

Strategy, Planning and Development Committee Agenda

Date: Wednesday, 16 December, 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	
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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, 19 November, 2020
Time: 9:00 a.m.
Location: Council Chamber
 Forum North, Rust Avenue
 Whangarei

In Attendance

 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 Anna Murphy
 Cr Carol Peters
 Cr Simon Reid

Not in Attendance

 Cr Greg Martin

Scribe

 C Brindle (Senior Democracy Adviser)

1. Declarations of Interest

There were no declarations of interest made at this meeting.

2. Apology

Cr Martin (absent on Council business)

Moved By Cr Vince Cocurullo

Seconded By Cr Nicholas Connop

That the apology be sustained.

Carried

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

Moved By Cr Vince Cocurullo

Seconded By Cr Tricia Cutforth

That the minutes of the Strategy, Planning and Development Committee meeting held on Thursday 15 October 2020, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports

4.1 New Road Name Application - Summerset Villages - LU1900128

Moved By Cr Gavin Benney

Seconded By Cr Tricia Cutforth

That the Strategy, Planning and Development Committee approve the name of the public accessway off Wanaka Street as Par Lane.

Carried

5. Information Reports

5.1 Operational Report - Corporate Group - November 2020

Moved By Cr Vince Cocurullo

Seconded By Cr Ken Couper

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

Carried

5.2 Operational Report - Strategy, Planning and Development – November 2020

Moved By Cr Greg Innes

Seconded By Cr Vince Cocurullo

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

Carried

6. Public Excluded Business

There was no business concluded in public excluded.

7. Closure of Meeting

The meeting concluded at 10.12am.

Confirmed this 16th day of December 2020

Cr Shelley Deeming (Chairperson)

4.1 New Road Name Application – Allen – SD2000065

Meeting: Strategy, Planning and Development Committee
Date of meeting: 16 December 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 Clapham Road as Gardener Way.

3 Background

A 3 Lot subdivision application by Allen at 55 Clapham Road was granted 04 June 2020. Included in the conditions of consent was a requirement to provide 3 proposed road names for the existing ROW “A” (Attachment 1) in accordance with Council’s Road Naming Policy and Environmental Engineering Standards.

As part of the road naming process, the developer is required to consult with the affected parties, particularly those whose address will change because of the new road name.

On 24 August the owner of Clapham Homestead (57 Clapham Road) enquired why their address was going to change. Clapham Homestead was the residence of Archibald Clapham who donated his personal clock collection of 400 hundred items forming the basis of the Whangarei’s Clapham Clock Museum. Clapham Homestead is not currently recognized as a historic building by Heritage NZ or by the District Plan.

In replying, staff sought to find alternative names that would be acceptable to the owner. Staff proposed and sought viability of the following alternative road name suggestions from LINZ (Clapham Homestead Lane; Archibald Clapham Lane; Archie Clapham Lane; Archibald Lane; and Archie Lane). Only Archibald or Archie Lane were deemed acceptable by LINZ to use, given that any use of “Clapham” is in duplication to the existing Clapham Road location. Staff sought clarity from LINZ on the proposed names due to the nature of the customer’s initial concern.

On 31 August the owner of Clapham Homestead sent in an objection letter to Council (Attachment 2), outlining concerns of the road naming condition. An additional letter of 02 September (Attachment 3) on behalf of the residents of the private access way was also received. Staff replied to those concerns on 07 September (Attachment 4).

Colleen Prendergast of Henderson Reeves is representing the owner of the Clapham Homestead. She wrote to Council (Letter dated 08/10/2020), seeking to invalidate the condition requiring the private access to be named. Staff replied via email on the 13 October (Attachment 5) stating that the condition is connected to the development, is part of the

provision of infrastructure necessary to service the subdivision and is considered to be lawful.

She also wrote to the Surveyor General, Land Information NZ (LINZ, Letter dated 06/10/2020 – received by LINZ 16 November) seeking to gain acceptance of the use “Clapham” within an alternative name. LINZ replied 19 November (Attachment 6) outlining their consideration and again reiterated that the only Archibald or Archie Lane were viable alternatives.

A road naming application and a request to not name the private accessway has been received (20 November, Attachment 7) to satisfy the road naming condition of the subdivision for Allen. The proposed names are in accordance with Council’s Road Naming Policy.

The agent has submitted with the road naming application the following request on behalf of the developer:

As you will be aware, there has been significant dissent from the other users of this accessway in proposing to alter the existing addresses.

Seven other properties also utilise the access way. All have noted their request to leave the current address as it stands. Attached is the correspondence sent to the other users by the consent holder. Only one response was received by Bob Kennedy (Attachment 8), owner of four of the current properties utilising the access. Mr Kennedy response is attached suggesting ‘Clapham Lane’ or ‘Clapham Way’ and disagreeing with those options currently put forward.

In addition, one user has engaged a solicitor to try and refute the need for the address to be altered and I understand this request has been reviewed by WDC staff.

While the three options for a new road name have been provided, the applicant wishes to request that Council’s Planning Committee consider the neighbours request, and that the current address arrangements remain in this instance.

Council’s Road Naming Policy’s purpose is to provide a unique address to enable a property to be identified for emergency responders and other service providers.

Council’s Road Naming Policy is based on the “Australian / New Zealand Standard (AS/NZS 4819:2011) – Rural and urban addressing” criteria governed by Land Information NZ (LINZ). LINZ’s comments with respect to this are (Attachment 6):

Our team have had the opportunity to discuss this situation and review the suggested road names for the naming of the accessway/driveway at 57 Clapham Road. We agree with the need to name the accessway as there are currently 9 address sites along this accessway. Along with the current subdivision there is potential for future subdivision given the size of some of the lots, however there aren’t enough numbers to go around. Naming of this access way will give residents clearer, more unique, easily locatable addresses.

Road names are needed to uniquely and clearly identify roads as well as the related address. The road names themselves need to be clear and unambiguous. The historical provenance of a suggested road name can be a consideration in road name selection, however ensuring the suggested name is not a duplicate or similar in spelling or pronunciation to an existing road in close proximity takes precedence. Duplicated or similarly named roads in close proximity increases the risk of location confusion. This can result in problems for residents by making it difficult for delivery, emergency, and government services, and other people (such as friends, families and visitors) to locate individual address sites.

Consensus amongst the team is that our original advice to Whangarei District Council still stands. Of the 5 suggested names, Archibald Lane or Archie Lane are the only suggestions that fit Standard road naming criteria.

In this instance there is local opposition to the naming, and should the Committee determine in this circumstance that the road naming condition of consent should not be required then

an application to formally change the conditions of consent would be required and would be considered by staff. If this is the direction, it is suggested that the item lie on the table until an application to remove the requirement to name the right of way is received and determined. However, it is staff's recommendation that the access should be named in accordance with Council's policy.

4 Consultation

Consultation has been undertaken between the developer and affected property owners that have a vehicle entrance off the private accessway as their situation address will change.

All of the existing property owners wish to keep their Clapham Road addresses. A copy of the consultation and outcomes are attached (Attachments 9 & 10)

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

1. Location Map
2. Objection Letter – 31 August 2020
3. Owner's Objection Letter – 02 September 2020
4. Staff's reply to Objection Letters – 07 September 2020
5. Staff's reply to Henderson Reeves Letter – 13 October 2020
6. LINZ reply to Henderson Reeves Letter – 19 November 2020
7. Road Naming Application – Allen
8. Bob Kennedy road name suggestion reply
9. Consultation Map
10. Consultation Record



Private ROW to name:

- Gardener Way
 - Archie Way
 - Greenacres Way
- Or not to name

Ricardo Zucchetto

From: Lianne MacPherson <LianneMacpherson@hotmail.com>
Sent: Monday, 31 August 2020 5:01 PM
To: Ricardo Zucchetto
Subject: Clapham Road Objection Letter - CRM DP03132
Attachments: Objection Letter RZ.pdf

Categories: [SharePoint] This message was saved in 'Customer Relationship Management > 2020'

Evening Ricardo,

Please see attached an Objection Letter to name the private road leading to the Clapham Homestead.

Thanking you

Lianne Macpherson

Sent from [Outlook](#)

57 Clapham Road
RD 5
Whareora
Whangarei 0175

31 August 2020

Mr Ricardo Zucchetto
Postal Approval Officer
Whangarei District Council
Private Bag 9023
Whangarei 0148

Subject: Objection to Condition of Resource Consent imposed by Whangarei District Council to name the Private Road leading to the Clapham Homestead.

Attached is a document as a private road owner, with a Clapham Road address. I am raising my serious concerns relating to a Three-Lot Subdivision (DP429746) and additional resource consent clause.

Yours faithfully



Lianne J MacPherson
Clapham Homestead Owner
Mobile: 021 399 960

cc Her Worship the Mayor

OBJECTION: CONDITION OF RESOURCE CONSENT IMPOSED BY WHANGAERI DISTRICT COUNCIL

Background

I am Lianne J MacPherson the proud owner of the “**Clapham Homestead**” and have been renovating and restoring this property to its original charm. This grand old lady resides on half an acre at the very end of a private road with a Clapham Road address, where it was initially built in **1894**.

This property is the historical “Clapham Family, Homestead” of Whangarei, Northland, which was once owned by one of our founding fathers, Archibald Clapham (the street was named after the Clapham family). He was an avid traveller, inventor, collector of antique clocks, who contributed and invested heavily into Whangarei, gifting a substantial amount of land down to the river.

A purpose built “Clapham National Clock Museum”, located at the Whangarei Town Basin, is an important tourist attraction, displaying his vast collection of clocks and photographs of the original “Clapham Homestead”.

Many current senior citizens of Whangarei once visited as children to view the clocks displayed in the lounge at the “Clapham Homestead”.

Situation

Whangarei District Council has given resource consent for a Three-Lot Subdivision (DP 429746) which is situated at #55 Clapham Road, Whareora (-SD2000065). Whangarei District Council added an additional approval clause to this application: **Condition of consent for subdivision will only be approved if the private road is named**. As an affected owner on the private road, I gave approval for the subdivision but was not informed of the clause to name the road.

Findings and Assumptions

1. Road Naming Policy: Section 5.8.1 - “Naming of a private road/name change can only be made if Whangarei District Council considers that the change will result in a clear benefit to the community affected”. **(Not done)**
2. Road Naming Policy: Section 5.7.3 - “Where the vehicular access way currently services other existing properties then consultation is required to be undertaken with those property owners”. **(Not done)**
3. A notice application has not been served to me, an affected private road owner with a Clapham Road address, who will be adversely affected by the naming of the private road and also stating Whangarei District Council’s reasons for the change.
(Not done)
4. Whangarei District Council has disregarded the significance and historical importance of its relationship to Archibald Clapham, a founding family that has made

a notable contribution to the district. The original “Clapham Homestead” and the road name is a lasting legacy to this family. **(Overlooked)**

5. The owner of the Three-Lot Subdivision (DP429746) #55 Clapham Road, Whareora (-SD2000065) has proposed three names for consideration: Greenacres Road, Archie Road and Gardiner Road (after the developer’s family).
6. As an owner I have only been made aware of these names on 24th August 2020 and was asked to approve the Whangarei District Council’s application amendment request. Hardly fitting names for the “Clapham Homestead” to endure.
7. I am disappointed that a new subdivision (DP429746) #55 Clapham Road has the right, in this case, to name such an historical existing private road as a conditional amendment imposed on its residents by Whangarei District Council. The Whangarei District Council informed me, Lianne J MacPherson, on 24th August 2020 when requesting information that the Addresses Committee has already approved the application for subdivision and the naming of the private road imposed by Whangarei District Council.
8. Currently a resident on the private road (DP78793) will be affected by a proposed new name. He has already been issued by Whangarei District Council with Clapham Road street addresses for his Four-Lot Subdivision, which are currently on sale, 57B, 59A and 59B Clapham Road which access the private road.
9. Another resident on the private road (DP453174) will be affected by the proposed new name, as any variation of the current name of the road “Clapham Road” her child will not be able to attend Glenbervie Primary School due to conflicts in zoning and breaches in the Enrolment Scheme Policy.
10. An objection to a road naming can only be made in writing and must be lodged with Whangarei District Council within 15 working days of the receipt of the decision made. However, how can I comply with this rule if a fair and transparent process has not been followed? **(Not Done, I was not informed)**

Recommendations

1. The private road with Clapham Road addresses, numbers 55-59 which encompasses the “Clapham Homestead” should not be named, as it historically exists, likely exceeding 80 years or more.
2. Whangarei District Council acknowledges that Clapham Road will include the private road, as private road owners already have postal Clapham Road addresses, which is already readily identifiable to emergency service responders and service delivery providers in accordance with the Road Naming Policy: Section 5.1.1.
3. I would like the opportunity to submit my suggested road name possibilities which I feel **must** include the name “Clapham” which would be more relevant given the historical nature of the community.

4. The Paper (Road) loose metal, one-way access driveway off Clapham Road towards the new Clapham Waters sub-division has no historical value and could easily be given a new address. i.e. Clapham Waters Road.

I would be willing to have a meeting with you at your earliest convenience to discuss this matter and any further issues and concerns that could impact my property being the "Clapham Homestead".

