



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Ordinary Council Meeting

Thursday, 25 February 2021

Time: 10.00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

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

COUNCIL MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Hon Mayor John Carter QSO	Board Member of the Local Government Protection Programme	Board Member of the Local Government Protection Program		
	Carter Family Trust			
Deputy Mayor Ann Court	Waipapa Business Association	Member		Case by case
	Warren Pattinson Limited	Shareholder	Building company. FNDC is a regulator and enforcer	Case by case
	Kerikeri Irrigation	Supplies my water		No
	Top Energy	Supplies my power		No other interest greater than the publics
	District Licensing	N/A	N/A	N/A
	Top Energy Consumer Trust	Trustee	Crossover in regulatory functions, consenting economic development and contracts such as street lighting.	Declare interest and abstain from voting.
	Ann Court Trust	Private	Private	N/A
	Waipapa Rotary	Honorary member	Potential community funding submitter	Declare interest and abstain from voting.
	Properties on Onekura Road, Waipapa	Owner Shareholder	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Property on Daroux Dr, Waipapa	Financial interest	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Flowers and gifts	Ratepayer 'Thankyou'	Bias/ Pre-determination?	Declare to Governance
Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre-determination	Case by case	
Staff	N/A	Suggestion of not being impartial or pre-determined!	Be professional, due diligence, weigh the	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				evidence. Be thorough, thoughtful, considered impartial and balanced. Be fair.
	Warren Pattinson	My husband is a builder and may do work for Council staff		Case by case
Ann Court - Partner	Warren Pattinson Limited	Director	Building Company. FNDC is a regulator	Remain at arm's length
	Air NZ	Shareholder	None	None
	Warren Pattinson Limited	Builder	FNDC is the consent authority, regulator and enforcer.	Apply arm's length rules
	Property on Onekura Road, Waipapa	Owner	Any proposed FNDC capital work in the vicinity or rural plan change. Maybe a link to policy development.	Would not submit. Rest on a case by case basis.
David Clendon	Chairperson – He Waka Eke Noa Charitable Trust	None		Declare if any issue arises
	Member of Vision Kerikeri	None		Declare if any issue arises
	Joint owner of family home in Kerikeri	Hall Road, Kerikeri		
David Clendon – Partner	Resident Shareholder on Kerikeri Irrigation			
David Collard	Snapper Bonanza 2011 Limited	45% Shareholder and Director		
	Trustee of Te Ahu Charitable Trust	Council delegate to this board		
Felicity Foy	Shareholder - Northland Planning & Development 2020	A planning and development consultancy that is based in the Far North and have two employees. Property owner of Commerce Street, Kaitaia		I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.
				I will declare a conflict of interest with any planning matters that relate to resource consent

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				<p>processing, and the management of the resource consents planning team.</p> <p>I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.</p>
Flick Trustee Ltd		I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		
Elbury Holdings Limited		This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumu, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.	
Foy Farms Partnership		Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
Foy Farms Rentals		Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
King Family Trust		This trust owns several titles/properties at Cable Bay, Seaview Rd/State	These trusts own properties in the Far North.	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
		Highway 10 and Ahipara - Panorama Lane.		
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
Felicity Foy - Partner	Director of Coastal Plumbing NZ Limited			
	Friends with some FNDC employees			
Mate Radich	No form received			
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
Kelly Stratford	KS Bookkeeping and Administration	Business Owner, provides book keeping, administration and development of environmental management plans	None perceived	Step aside from decisions that arise, that may have conflicts
	Waikare Marae Trustees	Trustee	Maybe perceived conflicts	Case by case basis
	Bay of Islands College	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Karetu School	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Māori title land – Moerewa and Waikare	Beneficiary and husband is a shareholder	None perceived	If there was a conflict, I will step aside from decision making
	Sister is employed by Far North District Council			Will not discuss work/governance matters that are confidential

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Gifts - food and beverages	Residents and ratepayers may 'shout' food and beverage	Perceived bias or predetermination	Case by case basis
	Taumarere Counselling Services	Advisory Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
	Sport Northland	Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
Kelly Stratford Partner	Chef and Barista	Opua Store	None perceived	
	Māori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest I would step aside from decision making
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
John Vujcich	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest

**Far North District Council
Ordinary Council Meeting**

**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Thursday 25 February 2021 at 10.00 am**

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 APOLOGIES AND DECLARATIONS OF INTEREST**

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

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

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

3 DEPUTATION

- Andy Nock and Bill Birnie - Far North Holdings Ltd

4 MAYORAL ANNOUNCEMENTS

- Rangitoto Reserve
- Duffus Trust
- Working Party Delegations
- Manifesto Update on Disability Issues – Cr Stratford
- Procurement Policy – Cr Foy

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3052352

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That Council confirm the minutes of the Council meetings held 10 December 2020, 14 December 2020, 21 December 2020, and 2 February 2021 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **2020-12-10 Ordinary Council Minutes - A3032382**  
2. **2020-12-14 Extraordinary Council Minutes – A2917767**
3. **2020-12-21 Extraordinary Council Minutes - A3043443**  
4. **2021-02-02 Extraordinary Council Minutes - A3074260**  

Compliance schedule:

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

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

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

**MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 10 DECEMBER 2020 AT 10:00 AM**

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

1 KARAKIA TIMATANGA – OPENING PRAYER

Councillor Rachel Smith commenced the meeting with a prayer.

2 APOLOGIES AND DECLARATIONS OF INTEREST

RESOLUTION 2020/87

Moved: Deputy Mayor Ann Court

Seconded: Cr John Vujcich

That apologies from His Worship the Mayor John Carter be received and accepted.

CARRIED

3 DEPUTATION

Dr. Alison Vaughan spoke on behalf of SPCA NZ with regard to Animal Welfare impacts.

Judy Rankin spoke on behalf of Far North Sea Change with regard to a survey reviewing Far North Holdings Ltd.

Justin Blaikie spoke on behalf of Kaikohe and Districts Sportsville with regard to the Sportsville Master Plan Design.

Diane Maxwell spoke with regard to the proposal of the Peterson Motors Building, Kaikohe.

Ipu Absolum and Janine McVeagh spoke on behalf of Te Puna o Kupenuku in regard to the lease agreement at the Rawene campus.

4 MAYORAL ANNOUNCEMENTS

Deputy Mayor Ann Court acknowledged:

- the presence of community board members,
- Janice Smith acting in place of Will Taylor, and
- Far North District Council staff for their work and effort throughout this year.

5 CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 5.1 document number A3018698, pages 10 - 19 refers.

RESOLUTION 2020/88

Moved: Deputy Mayor Ann Court

Seconded: Cr Kelly Stratford

That Council confirms the minutes of the Council meeting held 29 October 2020 as a true and correct record.

CARRIED

6 REPORTS**6.1 LEASE OF LOCAL PURPOSE (EDUCATION FACILITIES) RESERVES, RAWENE TO TE PUNA O KUPENUKU.**

Agenda item 6.1 document number A3026514, pages 20 - 28 refers.

MOTION

Moved: Deputy Mayor Ann Court

Seconded: Cr John Vujcich

That the Far North District Council agree:

Pursuant to the Reserves Act 1977 the Far North District Council consents to a new lease over the local purpose (educational facilities) reserve (Sections 154 - 156 and 159 - 166 Town of Rawene Block XIV Mangamuka Survey District) to Te Puna o Kupenuku subject to the following conditions:

- i) Rental - \$1 plus GST
- ii) Term of lease - 3 years
- iii) Right of Renewal - 3 years
- iv) Rent Review - On renewal
- v) Authorise the General Manager Infrastructure and Asset Management to negotiate and agree the final terms and conditions of the lease.

AMENDMENT

- ii) Term of lease - 5 years
- iii) Right of Renewal - 5 years

The amendment became the substantive motion.

RESOLUTION 2020/89

Moved: Deputy Mayor Ann Court

Seconded: Cr John Vujcich

That the Far North District Council agree:

Pursuant to the Reserves Act 1977 the Far North District Council consents to a new lease over the local purpose (educational facilities) reserve (Sections 154 - 156 and 159 - 166 Town of Rawene Block XIV Mangamuka Survey District) to Te Puna o Kupenuku subject to the following conditions:

- i) Rental - \$1 plus GST**
- ii) Term of lease - 5 years**

- iii) **Right of Renewal - 5 years**
- iv) **Rent Review - On renewal**
- v) **Authorise the General Manager Infrastructure and Asset Management to negotiate and agree the final terms and conditions of the lease.**

CARRIED**6.2 ROAD NAMING - PERAS ROAD WAIMA**

Agenda item 6.2 document number A3000736, pages 29 - 38 refers.

RESOLUTION 2020/90

Moved: Deputy Mayor Ann Court

Seconded: Cr Kelly Stratford

That Council rename Peras Road in Waima, Pera Road.**CARRIED****6.3 JOINT LOCAL AUTHORITY CLIMATE CHANGE COMMITTEE - AGREEMENT AND APPOINTMENT OF MEMBERS**

Agenda item 6.3 document number A3018905, pages 39 - 44 refers.

MOTION

Moved: Deputy Mayor Ann Court

Seconded: Cr Moko Tepania

That the Council:

- a) agrees, under clause 30A(1) of Schedule 7 of the Local Government Act 2002, with the Northland Regional Council, Whangārei District Council and Kaipara District Council to appoint a joint committee called the Joint Climate Change Adaptation Committee as specified in the Terms of Reference (A2994705), subject to the Terms of Reference being amended by:
 - replacing, in the Membership section, the words “nominated”, “nomination” and “nominate” with the words “appointed”, “appointment” and “appoint” respectively
 - replacing, in the Committee Chair and Deputy Chair section, the words “elected from” with the words “appointed by”
 - replacing, in the Remuneration section, the words “non-elected members remuneration policy of that Council” with “the Northland Regional Council Appointed Members’ Allowances Policy”.
- b) appoints Councillor Clendon as the Far North District Council elected member on the Joint Climate Change Adaptation Committee.
- c) appoints Councillor Stratford as the Far North District Council alternative elected member on the Joint Climate Change Adaptation Committee.
- d) request His Worship the Mayor and Cr Clendon to invite Te Kahu o Taonui to nominate two people with skills, attributes, or knowledge that will assist the work of the Joint Climate Change Adaptation Committee to be the Far North District Council iwi/hapū member and alternative iwi/hapū member of the Committee.
- e) recommend to Council that a policy for the remuneration of non-elected members for committees of Council be developed.
- f) request that the policy is not inconsistent with other Northland Councils remuneration policies for Joint Regional committees

AMENDMENT

Moved: Deputy Mayor Ann Court

Seconded: Cr Moko Tepania

That Council note:

- e) **Strategic Policy and Planning Committee recommend** that a policy for the remuneration of non-elected members for committees of Council be developed.
- f) **Strategic Policy and Planning Committee request** that the policy is not inconsistent with other Northland Councils remuneration policies for Joint Regional Committees.

