

Strategy, Planning and Development Committee Agenda

Date: Thursday, 20 August, 2020

Time: 9:00 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Cr Shelley Deeming (Chairperson)
Her Worship the Mayor Sheryl Mai
Cr Gavin Benney
Cr Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Tricia Cutforth
Cr Jayne Golightly
Cr Phil Halse
Cr Greg Innes
Cr Greg Martin
Cr Anna Murphy
Cr Carol Peters
Cr Simon Reid

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

| | |
|--|----|
| 1. Declarations of Interest | |
| 2. Apologies | |
| 3. Confirmation of Minutes of Previous Strategy, Planning and Development Committee Meeting | |
| 3.1 Minutes Strategy, Planning and Development Committee 16 July 2020 | 7 |
| 4. Decision Reports | |
| 4.1 New Road Naming Application - Ferguson | 11 |
| 4.2 Whangarei Complete Streets Masterplan and Streetscape Design Manual Endorsement | 19 |
| 5. Information Reports | |
| 5.1 Operational Report - Corporate Group - August 2020 | 23 |
| 5.2 Operational Report - Strategy, Planning and Development August 2020 | 41 |
| 6. Public Excluded Business | |
| 7. Closure of Meeting | |

Recommendations contained in the agenda are not the decisions of the meeting.

Please refer to minutes for resolutions.

Strategy, Planning and Development Committee – Terms of Reference

Membership

Chairperson Councillor Shelley Deeming

Members Her Worship the Mayor Sheryl Mai
 Councillors Gavin Benney, Vince Cocurullo, Nicholas Connop, Ken Couper, Tricia Cutforth, Jayne Golightly, Phil Halse, Greg Innes, Greg Martin, Anna Murphy, Carol Peters, Simon Reid

Meetings Monthly

Quorum 7

Purpose

To oversee planning, monitoring and enforcement activities, and guide the economic and physical development and growth of Whangarei District.

Key responsibilities

- Regulatory and compliance
 - Environmental health
 - General bylaw administration
 - Animal (dog and stock control)
 - Hazardous substances and new organism control
 - Parking enforcement (vehicles registrations and warrant of fitness)
 - Noise control
 - Food Act
 - Land use consents
 - Building Act
- Building Control
 - Property Information and Land Information Memoranda
 - Consents and inspections
- Resource Consents
 - Subdivision, land use and development control
 - Development contributions
- District Plan
 - Plan changes
 - District Plan administration
- Strategic Planning
 - Place based strategies (city centre), functional strategies (climate change)
 - Growth planning

- Urban design
- Reporting strategic trends and analysis
- Economic Development
 - District marketing and promotions
 - Developer engagement
- Commercial Property
- Marinas
- Airport
- Forestry
- Reporting on service delivery, including operational financial performance.
- Reporting on capital projects.
- Operational reporting for the Strategy and Democracy, Planning and Development, and Corporate groups within Council.
- Procurement – general procurement relating to the areas of business of this committee, within delegations.
- Shared Services – investigate opportunities for Shared Services for recommendation to council.
- Council Controlled Organisations (CCOs) – monitoring the financial and non-financial performance of CCOs whose functions would otherwise fall under the scope of this committee. Includes trading CCOs (CCTOs) and those CCOs exempted under the LGA. Responsibilities include:
 - advising on the content of annual Statement of Expectations to CCOs
 - agreement of the Statement of Intent
 - monitoring against the Statement of Intent
 - for exempted CCOs, monitoring and reporting as agreed between Council and the organisation

CCOs accountable to this committee:

- Whangarei District Airport – CCO
- Local Government Funding Agency (LGFA) - CCO

Delegations

- (i) All powers necessary to perform the committee’s responsibilities, including, but not limited to:
 - a) approval of expenditure of less than \$5 million plus GST.
 - b) approval of a submission to an external body
 - c) establishment of working parties or steering groups.

- d) adoption of strategies and policies relating to the key responsibilities of this committee (except for those that cannot be delegated by Council under Clause 32(1)(f) of Schedule 7 of the LGA).
- e) power to establish subcommittees and to delegate their powers to that subcommittee.
- f) the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction (this allows for setting of fees and bylaw making processes up to but not including adoption).
- g) the power to delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002.

Item 3.1
Strategy, Planning and Development Committee Meeting Minutes

Date: Thursday, 16 July, 2020
Time: 9:00 a.m.
Location: Council Chamber
 Forum North, Rust Avenue
 Whangarei

In Attendance
 Cr Shelley Deeming (Chairperson)
 Cr Gavin Benney
 Cr Vince Cocurullo
 Cr Nicholas Connop
 Cr Ken Couper
 Cr Tricia Cutforth
 Cr Jayne Golightly
 Cr Phil Halse
 Cr Anna Murphy
 Cr Carol Peters
 Cr Simon Reid

Not in Attendance
 Her Worship the Mayor Sheryl Mai
 Cr Greg Innes
 Cr Greg Martin

Scribe N. Pestana (Team Leader, Democracy)

1. Declarations of Interest

There were no declarations of interest.

2. Apologies

Her Worship the Mayor, Crs Greg Martin and Greg Innes.

Moved By Cr Vince Cocurullo

Seconded By Cr Nicholas Connop

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Strategy, Planning and Development Committee Meeting

3.1 Minutes Strategy, Planning and Development Committee 18 June 2020

Moved By Cr Carol Peters

Seconded By Cr Phil Halse

That the minutes of the Strategy, Planning and Development Committee held on Thursday 18 June 2020 having being circulated, be taken as read and now confirmed as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports

4.1 New Road Name Application - Herman

Moved By Cr Gavin Benney

Seconded By Cr Vince Cocurullo

That the Strategy, Planning and Development Committee

1. Approve the name of the private accessway off Millington Road as Bob Herman Lane.

Carried

4.2 New Road Naming Application - Westpoint Landholdings Ltd

Moved By Cr Vince Cocurullo

Seconded By Cr Nicholas Connop

That the Strategy, Planning and Development Committee:

1. Approve the name of the private access (ROW B) off Kioreroa Road as Radiata Grove
2. Approve the name of the private access (ROW N) off Kioreroa Road as Reservoir Rise

Carried

4.3 Local Government Funding Agency - 2020-21 Statement of Intent

Moved By Cr Tricia Cutforth

Seconded By Cr Gavin Benney

That the Strategy, Planning and Development Committee agrees to the Local Government Funding Agency 2020-21 Statement of Intent.

Carried

4.4 Statement of Proposal for review of Dangerous affected and Insanitary Buildings Policy

Moved By Cr Carol Peters

Seconded By Cr Tricia Cutforth

That the Strategy, Planning and Development Committee:

1. Adopts the statement of proposal and draft Dangerous, Affected and Insanitary Buildings Policy which is subject to the Special Consultative Procedure Process under the Local Government Act 2002.
2. Resolves to seek public submissions on the proposal between 20 July 2020, and 20 August 2020, in accordance with the Special Consultative Procedure process.
3. Authorises the Chief Executive to make any necessary drafting, typographical or presentation corrections to the attached supporting documents prior to consultation.

Carried

5. Information Reports

5.1 Camping in Public Places End of Season Report 2019 2020

Moved By Cr Vince Cocurullo

Seconded By Cr Jayne Golightly

That the Strategy, Planning and Development Committee notes the report on the outcomes of the camping in public places monitoring and enforcement programme for the 2019/20 summer.

Carried

5.2 Operational Report - Corporate Group - July 2020

Moved By Cr Vince Cocurullo

Seconded By Cr Nicholas Connop

That the Strategy, Planning and Development Committee notes the Corporate Group operational report for July 2020.

Carried

5.3 Operational Report - Strategy, Planning and Development July 2020

Moved By Cr Anna Murphy

Seconded By Cr Vince Cocurullo

That the Strategy, Planning and Development Committee notes the Strategy, Planning and Development Operational report for July 2020

Carried

6. Public Excluded Business

There was no business conducted in public excluded.

7. Closure of Meeting

The meeting concluded at 10.05am.

Confirmed this 20th day of August 2020

Councillor Shelley Deeming (Chairperson)

4.1 New Road Naming Application – Ferguson

Meeting: Strategy, Planning and Development Committee Meeting
Date of meeting: 20 August 2020
Reporting officer: Ricardo Zucchetto – Post Approval Officer – RMA Consents

1 Purpose

To name a private accessway in the Whangarei district to assign unique addresses for properties to be readily locatable by emergency services and service delivery providers.

2 Recommendation:

That the Strategy, Planning and Development Committee:

1. Approve the name of the private accessway off Wellington Place as Couper Rise.

3 Background

A road naming application has been received to satisfy conditions of a subdivision for Ferguson to name a private accessway off Wellington Place, Tutukaka. The proposed name is in accordance with Council's Road Naming Policy. The developer's preferred name of Couper Rise is explained in the attached application and is in recognition of Dr Lindsay Howard Couper (b.1931 d.1994), a medical practitioner for 40 years and accomplished Northland sportsman.

4 Consultation

Consultation has been undertaken between the developer and the four affected property owners that have a vehicle entrance off the private accessway.

Three of the four properties replied to the developer within the expected timeframes (20/07/2020) and all gave 'no preference' to the proposed names.

One of the property owners replied late (31/07/2020) and did not support any name or the 'no preference' options, but rather proposed further names, which were variations on existing road names within the immediate area.

Their comments were:

"More appropriate names would be either to extend the existing Wellington Place on up the road/access or to name the access Wellington Rise. This complies with the History and Noteworthy Persons guidelines in that the former owners of the ENTIRE property/area were the Wellington whanau/hapu. This also complies with the established 'Theme' for this particular area of Whangaumu Bay."

"Another suggestion would be Whangaumu Rise, being that the access/road rises to view Whangaumu Bay in it's (sic) entirety."

These alternative options and names are not in accordance with the Road Naming Policy. Either that the new private right-of-way is not an extension of Wellington Place, or that Wellington and/or Whangaumu are road names used within the immediate area and that

changing the suffix does not constitute a new name. These proposed options would result in associated properties not being assigned a unique address, which is the catalyst for a new road name being required.

It is proposed that the first option put forward by the developer of “Couper Rise” be the approved road name.

5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council’s Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments

- Ferguson – SL1400008 – Road Name Application
- Ferguson – SL1400008 – Location Map (also indicating consultation outcome).

Application for Road Naming

Thank you for making an application to name a proposed road.

Points to remember when making an application

- ❖ Please print clearly to ensure the form is easy to read.
- ❖ We will respond in writing to every application received. Please ensure that you provide appropriate contact details so that our response gets back to you.
- ❖ Your application will not be returned to you once it is lodged with Council. Please keep a copy for your reference.

Important Considerations

- ❖ Please refer to the **Road Naming Policy** and **Road Naming Index** prior to making your application. These documents will be helpful when proposing road names. Both documents can be found on the Council website at www.wdc.govt.nz

How to get this application to us

Mail to: Attn: Administration Team Leader – Resource Consents
 Whangarei District Council
 Private Bag 9023
 WHANGAREI 0148

Fax to: 09 438 7632

Email to: mailroom@wdc.govt.nz

Applicant Details

First name(s) Peter

Last name Ferguson

Postal address P O Box 56284, Dominion Road,
Auckland 1446

Best day-time phone number 021 942493 Mobile 021 942493

Email _____

Resource Consent Details

Resource Consent application number SL 1400008 P110125

Agent Details

Name of Agent N/a Agent ref _____

Agent postal address _____

Best day-time phone number _____ Mobile _____

Email _____

Ricardo Zucchetto

Subject: FW: Proposed Road Naming - SL !400008 - Peter Ferguson - Updated Applicaton

Dear Riccardo

I have spent some time endeavouring to find out further information relating to the backgrounds of Dr Couper and Mr Brake to include on the road naming form. Although I have spoken to relatives of both persons, I have had very little success and I am not in a position to present a submission in the detailed form of the example which you kindly provided to me . I am now concerned that the time is fast approaching for the satisfaction of those conditions which have to be satisfied by 5 September 2020. I therefore wish to proceed on the basis of the information already provided (updated slightly) as follows:

1. Couper Rise

The land being subdivided has been in the Couper family for 40 years. Dr Couper, (now deceased), was a Whangarei medical practitioner for more than 40 years. He was an accomplished sportsman who represented Northland in rugby, golf, tennis and squash.

2. Brake Rise

Mr LJ Brake was on the Whangarei Borough Council for a number of years commencing in the 1920s and was Mayor of Whangarei from 1927 to 1929. He was also involved in the formation of the North Auckland Rugby Union in 1920. Dr Couper's wife, Shirley Couper, was the youngest daughter of Mr Brake.

