Despite Council efforts the camp was losing a substantial sum - my memory was \$30,000 > \$35,000 pa when it was initially offered for lease. Though under considerable pressure as a consequence of my father passing on just 18 months earlier I took it over to ensure that our immediate neighbour to our historic property would meet expectations of the original purpose of Council ownership and maintain standards appropriate to the use of our property.</p> <p>3. We support a good length of lease as the only way to fairly and practically spread development costs. Initially we didn't have that and spent substantial capital in lieu of rent on mutual trust, then paying rent as well as funding further improvements. Initially the facilities were almost nil - even the water was peat-stained, no hot water or power sites, kitchen, etc. My late brother Keith and his widow Cathy took over the camp from me, continuing major capital investment for more improvement - including the replacement manager's house, swimming pool, cabins, etc.</p> <p>4. We believe that the lessee needs to minimise the visual impact from the harbour and beaches and maintain the general appearance of tents, caravans and cabins and avoid any substantial structures. We understand that meeting the requirements of the tourist market is vital for the profitability of the operation and the financial benefit to the District generally (but keeping it an affordable and family orientated destination is also vital) and assists funding during the off-season.</p> <p>5. We need to work with whoever leases the camp and therefore appreciate opportunity to input on the matter. We supply all the water to the camp. We supply the centre part of our commercial building as a workshop and storage area for the camp. We own and maintain the car wash utilised by many campers. We provide additional land area for campers with dogs and sewage disposal, etc from those camping on the part of the Council land west of the Heads Rd. Campers enjoy access to our historic property, and it is important to us that appropriate standards apply.</p> <p>6. The existing lessee does well in meeting the above criteria.</p>	Owen Wagener	Wagener Houhora Heads Endowment Trust Inc.



7 INFORMATION REPORTS

7.1 LEVEL OF SERVICE KPI QUARTER 1 AND 2 PERFORMANCE REPORT

File Number: A2850402

Author: Mia Haywood, Accounting Support Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Level of Service KPI Performance Report for Councils consideration.

EXECUTIVE SUMMARY

- This report is to present the Level of Service KPI Performance Report for Council's consideration.
- This report was originally to be presented to the Assurance, Risk and Finance Committee at their meeting on 12 February 2020 as a supplementary agenda item. The Assurance, Risk and Finance requested that this item be considered at the Council meeting instead to allow Elected Members and public enough time to read the report.

RECOMMENDATION

That the Council receive the report Level of Service KPI Quarter 1 and 2 Performance Report .

BACKGROUND

An overview of staffing and financial data is included to give an overall picture of the activity groups and what factors may have an influence upon performance.

DISCUSSION AND NEXT STEPS

This report is for information only.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provision needed as a result of this report

ATTACHMENTS

1. **Level of Service Q1 & Q2 Performance Report - A2840961** [↓](#)



Quarterly Performance Report:

Quarter 1 and 2: July - December 2019

Performance of Service Level Results

Introduction

Welcome to the performance report for the first and second quarter of 2019/2020.

This report measures the key Long Term Plan KPIs that we report in the Annual Report, along with some internal performance measures.

Service Level KPIs are reported together by activity group, we have also included an overview of staffing and financial data to give an overall picture of the activity groups and what factors may have an influence upon performance.

Roading

To maintain the District's roading network in a satisfactory condition and in accordance with national safety and engineering standards

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD Result			
The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	Decrease of 11 fatal and serious injury crashes	No increase	Fatalities/serious injury crashes 2019/20	8	8	5	28	8	4	7	17	27			
			Fatalities/serious injury crashes 2018/19	2	0	1	3	1	3	2	6				
			Variance	4	8	4	16	5	1	5	11				
Percentage of fatal and serious crashes on the District's roading network where the road condition is the main contributing factor, in relation to vehicle km travelled on our roads	0	< previous year	No. crashes caused by road condition per km travelled 2019/20	0	3	0	3	0	0	2	2	8			
			No. crashes caused by road condition per km travelled 2018/19	0	0	0	-	0	0	0	-				
			%	0	3	0	3	0	0	2	2				
The average quality of ride on a sealed local road network, measured by smooth travel exposure	97%	98.7%		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
				0.0	0.0	0.0	-	0.0	0.0	0.0	-				
				0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				
			Q1 Performance Comments:						Q2 Performance Comments:						
			Smooth Travel Exposure (STE) is an indication of the percentage of vehicle kilometres travelled on a road network with roughness below a defined roughness threshold. The results are generated annually at the end of a financial year.												
The percentage of the sealed local road network that is resurfaced	35.8 km 4.1%	20% of the sealed network resurfaced per annum	Length resurfaced km	0.0	0.0	0.0	-	0.0	3.8	24.6	28.3	3.8%			
			Total length sealed road network	0.0	0.0	0.0	-	873.1	873.1	873.1	873.1				
			%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	2.8%	3.3%				
Resurfacing of the roading network as outlined in the Council's roading programme	100.0%	100% of planned work completed	Length completed work km	0.0	0.0	0.0	-	0.0	3.8	24.6	28.3	100.0%			
			Total length planned	0.0	0.0	0.0	-	0.0	3.8	24.6	28.3				
			%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%				
			Q1 Performance Comments:						Q2 Performance Comments:						
			The construction season generally commences October through to March pending weather conditions. There were no works completed this quarter.						All Program repairs across the District are on track for completion in January 2020.						

