

**From:** [Di Bussey](#)  
**To:** ["Leah MacDonell"](#)  
**Subject:** Dargaville Pontoon Community Engagement  
**Date:** Friday, 8 November 2019 4:03:18 PM  
**Attachments:** [image001.png](#)  
[Image MR Proposed redesign Dargaville Pontoon.png](#)

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Hi Leah,

FYI – we are starting the community engagement regarding the proposed Dargaville Pontoon design. We have drafted an invitation which has been hand delivered to businesses within a close proximity to the pontoon location, we are organizing a Community Drop In Session on 20<sup>th</sup> Nov 4-7pm and personally inviting key stakeholders, with a generic invitation being placed in the local paper The LifeStyler next Tuesday.

We are also following up with a media release which we have sent to MBIE comms for a review. I haven't attached copies of these invitations or media release content - I just wanted to let you know what was going on!

I'm sending a personal invitation to KDC elected members, and also the PSG members, so Mark Jacobs will receive advice of what is being planned as well.

Let me know if you would like to see any of the collateral – I have attached a copy of the proposed design, which we are hoping will be included with the media release in the LifeStyler.

Have a great weekend,

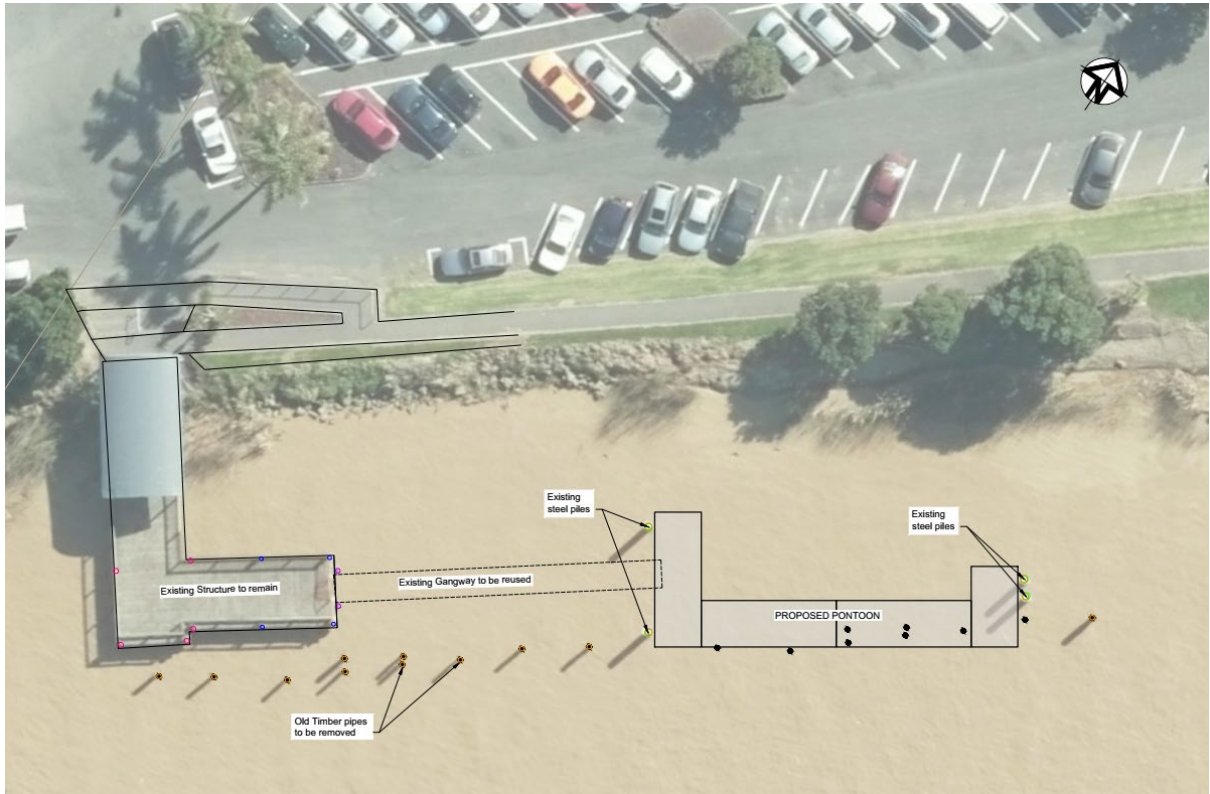
Nga mihi

Diane



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**From:** [Di Bussey](#)  
**To:** [Vibeke Wright](#)  
**Cc:** [Natalie Dyer](#); [Kevin Hoskin](#)  
**Subject:** RE: Kaipara Wharves  
**Date:** Sunday, 29 December 2019 7:28:40 PM  
**Attachments:** [image001.png](#)