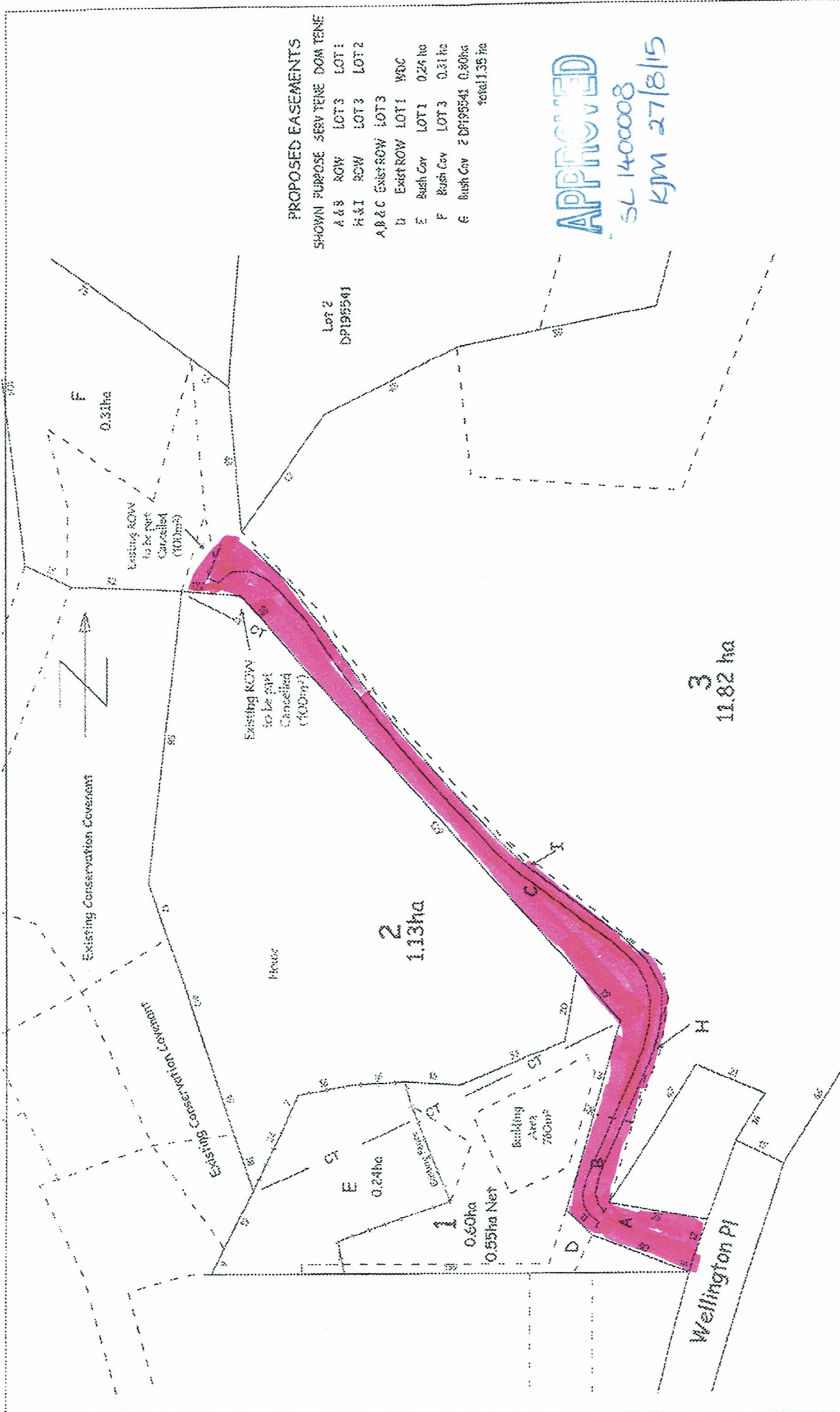
3. Kainga Kodessa Rise

This name Includes a portion of each of the names of Dr and Mrs Couper's great-grandchildren Koda and Odessa who were born on the land.

Should you require any further information please do not hesitate to contact me.

Thank you for your assistance in this matter.

Kind regards
Peter Ferguson



PROPOSED EASEMENTS

| SHOWN | PURPOSE | SECT | TENE | DOM | TENE |
|----------|-----------|------------|---------|-------|---------|
| A & B | ROW | LOT 3 | LOT 1 | | |
| H & I | ROW | LOT 3 | LOT 2 | | |
| A, B & C | Exist ROW | LOTS | | | |
| D | Exist ROW | LOT 1 | WDC | | |
| E | Bush Cov | LOT 1 | 0.24 ha | | |
| F | Bush Cov | LOT 3 | 0.31 ha | | |
| G | Bush Cov | 2 DP195541 | 0.80ha | | |
| | | | | total | 1.35 ha |

APPROVED
 SL 1400008
 KJM 27/8/15

Comprised in: CT 94590 & 12387865

Area: 12.5560 Ha

This is a Concept Plan. Areas and dimensions are approximate only and are subject to final survey. Consult Beasley & Burgess Surveyors before entering into a sale & purchase agreement using this plan.

| | |
|------------|--------------------------|
| Date: | Wed Oct 09 17:06:39 2013 |
| A3 Scale: | 1:1000 |
| Revisions: | FOR RC APPROVAL |
| Ref: | C 1932 / 2 of 2 |

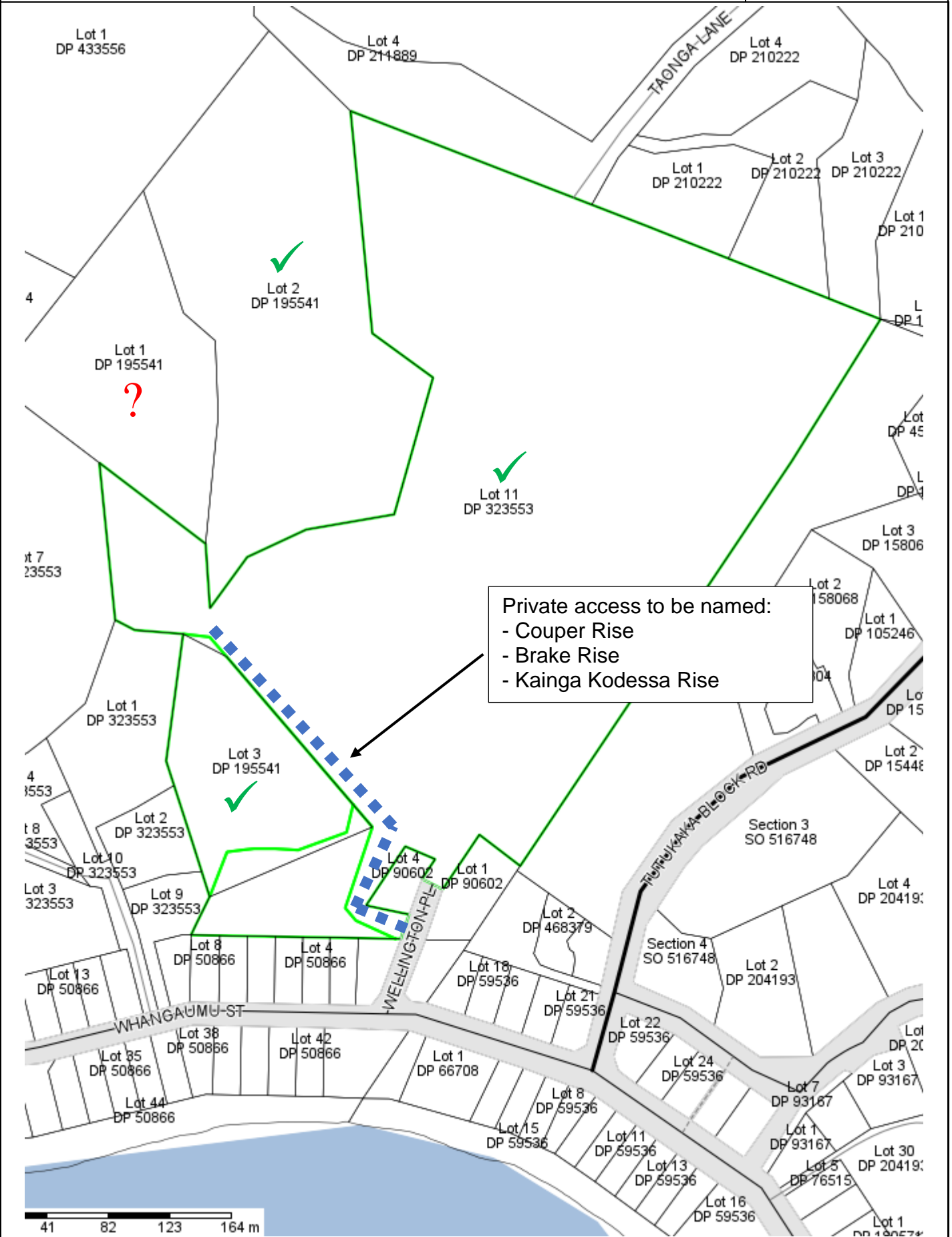
PROPOSED SUBDIVISION OF LOT 3 DP 195541 & LOT 11 DP 323553 AT WELLINGTON PLACE, WHANGAUMU BAY

BEASLEY & BURGESS SURVEYORS
 102 Western Hills Dr., PO Box 3048, WHANGAREI
 Ph 09-437 6912 Mobile 021 224 5811

For: P FERGUSON

Ferguson – SL140008 – Location Map & Consultation

New private accesses off Wellington Place, Tutukaka



4.2 Whangarei Complete Streets Masterplan & Streetscape Design Manual Endorsement

Meeting: Strategy, Planning and Development Committee
Date of meeting: 20 August 2020
Reporting officer: Sonya Seutter (Senior Strategic Planner)

1 Purpose

To endorse the Whangarei Complete Streets Masterplan & Streetscape Design Manual as a flexible framework and vision for future improvement / revitalisation of the City Centre.

2 Recommendations

That the Strategy, Planning and Development Committee:

- a) Notes that the Whangarei Complete Streets Masterplan & Streetscape Design Manual provides a 30 year vision that will respond to development and change.
- b) Endorses the Whangarei Complete Streets Masterplan & Streetscape Design Manual as a working blueprint for the revitalization of public streets and places in the central city.
- c) Endorses consideration of projects providing for cycling and walking connections, and potential improvements to John and James streets, through the 2021 – 2031 Long Term Plan process.
- d) Notes that public consultation will be undertaken on projects and funding prioritised for inclusion in the 2021 – 2031 Long Term Plan.

3 Background

The Masterplan builds on the strategic direction set by Council through the City Centre Plan and City Core Precinct Plan to provide a 30 year vision for the revitalization of public streets and places in our central city.

The design manual within the plan is a detailed technical/operational document for street furniture and materials infrastructure which will establish 'treatments' based on the classification of street.

In adopting the City Centre Plan (December 2017) and City Core Precinct Plan (May 2019) Council set strategic direction around:

- **Pedestrians – safe and connected, better pedestrian crossings** (Whangarei City Centre Plan, pages 14-15 and Movement Network Transformational Move, pages 22-24)
- **Shift from at grade parking to parking buildings** (City Core Precinct Plan, pages 62-64)
- **Improved design and activation – i.e. ground floor activities, markets, tactical urbanism** (Whangarei City Centre Plan - Quality Design Transformational Move pages 30-32, City Core Precinct Plan Urban Design Driver 4, page 7)
- **Increase accessibility and connections to and around the city core** (City Core Precinct Plan Urban Design Driver 5, page 7)
- **Connecting the waterfront to the city core and vice versa** (City Core Precinct Plan, pages 38-42)
- **Design led approach to these improvements** (City Centre Plan Quality Design Transformational Move, pages 30-32)
- **A Complete Streets Masterplan (review of street parking, movement networks, design palette for streetscape improvements)**

The draft Whangarei Complete Streets Masterplan and Streetscape Design Manual (the Masterplan) was a key action from the City Core Precinct Plan, adopted by Council in 2019 (pages 12-37).

The Masterplan and design manual have been developed in collaboration with our Infrastructure, Transport and Parks teams.

4 Discussion

The Complete Streets Masterplan & Streetscape Design Manual is the culmination of a 14 month process which involved councillors, the Isthmus Group Ltd., Flow Transportation Specialists and Matakohe Architecture and Urbanism Ltd (who led engagement with our hapu partners). In addition to Council Briefings meetings were held with Council's advisory groups and a Business Sector Engagement Workshop was hosted by the Northland Chamber of Commerce.

In addition, the process involved a steering group of key staff and two wider staff workshops, ensuring a collaborative process across our organisation. This organisation wide buy-in is essential for the implementation of the actions in the plan.

The content has been developed to be easy to read and visually appealing. Each street has a full two-page spread illustrating the current state of the street, as well as the future opportunities and outline of the street and the materials used in developing the improved infrastructure. The document allows for businesses, developers and the community to understand how the streets will be redeveloped.

The development of the Masterplan with elected members has generated a number of key issues. It is acknowledged that there may not consensus on some of these issues and that for many the likely mechanism to resolve them will be through inclusion of funding in the 2021 - 2031 Long Term Plan.

The Masterplan will be a framework to inform the detailed design of individual streetscape improvement projects. It is also a tool to assist Council in prioritising investment with the city

centre. With a masterplan in place, this can also support future funding applications and where appropriate NZTA subsidies.