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD Result	
The percentage of customer service requests relating to roads to which the territorial authority responds within the time frame specified:													
Emergency / Public Safety - within 3 hours	97.1%	≥95%	No. responded within timeframe	10	18	28	65	21	8	3	30	96.8%	
			Total incidences	21	19	28	68	21	8	3	30		
			%	90.5%	94.7%	100.0%	95.6%	100.0%	100.0%	100.0%	100.0%		
Urgent - within 7 days	81.9%		No. responded within timeframe	28	12	19	57	31	33	8	73	82.8%	
			Total incidences	29	18	20	65	31	33	11	75		
			%	89.7%	75.0%	95.0%	87.7%	100.0%	100.0%	81.8%	97.3%		
Non-urgent - within 14 days	68%		No. responded within timeframe	312	329	224	865	326	187	187	680	81.0%	
			Total incidences	357	339	246	942	337	203	188	738		
			%	87.4%	97.1%	91.1%	91.8%	96.7%	92.1%	84.3%	92.1%		
			Q1 Performance Comments:				Q2 Performance Comments:						
			We are in discussions with the contractors and engineers to attend to requests within the required timeframe.				We are continuing to improve on our response times as per Level of Service agreement.						
The Hokianga Ferry Service will run in accordance with the advertised timetable	90%	≥95%	No. runs on time	904	907	880	2691	910	882	904	2696	98.5%	
			Total scheduled crossings	914	912	882	2708	914	882	912	2708		
			%	98.8%	99.5%	99.8%	99.4%	99.6%	100.0%	99.1%	99.8%		
Our sealed and unsealed network will meet the agreed Council's levels of service specified in our roading contracts and the network is at least 95% compliant at all times	84%	≥95%	North (fixed and repaired)	0.0%	0.0%	0.0%	0.0%	100.0%	98.8%	98.1%	98.3%	98.8%	
			South (fixed and repaired)	0.0%	0.0%	0.0%	0.0%	100.0%	98.5%	99.0%	98.8%		
			Total	0.0%	0.0%	0.0%	0.0%	100.0%	98.7%	99.0%	98.8%		
			Q1 Performance Comments:				Q2 Performance Comments:						
			The construction season generally commences October through to March pending weather conditions. There were no works completed this quarter.				Construction season commenced in October. Anticipate completion in March / April pending weather conditions.						

Footpaths

To maintain the District's footpath network and infrastructure to high standards

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	
The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual work program or long-term plan).	98.7%	Maintain / Increase	217,113 condition assessments meet standard	0	0	0	0	88	88	88	217,113	98.2%
			218,770 condition assessments undertaken	0	0	0	0	88	88	88	218,770	
				0	0	0.0%	0.0%	1.00	1.00	1.00	99.2%	
Resurface and extend the footpath network as planned	96.0%	25% of planned work completed	Length completed work	82	288	94	462	177	463	0	640	100.0%
			Total length planned	82	288	94	462	177	463	0	640	
			%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
							Works completed in Bay of Islands, Kaitake and Kaitia. All works progressed well with no delays. A tender process has started for further footpath works in Kaitia. Maintenance only works are carried out in December.					

Emergency / Public Safety - within 3 hours	N/A	25%	No. responded within timeframe	0	0	0	0	0	0	0	0	No incidences to report
			Total incidences	0	0	0	0	0	0	0	0	
			%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Urgent - within 7 days	N/A		No. responded within timeframe	0	0	0	0	0	0	0	0	No incidences to report
			Total incidences	0	0	0	0	0	0	0	0	
			%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Non-urgent - within 14 days	90%		No. responded within timeframe	19	13	8	40	36	18	0	54	92.8%
			Total incidences	21	13	11	45	36	18	0	54	
			%	90.5%	100.0%	72.7%	88.9%	100.0%	100.0%	0.0%	100.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
							Maintained by contractors under a maintenance contract.					

Water Supply

To provide reliable and sustainable water supply, ensuring sustainable development and adequate water supply in times of emergency.