MOTION

The amendment became the substantive motion.

Moved: Deputy Mayor Ann Court

Seconded: Cr Moko Tepania

That the Council:

- a) **agrees, under clause 30A(1) of Schedule 7 of the Local Government Act 2002, with the Northland Regional Council, Whangārei District Council and Kaipara District Council to appoint a joint committee called the Joint Climate Change Adaptation Committee as specified in the Terms of Reference (A2994705), subject to the Terms of Reference being amended by:**
 - replacing, in the Membership section, the words “nominated”, “nomination” and “nominate” with the words “appointed”, “appointment” and “appoint” respectively
 - replacing, in the Committee Chair and Deputy Chair section, the words “elected from” with the words “appointed by”
 - replacing, in the Remuneration section, the words “non-elected members remuneration policy of that Council” with “the Northland Regional Council Appointed Members’ Allowances Policy”.
- b) **appoints Councillor Clendon as the Far North District Council elected member on the Joint Climate Change Adaptation Committee.**
- c) **appoints Councillor Stratford as the Far North District Council alternative elected member on the Joint Climate Change Adaptation Committee.**
- d) **request His Worship the Mayor and Cr Clendon to invite Te Kahu o Taonui to nominate two people with skills, attributes, or knowledge that will assist the work of the Joint Climate Change Adaptation Committee to be the Far North District Council iwi/hapū member and alternative iwi/hapū member of the Committee.**

That Council note:

- e) **Strategic Policy and Planning Committee recommend** that a policy for the remuneration of non-elected members for committees of Council be developed.
- f) **Strategic Policy and Planning Committee request** that the policy is not inconsistent with other Northland Councils remuneration policies for Joint Regional Committees.

CARRIED

6.4 KAKA STREET BEACH ACCESS

Agenda item 6.4 document number A2983949, pages 45 - 47 refers.

MOTION

Moved: Deputy Mayor Ann Court

Seconded: Cr Felicity Foy

That Council approves:

- a) the requirement for unplanned operational expenditure of approximately \$150k to appoint a consultant to investigate options to resolve the ongoing access to 90-mile beach from Kaka Street, Ahipara, or identify a different location for an alternative access

That Council notes:

- b) that this work is unplanned and additional to the work programme identified in the Annual Plan
- c) that unbudgeted capital expenditure may be needed in future to address a permanent solution to securing beach access
- d) that the option of providing an alternative point of access to 90-mile beach will be considered
- e) that a planning assessment will be needed for each option considered to identify the need for a Resource Consent to be issued by Northland Regional Council for any significant work. A Resource Consent, if needed, can take approximately six to nine months to obtain
- f) that the final cost of the work will be dependent upon the conditions associated with the Resource Consent.
- g) the external consultant procured to manage this project will, for urgency, be through a direct appointment.
- h) a further report will be brought to Council outlining the preferred option and confirming required capital budget.

AMENDMENT

Moved: Deputy Mayor Ann Court
 Seconded: Cr Felicity Foy

That Council approves:

- a) the requirement for unplanned operational expenditure of up to approximately \$150k to appoint a consultant to investigate options to resolve the ongoing access to 90-mile beach from Kaka Street, Ahipara, or identify a different location for an alternative access

That Council notes:

- b) that this work is unplanned and additional to the work programme identified in the Annual Plan
- c) that unbudgeted capital expenditure may be needed in future to address a permanent solution to securing beach access
- d) that the option of providing an alternative point of access to 90-mile beach will be considered
- e) that a planning assessment will be needed for each option considered to identify the need for a Resource Consent to be issued by Northland Regional Council for any significant work. A Resource Consent, if needed, can take approximately six to nine months to obtain
- f) that the final cost of the work will be dependent upon the conditions associated with the Resource Consent.
- g) the external consultant procured to manage this project will, for urgency, be through a direct appointment.
- h) a further report will be brought to Council outlining the preferred option and confirming required capital budget.

The amendment became the substantive motion

MOTION

Moved: Deputy Mayor Ann Court
 Seconded: Cr Felicity Foy

That Council approves:

- a) the requirement for unplanned operational expenditure of up to approximately \$150k to appoint a consultant to investigate options to resolve the ongoing access to 90-mile beach from Kaka Street, Ahipara, or identify a different location for an alternative access

That Council notes:

- b) that this work is unplanned and additional to the work programme identified in the Annual Plan
- c) that unbudgeted capital expenditure may be needed in future to address a permanent solution to securing beach access
- d) that the option of providing an alternative point of access to 90-mile beach will be considered
- e) that a planning assessment will be needed for each option considered to identify the need for a Resource Consent to be issued by Northland Regional Council for any significant work. A Resource Consent, if needed, can take approximately six to nine months to obtain
- f) that the final cost of the work will be dependent upon the conditions associated with the Resource Consent.
- g) the external consultant procured to manage this project will, for urgency, be through a direct appointment.
- h) a further report will be brought to Council outlining the preferred option and confirming required capital budget.

In Favour: Deputy Mayor Ann Court, Felicity Foy, Rachel Smith, Kelly Stratford, Moko Tepania and John Vujcich

Against: Crs David Clendon, Dave Collard and Mate Radich

CARRIED**6.5 ROADSIDE RUBBISH AND RECYCLING**

Agenda item 6.5 document number A2995081, pages 48 - 55 refers.

RESOLUTION 2020/91

Moved: Deputy Mayor Ann Court

Seconded: Cr Moko Tepania

That Council:

- a) requests further investigation and analysis of future options for litter control, solid waste monitoring, kerbside collections will be considered in the S17A Service Delivery Review.
- b) requests a report outlining the findings of the review including future service level enhancements when the review is completed.

CARRIED

Meeting adjourned from 11:47 am to 11:59 am.

6.6 INTEGRATED TRANSPORT STRATEGY

Agenda item 6.6 document number A3005155, pages 56 - 77 refers.

RESOLUTION 2020/92

Moved: Deputy Mayor Ann Court
 Seconded: Cr Kelly Stratford

That Council endorse the Integrated Transport Strategy and Programme Business Case.

CARRIED

6.7 ADOPTION OF THE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

Agenda item 6.7 document number A3015908, pages 78 - 79 refers.

RESOLUTION 2020/93

Moved: Deputy Mayor Ann Court
 Seconded: Cr John Vujcich

That Council:

- a) adopt the Annual Report for the year ended 30 June 2020;
- b) agree that the General Manager Corporate Services is authorised to make any grammatical changes that may be required, and that;
- c) the wording of Key Project/Initiative 7, Russell Wharf on Page 53 Contribution to strategic objectives be changed to: To increase and improve public and community benefits from the facility under best ownership and management model. To enhance and increase the longevity and benefits from the structure.

CARRIED

Attachments tabled at meeting

- 1 Tabled Document - Independent Auditors Report

Adjourned for lunch from 12:36 pm to 1:07 pm.

6.8 FAR NORTH HOLDINGS LTD ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

Agenda item 6.8 document number A3015934, pages 80 - 81 refers.

RESOLUTION 2020/94

Moved: Deputy Mayor Ann Court
 Seconded: Cr John Vujcich

That Council accept the Annual Report for Far North Holdings Ltd for the year ended 30 June 2020.

CARRIED

6.9 ADOPTION OF COMMUNITY BOARD WORKING PARTY TERMS OF REFERENCE

Agenda item 6.9 document number A3013463, pages 82 - 85 refers.

RESOLUTION 2020/95

Moved: Deputy Mayor Ann Court
 Seconded: Cr John Vujcich

That the Council formally establish the Community Board Working Party as set out by the tabled Terms of Reference.

CARRIED

Attachments tabled at meeting

1 Tabled Document - Community Board Working Party Terms of Reference Document A3013476

6.10 SUSTAINABLE PROCUREMENT POLICY

Agenda item 6.10 document number A2970913, pages 86 - 92 refers.

RESOLUTION 2020/96

Moved: Deputy Mayor Ann Court
 Seconded: Cr Dave Collard

That Council

a) **rescind the resolution made at the Council meeting, 25 October 2018**

RESOLUTION 2018/1

Moved: Mayor John Carter
Seconded: Cr Ann Court

That Council adopts the revised FNDC Procurement Policy – Procuring Goods and Services.

CARRIED

b) **adopt the Sustainable Procurement Policy.**

CARRIED

7 INFORMATION REPORTS

7.1 ELECTROCOAGULATION WASTEWATER TREATMENT UPDATE

Agenda item 7.1 document number A2973392, pages 93 - 114 refers.

RESOLUTION 2020/97

Moved: Deputy Mayor Ann Court
 Seconded: Cr Felicity Foy

That Council refer the report Electrocoagulation Wastewater Treatment to the Infrastructure Committee.

CARRIED

7.2 PROGRAMME DARWIN UPDATE- NOVEMBER 2020

Agenda item 7.2 document number A3015889, pages 115 - 126 refers.

RESOLUTION 2020/98

Moved: Deputy Mayor Ann Court
 Seconded: Cr John Vujcich

That the Council receive the report Programme Darwin Update- November 2020.

CARRIED

7.3 REPRESENTATION REVIEW COSTS

Agenda item 7.3 document number A3010764, pages 127 - 129 refers.

RESOLUTION 2020/99

Moved: Deputy Mayor Ann Court
 Seconded: Cr Kelly Stratford

That the Council receive the report Representation Review Costs.

CARRIED

7.4 CEO REPORT TO COUNCIL 01 SEPTEMBER 2020 - 31 OCTOBER 2020

Agenda item 7.4 document number A3008847, pages 130 - 198 refers.

RESOLUTION 2020/100

Moved: Deputy Mayor Ann Court
 Seconded: Cr Kelly Stratford

That the Council receive the report CEO Report to Council 01 September 2020 - 31 October 2020.

CARRIED

8 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/101

Moved: Deputy Mayor Ann Court
 Seconded: Cr Kelly Stratford

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
8.2 - Renewal of Revolving Cash Facility	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
8.3 - Kaikohe Library and Civic Hub	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
8.4 - Southern Animal Shelter - Asset Disposal	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	(including commercial and industrial negotiations)	
8.5 - Potential Rating Sale	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.6 - Alternative Wastewater Treatment Technologies Review - Moxiepel	s48(2)(a)(i) - the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation where a right of appeal lies to any court or tribunal against the final decision of the Council in these proceedings	s48(2)(a)(i) - the exclusion of the public from the part of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation
CARRIED		

Meeting adjourned for a brief break at 2:26 pm until 2:35 pm.

Councillor Mate Radich left the meeting at 2:30 pm.

9 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Councillor Moko Tepania closed with a karakia.

10 MEETING CLOSE

The meeting closed at 4:10 pm.