As a framework it can be used to support and inform decision making in the 2021 – 2031 Long Term Plan. In particular through the prioritisation and direction setting phase of the Long Term Plan process in September. Public consultation on any projects and funding identified as priorities will be undertaken through the 2021 – 2031 Long Term Plan process.

4.1 Plan Development

The Masterplan process began 14 months ago. Through this process there have been seven briefings and workshops, as well as updates through operational reports to the Strategy, Planning and Development Committee.

Early briefings provided guidance to staff to proceed with the Masterplan, based on a proposed “Option 4” scenario (along with associated transport modelling).

A Briefing on the 4 December provided an overview of the project to the new Council. The briefing on the 11 December provided more detailed discussion on specific elements of the plan, including parking and options for a Dent St overbridge.

Feedback from Elected Members was incorporated into the next draft of the Masterplan.

On 20 May 2020, elected members were provided a comprehensive overview of the components the Whangarei Complete Streets Masterplan.

A further Briefing was held on 22 July 2020 where issues raised by elected members at the previous Briefing were addressed (including working through the outcomes of traffic modelling). Individual streets included in the draft Plan were then worked through, with feedback sought on priorities for consideration through the upcoming 2021 – 2031 Long Term Plan process.

Feedback provided at the Briefing has been summarized below (extracted from the formal meeting minutes):

In summary it was noted:

- *Elected members expressed a level of comfort with the plan as a flexible blue print, recognising the plan needs to be able to respond to development and change.*
- *We need to nail connectivity, cycleways and shared paths along with maximising parking based on street typology/width (i.e. through detailed design).*
- *Projects that drive connectivity and cycleway linkages came through as a clear priority (Walton Street was discussed as a potential cycleway connection to investigate).*
- *John and James Streets were also supported as potential early priorities.*
- *There were mixed views around the potential for an overbridge at Dent Street.*

In terms of a way forward, it was proposed to seek formal endorsement of the draft plan as a working blueprint and then bring key cycleway / shared path

projects and John and James Streets back to elected members through the LTP process to prioritise alongside other funding priorities.

4.2 Financial/budget considerations

Funding for the implementation of the streets in the Complete Streets Masterplan & Streetscape Design Manual will be worked through with elected members in the development of the 2021 – 2031 Long Term Plan.

4.3 Policy and planning implications

The Complete Streets Masterplan & Streetscape Design Manual is a strategic document. It details how the streets will be redeveloped in the city core through a design-led approach. The aim is to make the city core an attractive place, which is aesthetically functional and enjoyed by all, while managing the network.

The works detailed in this masterplan have a transport model associated with them and will complement the projects outlined in the Transport Strategy. The NTA have been closely involved in the development of this plan.

5 Significance and engagement

Endorsing the Complete Streets Masterplan & Streetscape Design Manual as a strategic document does not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website, council news and Facebook.

Public consultation on any priority projects will be conducted through the 2021 – 31 Long Term Plan process, with the significance of any projects or funding to be included in the plan being considered through that process.

6 Attachments

Whangarei Complete Streets Masterplan & Streetscape Design Manual

5.1 Operational Report – Corporate Group – August 2020

Meeting: Strategy, Planning and Development Committee
Date of meeting: 20 August 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide a brief overview of work across functions and services that the Corporate Group is responsible for.

2 Recommendation

That the Strategy, Planning and Development Committee notes the Corporate Group operational report for August 2020.

3 Background

The Strategy, Planning and Development Committee terms of reference list key responsibilities which include provision of an operational report from the Corporate Group.

This report provides a brief overview of some of the operational highlights across functions and services of the Corporate Group, including comment on some future planned activities.

4 Significance and engagement

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachment

Corporate Group Operational Report – August 2020

Operational Report – Corporate Group – August 2020

Information Communications Technology (ICT)

The ICT department is an enabler to the organisation providing technology project management and maintaining all ICT systems and applications to support business processes.

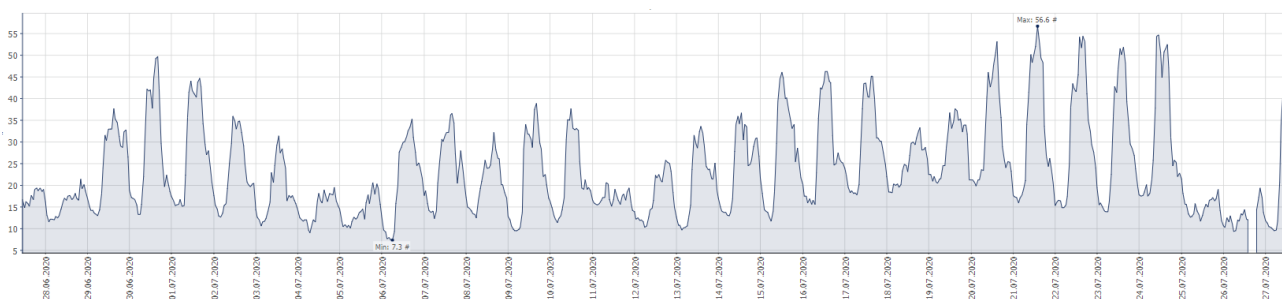
ICT Operations

Regular upgrades of network devices (software and hardware), maintenance of ICT systems and applications, upkeep of ICT infrastructure and security continues to be the main focus of the ICT Operations team.

ICT Operations also has responsibility for directly managing contracts with most vendors and suppliers of technology – such as software licencing, service desk, network links, infrastructure (hardware and software), cloud services and co-ordinating IT systems training. Vendor management meetings and discussions are on-going to ensure levels of service are consistently maintained, if not improved.

An email has been sent to all Team Leaders to get an understanding of the needs/gaps relating to IT systems training. We will collate all information received and establish a plan (with key users) for the deployment of the training required.

The figure below shows the number of staff members remotely connecting to our corporate environment over the last 30 days (28 June – 27 July).



Priority tasks July:

- Security Strategy – Review and update in progress
- Deployment of multi-factor authentication
- Investigate and implement a network event monitoring tool and establish a robust review process
- Domain-based Message Authentication, Reporting, and Conformance – digitally signing emails sent from WDC domain to make it harder for threat actors to conduct phishing attacks that spoof brands and get those messages delivered to inboxes
- Changing our current mobile management software to a more robust one and to allow WDC to be device agnostic
- Reviewing and planning the replacement end-of-life network devices
- Implement comprehensive reporting – i.e. how many personal devices are connected to the WDC network, which devices have not registered on the network for a certain period, active user accounts that have not been used for a certain period

- Deployment of latest Windows Feature upgrade (1909)
- Assisting/supporting the SCADA upgrade project and Lutra implementation
- Technical lead/support for ICT Projects – SIGMA, GIS viewer replacement, Digital Platform
- Investigating IT systems training needs.

ICT Projects

All ICT projects have been progressing during lockdown, albeit with some schedule changes to accommodate collaboration with third parties remotely.

| Project | Description | Current Status | Comment |
|--|--|----------------------|---|
| Technology One Ci to Ci Anywhere (CiA) | Next software upgrade of core Council system | Paused / Slowed down | <p>CiA Project has been slowed, given lack of value proposition following full product visibility prior to UAT 3.</p> <p>Focus is now being placed on areas that will add clear value:</p> <ul style="list-style-type: none"> • CiA Requests Online • CiA Operational dashboards • Third party Building consent system including intuitive user portal. |
| Digital Platform | Review and redevelopment of Council websites | Delayed | <p>The Council and Steering Committee were shown a sample of the new WDC website; the overall feedback was positive. Comms staff are progressing through the web content & accessibility training. The Digital (Comms) team has started review of the pages of new content as they are created. This will be followed up with reviews with the relevant business representative, along with one final review by Digital Team before it is published to the public facing website.</p> |
| Digitisation | Converting physical property files into digital format | Delayed | <p>As part of the Building Initiative the Live File Process was put on hold until the team dealt with the critical priority enhancements as part of the IANZ audit. This is now being progressed.</p> <p>A closure report for Back Scanning is in its final stage and will be sent for review and feedback to the Business Owner.</p> |
| Library Returns Sorter Project | An automatic returns sorter for the Central Library. | In progress | <p>Preferred supplier has been chosen and contracts are being negotiated and worked through.</p> <p>Estimated implementation is 3 months from when order is placed.</p> |
| SIGMA | Asset management migration and upgrade of GIS | Delayed | <p>Due to variations required to initial scope to maintain levels of service, complexity in the data migration process and the unavailability of key business users – the project go-live has now moved from November 2020 to July 2021.</p> |

Finance

Office Premises

Due to the damage caused by the recent flood, the Finance team have been working in various locations throughout WDC offices and/or working from home. With the Annual Report, Audit and the Long Term Plan upon us, we are looking forward to getting the team back into the office to regain the synergies achieved by working together on these key deliverables.

2020-21 Budget

The phasing of the 2020-21 operating budgets and the first round of forecasting will be undertaken during August. Finance will hold a number of workshops to assist budget managers with these tasks. The operational financial result for the two months ending 31 August 2020 will be presented at the September Council meeting.

2019-20 Annual Report

Preparation of the 2019-20 Annual Report is now well underway, as well as the preparation of financial statements for Council Controlled Organisations including Whangarei District Airport, Northland Events Centre Trust and Whangarei Art Museum Trust.

A number of year-end adjustments and reconciliations are being completed in order to provide Council's draft operating result as part of the August 2020 Council meeting.

COVID-19 has resulted in audit delays, added significant complexity, and prioritisation of audit of the financial statements of the Government. This has prompted Government to pass legislation to extend the statutory reporting timeframes for a range of public sector organisations to 31 December.

Regardless of this legislation we will continue to work to our current timeline, as is Audit New Zealand. The final audit is scheduled to begin 17 August.

Any delay in the completion of the 2019-20 Annual Report may impact negatively on other work streams including the Long Term Plan. We will continue to communicate with Audit New Zealand.

2021-31 Long Term Plan

Initial planning and foundation work for the 2021-31 Long Term Plan is underway, with briefings scheduled in August to raise discussion on key financial parameters. Some guidance around these parameters will enable the business to prepare a first draft of the Long Term Plan budget.

CiA Upgrade

Finance staff continue to familiarise themselves with the new system, and provide support and training to the wider organisation for the Purchase to Pay process.

The customisation of dashboards (a new feature of the upgrade) continues. The intention is to introduce this useful tool to department managers to provide them with a 'live' snapshot of their department's spend against budget for the new financial year.

Revenue

July is one of our busiest months. We set the land rates and send the rates notices, process the annual dog registrations and open the rates rebate office.

The flooding in the middle of this, of the Revenue workspace, the rates rebate office and the cashier area needed us to be agile and flexible.

The rates rebate office opening was delayed by just one day, thanks to the Business Support and ICT teams. We relocated the cashiers to the rates rebate office and similarly, only caused one day of disruption to our customers. It has been a challenging period, especially as our customers expect business as usual.

Property, rating and receivable transactions

- The land rates notices were sent at the same time as last year, despite the later date of the rates resolution.
- By the end of the discount period, 11,000 dog registrations have been processed. This is ahead of last year. There are 2,700 dogs that remain unregistered.
- There were 222 property sales this month. This is 72% of last year.

Collection and recovery

- There have been 750 rates rebates processed from 21 to 31 July 2020.
- We continue our debt recovery efforts, sending arrears letters and discussing payment options with ratepayers.
- Land rates arrears at 31 July are \$2.9 million, \$500,000 lower than last month.

Business Support

Information Management (IM)

Policy Refresh

A refresh of information and records management policies is well underway with the new policies expected to be at final draft level by mid-August. The intention once the policies have been approved will be to roll out a series of supporting guidelines and training some of which will be done in collaboration with the legal team to coincide with Privacy Act changes.

New draft policies are:

Information and Records Management (Foundation Policy)

Social Media Records Management

Digitisation of Information

Information and Data Migration

Appraisal Retention and Disposal

DigiHub

Recruitment has been underway during July for further planned resourcing in the DigiHub after approval was given to advertise externally when it became evident there was insufficient interest as part of the internal opportunities portal.

The July 17 flooding had an effect on the DigiHub with some boxes becoming wet as a result. The team also had to be relocated to Walton Plaza for a week while the area was dried and disinfected. While this has been a challenge it has also provided an opportunity on how the workflow could be better structured using an alternative location once we have more resources on board.