Yours Faithfully



Lianne J Macpherson
57 Clapham Road
RD 5
Whareora
Whangarei 0175

Ricardo Zucchetto

From: Lianne MacPherson <LianneMacpherson@hotmail.com>
Sent: Wednesday, 2 September 2020 1:00 PM
To: Ricardo Zucchetto
Subject: Clapham Road - Private Owners Objection
Attachments: Mr Ricardo Zucchetto Letter.docx copy.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: [SharePoint] This message was saved in 'Customer Relationship Management > 2020'

Afternoon Ricardo,

I have been given authority and approval to write a letter on behalf of the other private road owners with Clapham Road addresses in regards to the objection of naming the private road in relation to the Three-Lot Subdivision at #55 Clapham Road.

Thanking you

Lianne MacPherson

Sent from [Outlook](#)

Mr Ricardo Zucchetto
 Postal Approval Officer
 Whangarei District Council
 Private Bag 9023
 Whangarei 0148

2 September 2020

Re: Condition of Resource Consent imposed by Whangarei District Council to name the Private Road situated off Clapham Road.

Whangarei District Council has given resource consent for a Three-Lot Subdivision (DP429746) which is situated at #55 Clapham Road, Whareora (- SD2000065). Whangarei District Council added an additional approval clause to this application: Condition of consent for subdivision will only be approved if the private road is named.

The affected owners on the private road, would like to acknowledge that we have received a two page document from the developers at #55 Clapham Road, Whareora (- SD2000065) on 24th August 2020 supplying names for approval for the private road to be named.

The owner of the Three-Lot Subdivision (DP429746) # 55 Clapham Road, Whareora (- SD2000065) has proposed three names for the private owners to consider: Greenacres Road, Archie Road and Gardiner Road.

As we have just received this information we feel as a collective group that we have not had reasonable consultation in regards to naming the private road.

We would like to politely and formally request a meeting with someone with authority at Whangarei District Council to discuss our issues and answer some additional questions in the hope that we can make an informed decision to resolve this matter.

Yours Faithfully

Bob Kennedy
 57b, 59, 59a & 59b Clapham Road, Whareora

Peter Bone & Clare Flemming
 57b Clapham Road, Whareora

Jennifer Stocks
 55b Clapham Road, Whareora

Lianne Macpherson
 57 Clapham Road, Whareora

cc Her Worship the Mayor

Ricardo Zucchetto

From: Ricardo Zucchetto
Sent: Monday, 7 September 2020 11:09 AM
To: liannemacpherson@hotmail.com
Subject: Private ROW off Clapham Road - Alternative names - feedback from LINZ and additional advice

Categories: [SharePoint] This message was saved in 'Customer Relationship Management > 2020',
 [SharePoint] This message was saved in 'Resource Consents > Non Consent Specific Property Enquiries'

Hi Lianne,

I got feedback from Land Information NZ (LINZ) on some of the suggested names I mentioned.

The feedback from LINZ was:

1. Clapham Homestead Lane: **not acceptable to use** – similar road names in vicinity
2. Archibald Clapham Lane: **not acceptable to use** – Clapham Road in immediate vicinity
3. Archie Clapham Lane: **not acceptable to use** – Clapham Road in immediate vicinity
4. Archibald Lane: acceptable to use
5. Archie Lane: acceptable to use

It is clear from LINZ that 'Clapham' cannot be incorporated into any new name for this ROW. I have gone back to LINZ regarding options 2 & 3 again, as I still consider them to be suitable.

I also have copies of your letters dated 31/08/2020 and 02/09/2020. My comments below are in general reply to those, and from a road naming perspective.

I have forwarded on the email with letter dated 31/08/2020 to our Admin Team noting your objection to the condition require the ROW to be named. I am unclear of the outcome, but the reason to name the ROW by our engineers is a simple test (refer below).

There are a number of developments within the immediate area, which cumulatively are changing the area, and impacting on the residents. These changes are also providing opportunities too. The development underway is the second down this private ROW.

The condition to name the private right-of-way is made at the time the Planner and Engineer assess the application. This is one of the conditions they imposed and must be completed in order to gain new land titles for their development. As previously mentioned once the number of users down a ROW reach a threshold (6 properties), then there is a clear benefit to provide clear identifiable addresses for emergency and service providers. This second development (SD2000065) triggered that threshold.

My role is to assess the merits of any name that is proposed for the private right-of-way (ROW). As outlined previously I gather feedback from several internal and external sources combined with the Road Naming Policy and NZ addressing standards and make a recommendation to Council based on that information. I cannot comment on other impacts such as school zones, or previous developments not needing to name ROWs. All I can comment on is this consent that requires naming of the ROW.

The developer must follow the Road Naming Policy when it comes to suggesting a name where there is an impact to existing property owners. That is, the developer must conduct meaningful consultation with all owners/occupies of the ROW as their address will be changing (refer 5.7.3 below). As yet I have not been contacted by the developer or their agent to assist in this matter. I know that the agent has undergone the road naming process previously so they will be fully aware of their requirements.

To give you an indication of what I expect, this is the general outline I give developers/agents when seeking to name a private ROW (all in blue).

I also note that as there are other users of the access (ROW), they too need to be consulted in terms of the names proposed. This should be in writing (email is fine).

Given that there are a number of existing users who either use or have rights over the access way you are also required to undertake consultation with each of them to approve the developers proposed access names – or suggest an alternative.

Under the [Road Naming Policy](#) there is information relating to the consultation process, it is as follows:

5.7 Consultation

5.7.1 Consultation to be carried out in accordance with Section 82 of the Local Government Act 2002.

5.7.2 Maori must be consulted when Maori names are proposed for any road or access way. Such names must be appropriate, spelt correctly, interpreted correctly and must not be offensive to Maori.

5.7.3 Where the vehicular access way currently services other existing properties then consultation is required to be undertaken with those property owners.

5.7.4 Evidence of consultation must be submitted with the application to council.

5.7.5 Where agreement cannot be reached with the consulted parties and alternative names submitted, Council will make the final decision as provided by Section 319(j), of the Local Government Act 1974.

To partly assist with the consultation you need to undertake, I have an example form that you may like to use and can populate to send / email/ deliver. It must be clear to the tenant/owner you are asking that they understand it will result in an address change. If you post or email the form you must also give them a date that a reply is required by and it must be reasonable. For example a couple of weeks if using postage. You may need to try more than once and use alternative methods in order to prove that you have tried as best as possible that you have consulted appropriately. Please collate the methods, dates etc when you are ready to submit your findings.

May I suggest you first supply me with some name options so I can undertake an initial assessment for their viability before you begin consultation. Once I have confirmation on the name viability I will send an update as there is no point consulting only to find out that some of the names cannot be used and you have to start again.

As mentioned over the phone, you and the other property owners have the opportunity to suggest alternative names (subject to the same viability process). This is part of the consultation process that is currently underway with the developer and yourselves – this seems to be most the concerns raised in your letter dated 31/08/2020. At some point there will need to be a name chosen. This is your chance to influence the outcome and have your say to the developer.

I can understand the connection you and your neighbours have to the history of the area and can understand the concerns you have with change. At this stage I have no information to make an assessment on any name for the ROW as I have yet to receive the developers application.

At present a meeting would be unsuitable as consultation with the developer underway, which is an important part of the process and I have not got an application for a road name to assess.

I have sent copies of this email to my Manager and the Mayors Office to keep them updated.

Regards

Ricardo Zucchetto

Post Approval RMA Officer | RMA Consents Department

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | M 021 193 4614 | E ricardo.zucchetto@wdc.govt.nz

Ricardo Zucchetto

From: Murray McDonald
Sent: Tuesday, 13 October 2020 11:45 AM
To: Colleen Prendergast
Cc: Ricardo Zucchetto
Subject: RE: INVALID RESOURCE CONSENT CONDITIONS (PLEASE IGNORE/DELETE THE LAST EMAIL)

Categories: [SharePoint] This message was saved in 'Legal Requests and Opinions > Active > Resource Consents - Legal Opinions'

Hi Colleen,

The condition is considered to be logically connected to the development and is part of the provision of infrastructure necessary to service the development. It is not considered that such a condition is precluded by s108AA.

Regards

Murray McDonald

Manager, RMA Consents | RMA Consents Department

Whangarei District Council | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4230 ext 8256 | **Mobile** 027 2444 041 **E:** murray.mcdonald@wdc.govt.nz



From: Colleen Prendergast <ColleenPrendergast@hendersonreeves.co.nz>
Sent: Tuesday, 13 October 2020 10:57 AM
To: Murray McDonald <murray.mcdonald@wdc.govt.nz>
Cc: Ricardo Zucchetto <Ricardo.Zucchetto@wdc.govt.nz>
Subject: RE: INVALID RESOURCE CONSENT CONDITIONS (PLEASE IGNORE/DELETE THE LAST EMAIL)

Thanks Murray.

Obviously I don't agree. Please provide your reasons so that I can advise my client of their options

Thanks – and regards
Colleen

Colleen Prendergast BTP LLB
Consultant



Direct Phone 09 430 4349
Fax 09 438 6420

PO Box 11, Whangarei 0140
www.hendersonreeves.co.nz

New Anti-Money Laundering (AML) legislation requires us to gather more information from our clients. Find out more about this [here](#).

This e-mail is a confidential communication between Henderson Reeves Connell Rishworth Lawyers Limited and the intended recipient. If it has been received by you in error, please notify us by return e-mail immediately and delete the original message. Thank you for your co-operation. Click to read our [Terms of Engagement](#) and Information for Clients.

From: Murray McDonald [<mailto:murray.mcdonald@wdc.govt.nz>]
Sent: Tuesday, 13 October 2020 10:41 a.m.
To: Colleen Prendergast <ColleenPrendergast@hendersonreeves.co.nz>
Cc: Ricardo Zucchetto <Ricardo.Zucchetto@wdc.govt.nz>
Subject: RE: INVALID RESOURCE CONSENT CONDITIONS (PLEASE IGNORE/DELETE THE LAST EMAIL)

Good Morning Colleen.

Thank you for your letter of 8 October 2020. In response to your queries I can advise as follows:

- (i) The condition is not null and void and has not been severed or changed to an advice note.
- (ii) The current practice will not cease immediately.
- (iii) The matter will not be addressed by advice note.

Obviously the applicant may apply under s127 to change conditions of consent if they so wish.

Regards

Murray McDonald

Manager, RMA Consents | RMA Consents Department

Whangarei District Council | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4230 ext 8256 | **Mobile** 027 2444 041 **E:** murray.mcdonald@wdc.govt.nz



From: Colleen Prendergast <ColleenPrendergast@hendersonreeves.co.nz>
Sent: Thursday, 8 October 2020 5:07 PM
To: Murray McDonald <murray.mcdonald@wdc.govt.nz>
Cc: Ricardo Zucchetto <Ricardo.Zucchetto@wdc.govt.nz>
Subject: FW: INVALID RESOURCE CONSENT CONDITIONS (PLEASE IGNORE/DELETE THE LAST EMAIL)

Afternoon Murray, Ricardo

My apologies – please delete my last email as I inadvertently attached the Word document.

I have now attached the pdf version.

Apologies for any inconvenience

Regards
 Colleen

Colleen Prendergast BTP LLB
Consultant



Direct Phone 09 430 4349
Fax 09 438 6420
PO Box 11, Whangarei 0140
www.hendersonreeves.co.nz

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From: Colleen Prendergast
Sent: Thursday, 8 October 2020 4:46 p.m.
To: 'Murray McDonald' <murray.mcdonald@wdc.govt.nz>
Cc: 'Ricardo Zucchetto' <ricardo.zucchetto@wdc.govt.nz>
Subject: INVALID RESOURCE CONSENT CONDITIONS

Good afternoon Murray

Please see the attached letter

Regards
Colleen

Colleen Prendergast BTP LLB
Consultant



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Fax 09 438 6420
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Ref: 96059.1

8 October 2020

Resource Consent Manager
Whangarei District Council

Attention: Murray McDonald

By email: murray.mcdonald@wdc.govt.nz

INVALID RESOURCE CONSENT CONDITIONS

We are currently acting for a client who is an affected party to a subdivision consent (SD2000065). The consent includes a condition requiring a current private road/right of way to re-named.

As you are aware, to be valid a condition on a resource consent must relate to the effects of the activity, and be for a resource management purpose. The provision of a name for a road/ROW is not a resource management purpose. And neither does it relate to the effects of the activity on the environment.

It is acknowledged that the Council has obligations re road names, but as the Council's own Road Naming Policy recognises, they arise under 319(1)(j) of the Local Government Act 1974, not the Resource Management 1991. Thus, as noted in Section 3.5 of the "LINZ Guidelines for addressing in-fill developments", dated 1 November 2019, where the Council is mandated to require a developer to provide a road name, an Advice Note to that effect on the consent would be helpful. A condition to that effect on the consent is neither appropriate nor valid.

Further, since October 2017, s 108AA of the RMA prevents the Council from imposing a condition on a consent unless the applicant agrees to it or the condition is directly connected to an adverse effect of the activity on the environment or to an applicable district rule or NES, or to administrative matters essential for the efficient implementation of the resource consent – none of which apply here. We note that s108AA(4) defines an applicable rule as the reason or one of the reasons why a consent is required for the activity; again not relevant here.