The minutes of this meeting will be confirmed at the Ordinary Council meeting held on 25 February 2021.

.....
CHAIRPERSON

**MINUTES OF FAR NORTH DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON MONDAY, 14 DECEMBER 2020 AT 10:00 AM**

PRESENT: Deputy Mayor Ann Court, Cr David Clendon, Cr Dave Collard, Cr Mate Radich, Cr Rachel Smith, Cr John Vujcich

IN ATTENDANCE: Andy Finch (General Manager Infrastructure and Asset Management), William J Taylor, MBE (General Manager Corporate Services), Mr & Mrs King, Richard Mark (Legal Counsel for Mr & Mrs King). Mr Andy Hillier (Legal Counsel – TPG)

STAFF PRESENT: David Clamp (Manager – Major and Recovery Projects), Marlema Baker (Meeting Administrator – Democracy Services), Aisha Huriwai (Team Leader – Democracy Services)

6 KARAKIA TIMATANGA – OPENING PRAYER

Cr Smith commenced the meeting with a karakia.

7 APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from His Worship the Mayor and Crs Tepania, Stratford, and Foy.

3 REPORTS

Meeting adjourned 10:08 am – resumed 10:35 am.

Meeting adjourned for lunch 11:46 am – resumed at 12:32 pm

Meeting adjourned 2:13 pm – resumed at 2:26 pm.

MOTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/102

Moved: Deputy Mayor Ann Court
Seconded: Cr Rachel Smith

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
3.1 – Objection	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

TABLED DOCUMENTS

- Chronology of Negotiations: Elbury Holdings Limited – Andy Hillier.
- Hearing of Elbury Holdings Objection Presentation – Andy Hillier.
- Submission on behalf of Elbury Holdings Ltd dated 14/12/2020 – Richard Mark: Barrister & Solicitor.

6 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

7 MEETING CLOSE

The meeting closed at 3:41 pm.

The minutes of this meeting will be confirmed at the Council Meeting held on 25 February 2021.

.....
CHAIRPERSON

**MINUTES OF FAR NORTH DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE VIRTUALLY VIA , MICROSOFT TEAMS
ON MONDAY, 21 DECEMBER 2020 AT 12:30 PM**

PRESENT: Mayor John Carter (HWTM), Deputy Mayor Ann Court, Cr David Clendon, Cr Dave Collard, Cr Felicity Foy, Cr Mate Radich, Cr Rachel Smith, Cr Kelly Stratford, Cr Moko Tepania, Cr John Vujcich

IN ATTENDANCE: Adele Gardner (Te Hiku Community Board Chairperson)

STAFF PRESENT: William J Taylor (Chief Executive Officer - Acting), Andy Finch (General Manager Infrastructure and Asset Management), Sheryl Gavin (General Manager Strategic Planning and Policy - Acting)

1 KARAKIA TIMATANGA – OPENING PRAYER

Cr Stratford commenced the meeting with the Council prayer.

2 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/106		
Moved: Mayor John Carter Seconded: Cr Kelly Stratford		
That the public be excluded from the following parts of the proceedings of this meeting.		
The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
5.1 - Kerikeri CBD Ring Road Acquisition of Strategic Property	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
In Favour: Mayor John Carter, Deputy Mayor Ann Court, David Clendon, Dave Collard, Felicity Foy, Mate Radich, Rachel Smith, Kelly Stratford, Moko Tepania and John Vujcich		
Against: Nil		
CARRIED		

3 CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING

RESOLUTION 2020/107

Moved: Mayor John Carter
 Seconded: Cr John Vujcich

That Council confirms that the decisions contained in the part if the meeting held with public excluded is to be restated in public meeting.

3.1 KERIKERI CBD RING ROAD ACQUISITION OF STRATEGIC PROPERTY

Agenda item 5.1 document number A3042186, pages 11 - 14 refers

RESOLUTION 2020/106

*Moved: Mayor John Carter
 Seconded: Cr Rachel Smith*

That Council:

- a) confirm its intent to complete the Kerikeri ring road development as identified in the Integrated Transport Strategy;*
- b) authorise the CEO to negotiate and purchase the property at 13 Homestead Road, Kerikeri, as a strategic asset.*
- c) resolve to continue acquiring properties for the future transportation needs of Kerikeri on a case by case basis and as they became available for the western route.*
- d) receive an options report to the Infrastructure Committee in March 2021, outlining the next steps of the Strategic Western Route, including LTP considerations, to progress the project.*

In Favour: Mayor John Carter, Deputy Mayor Ann Court, David Clendon, Dave Collard, Felicity Foy, Rachel Smith, Kelly Stratford, Moko Tepania and John Vujcich

Against: Nil

Abstained: Cr Mate Radich

CARRIED

In Favour: Mayor John Carter, Deputy Mayor Ann Court, David Clendon, Dave Collard, Felicity Foy, Mate Radich, Rachel Smith, Kelly Stratford, Moko Tepania and John Vujcich

Against: Nil

CARRIED

4 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Cr Tepania closed the meeting with a Karakia.

5 MEETING CLOSE

The meeting closed at 1.09 pm.

The minutes of this meeting will be confirmed at the Council meeting to be held on 25 February 2021.

.....
CHAIRPERSON

**MINUTES OF FAR NORTH DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON TUESDAY, 2 FEBRUARY 2021 AT 1.34 PM**

- PRESENT:** Mayor John Carter (HWTM), Deputy Mayor Ann Court, Cr David Clendon, Cr Dave Collard (via phone), Cr Felicity Foy, Cr Mate Radich (via Microsoft TEAMS), Cr Rachel Smith, Cr Kelly Stratford, Cr Moko Tepania, Cr John Vujcich
- IN ATTENDANCE:** Mike Edmonds (Kaikohe-Hokianga Community Board Chairperson), Adele Gardner (Te Hiku Community Board Chairperson, via Microsoft TEAMS), Belinda Ward (Bay of Islands-Whangaroa Community Board, via Microsoft TEAMS)
- STAFF PRESENT:** Andy Finch (Chief Executive Officer - Acting), Dean Myburgh (General Manager District Services) (via video-conference), William J Taylor, MBE (General Manager Strategic Planning and Policy - Acting), Janice Smith (General Manager Corporate Services - Acting)

1 KARAKIA TIMATANGA – OPENING PRAYER

Councillor Stratford commenced the meeting with a karakia.

2 APOLOGIES AND DECLARATIONS OF INTEREST

Nil

3 DEPUTATION

Nil

4 MAYORAL ANNOUNCEMENTS

Nil

5 REPORTS

5.1 BAY OF ISLANDS SPORT FIELDS, WAIPAPA

Agenda item 5.1 document number A3071430, pages 12 - 20 refers

RESOLUTION 2021/1

Moved: Deputy Mayor Ann Court

Seconded: Cr Rachel Smith

That Council:

- a) **approve the current central location of the Stage 1 Sport Fields provision, as detailed in Figure 1, with the primary aim of the venture prioritised and protected from any risk, and the future use of the balance of the land available (approximately 30 hectares subject to a further Council report at a later date.**
- b) **note that the decision is urgent to meet an obligation to MBIE to deliver the Stage 1 Sport Fields by December 2021.**

<u>n Favour:</u>	Crs John Carter, Ann Court, David Clendon, Dave Collard, Felicity Foy, Mate Radich, Rachel Smith, Kelly Stratford and Moko Tepania
<u>Against:</u>	Cr John Vujcich
CARRIED	
Note: Councilor Foy requested her conflict of interest be updated to show that she is no longer a director of Northland Planning and Development but is a Shareholder of Northland Planning and Development 2020.	

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/2		
Moved: Mayor John Carter		
Seconded: Cr John Vujcich		
That the public be excluded from the following parts of the proceedings of this meeting.		
The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Ratcliffes Bay - Land Purchase	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

7 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Cr Moko Tepania closed the meeting with a karakia

8 MEETING CLOSE

The meeting closed at 2.43 pm.

The minutes of this meeting will be confirmed at the Ordinary Council meeting to be held on 25 February 2021.

.....
CHAIRPERSON

8 REPORTS

6.1 VODAFONE LICENCE

File Number: A3073394

Author: Kaye Lethbridge, Property Legalisation Officer

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

PURPOSE OF THE REPORT

This report requests that Council approves the granting of a new licence to Vodafone for the continued operation of the telecommunications facility (cell tower) on a portion of the local purpose (quarry) reserve at Whakarara Road, Matauri Bay.

EXECUTIVE SUMMARY

- In September 2019 the Bay of Islands – Whangaroa Community Board considered a report recommending Council grant a new licence to Vodafone to continue to operate the telecommunications facility.
- The board resolved that further consultation with local hapu and adjoining landowners was to take place.
- Vodafone has completed this consultation and no objections received.

RECOMMENDATION

That the Far North District Council:

- a) in its role as administering body of the local purpose (quarry) reserve and pursuant to its powers under Section 48A of the Reserves Act 1977, grants a licence to Vodafone to operate a telecommunications facility over 610m² of local purpose (quarry) reserve, being Section 3 Block XIII Whakarara Survey District.**
- b) in its role as the Minister of Conservation’s delegate, consents to the granting of the aforementioned licence. The terms of the licence shall be:**
 - i) Term: 10 years**
 - ii) Annual rental: \$9,000 plus GST (if any)**
 - iii) Rent review: 3 yearly from commencement date; linked to Consumer Price Index**

1) BACKGROUND

The Bay of Islands – Whangaroa Community Board approved this licence subject to further consultation with hapu and adjoining landowners.

Initially there were hapu concerns about 5G being added to the existing tower however Vodafone has assured the community this is not proposed. The hapu advised Vodafone; *“their other concern was not with Vodafone, but rather it was around the land. And that, “the matter is being sought in the Waitangi Tribunal Claims process but as far as the facility is concerned, there is not a problem.”*

6.1 NEW VODAFONE LICENCE - TELECOMMUNICATIONS FACILITY - LOCAL PURPOSE (QUARRY) RESERVE, WHAKARARA ROAD, MATAURI BAY

Agenda item 6.1 document number A2626433, pages 23 - 35 refers

RESOLUTION 2019/86

Moved: Member Bruce Mills

Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board recommends that Council:

a) In its role as administering body of the local purpose (quarry) reserve and pursuant to its powers under Section 48A of the Reserves Act 1977, grants a licence to Vodafone to operate a telecommunications facility over 510m² of local purpose (quarry) reserve, being Section 3 Block XIII Whakarara Survey District.

b) In its role as the Minister of Conservation's delegate, consents to the granting of the aforementioned licence.

c) The terms of the licence shall be:

Term: 6 months while consultation with local hapu and adjoining landowners takes place.

Renewal term: 10 years.

Annual rental: \$9,000 plus GST (if any).

Rent review: 3 yearly from commencement date; linked to Consumer Price Index (CPI).