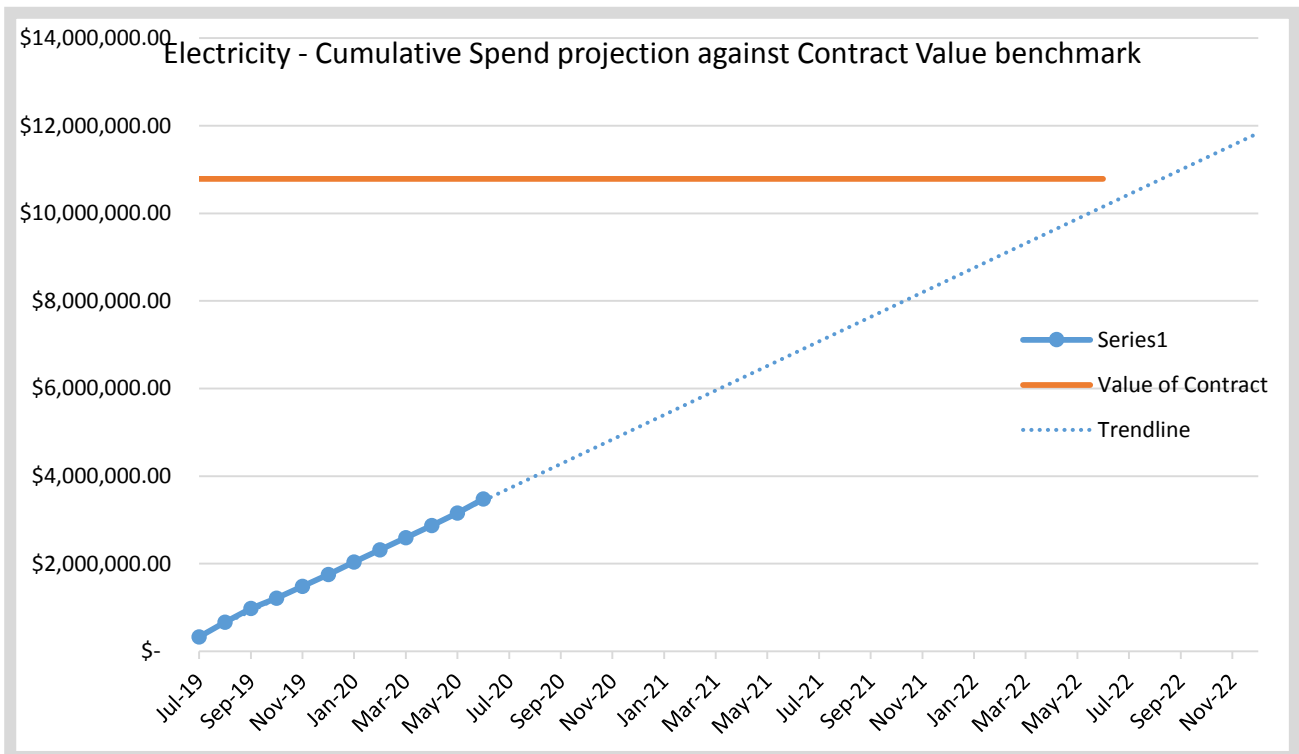
Procurement

Procurement Manual

An agenda item is currently being prepared for approval of the reviewed Procurement Policy. This is the result of substantial work by staff and aligns Council with procurement practice in the Local Government sector, in particular the updated Government Procurement Rules and a relook at sustainability, both social and environmental. This review has been completed in conjunction with writing a new Procurement Process Manual (the Manual) that reflects the principles of the Policy, and the development of templates and checklists that follow the operational processes outlined in the Manual.

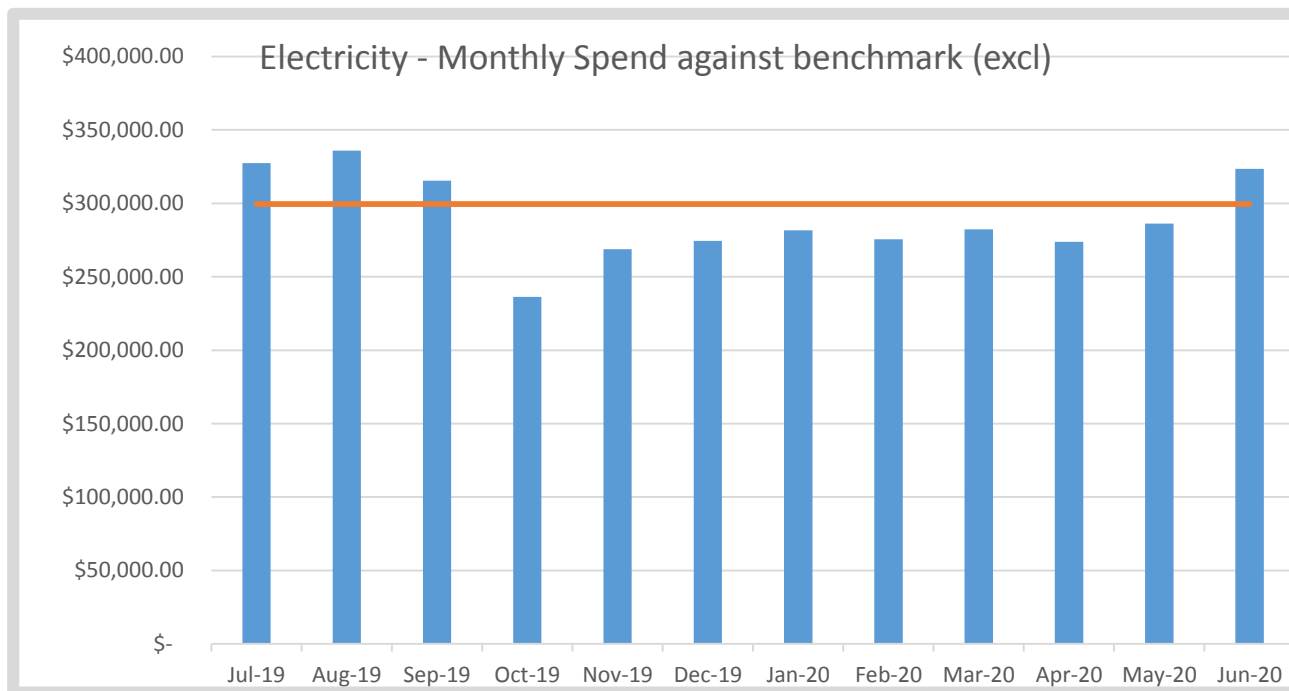
Electricity

The Electricity Supply Contract with Genesis Energy now has the first 12 months of supply information available. This data is charted to monitor spend against expected cost. As shown in the chart below, projected spend is currently within expected cost over the three-year life of the contract.



There was pumping required in the Hikurangi Flood Management Scheme in June due to heavy rain, which is reflected in the June costs (please see below chart). The cost of pumping due to the more recent flood event does not show in this data but will mean a significant spike in the next round of invoices. This is a timely reminder that there are a number of variables that influence spend that are not predictable and cannot be accurately accounted for in advance. These influencing factors include:

- Line charge fluctuations
- Rainfall, weather events and seasonal fluctuations whose effects include:
 - Pumping from rivers in dry years
 - Pumping for the Hikurangi Flood Management Scheme during flood events
 - Additional flow to WWTP in high rain events
- Time of use (TOU) charges
 - What time of day large plant is running at high capacity
 - TOU charges vary between years – prices will trend down in Y2 and Y3.



Procurement

Major work streams in procurement this month have included:

| Service/Good Being Procured | Detail | Procurement Commencement Date | Business Owner | Date Advertised on GETS | Expected End Date |
|-----------------------------|--|---|------------------|---------------------------------|--|
| Civic Centre project | To assist the Civic Centre team with requirements around procurement aspects | External procurement consultant engaged June 2018 | All of Council | 31 Oct 18 | Ongoing involvement through design & construction phases |
| Old Municipal Building | Providing Procurement advice on procurement and purchasing decisions | October 2019 | Community | To be determined | Ongoing |
| EFTPOS | Provision of EFTPOS services to Council | February 2020 | Business Support | Quote requests issued June 2020 | October 2020 |

| Service/Good Being Procured | Detail | Procurement Commencement Date | Business Owner | Date Advertised on GETS | Expected End Date |
|-----------------------------|---|-------------------------------|----------------------|-------------------------|-------------------|
| Big Screen | Big screen for Stadium for Rugby World Cup | June 2020 | Venues and Events | To be determined | To be determined |
| Dent St Developer | Finding a developer for Dent St site owned by Council | June 2020 | District Development | 23 June 2020 | October 2020 |

General procurement support and advice continues to be available across the business and at the weekly Procurement Clinic. Procurement staff also assisted with the Civil Defence initial response for the flood event in July by working at the CDEM over the weekend of the event.

Property – Fleet – Phones – Leases and Licenses

Significant and ongoing work has come as a result of the flooding. Forum North had extensive flooding through the concourse, in Customer Services, Finance, Revenue and Archives. There is additional water damage in a number of offices. Insurance claims have been made and we are overseeing the re-carpeting of all affected areas.

The new solar lighting in the Forum North carpark has been effective although there have been two incidents with the poles. Measures have been taken to prevent further incidents occurring.

A review has been undertaken with our Security Contract to ensure more transparent invoicing. This coincided with a review of the scope of the contract due to changes in business requirements e.g. Parking meter changes, static guards at Forum North. We are currently working through numbers but it is very likely we will need to discuss increasing the budget provision for this contract to see us through to the end of it in June 2022. A paper will be prepared for Council to discuss this in due course

Our cleaning contract continues to operate smoothly with no issues to report. Our cleaners were outstanding in their responsiveness to the flooding and the subsequent clean-up that was required.

Two new Hybrid Rav 4s have been added to the fleet. These additions bring us closer to achieving a more sustainable and environmentally friendly pool of vehicles.

Business Support Projects (Updates, Delays or Deferrals)

| Project | Current Status | Comment |
|-----------------------------|----------------|--|
| Information Management Plan | Delayed | Options analysis for archives exit is in final draft stages. Policy development underway. |

Communications

Digital Platform project

The focus of the project this month remains on the migration of content to the new site. Good progress is being made with re-writing and review of content. In August we will start the process of signing off content with Council subject matter experts.

Media

Media issues of note during the month included:

- \$100M fund for Kaipara Harbour clean-up
- Government funding for infrastructure projects
- Puriri Park submissions yet to be heard by Parliamentary Select Committee
- Report opposes moving port north
- \$6M Government funding for predator free project at Whangarei Heads
- Council looking for options for permanent vehicle dwellers
- Resource consent ready to be lodged for Riverside Drive hotel and entertainment centre
- Recent rain fills Whau Valley dam
- Hapu on WDC governance group want more say in Council decisions
- Northland storm damage, Storm detention dam spares CBD from more flooding during storm
- RSA buildings to be demolished in September to make way for new Civic Centre
- Apprentices to work on new civic building
- Whangarei Airport forecast to lose more than \$900,000 due to Covid-19 travel restrictions
- Hikurangi swamp rates unchanged this year due to farmers' financial hardship.

Communications projects

A summary of campaigns of note include:

| Campaign | Comment |
|--|--|
| July 17-18 weather event | The Communications Team provided regular Facebook and website updates as well as media releases throughout the event showing road and services closures and important public information notices. Once the immediate danger posed by flooding and slips was over the focus of our communications switched to a water saving campaign asking the public to reduce water use while stocks of clean water were being refilled. |
| Civic Centre Project | Ongoing internal and external communications. This month, we sent out a press release on the NorthTec partnership programme, delivered more than 600 info flyers to local (site-adjacent) residents and businesses, with an invitation to a demolition/construction info evening, posted updates on social media, and assisted with the Mayor's Column (Civic Centre Project topic). Internally, Alan Adcock presented an update on the Project at the All Staff, we've posted Project news in Kete and updates in Spy Hopper. |
| Speed Limit Bylaws Consultation: Round two | Developed communications collateral in preparation for consultation in October (subject to adoption). |

Social media

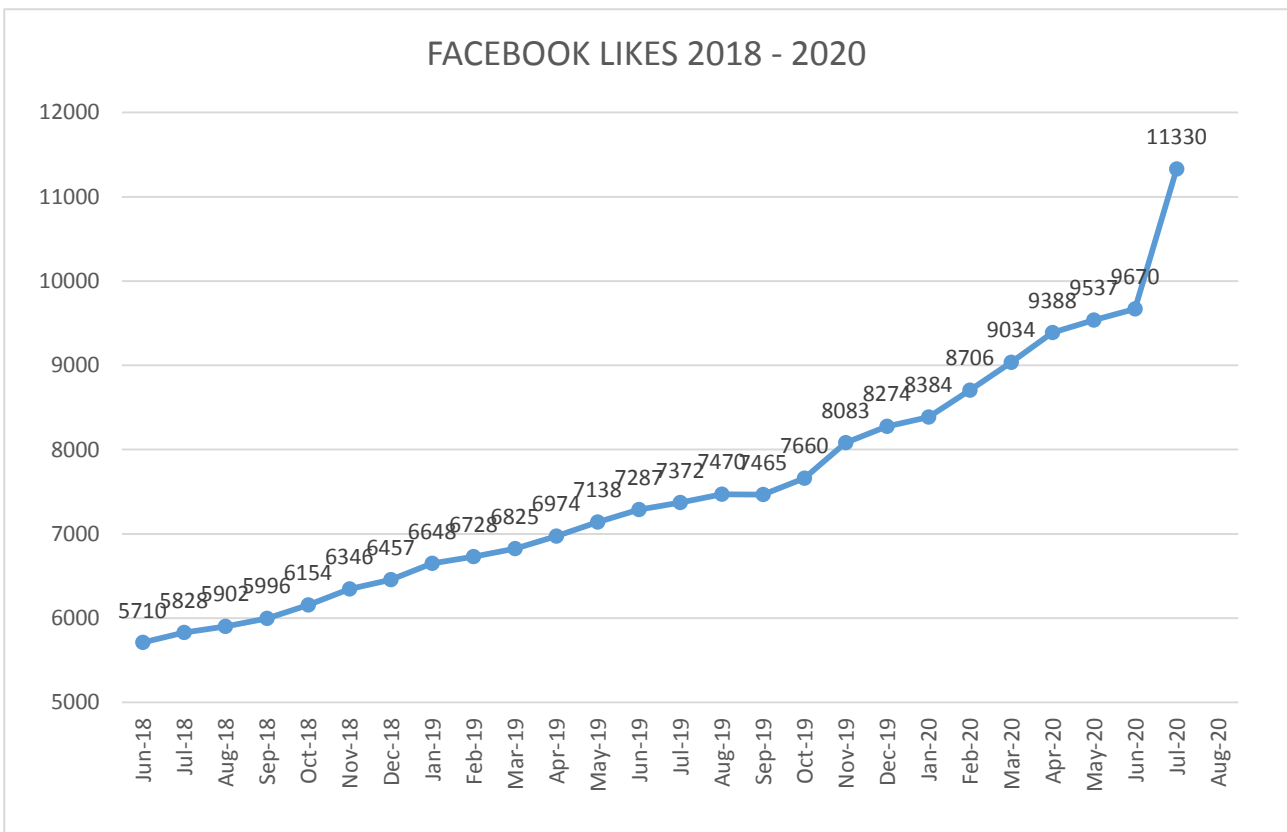
This was an extraordinary month for our Facebook channel, which also had high performing posts about the Town Basin Playground, the Millennium hand-prints, the new Pohe Island skatepark, the filling of the Whau Valley Dam, and the Pohutukawa Coast tree give-away.