In the circumstances of this case, the subdivider's preference is to retain the current name but doesn't wish the name change issue to hold up the processing of his subdivision consent. He, like most members of the public, was not aware of his rights to object to the condition. But that doesn't make it right. Importantly, as an invalid condition, it can be severed without affecting the consent as whole.

Accordingly, the Council is requested to confirm that:

- (i) the condition on resource consent SD2000065 requiring the developer to name the private road is null and void, and has either been severed and/or converted to an Advice Note; and

- (ii) the Council's current practice of imposing a condition on resource consents requiring the developer to provide a name for roads, private roads or rights of ways will cease immediately; and
- (iii) the Council will forthwith include an Advice Note only on resource consents where the developer is required to provide a name for a road, private road, or right of way.

For your information, a copy of this letter has been forwarded to the holder of consent SD2000065.

We look forward to your early response.

Yours faithfully

HENDERSON REEVES

A handwritten signature in blue ink, appearing to read 'Colleen Prendergast', written in a cursive style.

Colleen Prendergast
Consultant

P: 09 430 4349

E: colleenprendergast@hendersonreeves.co.nz

Ricardo Zucchetto

From: Addresses <addresses@linz.govt.nz>
Sent: Thursday, 19 November 2020 4:09 PM
To: ColleenPrendergast@hendersonreeves.co.nz
Cc: Trent Gulliver
Subject: RE: Road Name Change - private road (originally driveway) serving Clapham Homestead, Whangarei

Hello Colleen

Thank you for forwarding your correspondence relating to the naming of the accessway at 57 Clapham Road.

In August of this year Whangarei District Council forwarded us a list of 5 suggested road names for checking against 4819:2011 Standard road naming criteria and the current AIMS database: Clapham Homestead Lane, Archibald Clapham Lane, Archie Clapham Lane, Archibald Lane and Archie Lane. It appears that Whangarei District Council had already ruled out using Clapham Lane as it is an exact duplication of Clapham Road. Our return advice was that of the 5 names only Archibald Lane or Archie Lane fit within the Standard road naming criteria and were recommended for use in this location. The other 3 road names were not recommended as they contain 'Clapham' which replicates the name of the existing Clapham Road.

Our team have had the opportunity to discuss this situation and review the suggested road names for the naming of the accessway/driveway at 57 Clapham Road. We agree with the need to name the accessway as there are currently 9 address sites along this accessway. Along with the current subdivision there is potential for future subdivision given the size of some of the lots, however there aren't enough numbers to go around. Naming of this access way will give residents clearer, more unique, easily locatable address.

Road names are needed to uniquely and clearly identify roads as well as the related address. The road names themselves need to be clear and unambiguous. The historical provenance of a suggested road name can be a consideration in road name selection, however ensuring the suggested name is not a duplicate or similar in spelling or pronunciation to an existing road in close proximity takes precedence. Duplicated or similarly named roads in close proximity increases the risk of location confusion. This can result in problems for residents by making it difficult for delivery, emergency, and government services, and other people (such as friends, families and visitors) to locate individual address sites.

Consensus amongst the team is that our original advice to Whangarei District Council still stands. Of the 5 suggested names, Archibald Lane or Archie Lane are the only suggestions that fit Standard road naming criteria. We are happy to check any other road name suggestions for this accessway and continue to support the Whangarei District Council as they move forward with their decision on the name of this road.

Regards
 Wendy Sneddon

Wendy Sneddon ([she/her](#))

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
 PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Colleen Prendergast <ColleenPrendergast@hendersonreeves.co.nz>
Sent: Monday, 16 November 2020 4:23 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: FW: Road Name Change - private road (originally driveway) serving Clapham Homestead, Whangarei
Importance: High

Good afternoon Wendy

Thanks for your call just now. I have found the letter – and discovered that while “addresses” was spelt correctly on the letter, it was incorrectly spelt as “adresses” on the email to which the letter was attached. Interestingly, I have not been able to find an “undeliverable” response from the Postmaster, otherwise I would have followed it up sooner.

As discussed – I am aware of and understand the Standard. However, given the circumstances here, what is being asked for is an exception to the Standard in order to acknowledge the existence of the historic homestead and its place in the contribution made by the Clapham family to the Whangarei District. I confess I was somewhat heartened by your comment that the Council has the final say.

I look forward to receiving a favourable response without further delay

Regards
Colleen

Colleen Prendergast BTP LLB
Consultant



Direct Phone 09 430 4349
Fax 09 438 6420
PO Box 11, Whangarei 0140
www.hendersonreeves.co.nz

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From: Colleen Prendergast
Sent: Tuesday, 6 October 2020 4:11 p.m.
To: 'addresses@linz.govt.nz' <addresses@linz.govt.nz>
Subject: Road Name Change - private road (originally driveway) serving Clapham Homestead, Whangarei

Good afternoon

Please find the **attached** letter for your consideration

Regards
Colleen

Colleen Prendergast BTP LLB
Consultant



Direct Phone 09 430 4349
Fax 09 438 6420
PO Box 11, Whangarei 0140
www.hendersonreeves.co.nz

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[Evolve:02249fa6-0319-45f3-8875-90b4c2edd1cd]
[Evolve:0ddd1422-eb26-48ec-a749-fe8e4cf47a62]

This email has been filtered by SMX. For more information visit smxemail.com

Ref: 96059.1

6 October 2020

Surveyor General
Land Information New Zealand]

By email: addresses@linz.govt.nz

NAME CHANGE – PRIVATE ROAD OFF CLAPHAM ROAD

1. Approximately two weeks ago I spoke to a Mike at LINZ who advised me to write setting out the concern about the above name change, and if possible find some solution to the issue. I will try to explain the issue/problem as clearly as I can.
2. We are engaged by Lianne MacPherson, the current owner of the Clapham Homestead, situated at 57 Clapham Road, Whangarei. Ms MacPherson is in the throes of restoring and renovating the Homestead which was built in 1894. Access to the Homestead is at the end of the private road the subject of the present name change issue. The private road is essentially the original driveway servicing the Homestead and the original farm, prior to the various portions of land being gifted to the Council by Archibald Clapham and more recently, the subdivisions that have
3. At present the private road serves 8 lots, all of which are numbered off Clapham Road - these being 55, 55B, 57, 57A, 57B, 59, 59A, and 59B Clapham Road. The owners of number 55 Clapham Road have applied to subdivide their land into 3 lots. It is that subdivision which has triggered the Whangarei District Council's requirement for change of address. The owners of the properties along the private road have been told that they cannot keep their Clapham Road addresses, and nor can the private road have a name which includes "Clapham" in any form. We understand that Ms MacPherson has contacted the affected property owners and has heard from all but the Kennedys (the owners of 59, 59A and 59B) that none are happy. In my conversation with Mr Allen, the subdivider, he made it clear that his preference was to keep the name, but understandably he did not wish that issue to hold up completion of the subdivision process.
4. As part of her endeavours, Ms MacPherson contacted Mr Peter Clapham, grandson of Archibald Clapham. Mr Clapham does not support the name change. He is willing to verbally support Ms MacPherson to retain reference to the Clapham name for the private road, but he is dyslexic and not in good health, and thus is not easily able to express himself in writing. He was however very pleased to be able to provide the following background information:

The Clapham family, and Archibald Clapham in particular, were philanthropists who have played an influential part in the history of Whangarei. His grandfather, Archibald Clapham:

- (i) *Built the Homestead in 1894. Initially, he built a shed at the Whareora Road corner, and then walked to the house. Over time, he constructed a bush track to allow the passage of vehicles to the house. When the bush track was upgraded into Clapham Road, he contributed to the upkeep and maintenance of it from Whareora Road through to the end of what was the extent of the Clapham property, which now remains as the gravel extension. The Homestead was the first house on Clapham Road;*
 - (ii) *During the war, he stockpiled grains, rice, flour and sugar in the existing roof space of the Homestead, and distributed the supplies to people and families in need.*
 - (iii) *Donated Whangarei Falls and surrounding land to the Whangarei District Council to be enjoyed by the public;*
 - (iv) *Ran monthly community dances on the Homestead's tennis courts as a popular Whangarei community event. The family used to run electricity from the Homestead down to the tennis courts;*
 - (v) *Opened the Homestead as a tourist attraction and for people to come and view his clock collection. Visitors were able to swim in the river, play tennis, picnic on his grounds and view his clocks. This was all for free but donations were always welcome. The local Bus Company used to run free buses transporting people to and from the house and the river. Seventeen buses turned up one day!*
 - (vi) *Gifted his clock collection to Whangarei District Council to be shared by subsequent generations. The Clapham National Clock Museum generates thousands of dollars into the local economy each year off his name.*
5. I have since spoken to Mr Clapham who indicated that his preference for the name, if it has to be changed, is Clapham Lane. He also indicated that we may provide his contact details, and that he would be pleased to receive a call to discuss the matter further if required. His mobile number is 0274 591 955.
 6. I have also spoken with Mr Bill Edwards of Heritage New Zealand ("HNZ"). He advised that HNZ would need to view the house/property, but would be interested in listing the house because of its connections to the Clapham family. I have advised Ms MacPherson who is currently looking in to formally nominating the house for listing.
 7. We understand that LINZ has previously rejected suggestions of "Clapham Lane" "Clapham Homestead Lane" and "Archibald Clapham Lane." We have been provided with the Whangarei Roading Policy 2009, together with extracts of an email from LINZ to Mr Ricardo Zucchetto of Whangarei District Council citing the LINZ Standard requirements. The writer has also read the LINZ Guidelines for addressing in-fill developments, dated 1 November 2019.
 8. We understand and accept as logical that the current unformed extension to Clapham Road is to formally carry the name Clapham Road. We do not understand however why names such as "Clapham Lane," "Clapham Homestead Lane," or "Archibald Clapham Road" are not considered acceptable for the road leading to the original family Homestead.
 9. Given the historic circumstances outlined above, we respectfully seek reconsideration of that decision. We are aware that there is precedent for what is being requested; see for instance Jean Millington Lane coming off Millington Road. With all due respect to Jean Millington - I am sure she was a worthy person and a Whangarei identity - her influence on

Whangarei and its district appears clearly not to be in the same league as that of the Clapham family.

10. We look forward to your favourable response.

Yours faithfully

HENDERSON REEVES



Colleen Prendergast
Consultant

P: 09 430 4349

E: colleenprendergast@hendersonreeves.co.nz

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) Sid and Jane

Last name Allen

Postal address 55 Clapham Road, RD 5, Whangarei 0175

Best day-time phone number _____ Mobile 021 743 255

Email sidallen@gmail.com

Resource Consent Details

Resource Consent application number SD20000065

Agent Details

Name of Agent Phil Lash Agent ref 15833

Agent postal address PO Box 191, Whangarei 0140

Best day-time phone number 09 438 3563 Mobile 021 761 016

Email phil@reyburnandbryant.co.nz

Proposed Road Name Details

Please indicate whether the road is Public or Private (✓ box)

☐ Public

☒ Private

Proposed road name 1 Gardener ~~Road~~ Way

Reason

Reference to an historic owner and reflects the garden like properties of the area.

Margaret Gardener was a long time owner of the old 'Clapham' homestead at 57 Clapham Road, and of the surrounding area before subdivision. The name also nods at the historic orchards and gardens in the area, with the current access lined with first trees.

Proposed under Guideline 7.1 and 7.3

Proposed road name 2 Archie ~~Road~~ Way

Reason

Historical Owner Archibald Clapham – Archie Clapham was the original owner of the area and creator of the Clapham Clocks history. The reference to 'Archie' as opposed to Archibald was taken from the Clapham Clocks website.

Proposed under Guideline 7.1 and 7.4.

Proposed road name 3 Greenacres ~~Road~~ Way

Reason

A play on the historic gardens and orchids of the area and still in place along the edge of the current access way.

Guideline 7.3 and 7.4

❖ **Please supply a scheme plan map in Black and White with Road or ROW clearly marked when submitting your application.**

CAUTION:

- THIS DRAWING SHOULD NOT BE AMENDED MANUALLY.
- AREAS & DIMENSIONS ARE APPROXIMATE ONLY AND ARE SUBJECT TO FINAL SURVEY.
- THE SERVICE CHARGES MUST BE CONTACTED THE SURVEYOR FOR SALE & PURCHASE AGREEMENTS ARE ENTERED TO USE THIS PLAN.
- SERVICES MUST NOT BE POSITIONED USING THIS PLAN.
- DO NOT SCALE OFF DRAWINGS.
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- BOUNDARIES SOURCED FROM QUACKMAP, COORDINATES IN TERMS OF MOUNT EDEN 2000.