CARRIED

Renewal and equipment changes

Vodafone has advised;

- The tower height is 16 metres, not 15 metres as noted in the September report to the community board.
- The proposed additional equipment is minor in scale and would unlikely be visibly noticeable against the existing structure.
- The new equipment is not to upgrade the site to 5G, it will continue to operate at 4G and 3G spectrum.
- The proposed ancillary equipment behind panel antennas are to be a like for like replacement to upgrade existing equipment.
- The proposed ancillary equipment on the new mount will be new small radio unit banks.
- The purpose of adding the radio units is to increase the capacity of the site so it can take more traffic/provide better calling quality and data speeds for more users. The approximate size of each bank is 550mm H x 550mm W x 350mm D.
- The proposed GPS antenna (ancillary equipment) is a small GPS antenna that synchronises the Matauri Bay site with the other sites in the Vodafone network. Approximate size of the GPS antenna is 95mm in diameter.
- 2 degrees will be sharing Vodafone's equipment on this site. This means that 2 degrees will no longer have to co-locate their equipment on the tower.
- Vodafone are open to have future co-locatees on site, the licence allows for this.

2) DISCUSSION AND OPTIONS

In 1999 Council consented to Vodafone's use of the local purpose (quarry) reserve. Since then there has been a rent review and licence renewal in 2004 and 2014, the final termination date being September 2019.

The Community Board resolved that Vodafone be given a 6-month term to consult with the local hapu and adjoining landowners and to a renewal term of 10 years. In accordance with the community board resolution Vodafone's consultation was for a licence term of ten (10) years only with no right of renewal.

Vodafone would like to commence the upgrade work in March this year (2021).

Reason for the recommendation

The local purpose (quarry) reserve is not currently required for alternative use and the telecommunications facility exists and is in use.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Council will receive an annual rental for the use of the land. Vodafone will maintain the facility and the access track

ATTACHMENTS

1. **N1MBY Matauri Bay Community Engagement Letter and plans - licence Sep 2020 - A3063408** [↓](#) 
2. **Vodafone Consultation Table of names pdf – A3078983**
3. **2021 updated licence E_2835167v1 X1803003.RAB.v5_[Vodafone] Telecommunication Licence - Matauri Bay - A3078955** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The licence has been considered under the Reserves Act 1977 and Council's Reserves Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The BOI-Whangaroa Community Board recommended further consultation, this has now been completed
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There is no specific cultural significance attached to this proposal
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The local community has been consulted.
State the financial implications and where budgetary provisions have been made to support this decision.	Council will receive an annual rental and there are no associated costs for Council
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



27 September 2020

«AddressBlock»

Vodafone Network Upgrade
Vodafone reference: Matauri Bay (N1MBY)
Whakarara Quarry Reserve

«Title»

Vodafone has a telecommunication facility located on land controlled by the Far North District Council, on the hill at Whakarara Quarry Reserve, off Whakarara Road, Matauri Bay. The facility consists of a 16m high mast with antenna and associated radio equipment attached at the top as shown on the attached plans.

The facility has operated in the current location for approximately 20 years, and provides mobile calling, text, 4G data and wireless broadband services to the Matauri Bay community and surrounds. Vodafone have requested an extension of the agreement with the Council for the tower to remain in its current location for a further 10 years, to ensure the continuation of these services to the community.

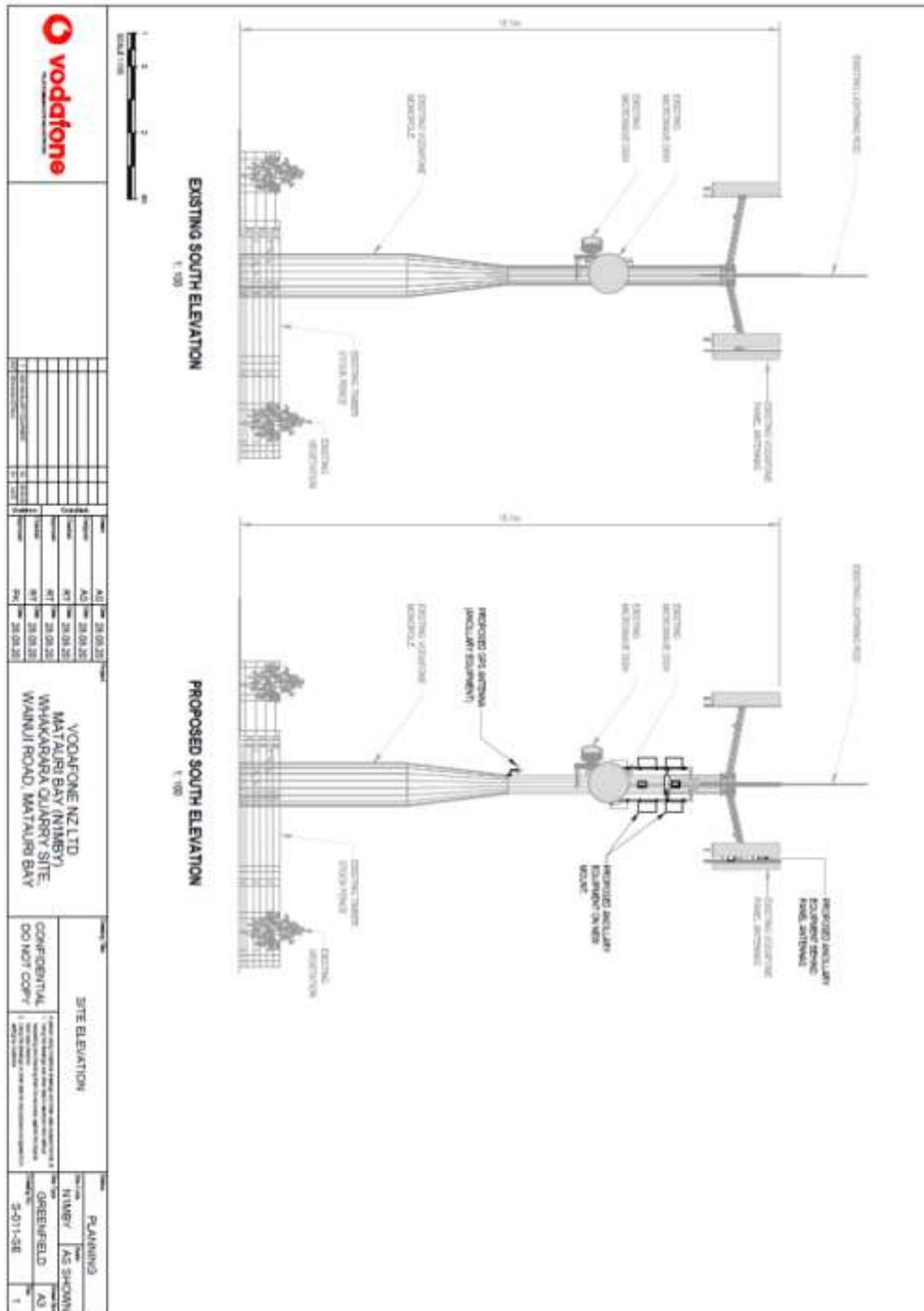
As part of the discussions with Council, the local community board has requested that Vodafone notify nearby residents of the intention to extend the agreement and answer any questions that may arise.

If you have any queries about the facility or Vodafone's services, please feel free to contact me at paul.kinghan@vodafone.com.

Kind regards,



Paul Kinghan
Site Acquisition Manager



C2 General

The attached letter and plans have been sent to the following addresses:

Address Line 1	Address Line 2	City	Postcode	Title	Contact
2209 Wainui Road	RD1	Kaeo	478	NA770/155	Te Kura Kaupapa Maori o Whangaroa School
2223 Wainui Road	RD1	Kaeo	478	NA560/108	Matauri Bay School
2265C Wainui Road	RD1	Kaeo	478	NA129B/515	Resident
2265B Wainui Road	RD1	Kaeo	478	NA129B/513	Resident
2244 Wainui Road	RD1	Kaeo	478	NA94A/341	Resident
1405 Matauri Bay Road	RD1	Kaeo	478	NA131A/218	Resident
2151 Wainui Road	RD1	Kaeo	478	403151	Resident
2105 Wainui Road	RD1	Kaeo	478	NA51B/1352	Resident
Waiaua Bay Farm Limited				NA131A/219	info@kauricliffs.com



Matauri Bay
(NIMBY)
200.2

Telecommunication Licence

DATED

2021

Between:	Far North District Council (Owner) and Vodafone New Zealand Limited (Vodafone)
Licence Fee:	\$9,000.00 per annum plus GST (if any) paid monthly in advance from the Commencement Date
Review Date(s):	3 yearly from the Commencement Date to CPI
Commencement Date:	The date on which this Licence is signed by all parties
Term:	Ten (10) years
Termination Dates:	The fifth anniversary of the Commencement Date
Land:	Wainui Road, Matauri Bay, Kaeo and being all that land contained in Sections 1 & 3 Block XIII Whakarara SD (North Auckland Registry)
Licence Area:	Part of the Land being approximately 510m ² of Section 3 Block XIII Whakarara SD located in the area marked "EXISTING LICENCE AREA 510m ² (30.0m x 17.0m)" on the attached plan(s)
Access:	Normal service: One to two hours per month Emergency: 24 hours per day, seven days per week
Proposed Use:	Telecommunication purposes

It is agreed that this Licence takes effect from the Commencement Date without the need for further documentation. Vodafone may go into possession, construct and operate the Telecommunication Facility on that date.

Office use only

Insert Commencement Date:

2835167-1.RAB

Executed as a Deed

Signed for and on behalf of the **Far North District Council** by:

Witness Signature

Print Name

Occupation

Address

Authorised Signatory/Designation

Print Name

Authorised Signatory/Designation

Print Name

Authorised Signatory/Designation

Print Name

2835167-1.RAB

Signed by Vodafone New Zealand Limited on the _____ day of _____ 2021 by two of its Attorneys who separately certify that it is being executed on Vodafone's behalf by its attorney and that we are attorneys for Vodafone under the Power of Attorney dated 12 October 2020 which has been deposited with Land Information New Zealand under No 11898662.1 and that we have not received any notice or information of the revocation of that appointment on the date that we sign this document:

and

Signature

Name:
Occupation:
Address:

Signature

Name:
Occupation:
Address:

Date

in the presence of:
WITNESS: (to both signatures)

Date

in the presence of:
WITNESS:

Signature

Name:
Occupation:
Address:

Signature

Name:
Occupation:
Address:

2835167-1.RAB

TERMS

1. Grant

1.1 The Owner grants to Vodafone:

- (a) an exclusive licence to use the Licence Area for the Proposed Use;
- (b) a licence to install, maintain and operate Lines as required from time to time to connect the Licence Area by the most convenient route to a public road and/or such other parts of the Land as Vodafone requires for the purposes of connecting to Telecommunication and/or electricity services; and
- (c) a licence to access the Licence Area and areas of the Land occupied by the Telecommunication Facility by the route(s) shown on the attached plan(s), or as agreed by the parties,

on the terms contained in this Licence.