For North Wales are currently transitioning to new systems. Manual input has been anticipated however due to Drought Management it was not obtainable for this report

Wastewater

To provide reliable waste water infrastructure, protecting the environment and community

For North Wales are currently transitioning to new systems. Manual input has been anticipated however due to Drought Management it was not obtainable for this report

Stormwater

To enable sustainable development through urban storm water infrastructure, protecting the environment and community

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
The number of flooding events that occur in a territorial authority district	0	0	Number of events	0	0	0	0	0	0	0	0	0
For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)	0.00 per 1000 properties	0 per 1000	Number affected	0	0	0	0	0	0	0	0	0
			Number connected properties	18078	18078	18078	18078	18078	18078	18078	18078	
			Total per 1000 properties	-	-	-	-	-	-	-	-	
			Q1 Performance Comments:				Q2 Performance Comments:					
			There have been no flooding events in quarter one of the 2019-20 Financial Year.				No flooding events recorded in pathways during this quarter					
(a) abatement notices	0	1 or less	Number of notices	0	0	0	0	0	0	0	0	0
(b) infringement notices	0	0	Number of notices	0	0	0	0	0	0	0	0	0
(c) enforcement orders	0	0	Number of notices	0	0	0	0	0	0	0	0	0
(d) convictions	0	0	Number of notices	0	0	0	0	0	0	0	0	0
			Q1 Performance Comments:				Q2 Performance Comments:					
			There have been no compliance breaches or notices in quarter one of the 2019-20 Financial Year.				There have been no compliance breaches or notices in quarter two of the 2019-20 Financial Year.					
The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site	No events for 2018/19 Period	≤ 48 hours	Median response time (hours)	0	0	0	0	0	0	0	0	0
			Q1 Performance Comments:				Q2 Performance Comments:					
			There have been no flooding events in quarter one of the 2019-20 Financial Year. Therefore no response times recorded as yet.				There have been no flooding events in quarter two of the 2019-20 Financial Year. Therefore no response times recorded as yet.					
The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system	38.59 RFS per 1000 properties	0	Number complaints	43	27	24	94	8	20	10	38	8.3
			Number connected properties	18078	18078	18078	18078	18078	18078	18078	18078	
			Total per 1000 properties	2.67	1.88	1.49	5.55	0.50	1.24	0.62	2.38	
			Q1 Performance Comments:				Q2 Performance Comments:					
			There have been no flooding events in quarter one of the 2019-20 Financial Year therefore no response times recorded as yet. Although it is usually expected that RFS numbers would increase during the winter, the stormwater operations team has found that the amount of requests received has stayed reasonably low for the winter period but a spike in July. We should, however, now have a greater capacity for requests as stormwater operations is currently integrating into the 3 waters alliance				Relatively quiet period for stormwater as it has been a very dry summer so far.					

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-18	Aug-18	Sep-18	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
The response time to attend a flooding event resulting from the failure of Council's urban storm water system. Measured from the time that the Council receives notification to the time that service personnel reach the site. Response time is set at 2 working days.	N/A	≥ 95% responded to within set timeframe	No. responded within timeframe	0	0	0	0	0	0	0	0	100.0%
			Total incidences	0	0	0	0	0	0	0	0	
			%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			There have been no flooding events in quarter one of the 2019-20 Financial Year.				There have been no flooding events in quarter two of the 2019-20 Financial Year.					

Solid Waste Management

To decrease the proportion of waste sent to landfill and increase the proportion of waste

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-18	Aug-18	Sep-18	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %	
Percentage by tonnage of waste from refuse transfer station that is recycled/ reused	63.7%	84.0%	Tonnage recycled/reused	700.34	670.68	596.19	1967.11	660.33	831.03	1158.35	2649.71	64.6%	
			Total Tonnage	1081.56	1030.15	951.02	3062.73	1110.23	1217.5	1758.85	4086.58		
			%	64.7%	65.1%	62.7%	64.2%	59.5%	68.3%	65.9%	64.8%		
			Q1 Performance Comments:				Q2 Performance Comments:						
			Northland Waste's trial of sending wood waste to Golden Bay Cement as furnace fuel is helping increase the diversion rate.				Result helped by moving large volumes of scrap metal and summer glass consumption.						
Add at least one new community recycling facility	0	Minimum of 1 per year	Number completed	0	0	0	0	1	0	0	1	1	
			Q1 Performance Comments:				Q2 Performance Comments:						
			We are negotiating to establish community recycling facilities at Rawhiti and Waitangi				A new Community Recycling Centre has been opened in Rawhiti. Residents previously had to drive approximately 35 mins to Russell for their nearest recycling depot.						
All refuse transfer stations to be open on time	97%	99.5%	No reports or complaints regarding late openings	0	0	1	1	0	0	0	0	100.0%	
			Number of days opened across all sites per month. Summer = 662 days per month. Winter = 613 day per month	613	613	613	613	662	662	662	662		
				100.0%	100.0%	99.8%	99.9%	100.0%	100.0%	100.0%	100.0%		
Attending to RFS relating to illegal dumping													
Offensive waste: pick up within 24 hours	80%	95% within set timeframe	No. collected within timeframe	0	0	0	0	0	0	0	0	100.0%	
			Total incidences	0	0	0	0	0	0	0	0		
			%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Standard waste: pick up within 4 days	89.1%	95% within set timeframe	No. collected within timeframe	42	24	20	86	22	24	16	62	87.1%	
			Total incidences	48	31	24	101	22	26	21	69		
			%	91.3%	77.4%	83.3%	85.1%	100.0%	92.3%	76.2%	89.9%		
			Q1 Performance Comments:				Q2 Performance Comments:						
			Seven delayed due to weekends, three due to remote/difficult locations, three due to difficulty contacting customer for clarification.				Failures largely due to weekends delaying pick ups or waiting to contact customer for further information regarding location.						