PROPOSED EASEMENT SCHEDULE

PURPOSE	SHOWN	SERV. TENE. (BURDENED)	DONA. TENE. (BENEFITTED)
RIGHT OF WAY, RIGHT TO TRANSMIT ELECTRICITY, TELECOM. & CONVEY WATER	A	LOT 3 HEREON	LOTS 1 & 2 HEREON
RIGHT OF WAY, RIGHT TO CONVEY ELECTRICITY & TELECOM.	A & C	LOT 3 HEREON	LOTS 1 & 2 HEREON
RIGHT OF WAY	D	LOT 3 HEREON	LOTS 1 & 2 HEREON

EXISTING EASEMENT SCHEDULE

PURPOSE	SHOWN	SERV. TENE. (BURDENED)	DONA. TENE. (CREATED)
RIGHT OF WAY	A	LOT 3 HEREON	#246499.1
ROW, RIGHT TO TRANSMIT ELECTRICITY, TELECOM. & CONVEY WATER	A	LOT 3 HEREON	#0605092.4
ROW, RIGHT TO CONVEY ELECTRICITY, TELECOM. & COMPUTER MEDIA	A, B & C	LOT 3 HEREON	#851904.4

EXISTING EASEMENTS IN GROSS

PURPOSE	SHOWN	SERV. TENE. (BURDENED)	GRANTEE / CREATED
RIGHT TO CONVEY ELECTRICITY, TELECOM. & COMPUTER MEDIA	A, B & C	LOT 3 HEREON	NORTHPOWELL LTD #851904.5
RIGHT TO CONVEY ELECTRICITY, TELECOM. & COMPUTER MEDIA	A, B & C	LOT 3 HEREON	TELECOM NZ LTD #851904.6
ROW (BRIDGE) MAINTENANCE & RIGHT OF WAY SEWAGE	A, B & C	LOT 3 HEREON	WHANGAREI DISTRICT COUNCIL #851904.7

DESIGN AMENDMENTS - P/CC
REV. 1 DATE
REV. 2 DATE
REV. 3 DATE
REV. 4 DATE
REV. 5 DATE

reyburn & bryant

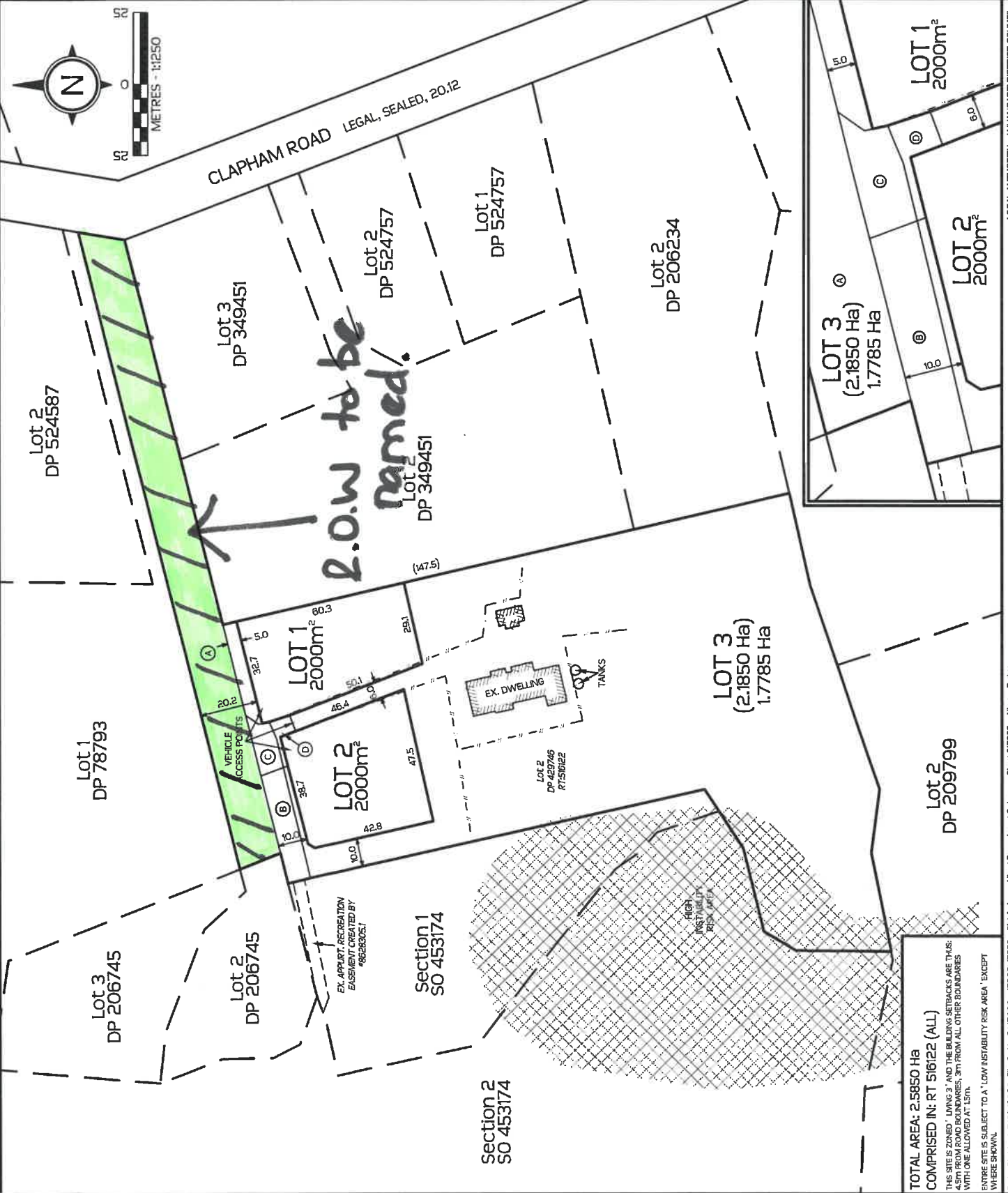
Ph 09 438 3963
7 Selwyn Ave. Whangarei
www.reyburnandbryant.co.nz

CLIENT
S & J ALLEN
55 CLAPHAM ROAD,
WHAREORA

TITLE

PROPOSED SUBDIVISION OF
LOT 2 DP 429746

DATE	MAY 2020	SCALE	1:1250 @A3
NO.	S15833	SHEET	1/1
Rev.			B



TOTAL AREA: 2.5850 Ha
COMPRISED IN: RT 516122 (ALL)

THIS SITE IS ZONED 'URBANS 2' AND THE BUILDING SETBACKS ARE 1.45m FROM ROAD BOUNDARIES, 3m FROM ALL OTHER BOUNDARIES WITH ONE ALLOWED AT 15m.

ENTIRE SITE IS SUBJECT TO A 'LOW INSTABILITY RISK AREA' EXCEPT WHERE SHOWN.

Date Plotted: 5/06/2020 File Path: P150000 - 15999/15833 - Sld & Jane Allen Drawings Scheme Plan S15833 - Allen - B.dwg

LOCAL AUTHORITY: WHANGAREI DISTRICT COUNCIL

Received
24/8/20

10/08/2020

Sid and Jane Allen

55 Clapham Rd

Ph. 021743255

Hi Neighbours,

We have been asked by Whangarei District Council to consult neighbours regarding naming our Right of Way road – being asked to provide 3 possible names.

A reason for each name, including any meaning, origins, historical background, relationship with a theme, link with the area, etc. Names are to reflect the historical, geographical or cultural significance associated with the area, a common or established theme in the area.

3 ideas we have come up with are:

1. Name: Gardener Rd

Reason: Reference to historical owner and reflects the nice garden like properties of the area.

2. Name: Archie Rd

Reason: Historical owner Archibald Clapham

3. Name: Greenacres Rd

Reason: Reference to green environment of the area

PLEASE ADD YOUR SUGGESTIONS IN ORDER OF PREFERENCE OVER LEAF...

Bob Kennedy

I/We Beebeeky Trust A owners of property No. s 57B59 a 59 b & 59 c59 Clapham Road, propose the following names for the current ROW.

1. Name:

Clayham Lane

Reason:

Clapham clocks.

2. Name:

Clapham Way

Reason:

Clapham clocks

3. Name:

Reason:

Or I/We are satisfied with the names proposed on page 1

YES ☐ Please tick

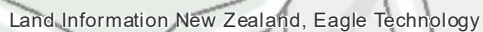
NO

Signed:

Bob Kennedy

Date:

12/9/20



Attachment 10 - Consultation record

Consultation Summary:

Date	Time	Colour	Whom	Communication	Notes
18/08/2020	9.30am	●	ALL (55b, 57, 57a, 59)	ROW Naming Form in letter boxes	
28/08/2020	10.00am	●	Lianne (#57)	Phone	Lianne mentioned strongly wants to keep Clapham name, particularly in relation to her owning the old Clapham Homestead - has instructed Lawyer to act for her and all neighbours (who have had a meeting and agree they would all like to remain Clapham).
11/09/2020	1.00pm		Lawyer Collen Prendergast	Phone	Collen to approach council
12/09/2020	2.15pm	●	Bob (#59)	Spoke in person	Asked if he had completed ROW naming form, mention meeting between neighbours that all wanted name to remain Clapham
12/09/2020	4.35pm	●	Jennifer (#55b)	Spoke in person	Spoke of meeting with other neighbours and desire for name to remain Clapham
12/09/2020	5.00pm	●	Bob (#59)	Spoke in person	Bob returns completed ROW naming form
14/09/2020	9.21am		Lawyer Collen Prendergast	Email	Email from Colleen outlining intended comms with council LINZ over matter
8/10/2020	4.48pm		Lawyer Collen Prendergast	Email	Email from Colleen with copy of comms with council
16/11/2020	9.51am		Phil Reyburn & Bryant	Email	Email from Phil outlining council rejection of naming proposal of keeping Clapham Rd
16/11/2020	10.00am	●	Lianne (#57)	Phone	Spoke with Lianne. She outlined that they will only accept a name which includes Clapham. i.e. Clapham Lane, Clapham Way.
16/11/2020	10.30am		Lawyer Collen Prendergast	Phone	Spoke with Colleen, she outlined they still want to push for use of Clapham in the name, was to approach LINZ and council staff over matter
16/11/2020	11.30am		Phil Reyburn & Bryant	Phone	Spoke with Phil, we decided to proceed to councilor meeting to confirm final decision on ROW naming

5.1 Operational Report – Corporate Group – December 2020

Meeting: Strategy, Planning and Development Committee
Date of meeting: 16 December 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 December 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 – December 2020

Operational Report – Corporate Group – December 2020

Procurement Reporting - Contracts Approved Under Delegated Authority
ICT Department CON20056 – ServiceDesk as a Service Supplier – NorthCloud Limited Contract value - \$320,000 GST excl over 2 years (existing contract \$264,000)

Information Communications Technology (ICT)

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 licensing, 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.

Priority tasks November/December:

- Working with SSS, our All Of Government Security partner to update all ICT Security Policies
- Implementing security fixes recommended from Security Review
- Hundertwasser – supporting WAMT in reviewing what ICT hardware is needed
- Assets – replacing older X2 tablets (G1) and swapping pc's with laptops at remote sites
- Asset Disposal (HP mini's) – working with NorthCloud to wipe devices and make ready for disposal
- Technical lead/support for ICT Projects – SIGMA, Hansen Upgrade, Digital Platform, CCTV cameras, TaaS, SharePoint Upgrade, Service Desk Replacement
- Training lead for above projects as well as investigating IT systems training needs within the organisation.

ICT Projects

ICT have recently reassessed the programme of work that was underway and taken steps to modify the type of projects being worked on, focusing on quick turn around type projects that consistently demonstrates enhancements to the systems that are in use across the organisation.

Project	Description	Current Status	Comment
Technology One Ci to Ci Anywhere (CiA)	Next generation software upgrade of core Council system	Paused / Slowed down	<ul style="list-style-type: none"> CiA Requests Online: Agile design-build-show process continues with Analyst & SME Testing scheduled before end Dec Delivery of Nucleus Synchronisation functionality from Tech One delayed from October to January. 2020B version upgrade: Subject matter experts are currently performing regression testing.
SIGMA	Asset management migration and upgrade of GIS	Delayed	<p>Review of some business needs caused rework of some data migration scripts. Change freeze imposed which prohibits any further changes to data structure. More than 80% of assets are now loaded into TechOne.</p> <p>We are still firmly on track to meet the delivery date of 1 July 2021.</p>
Digital Platform	Review and redevelopment of Council websites	On schedule	<p>Our new website went live on 24 November.</p> <p>Old website is still functioning in the background as it continues to provide certain functionality passively.</p> <p>Next phase of the project is to migrate these functions onto the new platform.</p>
Service Desk replacement	Replace current Service Desk vendor	Planning	Contract with NorthCloud is now signed and workshops are underway to identify services that will be provided so as to achieve 60% first call resolution.
Telephony as a Service	Replace telephony system	Initiated	Business analysis is underway to ascertain current system architecture and identify key business needs which will then influence the design of the new telephony system.
Building Consent Application system	Portal for customers to lodge and track Building consents	Initiated	Quote pack provided to suppliers. Q&A session completed with suppliers. Final date for questions has passed. Awaiting responses from suppliers.
Cloud strategy (... as a Service)	Migrating legacy and unsupported applications to the Cloud	On schedule	<p>GIS internal and external viewer now migrated to the ESRI platform.</p> <p>Hansen minimum required version update being tested.</p> <p>Rendezvous upgrade is being planned.</p>

Finance

2020-21 Financial Year

Budget managers are in the process of updating their full year forecast position. With substantial budget cuts made to the current year budget, additional unbudgeted spend approved by Council, and unbudgeted central government funding, we expect to see considerable variations against the Annual Plan budget.

Due to early agenda deadlines for the December Council meeting the full financial report will not be included within that agenda. As per previous years the financial report will be circulated to elected members as a memo, via email.

2019-20 Annual Report

The Annual Report was adopted at the November Council meeting. Planning for the 2020-21 Annual Report and associated audit will begin in the new year.