2. Term

- 2.1 This Licence starts on the Commencement Date and continues in force during the Term until brought to an end in accordance with the express provisions of this Licence.
- 2.2 If Vodafone occupies the Licence Area after the end of the Term with the Owner's agreement (other than under a further licence) Vodafone does so as a tenant for terms of three months but otherwise on the same terms and conditions as this Licence.

3. Vodafone's Covenants

- 3.1 Vodafone will pay the Licence Fee to the Owner by equal monthly payments in advance. The first payment will be made on the Commencement Date or after Vodafone receives the Owner's nominated bank account details and, if GST registered, a perpetual GST tax invoice (in the form if attached), whichever occurs later.
- 3.2 Vodafone will carry out installation and maintenance with as little interference as reasonably possible to the amenity of the Owner, its tenants, licensees or any lawful occupier of the Land and Vodafone is to repair any damage caused by Vodafone in so doing.
- 3.3 Vodafone will obtain and comply with all necessary consents from all Authorities for Vodafone to carry out its operations under this Licence.
- 3.4 Vodafone will not permit any part of the Telecommunication Facility to become a danger to members of the public or to the Owner, its tenants or invitees.
- 3.5 Vodafone will not obstruct the Owner, its tenants, invitees or any lawful occupier of the Land in their use of the Land other than as allowed under this Licence.
- 3.6 Vodafone agrees to indemnify the Owner against all expenses, actions, claims or demands arising directly out of Vodafone's use of the Telecommunication Facility in breach of this Licence.

4. Mutual Covenants

- 4.1 Vodafone may use those parts of the Land adjacent to the Licence Area and areas in which the Telecommunication Facility is installed as are reasonably required during the installation and maintenance of the Telecommunication Facility.
- 4.2 The Telecommunication Facility and all equipment installed in the Licence Area remain the property of Vodafone at all times and will not become fixtures irrespective of their degree of annexation to the Land.
- 4.3 Vodafone is not liable to pay any expenses or outgoings of the Land except for utilities it uses (eg power and water).
- 4.4 Vodafone may connect the Telecommunication Facility to the Owner's electricity supply or the most reliable and convenient electricity supply. The electricity supplied to the Telecommunication Facility will be separately metered and paid by Vodafone either directly to the electricity supply authority or to the Owner, whichever is most practical.
- 4.5 Vodafone may terminate this Licence as at each Termination Date by serving written notice on the Owner at least three months before a Termination Date. This termination does not affect the rights of either party against the other in respect of any breach or non-performance.
- 4.6 Vodafone will on the termination or expiry of this Licence remove the Telecommunication Facility. Vodafone will leave the Licence Area and other areas occupied by Vodafone clean and tidy, to the reasonable satisfaction of the Owner.
- 4.7 Vodafone may assign or grant a sub-licence of all or part of its rights, interests or obligations under this Licence to any Related Company, or to any purchaser of the whole or part of an interest in Vodafone's telecommunication network and/or services or to any other Network Operator. Vodafone may also assign or grant a sub-

licence of all or part of its rights, interests or obligations under this Licence to any other person with the prior written consent of the Owner.

- 4.8 Vodafone shall be entitled to grant a co-location licence to other parties with whom it has agreed to share the use of any part of the Telecommunication Facility but any such grant shall not relieve Vodafone from its liability as licensee under this Licence.

5. Owner's Covenants

- 5.1 Vodafone may peaceably hold and enjoy the Licence Area and any parts of the Land utilised by Vodafone under this Licence without any interruption by the Owner or any person claiming through the Owner.
- 5.2 The Owner acknowledges that the operation of the Telecommunication Facility relies on the transmission and reception of radio frequency emissions and agrees not to do or permit to be done any act that interferes with Vodafone's enjoyment of its rights under this Licence and without limitation the Owner must not grant any lease or licence authorising the operation of equipment that causes interference (as defined in section 2 of the Radiocommunications Act 1989) with the operation of the Telecommunication Facility without Vodafone's written consent.
- 5.3 The Owner will allow Vodafone access to the Telecommunication Facility and Licence Area during normal business hours, but at all times in an emergency or operational necessity.
- 5.4 The Owner warrants that it has a sufficient proprietary interest in the Land to fulfil its obligations under this Licence and has not entered into any inconsistent contracts or agreements.
- 5.5 The Owner will pay all rates, taxes and assessments charged on the Land by the due date for payment.
- 5.6 The Owner will inform any mortgagee or prospective mortgagee of the Land or secured creditor of the Owner of the existence of this Licence in writing and will obtain that party's written consent to this Licence together with an acknowledgement that no charge or encumbrance is created over the Telecommunication Facility and any equipment brought by Vodafone onto the Land.
- 5.7 The Owner will inform in writing any purchaser or prospective purchaser of the whole or any part of the Land of the existence of this Licence and ensure that before the settlement of any sale the purchaser enters into a deed with Vodafone in customary form agreeing to be bound by this Licence as licensor.
- 5.8 The Owner acknowledges that the terms of this Licence and its existence are commercially sensitive. The Owner agrees to keep this Licence and its existence strictly confidential and not to disclose or permit to be disclosed any of the terms of this Licence or its existence to any person other than the Owner's professional advisors, financiers, employees, purchasers and prospective purchasers of the Land on a "need to know" basis, without first obtaining Vodafone's written consent on each occasion.
- 5.9 The Owner will not allow any other occupier or other person to utilise, or obtain the benefit of, any consents obtained by Vodafone to install and use the Telecommunication Facility without Vodafone's prior written consent.

6. Termination by the Owner

- 6.1 The Owner may terminate this Licence by giving one month's written notice to Vodafone in any one or more of the following events and this Licence will terminate at the expiry of that period if Vodafone fails within that period (or such longer reasonable period as is required to remedy the breach or default) to remedy all notified defaults:
 - (a) Vodafone fails to pay the Licence Fee then due for 28 days after receipt of written notice from the Owner requiring payment; or
 - (b) Vodafone commits a material breach of any of its obligations under this Licence.

Any termination under this clause does not affect the rights of either party against the other as at the date of termination.

7. Termination by Vodafone

- 7.1 Vodafone may terminate this Licence by giving one month's written notice to the Owner in any one or more of the following events:
 - (a) any area(s) of the Land utilised by Vodafone are substantially unfit for Telecommunication purposes, in Vodafone's opinion;
 - (b) the Telecommunication Facility is subject to interference (including interference as defined in section 2 of the Radiocommunications Act 1989);

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- (c) any application for a consent or permit required from time to time from any Authority for the installation and use of the Telecommunication Facility or any part of the Land for Telecommunication purposes is declined or granted subject to conditions which are unacceptable to Vodafone and Vodafone decides, in its sole discretion, not to object to those conditions or take any further action in respect of the same, or if Vodafone is unsuccessful in any objection, appeal or further action which it does take; or
- (d) there is a change in any Act or requirement of a relevant Authority or some alteration in Vodafone's operational requirements which renders Vodafone's use of any part of the Land illegal or unnecessary.

Any termination under this clause does not affect the rights of either party against the other as at the date of termination.

8. Review of Licence Fee and Renewal Term

- 8.1 The Licence Fee may be reviewed on the third anniversary of the Commencement Date, and three yearly thereafter ("Review Dates"). Not earlier than four (4) months prior to a Review Date and no later than four (4) months after the relevant Review Date (in which respect time shall be of the essence) the Owner may give notice to Vodafone seeking an adjustment to the Licence Fee (as payable since the later of the Commencement Date or most recent Review Date) in accordance with the percentage change in the Consumer Price Index (All Groups) for the corresponding period published by Statistics New Zealand or other governmental agency since the later of the Commencement Date or most recent Review Date. The Licence Fee shall be adjusted from the relevant Review Date.

9. Notices

- 9.1 Any notice or other document to be given, delivered or served under this Licence may be served:
- in any manner prescribed in Part 7 of the Property Law Act 2007; or
 - by facsimile to the facsimile number of the party intended to be served.
- 9.2 Any notice or other document served by the method in clause 9.1(b) is deemed to have been received by the other party on the day after the date of successful transmission.
- 9.3 Any notice or other document to be delivered or served on Vodafone must be addressed to the General Counsel, Legal, Vodafone New Zealand Limited, 74 Taharoto Road, Takapuna, Auckland 0622, Fax 09 355 2005.

10. Disputes

- 10.1 If any dispute is not resolved by negotiation between the parties within 10 working days, that dispute will be finally resolved by arbitration under the Arbitration Act 1996 before a sole arbitrator agreed by the parties (or failing agreement nominated by the President of the New Zealand Law Society) who will decide the dispute in accordance with the substantive law of New Zealand.

11. Telecommunications Act 2001 and Radiocommunications Act 1989

- 11.1 Nothing in this Licence restricts or alters any of Vodafone's rights, powers, remedies or actions under the Radiocommunications Act 1989 or the Telecommunications Act 2001 or any Acts amending or in substitution for them.

12. Whole Agreement

- 12.1 This Licence is the entire agreement between the parties in respect of the subject matter of this Licence.

13. Glossary and Interpretation

13.1 Glossary

In this Licence, unless the context otherwise requires:

Authority means a local, territorial, governmental or other statutory authority having jurisdiction over the Land, the use of the Land under this Licence, or the carrying on of Vodafone's Telecommunication business;

Land means the land described on the front page of this Licence;

Licence means this licence including the front page, the terms, the plans and annexures as varied in writing from time to time;

Lines means a wire or wires, cable, conduit or conductor of any kind (including a fibre optic cable) used or intended to be used for Telecommunication or for the transmission of electricity and includes any insulator, casing, transformer, fixture (major or minor), tunnel or other equipment or material used or intended to be used for supporting, enclosing, surrounding or protecting any such wire(s), cable, conduit or conductor and includes any part of a Line;

Network Operator means a Network Operator as that term is defined in Section 5 of the Telecommunications Act 2001;

Owner means the Owner described on the front page and includes the Owner's successor(s) in title, executors, administrators and assigns, and where not repugnant to the context the employees, contractors and agents of the Owner;

Related Company has the meaning given to it in the Companies Act 1993;

Telecommunication means the conveyance, transmission, emission or reception of signs, signals, impulses, writing, images, sounds, instructions, information or intelligence of any nature whether by electromagnetic waves or not at any frequency and whether for the information of any person or not and includes any utility supply whether underground or overground incidental to Telecommunication;

Telecommunication Facility means any antenna (including microwave dishes), Lines, plant and equipment used or intended to be used for Telecommunication or for the transmission of electricity and includes any mast, pole, equipment cabinet, screen, fencing or other equipment or material used or intended to be used for mounting, supporting, enclosing, surrounding or protecting any such parts of the Telecommunication Facility;

Term means the term specified on the front page and any renewal, extension or continuation of the term granted in accordance with the provisions of this Licence;

Vodafone means Vodafone New Zealand Limited and includes its successors and permitted assigns and where not repugnant to the context the contractors, consultants, employees, invitees and agents of Vodafone.