District Facilities

Cemeteries

To ensure cemeteries are operated in a way that meets the community's needs

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
All preparations are in place in time for the funeral services to take place (plots dug, and in the right place etc.)	No complaints received for 18/19 year	No complaints are received regarding the preparations for our funeral services	No. complaints received	1	0	0	1	0	0	0	0	1
				Q1 Performance Comments				Q2 Performance Comments				
				July Complaint received due to grave dressing concerns at the Rasmere cemetery.				No complaints received for quarter two.				

Civic and Community Buildings

To provide buildings for public recreation and leisure

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Number of community halls per ward per annum modified to improve disability ACCESS												
Northen Ward	1	1 hall per ward per annum	Number completed	0	0	0	0	0	0	0	0	0
Eastern Ward	2	1 hall per ward per annum	Number completed	0	0	0	0	0	0	0	0	0
Western Ward	3	1 hall per ward per annum	Number completed	0	0	0	0	0	0	0	0	0
All Civic and Community buildings are safe for Community use and meet all statutory legislation levels	Achieved - All 18 Council buildings have current BWOF certificates	All halls have appropriate certificates including BWOF for those that require them	Number uncertified	1	0	0	1	0	0	0	0	84.4%
				Q1 Performance Comments				Q2 Performance Comments				
				July - 1/18 building uncertified which was FNDC Headquarters in Kaitake.				All buildings are now compliant.				

Housing for the Elderly

To provide housing for the elderly that is affordable, safe, well maintained, and strategically located

To provide housing for the elderly that is safe, secure, comfortable, well maintained, and strategically located.												
Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Occupancy of available units	97.0%	95.0%	Occupied Units	135	136	139	410	136	135	139	410	93.0%
			Total Units	147	147	147	441	147	147	147	441	
			%	91.8%	92.5%	94.6%	93.0%	92.5%	91.8%	94.6%	93.0%	
			Q1 Performance Comments				Q2 Performance Comments					
			Vacant units undergoing refurbishment				Slow progress on unit refurbishment due to contractor availability. Priority was given to urgent remedial requests.					
Percentage of faults responded within: Emergency - 12 hours	92.1	100.0%	No. responded within timeframe	2	4	4	10	8	7	8	23	100.0%
			Total incidences	2	4	4	10	8	7	8	23	
			%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Percentage of faults responded within: Urgent - 2 days	73.3%	100.0%	No. responded within timeframe	7	8	8	23	19	12	11	42	81.6%
			Total incidences	7	8	8	23	22	13	12	47	
			%	100.0%	100.0%	100.0%	100.0%	86.4%	92.3%	91.7%	89.4%	
Percentage of faults responded within: Non Urgent - 7 days	87.3%	99.5%	No. responded within timeframe	28	26	23	77	13	20	18	51	84.1%
			Total incidences	30	30	24	83	24	24	20	68	
			%	93.3%	86.6%	95.8%	92.2%	54.2%	83.3%	90.0%	75.0%	
			Q1 Performance Comments				Q2 Performance Comments					
			Target being met due to the availability of a variety of contractors with the ability to respond within tight timeframes.				Lack of contractor availability leading into the holiday closedown period.					

Public Toilets

Council will provide well maintained and accessible public toilets in high use areas

Council will provide well-maintained and accessible public toilets in high-use areas.												
Performance Measure	2019/20 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Increase the number of public toilets with disabled access per annum in line with facility renewal/upgrades	5 Completed	2	Number completed	0	0	0	0	0	0	2	2	2
			Q1 Performance Comments				Q2 Performance Comments					
			No public toilets were upgraded during this quarter.				Krome Park and Cheesemal toilets were both completed in December 2019					
Ensure that public toilets are maintained to an acceptable standard as per contract	72.2%	92%	Number of audits met	3	5	3	11	2	2	2	6	81.0%
			Total number of audits	6	5	4	15	2	2	2	6	
				50.0%	100.0%	75.0%	73.3%	100.0%	100.0%	100.0%	100.0%	
			Q1 Performance Comments				Q2 Performance Comments					
			September audits did not meet requirements due to cleanliness issues.				Public toilets maintained to an acceptable standard					

Car Parks

Council will provide well maintained public car parks

Performance Measure	2019/20 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Provide additional disability parking spaces in each ward												
Northern Ward	3 additional parking spaces	2 per annum	Number completed	0	0	0	0	0	0	0	0	0
Eastern Ward	2 additional parking spaces	2 per annum	Number completed	0	0	0	0	0	0	0	0	0
Western Ward	0 additional parking spaces	2 per annum	Number completed	0	0	0	0	0	0	0	0	0
				Q1 Performance Comments				Q2 Performance Comments				
				No disability parking spaces were added during this quarter.				No disability parking spaces were added during this quarter, however, all necessary approvals have been obtained and a work programme is currently being put together to provide several new disability parks in townships around the district.				