2021-31 Long Term Plan

The first draft of full financial statements, finance policies and strategies are currently being completed in anticipation of Audit New Zealand's arrival in January. Further changes may be required prior to the consultation.

Revenue

In November the second land rates instalment due and the increased property sales activity kept the team busy.

The Accounts Receivable Administrator transferred to a vacant role in the Customer Services department. She was replaced internally and a new employee started 30 November filling the vacant position. This speedy recruitment highlighted the number of highly skilled people looking for work at this time.

The key business users have been testing the TechOne upgrade, scheduled for next year and working on the new website.

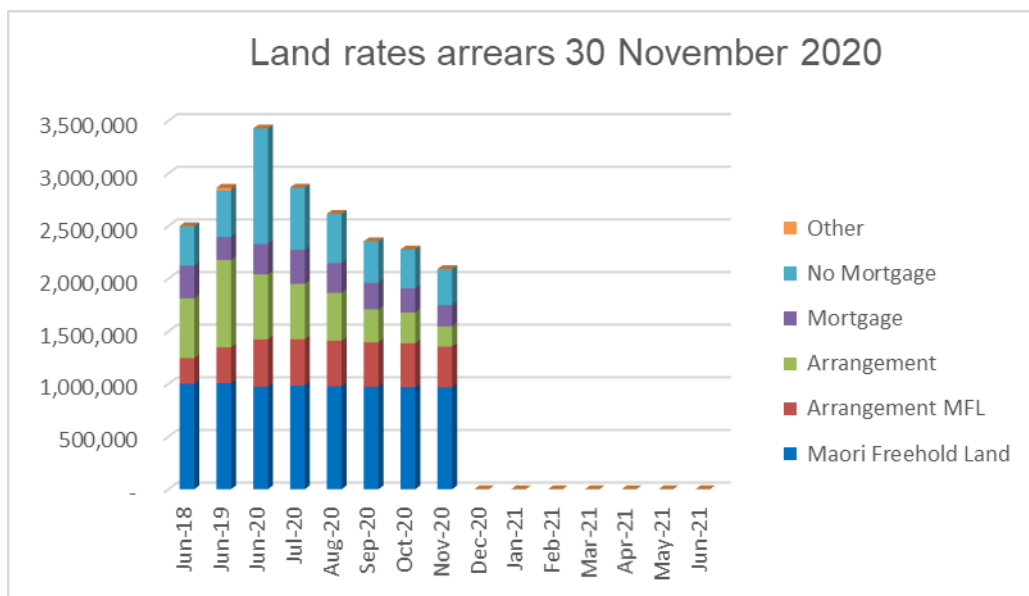
Property, rating and receivable transactions.

- There were 405 property sales in November, 52% more than November last year. Year-to-date sales are tracking 13% higher than last year.

Collection and recovery

- Current year rates arrears are \$2.2 million. In late November 2,006 penalty letters were sent, of which 746 had paid by 4 December. Many ratepayers found that the second instalment payment date was difficult to meet as we gave them more time to pay the first instalment. We continue to work with debtors experiencing cashflow problems to establish payment plans rather than imposing penalties.
 - Prior years' arrears are \$2.1 million including \$1.4 million Māori Freehold Land.
 - We have started requesting payment of 84 properties prior years' arrears to be paid by the mortgagee.

- Rates have been deferred at ratepayer request for 64 properties due to COVID19
- Payment arrangements have been made for a further 112 properties.
- There are 43 properties with our debt collection agency (10 added this year).
- Following a district court challenge on historic (pre-COVID) rates arrears, we received judgement in our favour



Business Support

Information Management (IM)

Privacy Act Changes

The information management team have been actively supporting the work to prepare the organisation for the changes to the Privacy Act.

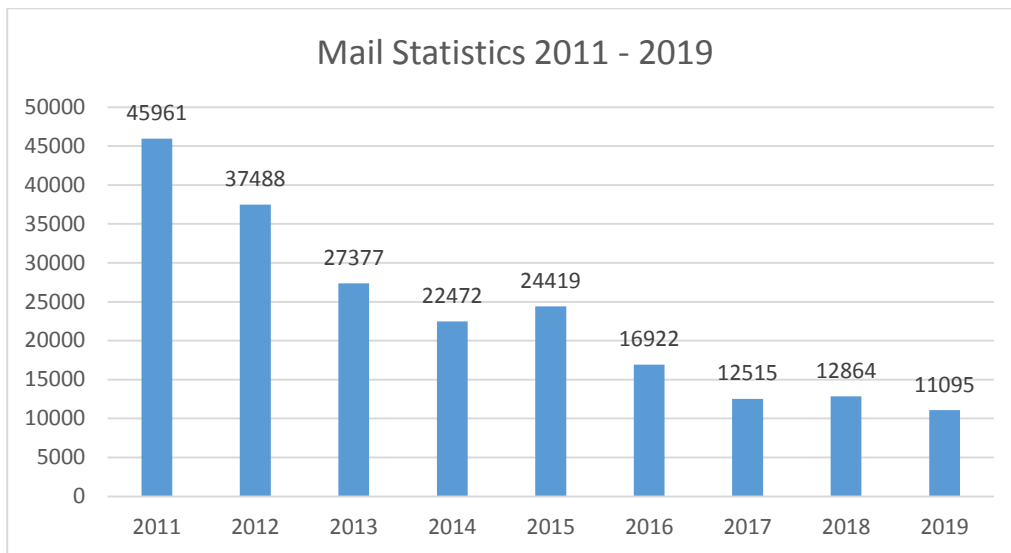
Moving forward these changes will also be assessed as we work through the information asset register identifying with the assistance of the governance department where there are privacy concerns in the ongoing management of information and records.

Mail Services

COVID has provided an opportunity to look at the mail services, deliveries of incoming mail and the contract with our mail service provider.

The nature of our business moving more digital has seen a shift in the volumes and types of physical mail items over the past few years and a decision has been reached to reduce the mail deliveries to 3 days per week. This will see a small saving in the contractual spend and a gain in mail efficiencies and handling effort.

The graph below shows the decrease in inwards mail since 2011.



As part of the work and in collaboration with the ICT team delivering the Technology One Requests module, a review of emails is also underway to initiate better online options for our customers to notify us and request service. This will create efficiencies in the workflow, improve information gathering and reduce double handling of these types of requests.

Procurement

Procurement

Central Government opened consultation on mandating the Government Procurement Rules for territorial authorities. Staff considered what impacts this will have on Council and have made a submission.

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
Dent St Developer	Finding a developer for Dent St site owned by Council	June 2020	District Development	23 June 2020	Ongoing
NECT – Catering Contractor	To assist the NECT in finding a suitable Stadium	August 2020	NECT	To be determined	January 2021

Service/Good Being Procured	Detail	Procurement Commencement Date	Business Owner	Date Advertised on GETS	Expected End Date
	Catering Contractor				
Building Consent System	To assist in procuring a building consent system	September 2020	Building Control	Quote requests issued	To be determined
NECT Generator	Purchase of a freestanding generator to provide backup for large events	October 2020	NECT	Quote requests issued	Cancelled
Pensioner Unit Heating	Find a supplier and installer for heating units for pensioner housing	October 2020	Community	To be determined	To be determined
Regulatory Services Contract	To go for market for a supplier to provide regulatory services	November 2020	Health & Bylaws	To be determined	To be determined

Transition to the new operating model for Office Max (online only) is now complete and no major issues have been encountered. This has involved reviewing our ordering and delivery processes to ensure they are still optimal. We have focussed our ordering to key points within the organisation to ensure that ordering is efficient and consistent across Council while not placing unreasonable time demands on busy staff.

Staff have completed and published the updated version of the Staff Purchasing Policy.

General procurement support and advice continues to be available across the business and at the weekly Procurement Clinic.

Facilities Management

Property

Some minor repairs have been completed at the Kamo Library to fix some weathertightness issues. This is now ready for painting.

Further support has been given to the i-Site team in preparation for re-opening the Tarewa i-Site.

Security reviews in customer services areas are also being completed in conjunction with Health and Safety. From the reviews some improvement actions will be identified and quotes will be requested prior to any work commencing.

Fleet

A comprehensive project to update our Fleet Policy, associated documents and processes is underway in collaboration with People & Capability and Finance. The aim of this project is to update our Policy to meet our current fleet management principles and clarify end to end processes which cross over a number of departments. This will ensure we have a consistent approach to fleet purchasing, allocations and management across the organisation.

Leases and Licenses

This month we have had a number of queries regarding boat sheds which have involved working with NRC to resolve.

We have a number of leases and licenses in various stages of the renewal process. There are some delays progressing these further, which we expect will improve after the Christmas break.

Chambers

Due to OfficeMax closing their Whangarei branch, Council's stationery ordering system has been streamlined. All stationery orders and lunch room supplies will be managed by Business Support staff. The Chambers Custodian will be responsible for Forum North ordering using OfficeMax's online system as well as supplies for Walton Plaza, and some of the outlying offices.

A total of 24 Council meetings were held in Chambers during the month as well as two special events. Chambers was in use for over 54 hours during the month, not including the time to set up and pack down after each event. There was also one Emergency Council meeting called which clashed with a Hearing and required some changes to accommodate both events.

Business Support Projects (Updates, Delays or Deferrals)

Project	Current Status	Comment
Information Management Plan	Review and reset	The information management plan is undergoing a review and will be reset for the next two year ensuring alignment to business priorities.

Communications

Digital Platform project

The new website has been successfully launched and the old website taken down. Post go live, we will work through a backlog of further improvements to the site and content over the coming year.

Media

- Maori representation
- Drought resilience
- Four-laning upgrade

Communications projects

A summary of campaigns of note include:

Campaign	Comment
Whangarei Wastewater Treatment Resource Consent Project	The Communications Team are developing communications collateral in preparation for the start of community engagement on this project in December.
Civic Centre Project	Ongoing internal and external communications.
Camera Obscura	Working on marketing plan for the digital presence of this new Council-owned visitor attraction
Smokefree/Vapefree public spaces	Working on a campaign for summer promoting smokefree and vapefree public spaces.
Speed Limit Bylaws Consultation	Supporting consultation through graphic design of documents, an online feedback form, Facebook campaign, print campaign and website content.
Regional Accessibility Consultation	Supporting consultation through Facebook campaign, print campaign and website content.
Christmas in the City 2020	Marketing and publicity for inner city activations planned for November and December.
Long Term Plan	High level approach to communication programme has been built and we are about to start working on the creative following the completion of prioritisation and the draft consultation document.

Social media

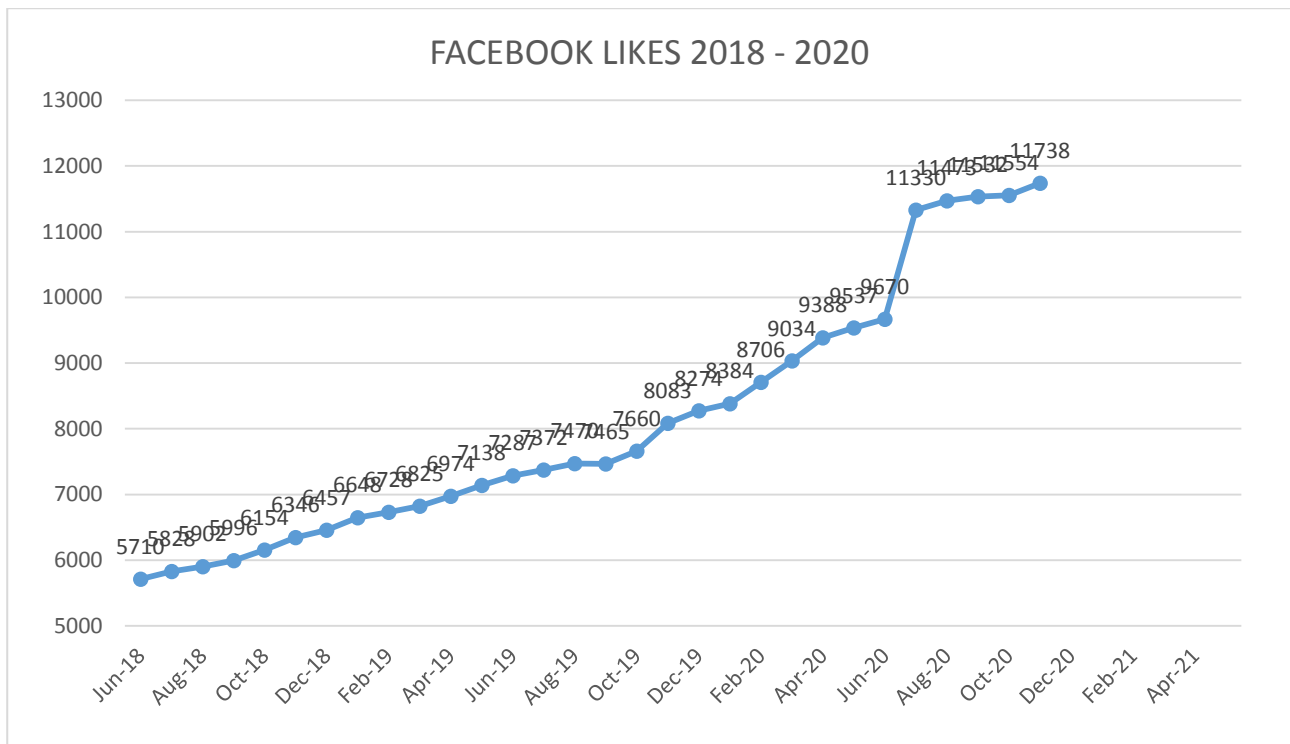
A little more time spent on social media has revitalised the channel in time for our big summer messages. Encouragingly, our best-performing posts have been about core issues & campaigns.