The top three highest posts reach on Facebook in July 2020 – refer to Appendix 1 for details.

| Topic | Engagement |
|---|--|
| Urgent water message (storm impact) | <ul style="list-style-type: none"> 128,000 reach 18,715 clicks/comments/likes/shares. |
| Immediate storm impact (live updates in text) | <ul style="list-style-type: none"> 115,599 reach 19,253 clicks/comments/likes/shares. |
| Water Treatment Plant video | <ul style="list-style-type: none"> 65,331 reach incl 42,000 3-second views 10,846 direct engagements (clicks) Average view-time 33s |

Facebook audience/followers

At the time of this report the page has 11,330 Likes, reflecting growth of nearly 2000 in the last month. This is by far our largest increase ever, although there is a chance it may not sustain.



Website

Top 5 pages visited

| June 2020 | July 2020 |
|---|---|
| <ul style="list-style-type: none"> • Water storage (dam levels) | <ul style="list-style-type: none"> • Storm Impact – newsroom story |
| <ul style="list-style-type: none"> • GIS maps | <ul style="list-style-type: none"> • Water storage |
| <ul style="list-style-type: none"> • Pay online | <ul style="list-style-type: none"> • GIS maps |
| <ul style="list-style-type: none"> • Dog registrations (new) | <ul style="list-style-type: none"> • Pay online |
| <ul style="list-style-type: none"> • Contact us | <ul style="list-style-type: none"> • Civil Defence |
| <p>Notable:</p> <ul style="list-style-type: none"> • Sportsgrounds page popular with people looking for info about closures (through a link on that page) • Rubbish disposal (transfer stations) page popular | <p>Notable:</p> <ul style="list-style-type: none"> • Water (menu page) • Dog registration |

People and Capability

COVID-19

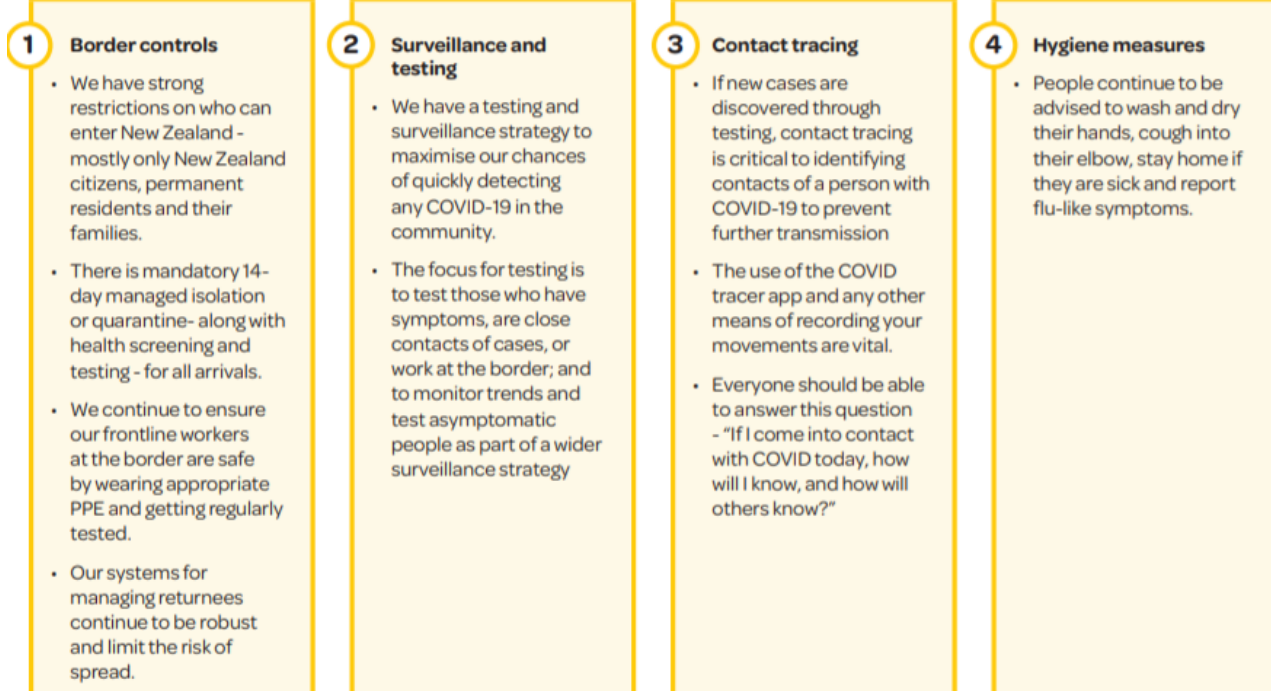
We have moved from keeping a watching brief on matters relating to the worldwide pandemic to reviewing and implementing level 2 practices and preparation for a move to alert level 3. The cross organisation Covid Watch Team meets daily to provide ongoing support across the organisation. This is the link to the most recent requirements for alert level 2 <https://covid19.govt.nz/covid-19/restrictions/alert-level-2/>

From a business continuity perspective, we are mobilising staff who had previously been office based to make any future remote working seamless. From a health and safety perspective *Stamp it out* is the new campaign recently launched by the government <https://covid19.govt.nz/assets/resources/legislation-and-key-documents/Stamp-it-Out-one-pager.pdf>

July 2020

- COVID-19 is exploding outside our borders with the number of cases growing every day.
- Other countries that had the virus under control are now seeing further community outbreaks.
- Our border facilities and testing regime have served us well so far but there is limited room for error.
- Even with the best precautions possible the chances of new cases in the community are high.
- We need to prepare now for that eventuality and have a plan ready. No-one wants to go backwards but the reality is our fight against the virus is not over and we must have a plan at the ready to protect our current position if it comes back.

Our approach to reducing the chance of a new outbreak is based on four pillars



Health and Safety

Safeplus Assessment


We have been preparing for our Safeplus assessment early in August. Mike Cosman from Cosman Parkes Ltd is a nationally recognised expert in health and safety will be undertaking the Safeplus

assessment with us. This is the nearest thing we have to the old ACC Health and Safety audits we used to go through, which are no longer provided by ACC. Mike will be visiting some of the sites and talking with staff and contractors along with Rob, the Mayor, some of the elected members and senior leaders and others based in the office.

Appendix 1

Social media (top performing posts)

Post

 **Whangarei District Council** Published by Craig Neilson 171 · 18 July · 🌐

UPDATE: We have two of our three water treatment plants at least partially operational. We are able to produce up to 80% of the water normally needed for the city.


TODAY please aim to reduce your water use by 50% of normal to allow reservoir stocks to recover. If you can save more than half, do it. If water is used as normal we are at risk of running out.

Please prepare for these temporary water-restrictions to last 1 week.

Stop! Don't have a shower or a bath tonight. Leave the dishes. Don't even flush your toilet (unless you really need to!)

We urgently need everyone in Whangarei to restrict water usage for the next 12-24 hours. We will be working through the night to fix the Whau Valley Water Treatment Plant after flooding, and may need to issue a boil-water notice if clean water stocks are too low.

Please only use water for cooking, drinking or washing hands.



128,832 People reached 18,715 Engagements [Boost post](#)

👍👎👏 331 328 comments 1.5K shares

Post



Whangarei District Council

Published by Katy Davidson (3) · 18 July · 🌐

UPDATE TO WHANGAREI RESIDENTS as at 3pm Saturday 18 July.

PLEASE KEEP SAVING WATER EVERYONE while repairs are made to two of the District's three water treatment plants following last night's torrential rain.

Residents should only use water for cooking, drinking and essential hygiene.

Pumps at the Poroti Water Treatment Plant were flooded and will need to be dried which will take at least 24 hours. It is unlikely the plant will be running again before Monday.

The Whau Valley Treatment Plant is still offline as staff try to improve the water quality. It is too early to say how long it will take with the best case scenario being later this evening, but possibly not until tomorrow.

It is important everyone in the Whangarei Water Supply area saves water now as all reservoirs are dropping and only the Ruddels Treatment Plant is operational.

People need to:

Not wash cars or driveways

Not wash clothes or dishes.

Limit water use to drinking, cooking and essential hygiene.

URGENT NOTICE TO WHANGAREI RESIDENTS as at 11am Saturday 18 July.

Please conserve water immediately. Two of our water treatment plants have been temporarily closed due to the rainfall intensity.

Repairs are underway to a burst watermain on Riverside Drive and supply has been returned to the Onerahi Reservoir.

Some residents in Mackesy Road may be without water while the repairs are being carried out.

Last night's storm has caused flooding and slips and many roads are closed. See below for full list.

ROADING UPDATE FOR WHANGAREI DISTRICT

There are widespread reports of flooding and slips and residents should take extreme care when travelling.

John St in the CBD is closed due to an accident. A truck has hit a building.

Roads closed by slips:

Dundas Rd (being cleared)

Beach Road, towards Pah Road, Onerahi (being cleared)

Old Parua Bay Rd

Pataua North Rd

Ngungunu Rd

Pukenui Rd

Russell Rd (past Oakura turnoff)

Sandy Bay

Roads closed due to flooding:

Whananaki Rd

Whareora Road, adjacent to AH Reed Park now flooded.

Port Road, Kiororoa Rd to Fertiliser Rd

Raurimu Ave, DeHaviland to Hodgson Street

Clapham Road at the first bridge, off Whareora Road

Porowini Ave, Kaka Street to Z Station

Kaka Street, Porowini to Morningside Road

Kokopu Road bridge, near Kara Road

Raumanga Valley Road Closed

Whananaki North road

Road open but drive with caution:

Slips at Whangarei Heads (Solomons Point)

Slips at Matapouri Rd (large slip near North Gable Way and near Pullin Rd)

Washouts at Hales Rd

Washouts at Jesse St

Slump at Shoemaker Road, Waipu

Tone coned off on Manse Street

Walking Track closures:

All Parihaka tracks are closed. If customers see any issues with other tracks please call our call centre - 09 430 4200 or 0800 932 463.

Botanica is also closed due to flooding.

115,688

People reached

18,263

Engagements

Boost post

👍👎🗨️ 234

399 comments 1.3K shares

Post



Whangarei District Council

Published by Craig Neilson [?] · 19 July · 🌐

We're asking everyone to reduce their water use by 50% for at least the next few days. But why?

Water is so dirty after Friday's storm that the Whau Valley Water Treatment Plant could not process enough water for the city. While it's mostly back online the water system is still operating at reduced capacity and the reservoirs will need time to recover.

Please only use water for cooking, drinking and essential hygiene this week.



65,331

People reached

10,846

Engagements

[Boost post](#)

👍👎❤️ 468

124 comments 542 shares

5.2 Operational Report – Strategy, Planning and Development – August 2020

Meeting: Strategy, Planning and Development
Date of meeting: 20 August 2020
Reporting officer: Alison Geddes – General Manager, Planning & Development
Dominic Kula – General Manager, Strategy & Democracy

1 Purpose

To provide a brief overview of work across services that the Strategy, Planning and Development Committee is responsible for.

2 Recommendation

That the Strategy, Planning and Development Committee notes the Strategy, Planning and Development Operational report for August 2020

3 Background

The purpose of the Strategy, Planning and Development Committee is to update Councillors on operational matters relating to the Strategy, Planning and Development departments.

This report provides a brief overview of some of the operational highlights for July 2020 and provides some further comment on future planned activities.