13.2 Interpretation

The following rules of interpretation apply to this Licence:

- headings in this Licence do not in any way limit or govern the interpretation of the terms of this Licence;
- no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this Licence or any part of it;
- obligations undertaken by more than one person are joint and several obligations;
- where the Owner's consent or approval is required under any provision of this Licence, that consent or approval may not be unreasonably withheld or delayed;
- the covenants and powers contained in clauses 4(1), 11 and 12 of Part 2 of Schedule 3 and also clause 13(1) of Part 3 of Schedule 3 of the Property Law Act 2007 are expressly negated.

14. Surrender

- 14.1 Vodafone and the Owner agree that upon the Commencement Date of this Licence the prior lease relating to certain parts of the Land pursuant to a lease of a telecommunication facility dated 2 September 1999 between Far North District Council as lessor and Vodafone New Zealand Limited as lessee ("Surrendered Lease") shall be surrendered and on the Commencement Date Vodafone assigns to the Owner all Vodafone's interest in the Surrendered Lease so that such interest merges in the Owner's interest in the Surrendered Lease and is extinguished from the Commencement Date.

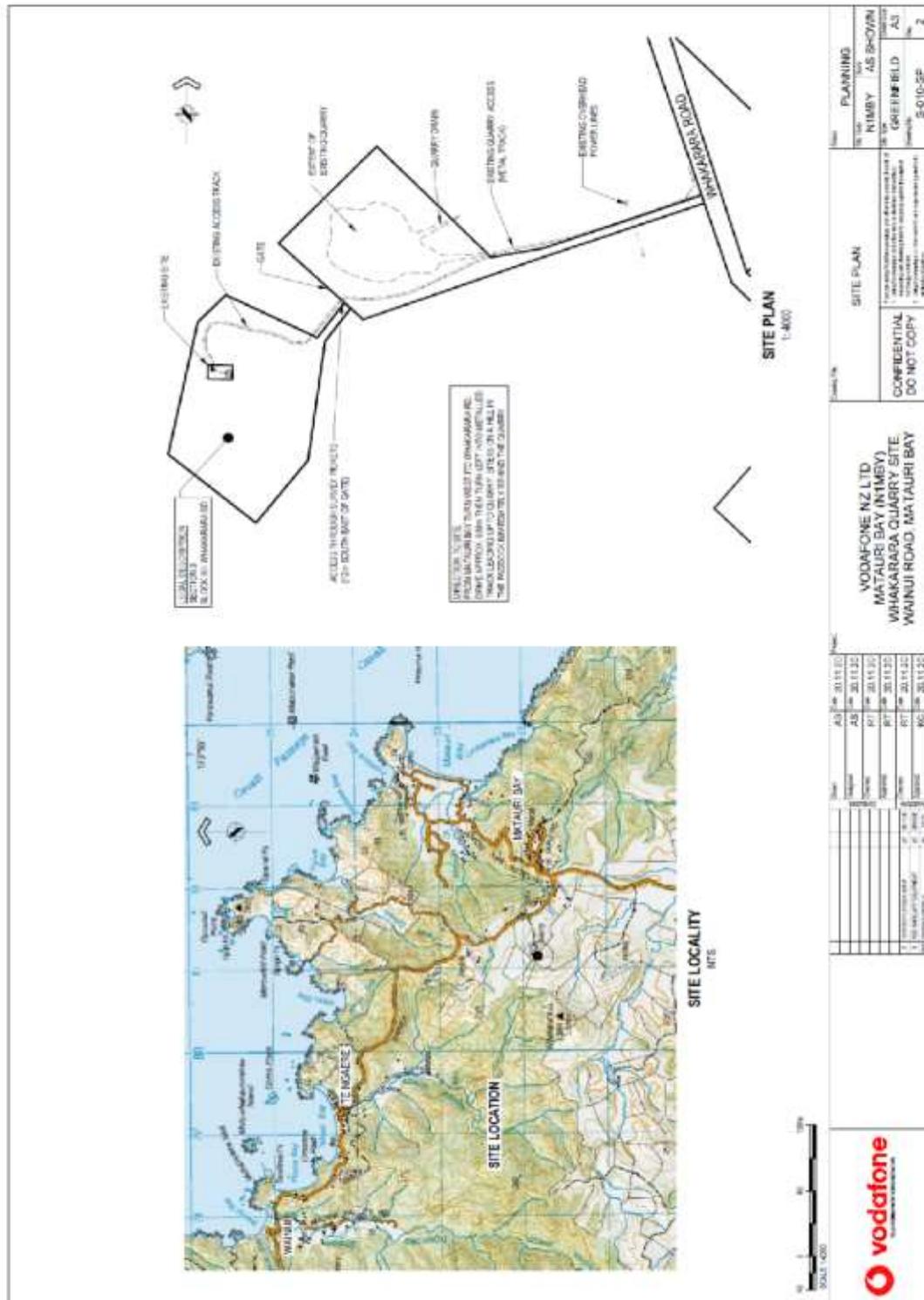
- 14.2 The Owner from the Commencement Date releases Vodafone from liability for future performance and observance of the covenants and conditions contained in the Surrendered Lease.

15.0 Reserves Act 1977

- 15.1 Vodafone acknowledges that it is bound by the provisions outlined in Section 48A of the Reserve Act 1977.

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PLANS



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Sample Perpetual GST Tax Invoice

[supplier name]
[supplier address]

GST No. [___ - ____ - ____]

Recipient: Vodafone New Zealand Limited
C/- Colliers International
PO Box 1631
AUCKLAND 1140

Perpetual GST Tax Invoice

Telecommunications facility licence to Vodafone New Zealand Limited – Premises at [site address]

To: Licence Fee \$[]

Payable by annual/monthly instalments (in advance) of \$[] for the period [commencement date] to [first review date] plus GST \$[]

TOTAL \$[]

[Supplier name]

Date:

[Vodafone site ID Code (TLA)]

Bank Account Details:

Account name

____ - ____ - ____ - ____ - ____
Bank Branch Account Suffix

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6.2 TRANSFER OF LOCAL PURPOSE (ESPLANADE) RESERVE TO LANDOWNERS OF KOPUAKAWAU BLOCK

File Number: A3084332

Author: Carla Ditchfield-Hunia, Legal Services Officer

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

PURPOSE OF THE REPORT

To seek Elected Member approval to transfer Lot 9 DP 102868 being Local Purpose (Esplanade) Reserve to the owners of Kopuakawau Block.

EXECUTIVE SUMMARY

- Request that elected members assist the Māori Land Court (MLC) in resolving an issue for affected landowners of Kopuakawau in relation to a block of land situated off Waikare Road, Russell.
- The land was acquired by Council as part of a subdivision and is currently vested in Far North District Council as Local Purpose (Esplanade) Reserve Lot 9 DP 102868.
- The land was originally Maori freehold land and appears to have inadvertently lost that status upon subdivision, which is now the matter being dealt with by the MLC.
- This report provides information regarding the relevant MLC application and associated background as well as an option for elected members to consider.
- This report was considered at the Bay of Islands-Whangaroa Community Board meeting held 4 February 2021. The Community Board made the following recommendation to Council:

RECOMMENDATION

That:

- a. Council, subject to the directions of the Māori Land Court, approve the transfer of Lot 9 DP 102838 being Local Purpose (Esplanade) Reserve to the landowners of Kopuakawau, or to such body or Trust as the Māori Land Court directs; and**
- b. the transfer of land is to occur at no cost to Council.**

1) BACKGROUND

Far North District Council (FNDC) are an interested party to a Māori Land Court application (A20100008382). The matter concerns a land parcel known as Kopuakawau Block. On 17 June 2009 the MLC issued orders under ss 128, 131 of the Te Ture Whenua Maori Act 1993 declaring the owners of Kopuakawau and determining the land to be Māori freehold land. The orders were subsequently rejected for registration by Land Information New Zealand (LINZ) as the title had been superseded by other titles issued by LINZ (*61 Taitokerau MB 117, 25 June 2013*). The application (A20100008382) arises out of the Māori Freehold Land Registration (MFLR) Project.

During 2005-2010 the Ministry of Justice and LINZ worked together on the Māori Freehold Land Registration (MFLR) Project, a joint initiative to register all outstanding Māori Land Court orders relating to Māori land ownership. The primary purpose of the project was to ensure that the title system of the Māori Land Court was reflected in the Torrens system administered by LINZ. As a result of the project, registration of 97% of the 27,411 Māori land titles have been completed (<https://maorilandcourt.govt.nz/assets/Documents/Publications/MLC-2011-Aug-Judges-Corner-Fox-DCJ.pdf>, Deputy Chief Judge CL Fox).

Upon rejection by LINZ of the orders declaring the Kopuakawau Māori freehold land the MLC instructed an investigation into the matter which produced reports from Kurt Bowen, a Registered Professional Surveyor of Paterson Pitts Partners Ltd, and the Surveyor-General and Registrar-General of Lands. FNDC also filed a brief.

The position today is that the MLC maintains a title record for the Kopuakawau block but the effect of the issue of LINZ titles for Lots 1-4 and 9 on DP 102868 is that title to Kopuakawau has apparently been mistakenly overridden and thereby effectively cancelled (*9 Taitokerau MB 89, 3 September 2010*). It appears that the Māori land title has been lost as a result of administrative actions affecting the LINZ titles or in approving survey plans (*61 Taitokerau MB 116, 25 June 2013*).

This is where FNDC's interest lies. The area that once included the Kopuakawau block was subdivided in 1983 into 8 Lots which sit in fee simple. FNDC acquired the 9th Lot as Local Purpose (Esplanade) Reserve, for the purpose of providing public access to New Zealand's waterways (Waikare River), a legislative requirement. I refer you to the attached plan (Attachment 1). Lot 9 is the piece highlighted orange and sits adjacent to the Waikare River. The Kopuakawau Block is/was roughly the shape, size and location of Lot 9 (currently vested in FNDC). Though it is understood that the area of Lot 9 is perhaps slightly smaller than the total sum of the area of the Kopuakawau Block. It is important to note that FNDC did not cause the cancellation of the Kopuakawau Block title. Any error occurred prior to the land being vested in FNDC.

INVESTIGATION REPORTS

An in-depth understanding of the history to this matter can be gained by reviewing the reports instructed by the Court.