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Kia Ora Vibeke and I hope you've managed (or will manage) some downtime over the Christmas break!

As you've mentioned in your email below, we are commencing iwi engagement early January for the Dargaville Pontoon – so this will be the first active wharf infrastructure project under the Kaipara Wharves Funding Agreement.

I have copied a couple of our team members into this email. Natalie is our Programme Co-Ordinator and well versed in the funding agreement establishment and management. Natalie returns to work a week ahead of me in the new year and possibly could assist with any other queries prior to me getting back on board on 14<sup>th</sup> Jan.

Kevin Hoskin was recently appointed as Kaipara KickStart Wharves Project Manager – and is looking forward to managing the Wharves projects in the new year.

The Variation is required to the original funding agreement – and I believe Mark Jacobs and Leah put forward a funding paper to secure the \$4.0M funding on the basis of these conditions precedent being met. KDC were satisfied with these conditions and recommended Louise Miller sign the variation – so now we need the process you've outlined in your email completed by MBIE, which when completed, we believe will finalise the variation and therefore the additional conditions precedent would then be activated.

I have added text to explain how KDC was planning on meeting the required conditions precedent for the Dargaville Pontoon - please let us know ASAP if we need to revise our approach...

Looking forward to meeting with you Vibeke in the new year!

Kind Regards,  
Diane

*A. Copies of all material Project Documents;*

*KDC to provide Implementation Project Execution Plan – this would outline project approach and timeline, budget to implementation. TBC with yourself as to whether any other documents are required.*

*B. B. Confirmation that the analysis (performed under the Wharves Analysis phase) of the relevant Infrastructure is complete;* (NB, I note the report to RED Ministers states “The PDU advises that sufficient analysis has been provided by the KDC for this approach and a business case prepared for the replacement of the Dargaville Pontoon (proposing works to start in February 2020”)

*KDC are expecting to provide engineering assessments for Dargaville Pontoon by Hawthorn Geddes.*

*C. Either:*

*a. confirmation from the New Zealand Transport Agency that the relevant Infrastructure is excluded from the National Land Transport Programme (NLTP) following assessment against NLTP priorities; or*

*b. a written statement from the Recipient (supported by evidence) that it is unable to meet its local share for projects in the NLTP;]*

*KDC will need to follow up with NZTA and obtain confirmation of this in writing. We have obtained similar documents for Roading projects that have met MBIE requirements and were planning likewise for Dargaville Pontoon.*

D. Evidence that the Co-Funding required under this Agreement has been secured by the Recipient;

*Not required for Dargaville Pontoon*

E. Notification of a construction commencement date satisfactory to the Ministry;

*KDC will complete a procurement process for appointing a Head Contractor – the Programme Steering Group confirmed (with amendments) the Procurement Management Plan at the December meeting, which sets out the procurement approach.*

F. Evidence that the Insurance required under this Agreement has been taken out in relation to the relevant Infrastructure, and is held by the Recipient;

*Insurance will be confirmed once final costings are known – public liability insurance in place – limits to be confirmed.*

G. Evidence that all required necessary consents have been obtained, and a copy of each (including resource and building consents);

*Confirmed – a design requirement for the Dargaville Pontoon is that the area for the new pontoon needed to comply with existing resource consents. No new consents have been required – final design of the pontoon will confirm.*

H. Evidence that all required rights in relation to any real property on which the relevant Infrastructure will be constructed (together with any access rights required for the construction) are held by the Recipient;

*Confirmed – KDC are owners of the affected property.*

I. A Payment Request for the amount of PGF funding specified in the final budget, as agreed by the Ministry, which meets all of the requirements under the Agreement including as amended by the Special Terms (Part 1, item 14); and

*Confirmed*

J. Any further information requested by the Ministry in relation to the relevant Infrastructure.

*MBIE to advise*

In addition, in relation to the Dargaville Pontoon, the Recipient must provide the following:

A. Establishment of a detailed tracking and reporting framework within the Recipient's finance system to accurately capture the receiving of all Construction Funding and payment of Eligible Costs.