4 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website, Council News, Facebook or any other channel you currently use to inform customers – please also advise Communications.

5 Attachment

Operational Report – Strategy, Planning and Development – August 2020

August 2020 Operational Report

Strategy, Planning and Development Operational Report (reporting on July 2020)

Procurement update - Summary of Contracts Approved Under Delegated Authority

This provides a summary of the award process and works being undertaken for contracts awarded under Chief Executive and General Manager delegated authority.

Planning and Development

Strategy

There were no contracts awarded for this period.

Democracy and Assurance

Council's contract for Electoral Services has been renewed for a further three years to 30 June 2023 through a variation in procedure to Council's Procurement Policy. The area of Policy being varied from was the requirement to go to tender.

The request was to approve the continued appointment of Dale Ofsoske from Independent Election Services Limited as Council's Electoral Officer, and to re-appoint Independent Election Services to provide consultancy services for the 2022 triennial election and any other electoral services to 30 June 2023. The Local Electoral Act 2001 requires that Council has an electoral officer engaged at all times.

The rationale for this was as follows:

- Dale Ofsoske and IES have enormous knowledge of the history of the electoral issues of Whangarei District Council;
- IES is based in Auckland which provides the following benefits to Council:
 - Accessibility – Dale Ofsoske can be in Whangarei to discuss any issues with staff or elected members at short notice.
 - On election day, having the processing of the votes in Auckland means that it is easier to get the voting documents there on that day, and consequently we will get the results of the election earlier.
 - Dale Ofsoske and IES provide specific training for Council staff on election processes, and therefore it is easier and cheaper for staff to access this training.
- Dale Ofsoske is the electoral officer for all of the Northland councils as well as the Northland District Health Board. This has the following benefits:
 - The cost sharing memorandums of understanding are simpler due to not having multiple electoral officers.
 - The Councils can share the costs and logistics of delivering the voting papers on election day – this has historically been done by creating a vote train from the Far North, to Whangarei, picking up Kaipara District Council votes along the way for final delivery to the IES office in Auckland for processing.
- Historically Dale Ofsoske and IES have provided specific election training for the Northland Councils – this creates cost savings as it is delivered at one of the Councils in Northland and it is more personal and specific to our Council.
- The uncertainty around changes to DHB elections.

The estimated total cost for the three year period 1 July 2020 to 30 June 2023 is \$389,350. The contract enables wash up against actual cost. Actual costs incurred for the 2019 election under wash up provisions amounted to \$329,826. In both cases, 50% of the cost is reimbursed by the district health board and the Northland Regional Council. Council's share of the cost increase is expected to be approximately \$29,000 over 3 years.

The cost increases relate to a predicted 3.9% growth in electors from 2019 to 2022, and an increase in costs related to administration of elections, particularly postage.

Economic Development

The District Development Department is operating in a somewhat polarised business environment. Anecdotal engagement within the business community suggests there is a high level of uncertainty and concern as to what is likely to happen when the government wage subsidies cease in the coming months. At the time of writing, there were at least 350,000 workers nationwide receiving the subsidy, including 50,000 who have only registered within the last 3 weeks. This suggests even after 5 weeks of returning to level one, many businesses continue to struggle.

At the same time, engagement with businesses looking to invest in the District continues with some interest from developers to invest heavily in Whangarei in projects that on the face of it look promising. Interestingly there are portions of the local hospitality sector that are still exploring business development opportunities and Council are partnering with Hospitality NZ this year to showcase and celebrate the best of our local hospitality industry.

The Economic Development Facilitator role has now been filled by internal redeployment, Sonya Seutter, for the duration of the incumbent's maternity leave. Sonya is currently undergoing an induction process to enable her to effectively engage with and support Northland Inc and the Regional Business Partner program. Government have also increased the budget for delivering capability building support for local businesses impacted by COVID-19 after the initial tranches of funds were exceeded.

District Promotions

Central Government Tourism Recovery

At the time of writing several Whangarei visitor industry businesses, including Dive! Tutukaka and Kiwi North: Whangarei Museum, Kiwi House & Heritage Park have successfully accessed government funding through the [Strategic Tourism Assets Protection Programme \(STAPP\)](#).

The objective of this programme is to support assets that are strategically important and significantly contribute to their local region and tourism in New Zealand, helping to ensure their survival through the disruption caused by COVID-19. The programme also considered assets that are culturally, environmentally and/or historically significant.

As Northland's Regional Tourism Organisation, Northland Inc has received \$700,000.

Insights

The [Tourism New Zealand Domestic Audience Sentiment](#) released in July 2020 indicates strong demand for domestic holidays with 64% intending to holiday with NZ in the next 12 months.

Those that indicated a stronger intent than other segments included Aucklanders, new migrants and higher income groups. 90% of New Zealanders say they need to travel outside their region to feel they are on holiday and around 90% would prefer to drive instead of fly.

Nationally, consumer spend was 4.2 per cent higher on 5 July 2020 than on the same date in 2019. Statistics also show strong domestic travel during the school holidays and anecdotally, we hear that the school holidays were good for some of our operators but has since flattened.

Advertising

The annual Northland Escapes magazine was published and distributed in July 2020 via the Sunday Star Times to 119,000 in the Upper North Island. The magazine was well supported by Whangarei businesses and Whangarei content featured on 9 pages of the 24 page publication.



Whangarei District Love It Here! Facebook page

For the month ending 31 July 2020, the [Whangarei District Love It Here!](#) Facebook page achieved:

- 18,415 Likes
- Reached (the number of people who saw a post)
 - Organic (unpaid) 77,963
 - Paid 148,143
 - TOTAL 226,106

Asset Library

An online asset library has been published to enable public and media access to, and download of, branded promotional assets. Assets available right now are backgrounds digital (suitable for Zoom etc); [Whangarei Takiwa Arohatia](#) and [Whangarei District Love It Here](#). Promotional images and logo files will also soon be available.

Commercial Property

Feedback from most of the businesses still remain very positive about the post COVID-19 recovery. Regardless of hospitality, light industrial and/or boutique visitor retail sales and workloads remain good to very good.

Rent reviews and renewals continue as per the schedule with healthy debate and agreements. Increases are marginal as a consequence of the post COVID-19 environment but encouraging as the market re calibrates.

Almond Court Flats

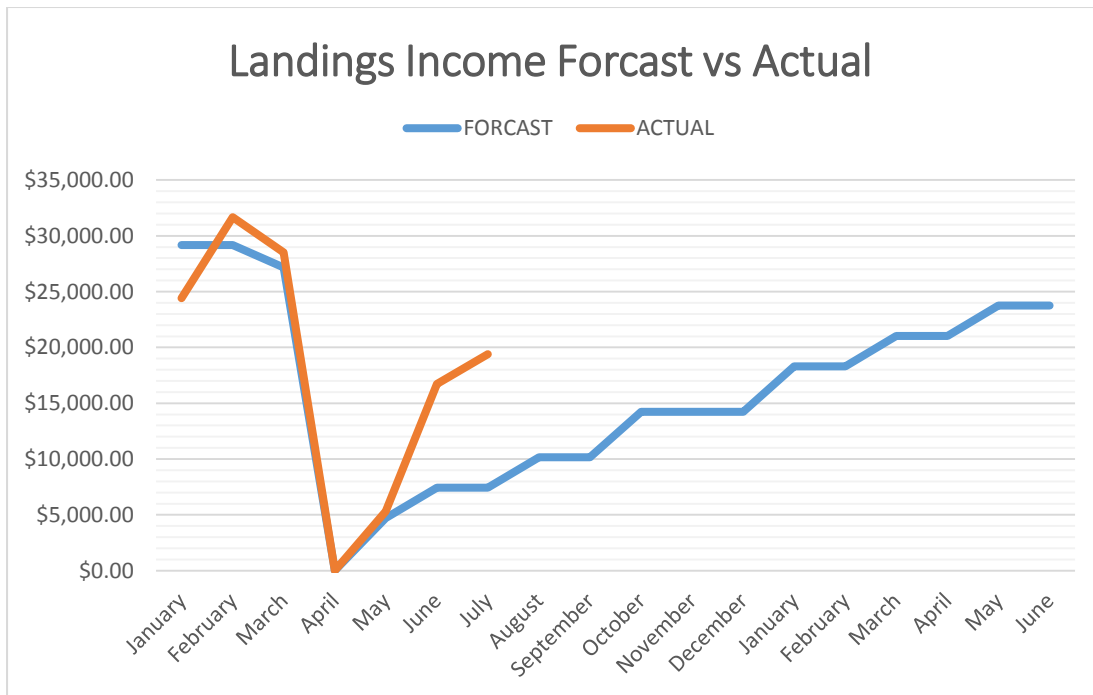
All but one unit is now vacant. Work continues to find alternate suitable accommodation for the remaining tenants. Additional security has been put in place and vacant units have been cleaned out to deter any vagrancy. Doors and windows have been fixed to deter any further access.

Forestry

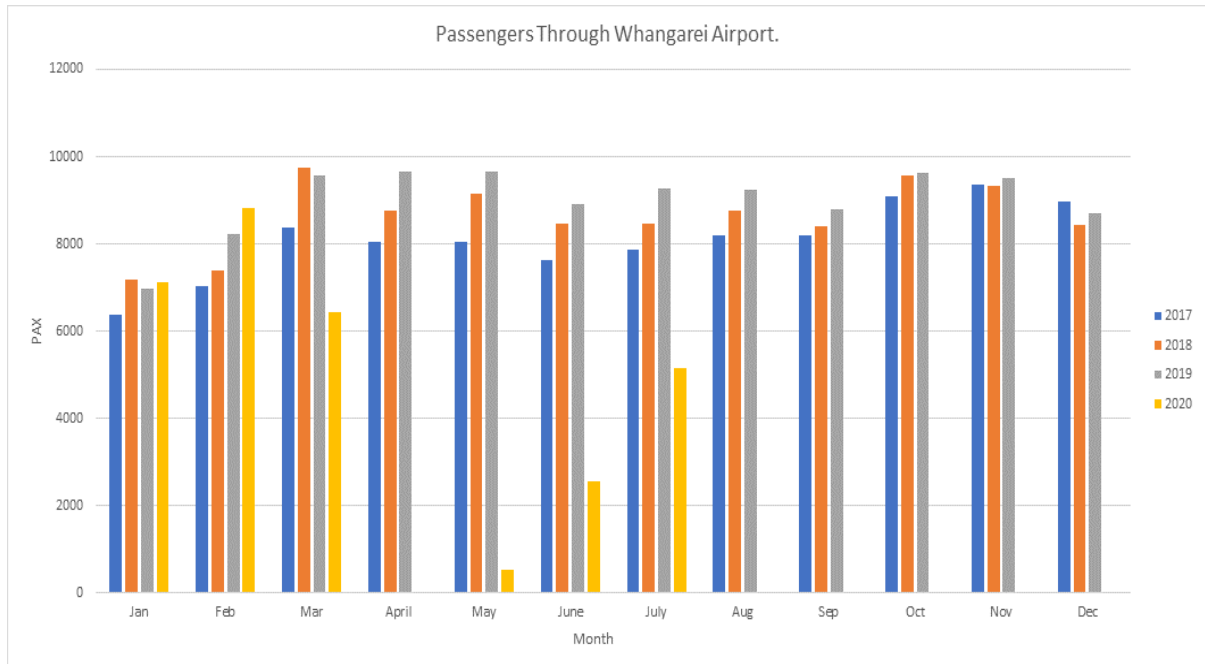
A draft review of the current portfolio is 99% complete. Further discussion with internal asset owners still needs to be completed before a formal presentation to Council is scheduled.

Airport

The airport continues to show a positive recovery with Air New Zealand averaging 2-3 flights daily. Parking revenue is sitting at approximately 25% of pre COVID-19 figures. Passenger numbers have seen a market increase but are still sitting at approx. 37% loading. This is much lower than the average 83% of the previous year. July 2020 passengers' numbers were not available at the time of this report, but numbers are expected to be slowly increasing



Passenger numbers have seen a market increase rising exponentially. July 2020's figures total 5,164 with a loading of 71%. This equates to 56% of passengers at 84% loading compared to last year's figures.



A quick-fire survey was completed to capture satisfaction rates. Participation was a fraction of previous years, but overwhelmingly the response was very satisfied to satisfied. Two responses recorded dissatisfaction with Air NZ as they had missed the 30-minute cut-off period and were refused boarding.

Safety Management System (SMS)

Safety goals and objectives continue to be managed including wildlife, Aeronautical Information Publications (AIP) and compliance, lighting systems. The CEO completed training on 22 July 2020 regarding the annual SMS management review including a tour of the airfield.

A small slip has been identified as a hazard on the eastern side of the runway. Council staff have assessed the slip as part of review of many slips as a result of the recent storm damage.

Parihaka Transmission Mast

The recent weather event has resulted in two slips on and near the summit of Parihaka.