- a. Kopuakawau Block Investigation Report by Paterson Pitts Partners Ltd, Kurt Bowen, Registered Professional Surveyor, 7 July 2010.

The report recognises a conflict between the spatial location of the Kopuakawau block and other land parcels in the area. It investigates the cause of the conflict, the current status of the Kopuakawau Block and proposes solutions which may be available to remedy the situation.

- b. Report produced by the Far North District Council, a supplement to Paterson Pitts Report, 5 November 2010.

This report supplements the Paterson Pitts investigation by providing a timeline of record of titles and raises a potential scenario of adverse occupation.

- c. Report relating to "Kopuakawau Block" from the Registrar-General and Surveyor-General of land, 20 December 2010.

This report is an investigation of the survey and title records held with LINZ (in relation to the Kopuakawau Block) dating back to 1836.

- d. Statement by Surveyor-General and Registrar-General of Land, 16 September 2011.

This statement is an update of the information unavailable at the time of the 20 December 2010 report.

SOLUTION FOR KOPUAKAWAU LANDOWNERS

The Paterson Pitts Report proposes that the Ministry of Justice could pursue with FNDC the acquisition of Lot DP 102868 as a replacement block for the original Kopuakawau Block (*Kopuakawau Block Investigation Report by Paterson Pitts Partners Ltd Kurt Bowen, Registered Professional Surveyor, 7 July 2010 pg 6*). Appropriately the report recognises the difficulty in revoking the reserve status of Lot 9 and transferring Lot 9 into private ownership. The importance of maintaining public access to the Block (Lot 9) once transferred into Kopuakawau ownership has been raised with the Court. A further difficulty with revoking the reserve status of Lot 9 pursuant to the Reserves Act 1977, is that the required revocation process may result in the land (Lot 9) defaulting to Crown ownership.

In order to achieve acquisition of Lot DP 102868 as a replacement block for the Kopuakawau landowners, the appropriate mechanism for legal transfer of titles must be determined and followed. At this point in time the appropriate mechanism is yet to be determined. Further guidance from interested parties will be sought as well as instruction from the MLC will be required.

Legal Counsel of the affected landowners of Kopuakawau have asked: "Is the FNDC willing and/or able to provide Lot 9 to the owners by way of substitution of the original loss of the Kopuakawau land?" (*Memorandum of Counsel on behalf of the Affected Māori Landowners of Kopuakawau, 23 October 2020, [13(a)]*).

Before the method of transfer is further investigated it is pertinent to request that Council consider the question of whether it approves the disposing of its Local Purpose (Esplanade) Reserve (Lot 9 DP 102868) with the intention that affected landowners of Kopuakawau acquire it. This is the primary purpose of this report.

The attachments listed at the end of the report, provide additional information. Due to the size of the agenda they have been removed. The attachments are available as part of the 4 February 2020 Bay of Islands-Whangaroa Community Board meeting and are available at https://infocouncil.fndc.govt.nz/Open/2021/02/BIWCB_20210204_AGN_2380_AT_WEB.htm or by request.

2) DISCUSSION AND OPTIONS

Costs

The issue of costs is triggered should Council find in favour of the above solution. Any cost associated with this report has not been assigned budget. It is considered that where time and resources allow Council staff will assist, however until appropriate legislative mechanism is determined costs remain an issue.

On 13 November 2020 the MLC held a teleconference regarding A20100008382; interested parties including FNDC were in attendance. All parties understood that the disposal of the Local Purpose (Esplanade) Reserve and its transfer to Kopuakawau landowners requires elected member approval. It was agreed that the transfer of Lot 9 DP 102868 (vested in FNDC) to Kopuakawau landowners would be put to elected members for consideration.

Following Council's decision, FNDC are required to file a joint memorandum (FNDC and Legal Counsel for the affected landowners) to the MLC by 10 March 2021 advising of the Council's decision and any further proposed steps. A further teleconference has been set down for 12 March 2021 at 11:00am to consider appropriate directions or orders if required.

Reason for the recommendation

Local Purpose (Esplanade) Reserve Lot 9 DP 102868 is not currently maintained by FNDC, and budget has not been assigned to its regular maintenance. The application with the MLC has been ongoing for 10 years, FNDC's approval of the recommendation would provide a solution for aggrieved landowners and enable the Ministry of Justice to bring this matter to a close.

If the appropriate legislative mechanism can be determined to allow the appropriate transfer of the land to Kopuakawau landowners, it is foreseen that there is no risk to Council in disposing of the land in the appropriate manner.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

None.

ATTACHMENTS

1. Attachment 1 FNDC Local Maps Waikare, Russell - A3060824 (under separate cover) 
2. Attachment 2 Kopuakawau Block Investigation Report Patterson Pitts 7 July 2010 - A3060821 (under separate cover) 
3. Attachment 3 FNDC supplementary report 7 November 2010 - A3060827 (under separate cover) 

4. **Attachment 4 RG and SG of Land Report 20 December 2010 - A3060828 (under separate cover)** 
5. **Attachment 5 SG and RG Statement 16 September 2011 - A3060823 (under separate cover)** 
6. **Attachment 6 9 Taitokerau MB 88 to 90 3 Sep 2010 - A3060825 (under separate cover)** 
7. **Attachment 7 61 Taitokerau MB 116, 25 June 2013 - A3060826 (under separate cover)** 
8. **Attachment 8 Memorandum of Counsel Affected Maori landowners of Kopuakawau, 23 Oct 2020 - A3060822 (under separate cover)** 
9. **Attachment 9 MLC-2011-Aug-Judges-Corner-Fox-DCJ[1] - A3060829 (under separate cover)** 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low for Council – High for Kopuakawau landowners.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report will go to BOI-Whangaroa Community Board for consideration prior to Council meeting 25 Feb.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Implications of decision against recommendation is that Kopuakawau landowners will continue to suffer a loss as to land lost.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Legal Counsel for Kopuakawau landowners were invited to comment and/or support recommendation for Council transfer of Lot 9 DP 102868 to Kopuakawau landowners.
State the financial implications and where budgetary provisions have been made to support this decision.	Council to incur no cost in its support of this recommendation.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.3 OPTIONS REPORT TREATED WATER SUPPLY REGULATION

File Number: A3083951

Author: Donald Sheppard, Strategic Planner

Authoriser: William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT

To provide options and a recommendation to Council for the regulation of treated water supply in the Far North District.

EXECUTIVE SUMMARY

- This report identifies seven problems relating to the treated water supply network in the Far North:
 1. being able to preventatively apply water restrictions, for example due to an emerging drought.
 2. having the ability to still charge customers if water supply is interrupted, shut off, quality is poor or if water use is restricted.
 3. being able to manage the amount of water supplied to customers.
 4. being able to estimate water use if a meter is faulty or being repaired.
 5. avoiding potential contamination of the water supply by members of the public.
 6. avoiding damage to Council's assets by the public (particularly damage to water mains).
 7. preventing misuse of the water supply, for example by people wasting water.
- The report assesses three options to address the problem:
 1. do nothing – allow the current bylaw to revoke.
 2. develop a new supply contract.
 3. make a new bylaw.
- The report recommends that the governing body approves option 3 - make a new bylaw to regulate water supply.
- This report was presented to the Strategy and Policy Committee at their meeting on 09 February 2021 for consideration. The Strategy and Policy Committee makes the following recommendation to Council.

RECOMMENDATION

That Council, under section 155 of the Local Government Act 2002:

- a) **agrees that making a new Treated Water Supply Bylaw is the most appropriate way to regulate reticulated water supply in the Far North District;**
- b) **requests that staff prepare a statement of proposal to make a new Treated Water Supply Bylaw.**

1) BACKGROUND

From Far North District Council's (FNDC's) 2018/19 Annual Report, around one-third of properties in the Far North (10,133 properties) are connected to water services and all these properties have

water meters. In the 2019 financial year, \$10.1 million in water rates was collected from these properties.

These water services are now regulated by FNDC's Water Supply Bylaw 2009, which was due for review on 16 October 2019. As this review did not occur, the Bylaw will revoke on 16 October 2021. To avoid this a new bylaw needs to be made before 16 October 2021.

Water supply reforms were announced by Central Government in July 2020. These reforms make it likely that the Council will lose its water management role to a super-regional entity with shared ownership by local authorities including FNDC. When this occurs, the proposed regulation could be superseded by shared rules established by this entity and agreed by FNDC. However, the new entity will not commence operation until after July 2022. Therefore, FNDC needs to proceed with its own water supply regulation in the interim period.

2) DISCUSSION AND OPTIONS

Proposed course of action

Make a new bylaw to regulate treated water supply in the Far North District.

Issue and problem definition

From analysing logged interactions with the public regarding the supply of treated water, key problems include:

1. being able to preventatively apply water restrictions, for example due to an emerging drought.
2. having the ability to still charge customers if water supply is interrupted, shut off, quality is poor or if water use is restricted, for example, due to a drought.
3. being able to manage the amount of water supplied by determining the level of water supplied to a property.
4. being able to estimate water use if a meter is faulty or being repaired.
5. avoiding potential contamination of the water supply by members of the public, which could make it unsafe to drink or use.
6. avoiding damage to council's assets by the public (particularly damage to water mains).
7. preventing misuse of the water supply, for example by people wasting water.

Scope

The regulation of water supply applies to all eight water supply schemes owned by council. It applies to all users of water supplied by these schemes including property owners/occupiers and operators of bulk water supply businesses.

It does not extend to private water schemes, which are regulated by national legislation.

Affected and interested parties

These parties include:

- all those supplied with reticulated water from Far North District Council's water schemes.
- commercial suppliers of bulk water.
- relevant tradespeople such as plumbers and drainlayers.
- property developers and building companies.
- community groups concerned about the supply of water to their community.
- Northern Regional Council.
- the District Health Board.
- Far North Water – our partner in the delivery of treated water.

If elected members decide that a new bylaw will be made, these parties will be defined in greater detail in a communication and engagement plan.

Māori

Wai, or water, is regarded as a taonga of significant importance to Māori. Therefore, effective management of wai is considered essential by Māori. Consultation on new regulation in this area, if any, will require input from Iwi.

Objectives

- 1) To fairly and efficiently manage water supply in the district.
- 2) To ensure public health and safety.
- 3) To protect Council's assets.
- 4) To protect the public from nuisance.
- 5) To protect the water supply from misuse.

Relevant bylaw-making powers of the Council

To address the objectives, a new treated water supply bylaw could be made under:

- section 145 of the Local Government Act 2002 (general bylaw-making powers) to protect, promote and maintain public health and safety and/or to protect the public from nuisance
- section 146 of the Local Government Act 2002 (specific bylaw-making powers), to manage, regulate against, or protect from, damage, misuse, or loss, or to prevent the use of, the land, structures, or infrastructure associated with water supply.