Topic	Engagement
Freedom Camping consultation (reminder)	<ul style="list-style-type: none"> 32,700 reach 3,800 engaged
Camera Obscura opening video	<ul style="list-style-type: none"> 24,100 reach 1,200 engaged
Smokefree Vapefree Whangarei video	<ul style="list-style-type: none"> 21,300 reach 2,600 engaged

Also notable: Waterfront precinct plan engagement launch, speed limit consultation, temporary road closure in Ruakaka, call for Ngunguru Cemetery volunteers.

Facebook audience/followers

At the time of this report the page has 11,738 Likes, returning to steady and sustainable growth after two slower months.



Website

Top 5 pages visited (main website only – first report on new site)

October 2020	November 2020
<ul style="list-style-type: none"> • GIS maps 	<ul style="list-style-type: none"> • Rates information
<ul style="list-style-type: none"> • Rubbish disposal (transfer stations) 	<ul style="list-style-type: none"> • GIS maps
<ul style="list-style-type: none"> • Rates 	<ul style="list-style-type: none"> • Christmas parade event page (new)
<ul style="list-style-type: none"> • Rubbish collection 	<ul style="list-style-type: none"> • Operative District Plan
<ul style="list-style-type: none"> • Freedom camping (new) 	<ul style="list-style-type: none"> • Contact us
Notable increases: <ul style="list-style-type: none"> • Dog exercise areas, Whangarei Falls, Waipu Coastal Walk 	Notable: <ul style="list-style-type: none"> • Search function, services – payments, freedom camping, rubbish pages, Waipu Coastal Walk, report a problem.


People and Capability

Organisation Strategy – HRNZ Organisation Change and Development Award

As advised last month, we have entered the HR Awards for our work in the development of our Organisation Strategy. The application describes our journey in developing the strategy, the creation of our tikanga and the transformation of the organisation through this time.

We have just been advised that we are a finalist in the Organisation Change and Development category. The winners are announced in March 2021.

Post




Whangarei District Council...
The Camera Obscura is OPEN! A ten year vision became reality this afternoon as Camera Obscura Whangarei was opened to the public for the first time. Take the kids (or your parents), learn about optics, play with the aperture, and marvel at the wonderful local...

1:50 · Uploaded on 20/11/2020 · Owned · Appears once · View permalink · Copy video ID

Total video performance


🕒 Minutes viewed	10,239
🎬 1-minute video views	3,658
🎬 10-second video views	10,492
🎬 3-second video views	16,799
📺 Average video watch time	0:21
📊 Audience retention	
👤 Audience and engagement	

This video is used in 1 post

Posts ⓘ	Posted date	Estimated reach	3-sec video views	10-sec video views	Unique 3-sec video views	Post engagement	Average video watch time
 Whangarei District Council The Camera Obscura is OPEN! A ...	20/11/2020 17:07	24K	16K 100%	10K 100%	14K	1.1K	0:21 / 1:50

Total 3-second video views on Facebook: 16K ⓘ

Post



Whangarei District Council: Smokefree-Vapefree Whangārei...


Whangarei is increasing the smokefree and vapefree areas in our District. It's not just parks and playgrounds but wider outdoor public spaces like outdoor dining and beaches. It's all about clean air for our tamariki.

1:00 · Uploaded on 10/11/2020 · Owned · Appears in 2 posts · View permalink · Copy video ID


Total video performance

🕒 Minutes viewed	5,724
👤 1-minute video views	1,753
👤 10-second video views	8,349
👤 3-second video views	15,755
📺 Average video watch time	0:11
📊 Audience retention	
👥 Audience and engagement	

This video is used in 2 posts

Owned posts (1)	Posted date	Estimated reach	3-sec video views	10-sec video views	Unique 3-sec video views	Post engagement	Average video watch time
 Whangarei District Council Smokefree-Vapefree Whangārei ...	10/11/2020 14:44	21K	15K 99%	8.2K 99%	11K	899	0:11 / 1:00

Crossposted posts (1)

 Northland District Health Board Smokefree-Vapefree Whangārei ...	10/11/2020 15:58	335	143	58	132	4	0:07 / 1:00
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NB: This video was crafted with 5-10 second video-views in mind, so the average view-time of 11 seconds is good.

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

Meeting: Strategy, Planning and Development
Date of meeting: 16 December 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 December 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 November 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.

5 Attachment

Operational Report – Strategy, Planning and Development – December 2020

December 2020 Operational Report

Strategy, Planning and Development Operational Report (reporting on October 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

Nil

Strategy

Nil

Democracy and Assurance

Nil

Economic Development

Infometrics have released their Quarterly Economic Monitor for the third quarter 2020. The Whangārei economy saw a strong rebound in economic activity in the September 2020 quarter. Economic activity rose 3.1%pa in September 2020, limiting the fall in year-end growth to -2.3%pa, according to their provisional estimates.

As previously reported, the local economy took a sharp hit from COVID-19 but has maintained more momentum than the national economy. Strong spending activity highlights the current economic performance, with consumer spending up 11%pa in the September 2020 quarter. Part of this spending boom is catch-up from the Level 4 lockdown, but spending levels continue to sit higher, reflecting a still-upbeat local economic mood.

House prices in the District have increased by 9.2%pa as the population grows and people from outside the area look to relocate. Infometrics Local Economic Insights Dashboard highlights that local broadband usage remains higher than a year ago, reinforcing this view. However, affordability pressures remain as residential consents stay below previous levels, down 23%pa over the 12 months to September 2020.

Builders are still likely to be busy though, with a 209%pa rise in non-residential consents in the September 2020 quarter taking annual activity up 45%pa. Consents for education buildings, warehousing, and industrial construction drove this growth.

The COVID-19 shock has still dealt a hard blow to some parts of the community. In Whangārei, there are an additional 1,200 Jobseeker Support recipients in September 2020 compared to last year, a 33%pa rise. This rise is higher than the wider Northland region, but below the national average. Some key local employers have signalled job losses, which has pushed the unemployment rate higher.

Primary sector activity has provided a solid economic foundation for Whangārei. The current farmgate milk price is expected to bring in \$210m into the Whangārei economy in the 2020/21 season. Meats are also holding up, with exporters needing to pivot towards at-home consumption. The full report is available online.

<https://ecoprofile.infometrics.co.nz/Whangarei%20District/QuarterlyEconomicMonitor>

District Promotions

Tourism activity remains subdued in Whangārei. Whilst Guest Nights appear to be up on September 2020, local tourism spending is down nearly 9% pa over the last 12 months and is likely to decline further as the loss of international tourism is felt more during summer.

GUEST NIGHTS: Accommodation Data Programme				
September, 2020				
	Whangarei	Far North	Kaipara	Northland
Domestic	28,100	63,200	9,500	100,800
International	4,800	18,700	2,900	26,400
TOTAL	32,900 (31,447)	81,900 (61,704)	12,400 (3,956)	127,200 (97,107)
October, 2020				
Domestic	37,000	92,400	16,200	145,700
International	1,700	5,600	709	8,000
TOTAL	38,700	98,000	16,900	153,700

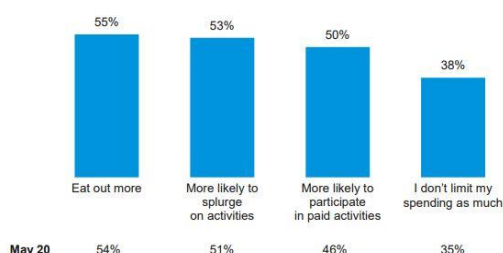
Note that the totals in brackets are from the Accommodation Survey September 2019 so datasets are similar but not the same. September 2019 are the last available.

Tourism New Zealand's recent insights into domestic traveller behaviour provide some understanding why tourism spend is down e.g. indifference because of ease of access, choice and volume of free activities, perception of value and relevance of activities.

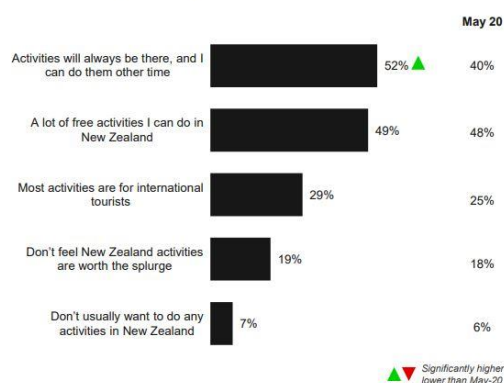
When holidaying domestically, many New Zealanders choose not to spend as much on activities as they do when overseas, because activities will always be there

Claimed differences in spending behaviour (Oct 20)⁽¹⁾

Compared to my holiday within New Zealand, on overseas holiday I ...



Reasons for limiting spending while on holiday in New Zealand (Oct 20)⁽²⁾



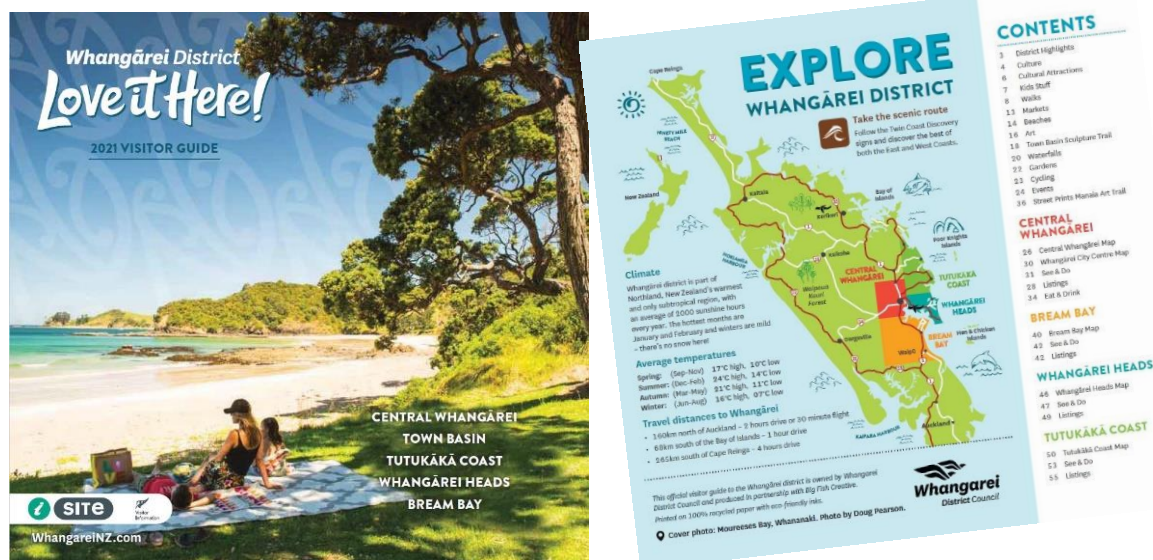
However, 72% of New Zealanders are now planning a holiday within New Zealand in the next 12 months with 64% of New Zealanders shifting either all or some of their overseas holiday spend towards domestic holidays.

Barriers to domestic travel include cost, unsettled weather, infrastructure (roading) and COVID-19 impact e.g. reduction in quality of service, cost increases (possibly perception only).

[Read the full Domestic Travel View Report - October 2020 here.](#)

2021 Whangārei Visitor Guide

Production of the 2021 Whangārei Visitor Guide was completed in November 2020, and is now 'on the shelf' in our information centres, available at over 50 locations throughout Northland including i-SITEs, accommodation and activity businesses, and the Whangārei Airport and BOI Airport. The guide is available at no cost on request from [VisitorPoint](#) and has been couriered to 65 i-SITEs nationwide. The Guide will be promoted via our digital channels.

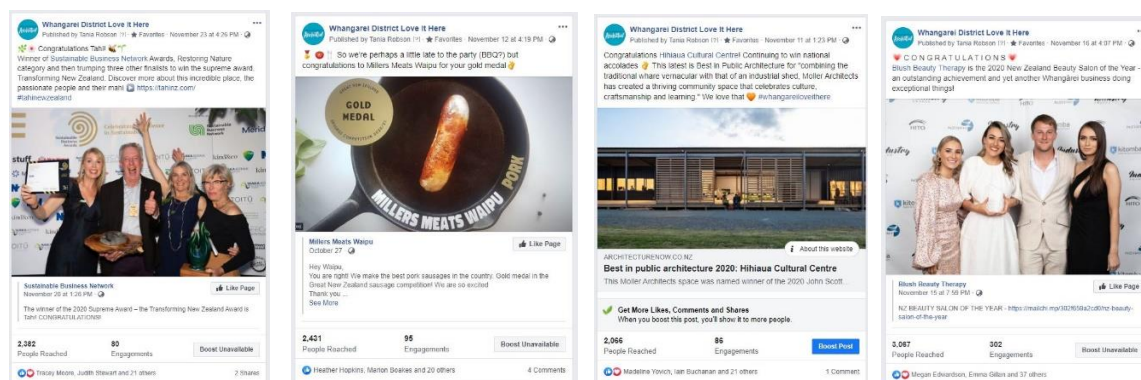


Whangārei District Love It Here! Facebook page

As at 30 November 2020 the Whangārei District Love It Here! Facebook page achieved:

- 18,666 Likes
- Reached: - Organic (unpaid) 58,002 - Paid 77,112 - TOTAL 135,114

Highlights include showcasing national award-winning Whangārei businesses and products winning national awards.