The upper carpark has been closed to vehicles and the public until the area is stabilised. A team of Council staff, technical advisors and Iwi/Hapu representatives are progressing a staged approach to mitigate the immediate risk to public and infrastructure. A portable backup generator has been put in place and a temporary portacom to house power equipment has been sourced. Further work is progressing to manage the hazards and the risk to contractors involved.



Strategy

2021 - 2031 Long Term Plan

Through the Corporate Planning Steering group staff have been working on the Long Term Plan. With the first phase of briefings scheduled to be completed in the by start of August 2020 Council will move quickly into direction setting for the LTP, including financial parameters, rates and priorities.

Reform Agenda

As we draw close to the general elections a suite of reforms have been released by central government. This includes a new National Policy Statement on Urban Development and the public release of the Resource Management Review Panels report on a New Directions for Resource Management in New Zealand.

In July 2020 the Urban Development Bill passed its third reading and is now at the Royal Assent Stage. This provides the functions and powers of Kāinga Ora to enable it to undertake urban development functions.

Ongoing programmes of reform, such as Freshwater Management, Highly Productive Land and Three Waters are likely to continue into the next term of government.

Climate Change

The draft Climate Change Action Plan will be shared with elected members at a Council Briefing on 6 August 2020, including detail of resourcing and the implications of COVID-19. An overview of the first National Climate Change Risk Assessment will also be provided at the 6 August 2020 briefing

Bylaw review programme

Staff have implemented a bylaw review programme to ensure we review our existing bylaws within the statutory timeframes. A briefing was held on 8 July 2020 to discuss the Camping in Public Places Bylaw, and research into Class 4 Gambling. A follow up briefing will be held on 6 August 2020 to discuss options for the review of the Camping in Public Places Bylaw

Whangarei District Growth Strategy

A report back on the draft Whangarei District Growth Strategy will be held on 18 August 2020. Following this briefing, direction will be sought on further engagement with our Community.

City centre

A briefing on the Complete Streets Masterplan was held on the 22 July 2020, the feedback from this briefing included comfort in endorsing the masterplan as a flexible framework to consider projects in the 2021 – 2031 Long Term Plan. The Masterplan will be presented to the Planning, Development and Strategy Committee for endorsement in August 2020.

District Plan

Urban and Services Plan Change Package

27 appeals have been lodged with the Environment Court against the Urban and Services Plan Change decision, majority of the appeals are site or topic specific, with Kāinga Ora seeking to up-zone significant areas of Whangarei city Medium Density Residential.

| | |
|--------------------|--|
| ENV-2020- AKL- 75 | N Dyer |
| ENV-2020- AKL- 105 | Pyle |
| ENV-2020- AKL- 107 | Advance Developments Limited |
| ENV-2020- AKL- 108 | Goal Holdings Limited |
| ENV-2020- AKL- 109 | Northport Limited |
| ENV-2020- AKL- 110 | Rushton |
| ENV-2020- AKL- 111 | Marsden Maritime Holdings Limited |
| ENV-2020- AKL- 112 | Ruakaka Economic Development Group |
| ENV-2020- AKL- 113 | Northland District Health Board |
| ENV-2020- AKL- 115 | The New Zealand Association of Radio Transmitters Incorporated |
| ENV-2020- AKL- 116 | AMKO Trustees Limited |
| ENV-2020- AKL- 117 | Port Nikau Joint Venture |
| ENV-2020- AKL- 118 | Quality Developments Limited |
| ENV-2020- AKL- 119 | JB & RM Keith Trustees Limited |
| ENV-2020- AKL- 120 | JB & RM Keith Trustees Limited and Victory Square Holdings Limited |
| ENV-2020- AKL- 121 | Foodstuffs North Island Limited |
| ENV-2020- AKL- 122 | Southpark Corporation Limited |
| ENV-2020-AKL – 124 | Northpower Limited |
| ENV-2020-AKL – 125 | Robinson |
| ENV-2020-AKL – 126 | The New Zealand Refining Company Limited |
| ENV-2020-AKL – 127 | Director General of Conservation |
| ENV-2020-AKL – 128 | United Port Road Limited |
| ENV-2020-AKL – 129 | Johnston & Ford |

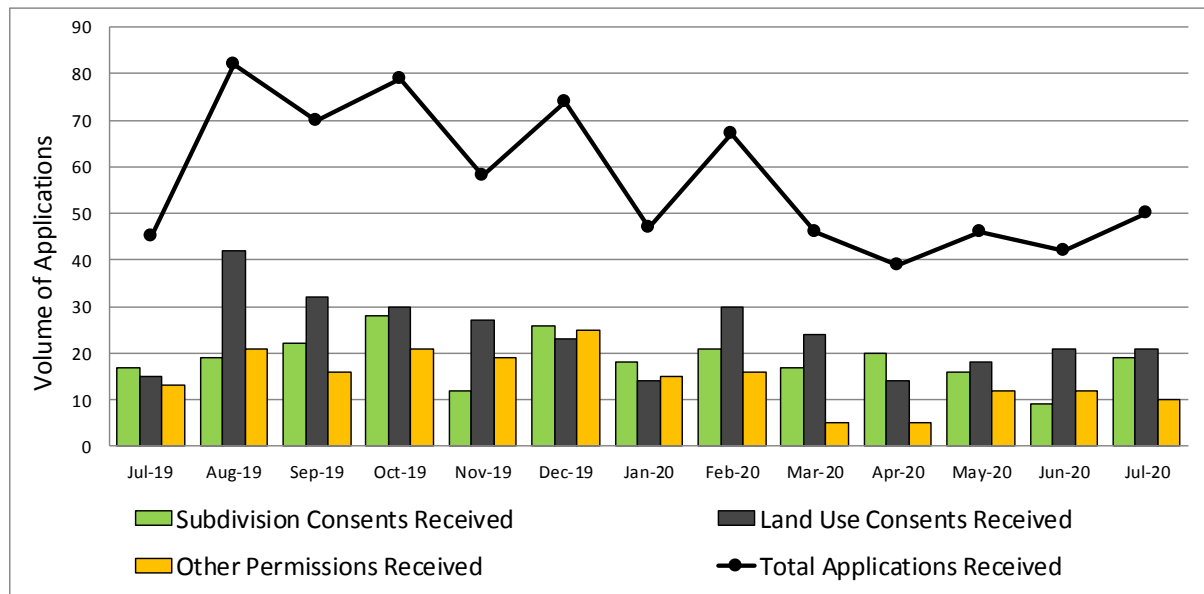
| | |
|--------------------|------------------------------------|
| ENV-2020-AKL – 130 | Department of Corrections |
| ENV-2020-AKL – 131 | KiwiRail Holdings Limited |
| ENV-2020-AKL – 132 | New Zealand Transpower Agency |
| ENV-2020-AKL – 133 | Kāinga Ora – Homes and Communities |

Appeals are now open for parties to join under Section 274 of the RMA. Staff have commenced initial scoping and discussions to prepare for mediation. Council must file an initial reporting memorandum to the Court on 14 August 2020. Preliminary callover is scheduled for 21 September 2020.

Resource Consents

Resource Consent Processing

The number of applications received in July 2020 totalled 50, being the busiest month since the commencement of the COVID-19 pandemic. However, application numbers continue to be less than pre-COVID-19 volumes. Nineteen subdivision, 21 land-use and 10 other permission applications were received.



Resource Consents

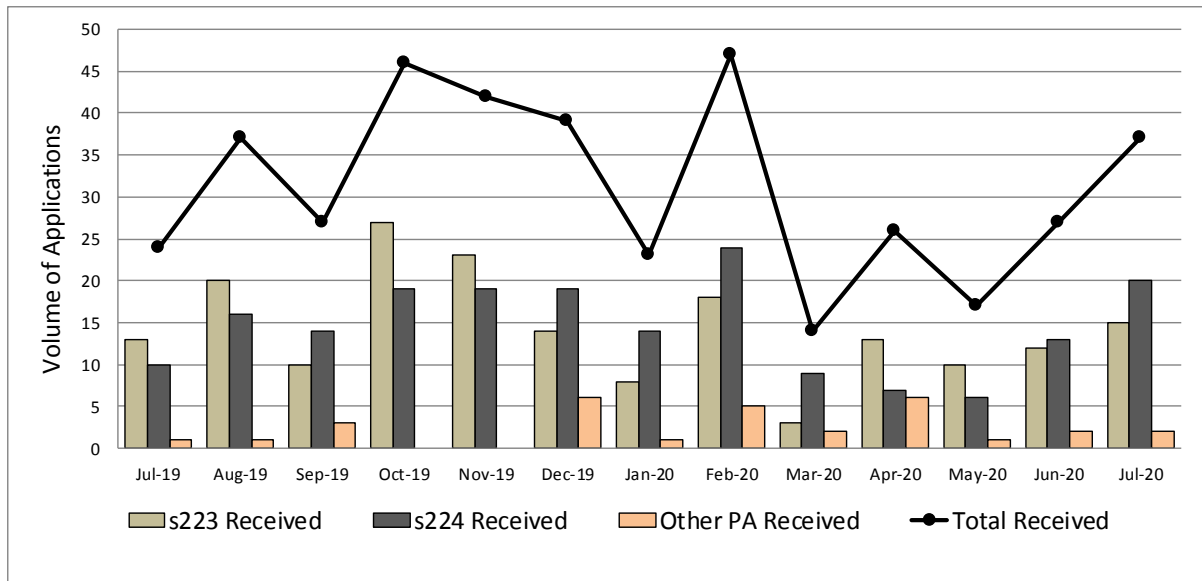
Apart from a childcare facility for 75 children at Three Mile Bush, no large-scale applications were received during July 2020 with proposals generally being minor land use applications and small-scale subdivision proposals.

Hearings

No hearings were held during July 2020.

Post-Approval

Thirty-seven post-approval applications were received for July 2020. This is a significant increase from last month and well above July 2019. Fifteen survey plan approvals (s223), 20 completion certificates (s224) and 2 other post-approval related application were received. All new applications are now being processed within timeframes.



Appeals

No appeals have been received during July 2020.

Building Department

Civil Defence 17-18 Storm Event 2020

Copy of Rapid report update 30 July 2020

So far 77 customer requests (CRM) for building inspections have been recorded from the 17-18 July 2020 storm event. At this stage 74 inspections have been completed and the remaining 3 will be closed out this week.

The intelligence gathered from the inspections has shown the majority of the work required is to remedy flooding into residential houses at low levels. Council Officers have provided helpful advice for owners and encouraged them to contact their insurance companies. There are 4 dangerous building notices that have been issued where significant damage from landslips has affected residential homes (this has not increased). The level of requests for building inspections for this event has slowed and it may be likely that overland flow paths type enquires will increase.

From the 29 July 2020 the website has been updated with flood damage and repair information (link attached below)

<http://www.wdc.govt.nz/NewsRoom/Latest-News/Pages/Storm-July2020.aspx>

Dangerous Affected and Insanitary Buildings Update

The Dangerous, Affected and Insanitary Buildings Policy is now being reviewed in order to comply with the Building Act (S3), due to legislative changes. The key changes relate to the removal of the Earthquake Prone Buildings provisions and the addition of Affected Buildings. The closing date for this consultation is 20 August 2020

Building Consent Performance Indicators

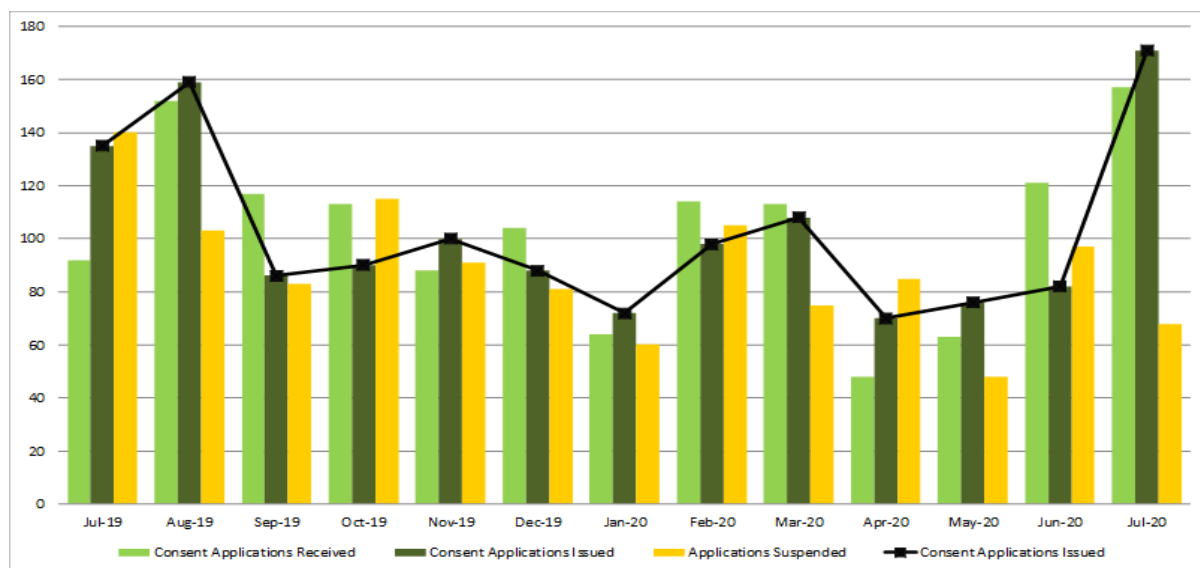
For clarification, the table of performance indicators (below) has been modified to reflect the technical and administrative functions of granting and issuing a building consent. The technical decision to grant building consents was recorded at 97% against the statutory timeframe of 20 days for this period. The administrative function of issuing building consents is measured against a 3-day internal performance indicator. This has (unusually) dropped to 75% against this KPI in July due to increased work load and the 17-18 July storm event. Once a building consent is granted the applicant can start preparing to build and book

inspections etc while the paper work is finalised. Inspections are meeting the 48hr requirement and the throughput against KPIs of LIMs and PIMs remain high.