Customer Services

Council provides the right services, in the right places, to the agreed standard

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Percentage of abandoned calls (Contact Centre)	20.8%	7%	Abandoned calls	1,417	1,171	1,149	3,738	1522	1129	877	3,528	18.2%
			Total calls received	8,678	8,913	7,398	24,985	7792	7572	5277	20,641	
			Percentage %	16.3%	14.8%	15.5%	15.3%	19.5%	14.9%	16.6%	17.1%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			A solid start to the new year in comparison with last year's fourth quarter result, effort is being implemented to improve the abandoned call rate.				2nd quarter results are disappointing, further planning is required to backfill in this area when we become aware of unforeseen circumstances.					
Percentage of Ask Us emails processed within 5 working days	100%	>100%	Processed within 5 days	1,846	738	1,839	4,423	1,724	1,979	1,403	5,106	100.0%
			Total emails received	1,846	738	1,839	4,423	1,724	1,979	1,403	5,106	
			Percentage %	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			Pleasing results.				Pleasing results.					
Service Centre users' satisfaction	98.80%	99.8	User satisfaction 2019/20	96.0%	95.0%	96.0%	95.7%	97.4%	97.0%	99.0%	97.8%	98.7%
			User satisfaction 2018/19	96.5%	96.9%	97.5%	96.8%	98%	98%	100%	97.0%	
			Percentage change %	-0.5%	-1.8%	-1.5%	-1.2%	1.1%	1.1%	-1.0%	0.8%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			Minimal variation between this and last year Quarter 1				Minimal variation between this and last year Quarter 2					

i-SITEs

To provide booking and information services through the District's Information Centres, influencing visitors to stay longer and spend more

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Number of visitor bookings through the information centres will show an increase each year	14.2%	21% increase on previous year	Visitor bookings 2019/20	2,947	2,587	2,741	8,275	5,738	5,988	8,098	20,898	1%
			Visitor bookings 2018/19	2,971	2,798	3,149	8,918	4,554	6,564	7,505	18,921	
			Percentage change %	-0.8%	-7.5%	-13.0%	-7.2%	26.0%	-14.4%	15.9%	9.2%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			This time last year, Northland Inc. ran an international promotion which resulted in more visitors to Northland. No marketing of this type has occurred this quarter so a decrease in visitor bookings has resulted.				Bookings have been steady. The dip in November primarily due to a cruise ship unable to uplift and disembark off the vessel in November and other cruises being cancelled.					
Increase net profit on retail sales by 1.5% per year (profit increase on previous year)	1.8%	Retail sales net profit 41% increase on previous year	Percent net profit 2019/20	46.6%	43.9%	42.7%	43.9%	40.7%	40.6%	44.4%	43.4%	1.7%
			Percent net profit 2018/19	41.4%	43.5%	36.9%	40.6%	44.8%	41.1%	42.0%	42.3%	
			Change in percent net profit	3.6%	0.3%	5.6%	3.3%	-3.9%	-0.5%	2.4%	0.1%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			An increase compared to this time last year.				Retail sales are starting to pick up. Pahi is doing well. Karaka and Opononi are flat but we envisage an increase as visitor numbers increase.					
Customer/Visitor satisfaction	164.2%	21% increase on previous year	Visitor satisfaction 2019/20	100	100	100	100	95	99	99	99	1.6%
			Visitor satisfaction 2018/19	93	97	99	96	99	100	100	100	
			Percentage change %	8.7%	3.1%	1.0%	4.2%	-1.0%	-1.0%	-1.0%	-1.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			Increase in the number of survey returns for the quarter. The responses continue to be very positive.				Positive results for the i-SITES.					

Libraries

To provide quality library services for the benefit of all of the community

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Customer/Visitor satisfaction	94.30%	2 to previous year	Visitor satisfaction 2018/20	94.0%	94.8%	94.1%	94.2%	95.8%	95.8%	92.9%	95.5%	93.9%
			Q1 Performance Comments:				Q2 Performance Comments:					
			The number of surveys returned from library customers has plateaued. However, the responses received continue to be positive, with a high level of customer satisfaction towards staffing, collections and services provided.				Customer response to libraries as reported through surveys remains positive.					
Increase the percentage of online library service use	8.4% increase	21% increase on previous year	Online hits 2018/20	38,237	35,940	35,448	109,531	37,651	40,624	34,546	112,821	17.9%
			Online hits 2018/19	31,961	31,185	30,831	93,797	81,880	81,824	81,987	94,781	
			Percentage change %	19.7%	15.0%	15.7%	16.8%	20.1%	27.7%	9.3%	18.0%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			This KPI has changed to capture the checkouts of eBooks, eAudiobooks and eMagazines only. This reflects the rate content is being meaningfully accessed outside the library walls.				New eCollections have increased the range and breadth of content available to customers, who are responding through increased use.					
Increase the total library membership relevant to the population of the District	42.50%	2 to previous year	Membership numbers	28,103	28,320	25,235	27,221	25982	25535	25960	25,526	41.7%
			District population	68,200	68,200	68,200	68,200	68,200	68,200	68,200	68,200	
			Percentage %	44.3%	44.9%	39.9%	43.1%	40.2%	40.4%	40.9%	40%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			The reduced number of registered members in September is due to a database cleanup in preparation for a move to a new library system later this financial year. We have deleted 3,240 non-active borrowers who haven't used the library since 2011. Steady growth in membership is occurring, but won't be seen in real terms in this reporting until the next financial year.				Membership continues to trend upwards. The comparison with the previous year appears low, but this is due to deletion of non-active membership records.					