*KDC will establish a separate code within the KDC financial system for tracking actual costs and estimates for Dargaville Pontoon – specific reporting will be completed as part of the implementation project and reported within the Kaipara KickStart programme status reporting structure,*

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**From:** Vibeke Wright <xxxxxx.xxxxxx@xxxx.xxxx.xx>

**Sent:** Tuesday, 24 December 2019 9:53 AM

**To:** Di Bussey <xxxxxxx@xxxxxxx.xxxx.xx>

**Subject:** Kaipara Wharves

Kia ora Di

Before Leah left, she asked me to complete a new Contract Management Plan and Execution Memo for the PDU to document the Variation on releasing the \$4mill. The Variation, attached here, has already been signed by Louise Miller.

Regrettably, with offices all over NZ emptying out for the holiday season, and being quite new to the project, I've been unable to access background information about the "subsequent conditions precedent" noted in the Variation. I would be grateful for any light you could shed on which of the following points have been satisfied, and which (if any) remain to be done:

*No Tranche of Construction Funding is payable under this Agreement in relation to the*

*Implementation of Wharves Analysis phase until the Ministry has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following documents and evidence in relation to the relevant Infrastructure:*

- A. Copies of all material Project Documents;*
- B. Confirmation that the analysis (performed under the Wharves Analysis phase) of the relevant Infrastructure is complete; (NB, I note the report to RED Ministers states “The PDU advises that sufficient analysis has been provided by the KDC for this approach and a business case prepared for the replacement of the Dargaville Pontoon (proposing works to start in February 2020)”)*
- C. Either:
  - a. confirmation from the New Zealand Transport Agency that the relevant Infrastructure is excluded from the National Land Transport Programme (NLTP) following assessment against NLTP priorities; or*
  - b. a written statement from the Recipient (supported by evidence) that it is unable to meet its local share for projects in the NLTP;]**
- D. Evidence that the Co-Funding required under this Agreement has been secured by the Recipient;*
- E. Notification of a construction commencement date satisfactory to the Ministry;*
- F. Evidence that the Insurance required under this Agreement has been taken out in relation to the relevant Infrastructure, and is held by the Recipient;*
- G. Evidence that all required necessary consents have been obtained, and a copy of each (including resource and building consents);*
- H. Evidence that all required rights in relation to any real property on which the relevant Infrastructure will be constructed (together with any access rights required for the construction) are held by the Recipient;*
- I. A Payment Request for the amount of PGF funding specified in the final budget, as agreed by the Ministry, which meets all of the requirements under the Agreement including as amended by the Special Terms (Part 1, item 14); and*
- J. Any further information requested by the Ministry in relation to the relevant Infrastructure.*

*In addition, in relation to the Dargaville Pontoon, the Recipient must provide the following:*

- A. Establishment of a detailed tracking and reporting framework within the Recipient’s finance system to accurately capture the receiving of all Construction Funding and payment of Eligible Costs.*

I apologise if any or all of this information has previously been provided to PDU – if so, a simple reply will suffice! I’m conscious that you want to get started soon at Dargaville, so hopefully we can get everything signed off very early in the new year.

Nga mihi

Vibeke

Vibeke Wright

SENIOR REGIONAL ADVISOR - TE TAI TOKERAU

Regional Development Branch, Provincial Development Unit

**Ministry of Business, Innovation & Employment**

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**From:** Vibeke Wright  
**Sent:** Thursday, 12 December 2019 4:53 PM  
**To:** 'Di Bussey' <[xxxxxxx@xxxxxxx.xxx.xx](mailto:xxxxxxx@xxxxxxx.xxx.xx)>  
**Cc:** Leah MacDonell <[xxxx.xxxxxxxx@xxxx.xxx.xx](mailto:xxxx.xxxxxxxx@xxxx.xxx.xx)>  
**Subject:** RE: Decisions re Wharves and Road [UNCLASSIFIED]

Hi Di

The minutes say Ministers approved the release of contingency and transfer of funding. In reading the official's report, I take this to mean that they have approved release \$4mil of ring-fenced funding to start construction on 3 wharves ahead of schedule – replacement of Dargaville pontoon, refurbishment of Pahi wharf, and development to a wharf at Poutu Point.