Commercial Property

With the summer and the Christmas holidays now approaching fast maintenance work is now completed at the Town Basin. The continued construction of the children's playground and new Town Basin park is unfortunate, but pedestrian volumes to the basin appear to be growing and activity is vibrant. The recent reveal of the Hundertwasser south wall has certainly created very positive discussion from tenants and visitors.

Rent reviews and renewals continue as per the schedule. The market is still seeing slight movements despite the uncertainty of the economy.

'LOCO', the new South American themed cocktail and tapas bar is on schedule to open on 3 December 2020 in time for the Christmas and summer season.

Parihaka Transmission Mast

The upper carpark is scheduled to open to pedestrians on the weekend of 5 December 2020. The final power and technical changeover is expected to be completed by 3 December 2020 with gates, bunds and access ways now cleared and safely accessible. Work continues behind the scenes regarding insurance and also discussion with iwi/hapu regarding the future of the summit and structures.

Airport

Audit NZ is finalising the annual audit. A final report is expected very shortly allowing Council to sign off the final years accounts as presented to them at the November 2020 Council meeting.

Airport activity is still buoyant. Revenue continues to increase better than initial post COVID-19 budgets. Passenger numbers have been increasing however the December 2020 / January 2021 months traditionally see a decline. It will be interesting to see how the post COVID-19 era will affect the trends, especially with increased domestic travellers.

There have been two recorded noise issues recently related to helicopter activity. Both operators have been contacted and noise management protocols have been re-established included specifically the requirements for training in the airport environment. The situation will require further monitoring to ensure flightpaths are adhered to.

With the early reporting deadlines, there are no passengers numbers available for the December 2020 period.

Strategy

2021 - 2031 Long Term Plan

Through the Corporate Planning Steering group staff have been working on the Long Term Plan. Work is now underway to pull together a draft LTP by the end of the year. This follows a series of prioritisation and direction setting briefings held throughout September 2020 and October 2020.

In November 2020, briefings have been held on the Revenue and Finance Policy and Rates, Activity Profiles, Growth Model and the key issues for consultation.

A briefing will be held on the 8 December 2020 with the draft LTP documents in advance of the Council meeting on 17 December 2020.

Climate Change

On 23 November 2020 staff attended a meeting at Mata Hall to discuss the Climate Change programme with the local farming community. Approximately 30 people attended. The feedback was constructive and will be incorporated in the Climate Action Plan and the climate change adaptation work.

At the Council Meeting on the 26 November 2020, Council approved the appointees to the Joint Committee Climate. This was followed by endorsement of hapu representatives at the Te Karearea Strategic Partnership Standing Committee on 29 October 2020. The Joint Committee on Climate Change will provide governance oversight and leadership on the ongoing climate change work programme.

Bylaw review programme

Council adopted the SOP and approved consultation for the Camping in Public Places Bylaw at the Council Meeting in October 2020. Consultation closed on 27 November 2020. We received 207 submissions and one petition with 13 signatures. Hearings are proposed for 8 December 2020.

Placemaking Programme

Work is underway in Tikipunga and Hikurangi. The second round of community engagement and workshops closed on 25 November 2020. An update of the programme and the feedback received will be provided at a Briefing on 16 December 2020.

Whangarei District Growth Strategy

At the 24 September 2020 Council Meeting elected members endorsed the Draft Whangarei District Growth Strategy for consultation. This endorsement has enabled staff to consult with the public and key partners and stakeholders.

There has been a high level of interest from stakeholder across the District. The consultation period will be extended by another two weeks, concluding on Friday 4 December 2020. Approximately 500 items of feedback have been received.

A successful hui was held with hapu on the 19 October 2020, staff are currently working through options of following this up with further hui and engagement through Te Huinga and Te Karearea.

District Plan

Urban and Services Plan Change Package

Environment Court has issued two more consent orders, settling both appeals in full at the time for drafting this report:

ENV-2020-AKL-130 Ara Poutama Aotearoa the Department of Corrections

ENV-2020-AKL -120 JB & RM Keith Trustees Limited and Victory Square Holdings Limited

ENV-2020-AKL – 119 JB & RM Keith Trustees Limited

PC150 Private Plan Change Application

The application was accepted and approved for notification on 3 November 2020. The plan change was notified on 11 November 2020, with the submission period closing on 10 December 2020. At the date of writing this report 4 submissions had been received.

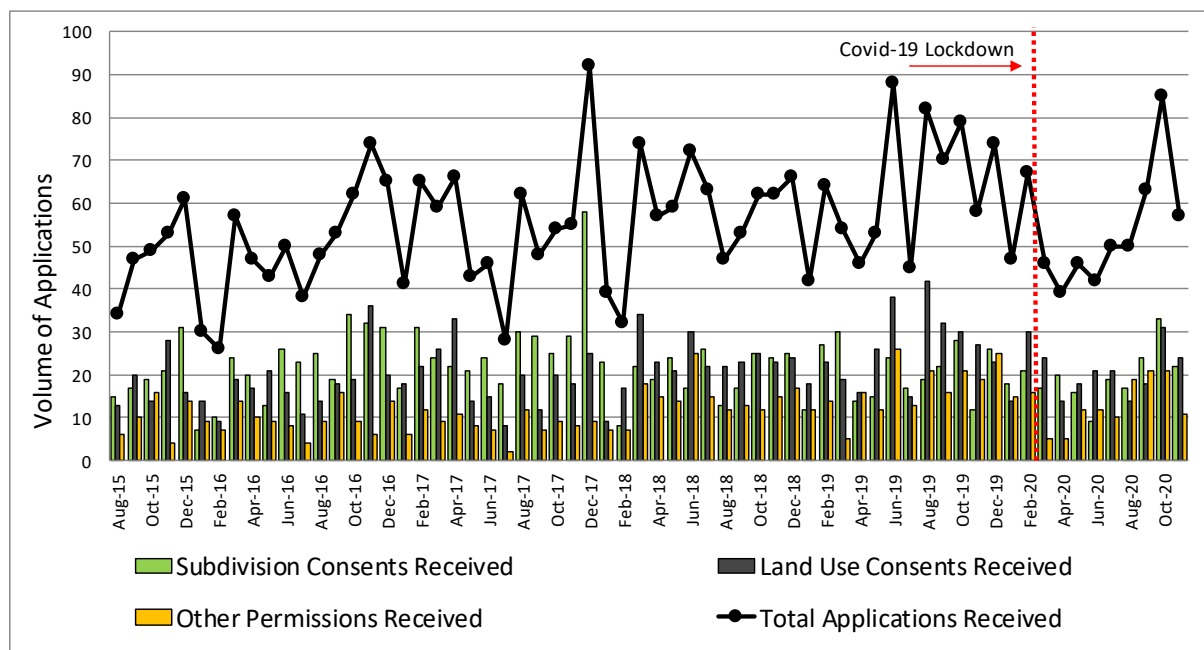
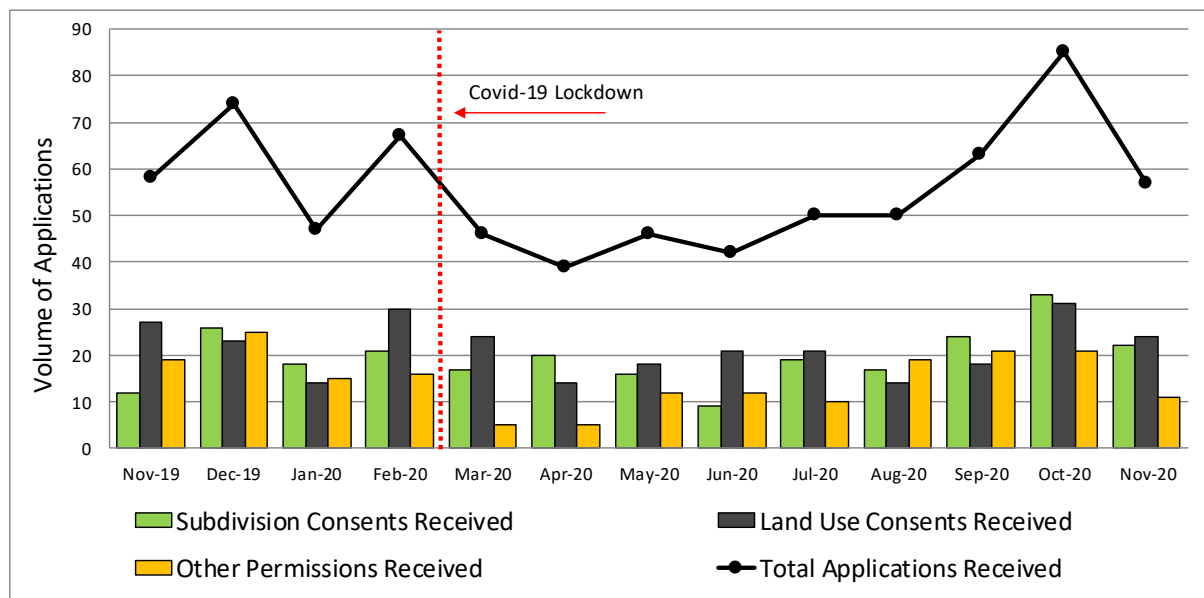
PC156 Tangata Whenua/Mana Whenua and PC157 Sites of Significance to Māori

Preliminary discussions with Te Huinga are underway to support the preparation of draft plan changes.

Resource Consents

Resource Consent Processing

The number of applications received in November 2020 totalled 57, a decrease over the previous month but consistent with November 2019. The drop in numbers was anticipated following the 85 received last month. Twenty-two subdivision, 24 land-use and 11 other permission applications were received. The second graph shows the application numbers over the last 5 years and clearly shows the peak experienced in June 2019, a downwards trend to the March 2020 lockdown followed by the post lockdown recovery.



Resource Consents

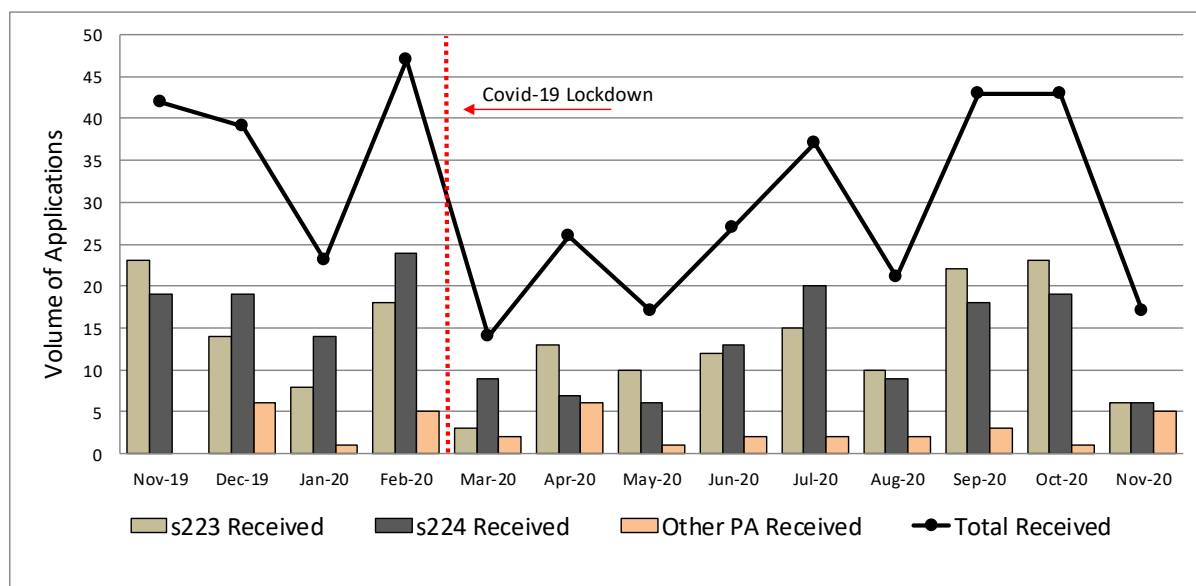
Applications of interest received during November 2020 include the unit-titling of the currently under construction revamped Kensington Shopping Centre, signs associated with a new KFC at Tauroa Street, 4 new classrooms at Maunu Primary School and an application for an 18 unit residential development at Kamo.

Hearings

Two hearings were held during October 2020, being the resource recovery centre application at Pataua South Road and a 3 lot subdivision at Waikaraka. The resource recovery centre has been approved whilst the subdivision hearing has been adjourned with the Commissioner requesting further information. The WDC application for works within the drip line of Pohutukawa trees at One Tree Point (associated with a sea wall) was also approved following a hearing in October 2020.