Environmental Management

Animal Control

To ensure animal related activities are managed in accordance with legislative requirements

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %			
Respond to reported incidents by contacting customer and arranging next steps within the following timeframes:															
Urgent within 2 hours	51.1%	991%	No. responded within timeframe	50	54	45	195	32	40	23	95	82.8%			
			Total incidences	63	55	49	167	38	40	29	103				
			%	88.5%	98.2%	91.8%	92.8%	84.2%	100.0%	92.0%	92.2%				
Non-urgent within 10 days	88.80%	991%	No. responded within timeframe	392	300	230	922	246	217	143	606	84.1%			
			Total incidences	403	320	245	966	273	228	154	655				
			%	97.3%	93.8%	93.9%	95.2%	90.1%	95.2%	92.9%	92.5%				
							Q1 Performance Comments:				Q2 Performance Comments:				
							The introduction of standard operating procedures and accurate reporting has seen the team exceed the KPI target.				Streamlining processes has improved performance measures for response times.				

Environmental Health

To monitor food premises in accordance with the requirements of the Food Act, 2014.

To monitor food premises in accordance with the requirements of the Food Act, 2014.												
Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Food Control Plan and National Programme audits completed as scheduled	93%	90% of all food control plans and national programs assessed	No. completed as scheduled	38	57	48	141	43	28	14	85	80.1%
			Total scheduled	48	63	63	174	45	36	27	108	
			%	79.2%	90.5%	76.2%	81.0%	95.6%	77.8%	51.9%	78.7%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			The volume of verifications has almost doubled compared to last year . The Quality Management System (QMS) has recently been externally audited with FNDC being recognised as an accredited verification agency.				The focus through November / December was on alcohol licensing throughout the busy festive season. The focus in January and February will be on food verifications.					

Monitoring and Enforcement

To ensure compliance with Resource Management Act relating to noise pollution

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %		
Respond to noise complaints within the following timeframes:														
In urban areas: 1 hour	78.80%	290% within set timeframe	No. responded within timeframe	82	53	58	193	73	87	106	266	74.6%		
			Total incidences	101	70	81	252	100	110	151	361			
			%	81.2%	75.7%	69.1%	75.8%	73.0%	79.1%	70.2%	73.7%			
In rural areas: 2 hours	74.50%	290% within set timeframe	No. responded within timeframe	3	2	5	10	5	28	19	52	81.7%		
			Total incidences	4	4	5	13	10	32	20	62			
			%	75.0%	50.0%	100.0%	76.9%	50.0%	87.5%	95.0%	83.9%			
			Q1 Performance Comments:						Q2 Performance Comments:					
			The external contractor First Security are responsible for after-hours noise complaints, work continues to lift their response times.						Response times are a reflection of the increase in volume over the festive season. We are continuing to work with First Security to improve performance rates.					

District Licensing

To license and monitor the sale of liquor in accordance with the Sale and Supply of Alcohol Act, 2012.

To license and monitor the sale of liquor in accordance with the Sale and Supply of Alcohol Act, 2012.												
Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
All licensed premises to be visited for Host Responsibility inspections at least once every four years.	22.8%	225% of premises visited annually	No. premises visited	33	35	29	84	22	2	0	24	21.1%
			Total premises	250	250	250	250	238	238	238	238	
			%	9.2%	14.0%	10.4%	33.6%	9.2%	0.8%	0.0%	10.1%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			The completed process renovation has resulted in clearer communication, greater levels of service delivery and transformational change in the number of host responsibility inspections carried out during the first quarter.				Host Responsibility visits was a priority during the month of October. In November and December the volume of Special licence applications increased for festive season events. Attending to these applications became a priority for the team. The focus on Host Responsibility visits into 2020 will continue to reflect positive results.					