So I believe the answer to your question is \$4.0m, but I haven't read and processed everything about the project just yet (handover was yesterday). Please bear with me as I come up to speed with the details!

I have the details of the steering group meetings and plan to attend in future, however next Tuesday I will be in Wellington - apologies.

Nga mihi

Vibeke

Vibeke Wright

SENIOR REGIONAL ADVISOR - TE TAI TOKERAU  
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**From:** Di Bussey <[xxxxxxx@xxxxxxx.xxx.xx](mailto:xxxxxxx@xxxxxxx.xxx.xx)>  
**Sent:** Thursday, 12 December 2019 4:31 PM  
**To:** Vibeke Wright <[xxxxxx.xxxxxx@xxxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxxx.xxx.xx)>  
**Cc:** Leah MacDonell <[xxxx.xxxxxxxx@xxxx.xxx.xx](mailto:xxxx.xxxxxxxx@xxxx.xxx.xx)>  
**Subject:** RE: Decisions re Wharves and Road [UNCLASSIFIED]

Thanks for the update Vibeke. Unfortunately the PSG papers have been finalised and distributed, we've used words such as imminent decision. Be good to provide the update at the meeting however – will you be attending the meeting?

Re the wharves decision – was this the Dargaville Pontoon \$1.066m or \$4.0m?

Thanks

Diane

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**From:** Vibeke Wright <[xxxxxx.xxxxxx@xxxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxxx.xxx.xx)>  
**Sent:** Thursday, 12 December 2019 4:09 PM  
**To:** Di Bussey <[xxxxxxx@xxxxxxx.xxx.xx](mailto:xxxxxxx@xxxxxxx.xxx.xx)>  
**Cc:** Leah MacDonell <[xxxx.xxxxxxxx@xxxx.xxx.xx](mailto:xxxx.xxxxxxxx@xxxx.xxx.xx)>  
**Subject:** Decisions re Wharves and Road [UNCLASSIFIED]

Hello again,

I'm also pleased to advise that the Ministers have approved the recommendations regarding the wharves and roading, and it's ok to include this information in your meeting papers.

We are still awaiting confirmation on the other decision (relating to Phase 1B).

Nga mihi

Vibeke  
Vibeke Wright  
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**From:** [Di Bussey](#)  
**To:** "[Leah MacDonell](#)"  
**Subject:** Kaipara KickStart Programme Steering Group  
**Date:** Tuesday, 19 November 2019 5:33:27 PM  
**Attachments:** [image001.png](#)

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Hi Leah,

Thanks for your call and texted updates. Will work on the Variation ASAP tomorrow...hopefully resolve any outstanding issues.

The PSG meeting this afternoon confirmed that all 3 business cases ( Dargaville Pontoon, Pouto Phase 1 and Waipoua River Road) are all ready for submission to MBIE. This was a big step for the team and it was heartening to get the confidence of PSG.

I caught up with Mark after the PSG mtg and he advised he has sent through the business cases to start that process. Please let me know if you need any further information from us for these BCs to get their way to the 4th Dec meeting.

Mark mentioned that we should hear a week after the 4<sup>th</sup> Dec RED Minister meeting, which is great news.

Will you also confirm with Lyn Richardson as to whether there are likely to be any issues/concerns as I seem to remember there was some 'behind the scenes' processes jointly managed by MBIE/NZTA.

Mark has asked that a phone meeting is set up for this Friday for you, myself, Mark J and Curt. I was distracted at the time this was mentioned by Mark and I'm not 100% sure of the purpose of the meeting, and whether Curt needs to attend. Are you able to confirm with Mark J and let me know who should be there and the timing?

FYI – I'm chasing the NZTA Activation of the programme support code within TIO still. Martin Taylor has advised they are working on it now and we should have the code activated by Friday.

Nga mihi

Diane



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