Post-Approval

Seventeen (17) post-approval applications were received for November 2020. This is a significant drop from last month and unusual for this time of year. Six survey plan approvals (s223), 6 completion certificates (s224) and 5 other post-approval related applications were received. All new applications are now being processed within timeframes.



Appeals

No appeals have been received during November. The appeal by Haines Haulage in relation to their application to establish a house mover's yard at Piano Hill was allowed by the Environment Court by way of consent order.

Building Department – 02 November 2020 – 27 November 2020

On 19 November 2020 the department received confirmation of its continued accreditation from IANZ. The initial assessment was carried during COVID-19 in a number of all-day virtual meetings over a six-day period. This was the third remote assessment performed in the country. This assessment was the most in-depth assessment to date and identified Whangarei as a low risk authority. The department is looking forward to giving feedback on the assessment to IANZ and is scheduled in for its next routine audit assessment in April 2022.

There is a large amount of effort being placed on working across the organisation with other departments and an industry evening is planned for 16 December 2020 using the building forum as the platform for other departments to present and work with customers. The department has been in email discussions with MBIE about hosting a series of Earthquake prone seminars for the region. This will be focussed on Councils responsibilities and providing additional training for engineers on how to apply the seismic assessment methodology document for EQP assessments.

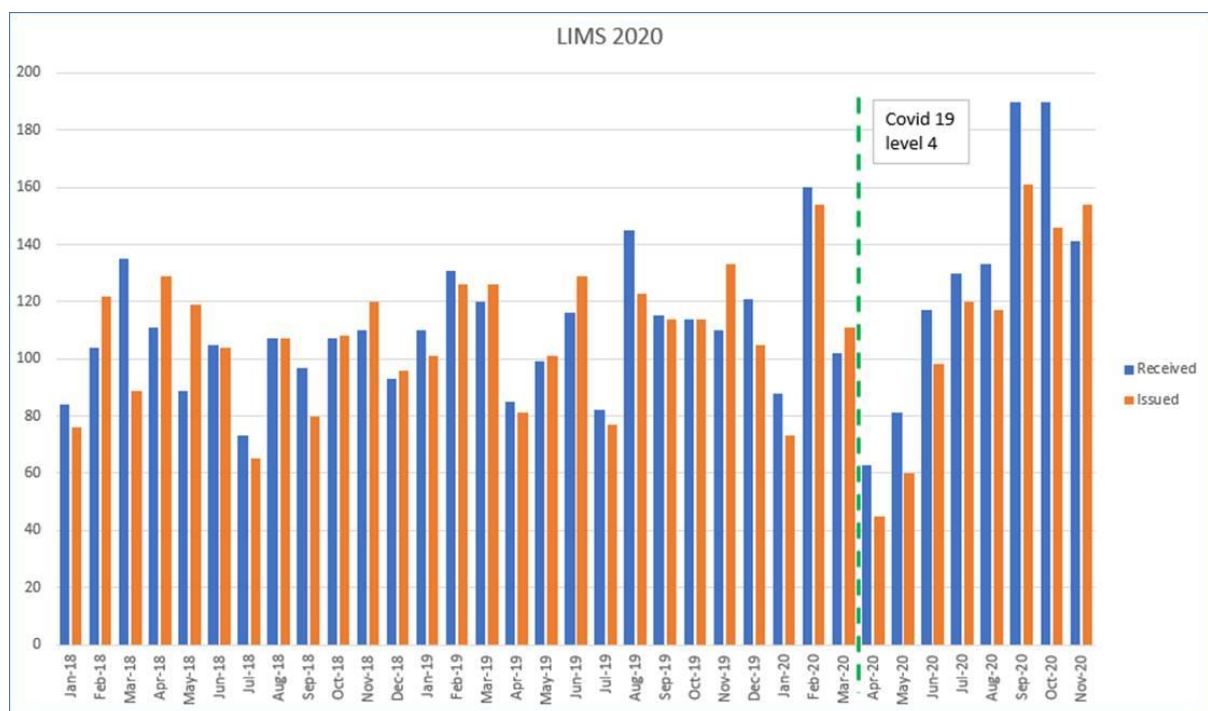
Building Consent Performance Indicators

Performance Indicators			
		Nov	Year's Average To Date
Building Consents Granted	20 Days (statutory)	95%	97%
Building Consents Issued	3 Days (internal KPI)	67%	87%
Inspections Completed within 48 Hrs	% Complete Within 2 Working Days (internal KPI)	99%	99%
LIMs	% Within 7 Days (internal KPI)	0%	55%
LIMs	% Within 10 Days (statutory)	92%	98%
PIMs	% Within 5 Days (internal KPI)	56%	83%
PIMs	% Within 20 Days (statutory)	70%	88%

Building consent and PIM applications under pressure with a strong application demand since COVID-19. The KPI percentage has slipped for this area and we are in catch up mode. Inspections are meeting the annual plan requirements in terms of delivery; however, phone requests for inspections are increasing which means that inspection availability is closing out for the week earlier than normal. The demand for LIMs remains at a high level with the last quarter being in excess to the last two-year average. The delivery of LIMs with in the timeframe is under strain.

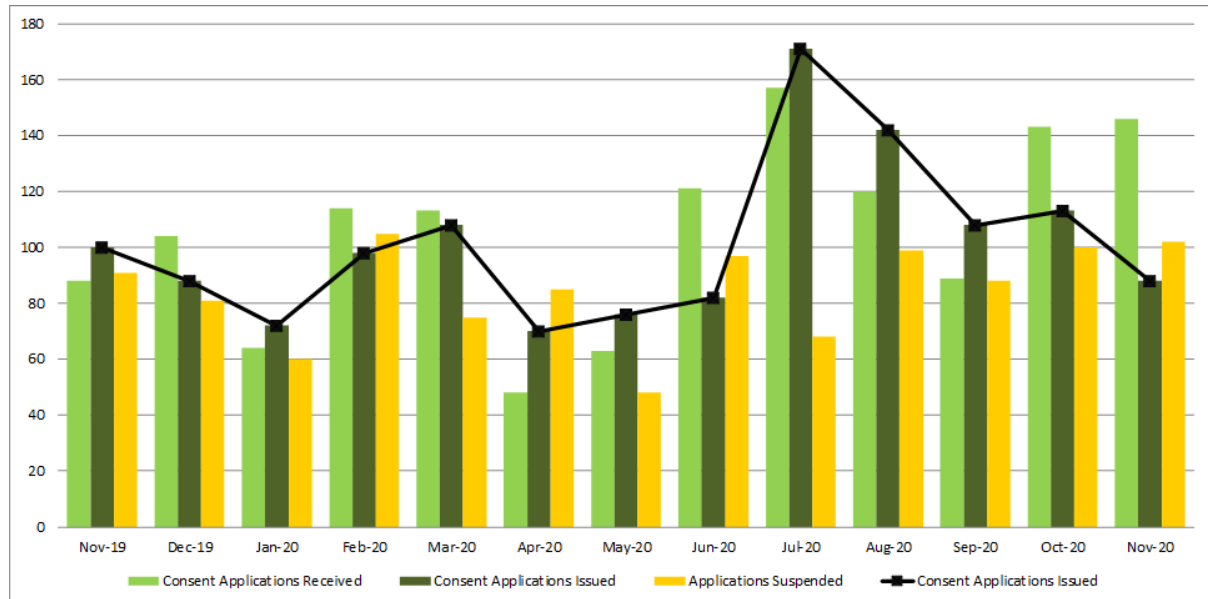
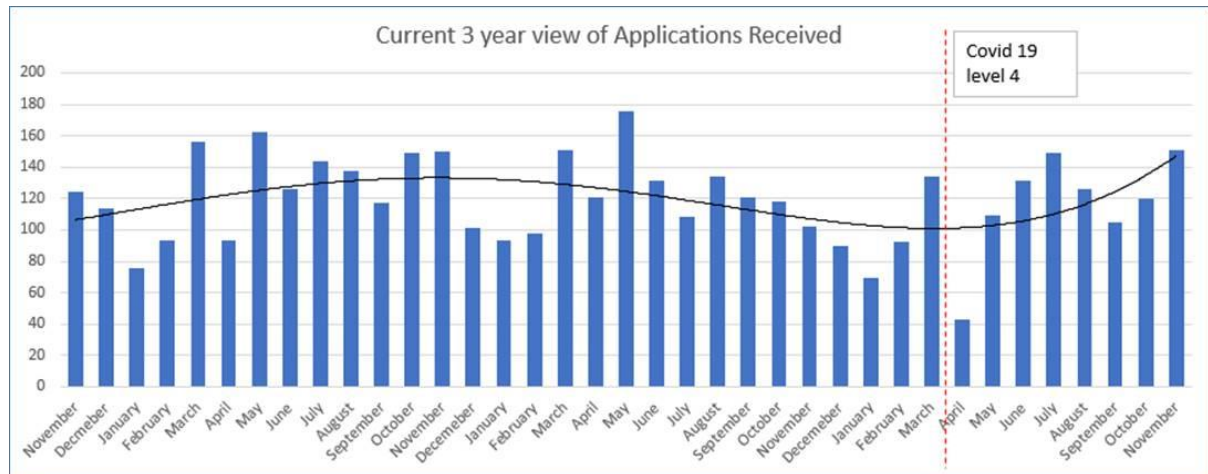
Land Information Memorandum Applications Received and Issued

The applications are averaging over 120 per month from July 2020. There is an even sharper rise in October 2020 and November 2020 that most likely reflects the national trends and interests in the residential sector. House sales combined with building consent activity seem to be the main driver in this area.



Three Year View of Building Consents Received

The trend is still upwards for building consent applications and the team are at capacity. Again, national trends are being reflected in that many Regional, City and District Authorities are experience strong demand for consents. November 2020 was the highest for the last three years and since June 2020 numbers are on par with 2018 volumes which was a high-volume year. The forecast for applications received is predicted to reach 1400 - 1450 for the year which has rapidly increased since COVID-19.



Statutory days versus customer days

As may be expected with the incoming demand pushing capacity constraints processing times increase. This can also be a feature of application quality and the need to ask for more information during processing and the delay in receiving. Both the statutory and Customer Time frames are increasing.



Health and Bylaws

Environmental Health

This year's annual bathing water monitoring program kicks off on 2 December 2020 with a similar number of bathing sites monitored than last year.

Bylaws

This season's freedom camping education and monitoring program through our enforcement contractor, Armourguard started on Labour weekend and subject to demand will continue until Easter Monday. Early indications are that most sites are busier than in previous years, despite the closure of international borders. It is anticipated that this trend will continue during December 2020 and January 2021.

In addition, this year's Responsible Freedom Camping ambassador program will see the return of seven (7) ambassadors monitoring our most popular freedom camping sites between 12 December 2020 and 19 February 2021. This program is again made possible through funding from the Ministry of Business, Innovation and Employment.

Māori Relationships

Northland Inc Whakatau

The team were invited to assist with a whakatau for a new staff member at Northland Inc to ensure protocols are adhered to and this was acknowledged. A great collaboration between both organisations in the tikanga Māori learning space.

Te Kārearea Strategic Partnership Forum

Te Kārearea met for the first time on the marae in its new form as a standing committee in November 2020. Feedback from the hui has been positive with Maori News also present to cover this significant occasion.

Sport Northland – Legends of Sport

The team have been supporting a collaborative approach with Sport Northland who were seeking advice on an initiative to acknowledge sporting legends (past and present) from Northland. This project will simulate our current storyboards with a focus on these sporting legends. A location on Pohe Island is still to be confirmed.

North Tec – Powhiri for new Amorangi

Newly appointed Amorangi Taipari Munro was received in his new role at NorthTec on 23 November 2020. Several Council representatives including Her Worship the Mayor were present and duly acknowledged following the mihi from the Māori Relationships Manager,

Te Reo Māori

An increase of Māori translation requests within the organisation is very encouraging and the department is working through options/support to assist with kaupapa.

Democracy & Assurance

The Democracy team supported two Council and five Committee meetings, three Council Briefings and four Council Workshops in November 2020. In addition, forty-seven alcohol licence applications were put through to the District Licensing Committee for consideration.

Council received 24 requests for official information (LGOIMA requests) in November 2020. Since the beginning of 2020, Council has received 213 requests total. By this time last year 227 LGOIMA requests had been received. There was a decrease in requests made during the COVID-19 lockdown period, which explains the variance. The number of requests received is not representative to the amount of staff time required to respond, as requests vary in complexity.

In November 2020 LGOIMA request topics included; coastal inundation, property information such as building consents and resource consents, dog control activities, liquor licences, concert equipment, insurance, the women's rugby world cup, airport funding, the new civic centre building, food grade scoring, and Council expenditure. Information requested included notes, reports, correspondence, photographs, dollar values, and policies and procedures.

The new Privacy Act 2020 came into force on 1 December 2020. The project team continue to work with departments on training around privacy this has been well received. The team continue to develop the privacy policy and have developed a breach reporting process to align to the requirement of the new act. This include the process of notifying breaches to the Office of the Privacy Commissioner. An update will be provided to the Risk & Audit Committee in the new year.

The significance and engagement policy was approved by Council on 26 November 2020.

Insurance processing continues with staff working on large claims alongside the loss adjustors and brokers. Following the recent renewal of a number of insurance policies Council's main brokers, AON, will be presenting to the risk and audit committee on 09 December 2020.

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. {Section 7(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.