Resource Consent Management

To administer and enforce the Resource Management Act 1991

Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Respond to compliance incidents within 10 working days	74%	≥92%	No. responded within timeframe	21	11	11	43	13	12	8	34	73.6%
			Total incidences	25	15	17	57	21	14	14	49	
			%	84.0%	73.3%	64.7%	75.4%	61.9%	85.7%	64.3%	69.4%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			Council responsiveness has improved 20% whilst the number of incidences has also increased 25% from this time last year.				Response times for Monitoring Officers has improved but continues to be a challenge. A business improvement project to streamline the resource consents process is underway.					
Process applications made under the Resource Management Act 1991 within statutory timeframes	57%	≥95%	No. processed within timeframe	85	63	82	230	73	58	58	185	82.7%
			Total applications	145	119	131	395	105	82	80	267	
			%	58.6%	52.9%	62.6%	58.2%	69.5%	68.3%	70.0%	69.3%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			The number of applications received has more than doubled when compared to the 1st quarter of the previous year. Council's processing times continue to improve with 3.8 decisions issued per day. A current review, including process mapping and improvements to further increase our service delivery will provide further improvements to statutory timeframes. External Consultant/Planners continue to be engaged to assist with the high volumes and complex applications.				The Resource Consents team is currently failing to meet the regulatory timeframes which is negatively impacting on our reputation and budget. These applications attract a financial penalty calculated on the number of working days the consent exceeds regulatory timeline. Work has been completed to identify improvement opportunities. The intended benefits of this initiative are: -Opportunity for the teams to develop/standardise and improve the efficiency (output rate) of their processes -Enhance customer service experience through improved confidence in timely delivery of service					

Building Consent Management

To comply with current legislative requirements with regards to processing building consent applications

Do comply with current legislative requirements with regards to processing building consents applications												
Performance Measure	2018/19 Result	2019/20 Target	Measures	Jul-19	Aug-19	Sep-19	Q1 Total Performance	Oct-19	Nov-19	Dec-19	Q2 Total Performance	YTD %
Process building consents within statutory timeframes	48.8%	≥95%	No. processed within timeframe	122	110	108	340	117	108	98	321	81.1%
			Total applications	149	121	118	388	117	109	98	322	
			%	81.2%	90.9%	91.5%	87.6%	100.0%	98.1%	100.0%	99.7%	
			Q1 Performance Comments:				Q2 Performance Comments:					
			The compliance percentage will increase quarterly. To satisfy IANZ we will need to process 100% of building consents and Business Intelligence will help us to achieve this.				The single non compliant consent was issued in 6 days, but sat in our out system undetected for one month. We have made changes to the objective connect system to stop a repeat of this problem. Business Intelligence shows two over for December but a check of pathways shows both were issued on 20 days and were therefore compliant.					

7.2 BUILDING CONSENT AUTHORITY ACCREDITATION

File Number: A2850421

Author: Trent Blakeman, Manager - Building Services

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To update the Council on the Building Consent Authority's (BCA) progress in removing the General Non-Compliances (GNC's) brought against them in the recent International Accreditation New Zealand (IANZ) Audit.

EXECUTIVE SUMMARY

- This report provides an update on progress toward satisfying the evidence required to remove the General Non-Compliances (GNC's) brought against the Building Consent Authority's (BCA) in the recent International Accreditation New Zealand (IANZ) audit. (October 2019).
- The deadline for providing International Accreditation New Zealand (IANZ) with the evidence is the 14th of February 2020. A total of 23 General Non-Compliances (GNC's) were brought against the Building Consent Authority's (BCA) during audit with 19 of these resolved during Audit, leaving four to be resolved. A work plan was agreed upon with International Accreditation New Zealand (IANZ), which would provide the necessary evidence to clear the General Non-Compliances.
- A total of 11 evidence examples are required to clear the remaining four non-compliances.
- To date 5 examples have been sent to International Accreditation New Zealand (IANZ) for assessment. International Accreditation New Zealand (IANZ) have cleared two examples so far. The remaining evidence is on track to be provided to International Accreditation New Zealand (IANZ) by 14 of February.
- This report was originally to be presented to the Assurance, Risk and Finance Committee at their meeting on 12 February 2020 as a supplementary agenda item. The Assurance, Risk and Finance requested that this item be considered at the Council meeting instead to allow Elected Members and public enough time to read the report.

RECOMMENDATION

That the Council receive and read the report Building Consent Authority Accreditation.

BACKGROUND

Due to non-compliance with our twenty-day time frame the BCA was placed on the Ministry for Business, Innovation and Employment (MBIE) high risk watch list which resulted in pre-Audit visits by MBIE and IANZ to assess our readiness for Audit. This resulted in a work schedule to prepare for Audit. Post Audit there are 4 general non-compliance to clear.