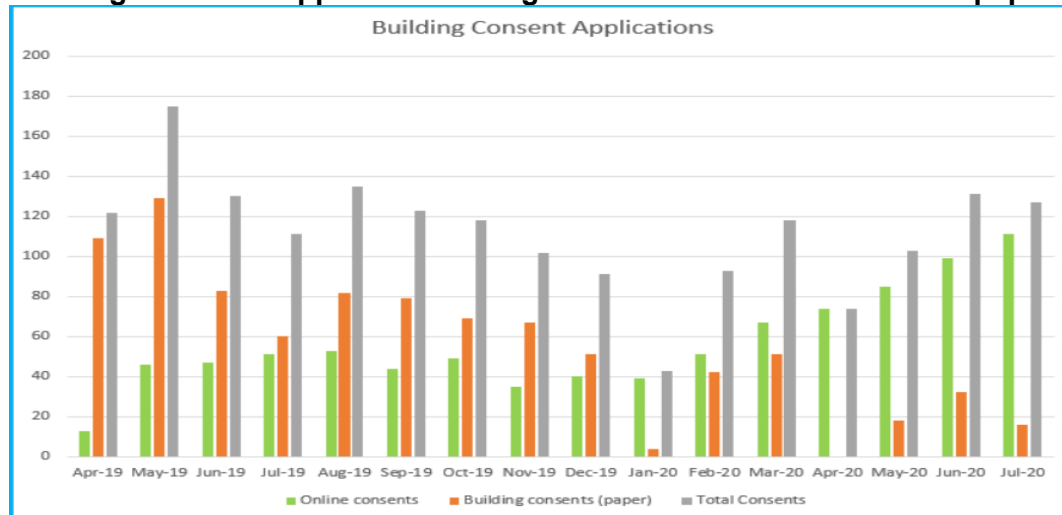
| Performance Indicators | | | |
|--------------------------------------|--|-----------|----------------------|
| | | July 2020 | Year average to date |
| Building consents granted | 20 days (statutory) | 97% | 97% |
| Building consents issued | 3 days (internal KPI) | 75% | 75% |
| Inspections completed within 48hours | % completed within 2 days (internal KPI) | 99% | 99% |
| LIMs | % within 7 days (internal KPI) | 77% | 77% |
| LIMs | % within 10 days (statutory) | 100% | 100% |
| PIMs | % within 5 days (internal KPI) | 86% | 86% |
| PIMs | % within 20 days (statutory) | 97% | 97% |

Building Consents Received, Issued and Suspended

The building consent activity has seen a steady increase for this period and a large increase compared to the same period last year. The residential sector continues to be the main area of activity. Notably, the number of suspended consents has dropped.



Building Consents Applications in digital or electronic format verses paper



The uptake of electronic consents has increased markedly since lock-down and demand for this is strong.

Health and Bylaws

Environmental Health

Council's Environmental Health Officers (EHO's) under their below roles and legislation, during the financial year 1 July 2019 ending 30 June 2020 have performed the following functions:

Food Act 2014

- Registered or re-registered 520 food businesses within the district
- Conducted a total of 436 food verifications (audits) and verification follow-ups

Sale and Supply of Alcohol Act 2012

- There are currently 195 alcohol licensed businesses operating in the district. These fall under the following categories: 89 On-licences, mainly restaurants and bars; 50 Off-licences, mainly bottle stores and supermarkets/grocery stores; and 56 Club licensed premises.
- 173 licensed premises inspections have been conducted during the year, slightly less than the required 195, mainly due to the impact COVID-19 has had on our inspection abilities during lockdown.
- Licensing Inspectors processed and facilitated the granting of 22 new licences, mainly for new operators of existing On- or Off-licensed premises and 56 renewal applications for all categories.
- A total of 292 Manager Certificate applications were received and processed (granted), 105 being for new manager certificates and 187 for renewal of existing certificates.
- 111 Special licence and 39 Temporary Authority applications were received, processed and granted during the year.

Health Act 1956 registered premises

- Under the Health Act, EHO's registered a total of 90 businesses or premises, mainly hairdressers, camping grounds and offensive trades etc.
- In addition, and under our Public Places Bylaw EHO's granted 29 stall or mobile shop licences, mainly for food related trading.
- EHO's conducted a total of 76 inspections of businesses falling under the above category. Again, this number is slightly less than required, due to COVID-19 lockdown inspection implications.

General customer enquiries and complaints (CRM's)

During the year EHO's received and dealt with 584 CRM's associated to applicable legislation, but mainly for alleged public health nuisance complaints or for new business enquiries.

Bylaws

Armourguard Enforcement Statistics – this month the below detail provided relates to the 2019/20 financial year and compared with the previous year.

| TOTAL NUMBER OF COMPLAINTS | 01 JUL 2019 – 30 JUN 2020 | 01 JUL 2018 – 30 JUN 2019 |
|----------------------------|---------------------------|---------------------------|
| GENERAL BYLAW MATTERS | 680 | 685 |
| NOISE COMPLAINTS | 4179 | 4347 |
| NOISE DIRECTIVES ISSUED | 525 | 701 |
| DOGS COMPLAINTS | 3488 | 4067 |
| DOG ATTACKS | 281 | 293 |
| STOCK | 499 | 490 |
| PARKING | 3054 | 1017 |

Māori Relationships

Rā Whakatō o Matariki ā Hāpori (Matariki Community Planting Day)

Two successful community planting days have had great public attendance. The Māori department have had a significant cultural input to this kaupapa. The introduction of a cultural component at the beginning of the day has slowly increased awareness among the other Council departments and teams including the volunteers that have been involved with this Matariki event.

Te Reo Māori

Te Rōpu Toa o Te Reo Māori initiated a Matariki Morning Tea for the organisation. To celebrate the Māori New Year and to bring staff together after a globally unsettled period to kai and kōrero. Enthusiasm and confidence have grown within the rōpū and other significant Māori calendar events have been discussed, such as Te Wiki o Te Reo Māori 2020.

Civic Centre Hui with Te Huinga and Hapū

Council staff and contractors attended hui with Te Huinga and a wider hapū hui hosted at Terenga Paraoa Marae, followed by another hui at Forum North to kōrero about the proposed Civic Centre. The hui incorporated a cultural narrative presented by Matakōhe Architecture and Urbanism.

Tūrangawaewae Project

This project was born as a concept from the 2017 Lions Tour of New Zealand. Pou were being considered for erection prior to the opening match. It was to complement the Māori incorporated marketing around this tour, however time constraints and other logistical matters hindered this from progressing.

It has now been revived with a collective approach by Venues & Events, Māori Department and Northland Rugby Union its concept is one of the most well-known and powerful Māori concepts. Literally tūranga (standing place), waewae (feet), it is often translated as 'a place to stand'. *Tūrangawaewae* are places where we feel especially empowered and connected. They are our foundation, our place in the world, our home. At the request of the project team, hapū involvement will be encouraged to provide a cultural narrative to base the concept on.

Te Kārearea hui at Takahiwai Marae

The first hui on the marae for this term of Te Kārearea, which was hosted by Patuharakeke. The hui is opened with community who express their concerns of local issues. The hui was extremely beneficial.

Crown Infrastructure/Provincial Growth Fund Event

A pivotal event hosted at Council Chambers for recipients of the PGF within Whangarei. Local kaumatua Taipari Munro and Te Warihi Hetaraka were our lead cultural advisors for the event, ensuring appropriate protocols were adhered to.

Predator Free Whangarei

The Māori department were invited to collaborate with the Northland Regional Council Māori team to facilitate the whakatau protocols for this hui. Ministers and MPs were present which dictated the high level of protocols associated to this event. The project was made possible with significant contributions from community groups, Iwi/hapū, Northland Regional Council, Whangarei District Council, Kiwi Coast and Department of Conservation.

Democracy & Assurance

The Democracy Team supported two Council meetings, six Committee meetings, eleven briefings and one workshop in July 2020. The Council meetings were livestreamed to the public on Facebook. In addition, forty-eight alcohol licence applications were put through to the District Licensing Committee for consideration and a public hearing was supported.

Council received 13 LGOIMA requests in July 2020. 116 requests have been received since the beginning of 2020. The July 2020 requests covered a variety of topics including; dog complaints and infringements, property complaints, statistics related to subdivision consent applications, email correspondence on various topics, the process to offer Council owned property to the market, a building policy referred to in the District Plan, information on the rehoming of dogs, and any rules against the discharge of treated wastewater into covenants, to name a few.

2022 Elections

Planning has commenced for the 2022 Triennial Local Government Elections.

The Local Electoral Act 2001 (LEA) provides for flexibility and local choice in several electoral related matters. The principal matters local authorities can consider in 2020-21 for the 2022 triennial elections are:

- the choice of electoral system (between FPP and STV)
- whether or not to introduce Māori representation
- for some local authorities, to undertake a representation arrangements review.

Council will consider the choice of electoral system at the August meeting as a decision is required by 12 September 2020.

Councils may also consider, under section 19Z of the LEA, whether or not to introduce Māori representation for the 2022 and 2025 triennial elections. If Council decides to introduce Maori representation in time for the 2022 triennial elections, it must do so no later than 23 November 2020, unless it decides to hold a poll of electors.

A review of representation arrangements is not legally required, as this was last undertaken by Council in 2018.

Elected member remuneration

The Remuneration Authority has issued a Determination for elected member remuneration effective from 1 July 2020.

The Local Government Members (2020/21) Determination 2020 makes no changes to elected members' remuneration, allowances or fees for the 2020/21 year, it maintains them at their 2019 levels. There are exceptions for a few councils which changed their committee structures recently, including Whangarei District Council.

Amendments to allocation of the remuneration pool requested by Council following changes to positions of additional responsibility have been approved effective from 1 July 2020. This differs slightly from the earlier effective dates proposed by Council, as the Remuneration Authority decided that no further changes would be made in the 2019-21 year.

The Remuneration Authority also issued the Local Government Members (Temporary Reduction COVID-19) Amendment Determination 2020) which reduces the Mayoral salary by 5% for a temporary period of six months from 9 July 2020 to 6 January 2021.

Consultation and engagement

Work is underway to support development of the 2021-2031 Long Term Plan (LTP), which includes formal consultation with the community in March 2021. Council's Significance and Engagement Policy is reviewed through the LTP process. A draft policy will be presented to Council through a briefing later in the year.

Insurance

Staff have been working on collating the insurance claims for the floods that followed the storm on 17 July 2020. Alongside this staff have provided the first tranche of information for the 2020-21 insurance renewal to our brokers.

Staff are currently looking to undertake some insurance valuations of Council buildings to ensure that our coverage is sufficient and to inform options for a more formal insurance strategy review in 2021.

Risk Management

The Council risk management framework is due for review and is being updated following the risk management briefing held with elected members on 9 June 2020. An updated risk management policy and supporting framework will be presented to elected members during the risk policy briefing on 18 August 2020.

Business Continuity

Business Continuity continues to have traction with operational teams and evidence of the process were seen as part of the response to the 17 July 2020 floods. Staff are gathering feedback on the processes, what worked and what didn't to inform the continued improvement of business continuity plans. Lessons from the flood will be feed back into the checklists developed from our COVID-19 experiences.

The COVID-19 watch group are still active and maintain a watching brief on the situation across the country and the globe. They are reviewing how staff worked through the lockdown period and how we will maintain council services should the country move back up the alert levels.

Work with Council Organisations

All of our non-exempt Council Controlled Organisations (CCOs) have provided a final statements of intents (SOI) to Council. The final SOI's have been uploaded to the Council website in line with the latest legislation.

The team continues to support internal business owners with the governance of both CCOs and Council Organisations (CO's) to ensure that they and council are meeting their statutory obligations. Staff are also looking to clarify roles and responsibilities of elected members appointed to CCOs and COs, and the role of working parties for Council.

RESOLUTION TO EXCLUDE THE PUBLIC

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

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| | |
|----|---|
| 1. | The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)} |
| 2. | To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}. |
| 3. | To protect the privacy of natural persons. {Section 7(2)(a)}. |
| 4. | Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}. |
| 5. | To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section7(2)(c)(i)}. |
| 6. | In order to maintain legal professional privilege. {Section 2(g)}. |
| 7. | To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}. |

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

"That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____.

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public.