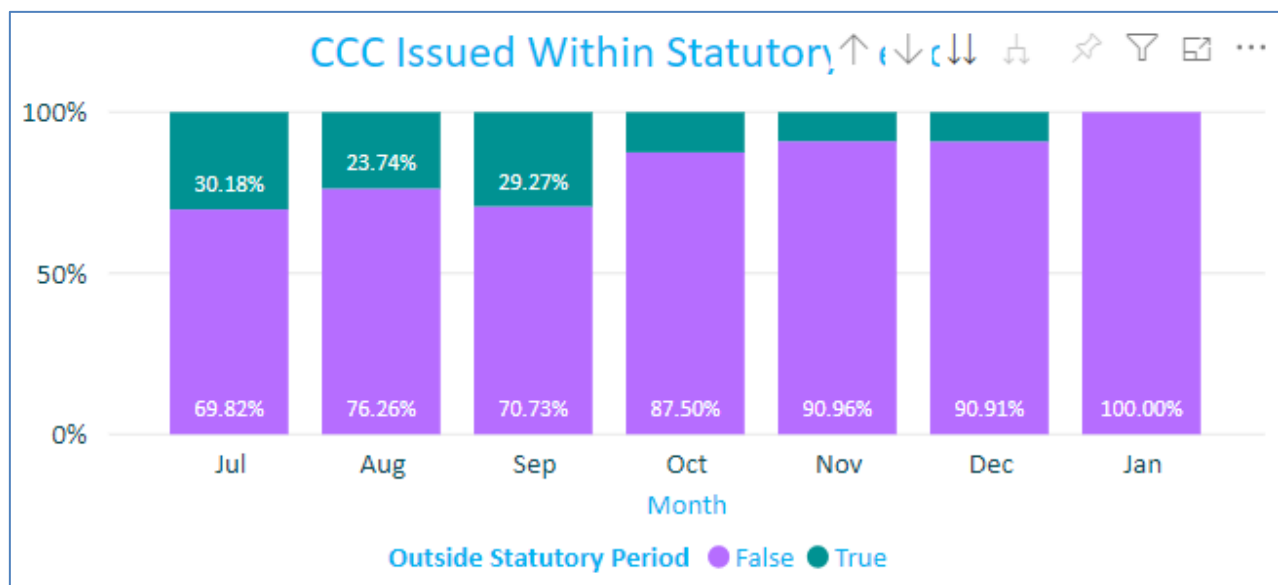
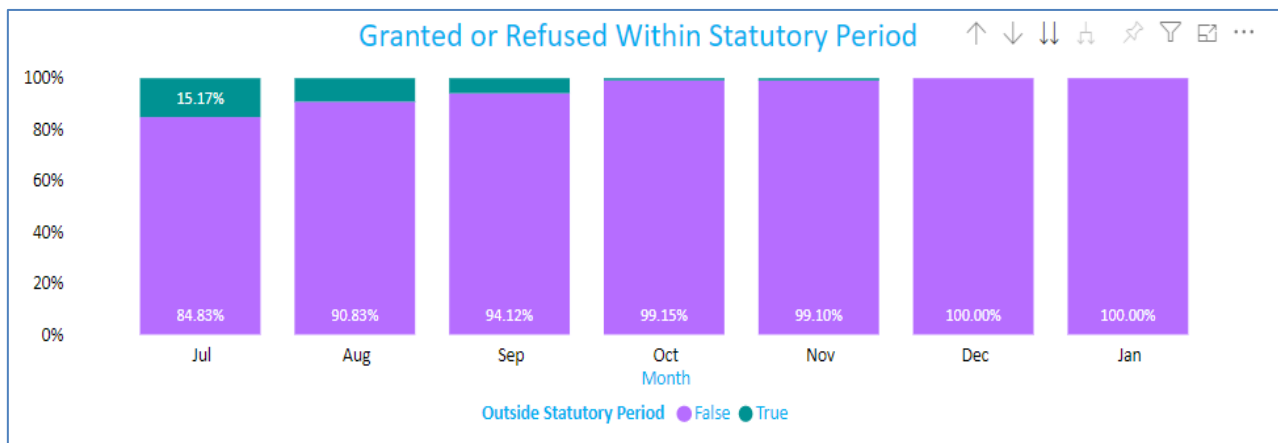
DISCUSSION AND NEXT STEPS

Once the remain evidence examples are provided to IANZ and the outcome of these assessments is known, we will start preparation for the upcoming Audit in October 2020. The next steps for the BCA will be to continue with a higher number of internal audits to ensure all aspects of compliance are met and all training is shown to have taken hold. The BCA must ensure that at a grass roots level that all staff understand how their day to day duties must be carried out and their execution of

these duties form the basis of showing compliance with the 2006 regulations for the next audit and those beyond 2020.

The BCA is currently rebuilding in house capacity, and further work is required on resource modelling to ensure the correct number of staff so delivery of services is completed in a compliant manner. Training will be a big feature of the BCA going forward to ensure the staff have the required level of competence and confidence to provide the service required to the community while achieving compliance with the regulations.

Compliance is currently at 100% for both building consents and code compliance certificates.



A successful audit in October 2020 will result in the BCA returning to a low risk status and two-year cycle for Audits.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications related to this update report.

ATTACHMENTS

Nil

8 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
8.2 - Te Pu o Te Wheke Operational Underwrite	<p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
8.3 - Bay of Islands Sports Field Development - Kerikeri	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would

	persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.4 - CEO KPI Performance Report Quarter 2	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

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