Under section 155 of the Local Government Act 2002, before making a bylaw the Council must first determine that a bylaw is the most appropriate way of addressing the perceived problem.

Relevant water supply legislation

Given the national importance of a safe and reliable water supply, there are at least fourteen Acts of Parliament as well as eight national standards, guidance documents and codes which govern the supply of treated water.

a) Legislation Regulating the Council

Much of this legislation includes mandatory obligations for territorial authorities such as Far North District Council. These obligations are set out in:

- the Local Government Act 2002
- the Local Government Rating Act 2020
- the New Zealand Building Code
- the Fire and Emergency Act 2017
- the Health Act 1956
- the Resource Management Act 1991.

Some of these obligations do not directly apply to the public but set out what the Council must do. For example, under the Health Act 1956, FNDC must prepare a water safety plan for each water scheme and review it at least every five years, ensure that drinking water complies with drinking water standards and test back-flow protection devices annually.

Other Council obligations are broader and more directly affect the public. For example, under the Health Act 1956, FNDC has a duty to protect and promote public health and must take reasonable steps to protect water supply from contamination or pollution. As public activity may contaminate or pollute the water supply, the Council must ensure that this does not occur.

b) Legislation Directly Regulating Public Activity

National legislation also directly regulates public activity in several areas, for example:

- wasting water is an offence under sections 192 and 224 of the Local Government Act 2002

- the Building Act 2004 and the associated Building Code sets standards for plumbing within buildings including connections to the water supply. Section 152 of the Local Government Act 2002 says that no bylaw can be made that covers matters regulated under the Building Act.
- the ability to restrict water for non-payment of water bills is covered in section 69S of the Health Act 1956.
- Section 69ZZZ of the Health Act 1956 covers the installation of backflow devices.
- protection of catchment areas is covered by Sections 224 and 228 of the Local Government Act 2002, section 69ZZO of the Health Act 1956, and section 15 of the Resource Management Act 1991.
- Section 228 of the Local Government Act 2002 makes it an offence to take water without a proper permit.
- Section 19 of the Local Government (Ratings) Act 2002 allows the council to charge for water at a targeted rate.
- it is an offence to tamper with water meters under section 224 of the Local Government (Ratings) Act 2002.
- enforcing water restrictions is covered under section 193 of the Local Government Act 2002, sections 69S and 69T of the Health Act 1956, sections 329 and 330(1) of the Resource Management Act 1991 and section 25 of the Civil Defence Emergency Management Act 2002.

Local regulation is not necessary in the above areas as these areas are covered by this national legislation.

Gaps in the legislation where local regulation is appropriate

While national legislation covers many aspects of water supply, there are some areas not covered by this legislation where local regulation is appropriate, including:

- terms and conditions of supply, for example, covering:
 - ordinary and extraordinary supply.
 - the size of service delivered to properties.
 - applications for supply, disconnection and change of use.
 - connections to the system.
 - permits for supply.
 - the use of fire hydrants and standpipes.
 - placement of connections, meters and stop taps.
 - meters.
 - fees and charges.
- restrictions on supply for example, when a drought scenario appears likely
- ensuring public health and safety e.g.:
 - prevention of contamination
 - fittings and connections to be in good repair
 - inspection of connections and meters.

Options

1. Do nothing – allow the current bylaw to revoke

This option relies on public goodwill in that most people will want to do the right thing. However, without rules spelling out what the right approach involves, this is likely to result in an ambiguous situation for both the public and for staff, where sorting out any issues relating to the supply of water to properties from the Council's water supply network may become difficult.

While existing national legislation does cover a range of areas relating to water supply, there are significant gaps in this legislation (described above) where local regulation would be appropriate.

Allowing the current Bylaw to revoke would mean that the Council would have no powers of enforcement, which may compromise its ability to address health and supply risks in a timely and cost-effective manner.

For the reasons above, this option is not recommended.

2. Develop a supply contract

An alternative to a bylaw is a supply contract with customers for the supply of water from the Council's network. A local government example of this is the customer contract used by Watercare in Auckland.

A contract of this nature would have some advantages:

- it would be legally binding
- enforcement of a contract can be simpler than enforcing a bylaw as it would involve a one-on-one agreement between the Council and the customer, rather than district-wide rules that are set out in a bylaw.

However, there are several disadvantages with this option:

- not all problems and objectives associated with the supply of water identified in this report can be covered in the terms and conditions of a supply agreement or contract with each customer and therefore a bylaw will still be necessary. For instance, provisions regarding not digging or excavating near water mains would not be included in a contract. Note that the supply of water in Auckland is regulated by a bylaw made by Auckland Council and administered via a contract from Watercare with each customer
- changing to a contract would pose logistical issues such as getting around 10,000 existing customers to sign the contract
- this new approach is likely to be time-consuming to introduce, meaning that the existing bylaw is likely to revoke before a contract regime is put in place.

This option is not recommended as staff consider the disadvantages identified above outweigh the advantages of introducing individual supply agreements or contracts with customers for the supply of water.

3. Make a new bylaw

With this option, Council would make a new bylaw to regulate water supply. Benefits of making a bylaw include:

- it would back up other options such as public education.
- it would be legally binding.
- it would include enforcement provisions to ensure compliance.
- it would set District-wide rules which would be applicable to all users.
- it is the status quo approach which would not pose logistical challenges to introduce and would not require a communication and compliance campaign to move around 10,000 properties to individual contracts.

For these reasons, a new bylaw is recommended as the most appropriate approach to water supply regulation.

Summary of the three options

	1. Do nothing – allow the current bylaw to revoke	2. Make a new supply contract	3. Make a new bylaw
Advantages	<p>Public education is appropriate for the majority who want to do the right thing</p> <p>Existing national legislation covers many areas relating to water supply</p>	<p>Legally binding</p> <p>Will clearly spell out the terms and conditions of treated water supply</p> <p>In some cases, could be simpler to apply than a bylaw as it involves a one-on-one contract with the customer</p>	<p>Legally binding</p> <p>Would back up public education and existing national legislation</p> <p>Can include provisions beyond the terms and conditions of supply in Option Two</p> <p>Will include enforcement provisions</p> <p>It is the status quo approach with no need to sign up existing customers (as in Option Two)</p> <p>Alignment with the approach of other local councils in the super-regional area under the proposed water reforms</p>
Disadvantages	<p>No powers of enforcement</p> <p>There are gaps in the national legislation where local rules are needed</p>	<p>Logistical issues to sign up existing customers</p> <p>Limited to terms and conditions of supply applying to individual customers</p> <p>Likely to be time consuming to introduce</p>	<p>Inability to have individual contracts as in Option Two</p>

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The cost of preparing a proposal to make a new treated water supply bylaw and then consulting on that bylaw will be met from existing operational budgets.

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	As there is a high degree of public interest across the entire district regarding the supply of water from the Council's reticulated network the recommendation contained in this paper meets the Council's significance threshold.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The recommendation in this report directly applies to section 145 and 146 of the Local Government Act 2020 and references sections 152, 192, 193, 224, 228 of the same Act. As part of the legal review of relevant legislation that is applicable to supply of water the following legislation has also been referenced; <ul style="list-style-type: none"> • The Building Act 2004 • The Health Act 1956 • The Resource Management Act 1991 • Sections 19 and 224 of the Local Government (Ratings) Act 2002 • The Civil Defence Emergency Management Act 2002.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	As there is reticulated water supply in all of wards of the District the recommendation in this paper has District wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	The recommendation in this report will be of importance to Māori, considering water's status as taonga. Seeking the views and input of Iwi in the development of a new bylaw (if recommendation is endorsed) is integral. Discussion between Council and Iwi is yet to commence.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example	Affected and interested parties are described in the body of this report.

<p>– youth, the aged and those with disabilities).</p>	
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>The cost of preparing a proposal to make a new water supply bylaw and then consulting on that bylaw will be met from existing operational budgets.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has reviewed this report.</p>

6.4 ADOPTION OF THE LONG TERM PLAN 2021-2031 CONSULTATION DOCUMENT AND SUPPORTING INFORMATION**File Number: A3070043****Author: Sheryl Gavin, Manager - Corporate Planning & Community Development****Authoriser: William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)****PURPOSE OF THE REPORT**

To recommend the adoption of the Consultation Document (CD) and Supporting Information for the Long-Term Plan (LTP) 2021-31. Note that the supporting information must be adopted prior to the CD because it is information on which the CD relies.

EXECUTIVE SUMMARY

- In preparing an LTP, the Local Government Act 2002 (LGA) requires the local authority to adopt a CD that discusses the key matters Council is considering for inclusion in the LTP proper.
- The CD must be made available to the community along with any supporting information on which it relies.
- The CD and supporting information have been audited by Audit New Zealand. The CD contains an audit opinion to that effect

RECOMMENDATION**That Council:**

- a) **adopt the supporting information as information that is relied upon by the content of the Consultation Document in accordance with section 95A (4) of the Local Government Act 2002:**
 - i) **proposed significant forecasting assumptions**
 - ii) **proposed 10-year financial strategy**
 - iii) **proposed 30-year infrastructure strategy**
 - iv) **proposed capital works programme and achievability statement**
 - v) **forecast financial statements and COVID-19 statement**
 - vi) **forecast funding impact statements (whole of Council and activity)**
 - vii) **proposed funding impact statement (rates)**
 - viii) **forecast reserve funds**
 - ix) **proposed accounting policies**
 - x) **proposed revenue and financing policy**
 - xi) **proposed treasury, liability and investment policies**
 - xii) **proposed rates remission and postponement policies**
 - xiii) **proposed significance and engagement policy.**
- b) **adopt the Consultation Document for the Long-Term Plan 2021-2031;**
- c) **delegate authority to the Chief Executive Officer to approve any final edits and design changes required to the Consultation Document and/or supporting information to finalise documents for printing and distribution.**

1) BACKGROUND

The LTP 2021-31 has been in development for the past year, during which time multiple workshops were held to enable Elected Members to review and discuss strategic direction, community outcomes, current and future work programmes, policy changes, the challenges Council is likely to face over the next 10 years and new work priorities to navigate those challenges. The CD and supporting information are a culmination of those activities.

2) DISCUSSION AND OPTIONS

The preparation, audit and adoption of a CD and supporting information is a statutory requirement. There are no alternative options for discussion in this report.

Consultation Document

The CD recognises that an LTP can be a large, complex, and occasionally technical document that can be difficult for the community to engage with effectively. The LGA requires that the CD present only the issues that are 'significant' against the criteria in Council's policy on Significance and Engagement or that Council specifically wishes to gather feedback on.

The CD is the statutory information source for supporting engagement with the community on an LTP; the LGA expressly excludes the inclusion or attachment of any of the following in a CD:

- A draft of the LTP
- A draft of the financial or infrastructure strategy
- A draft of any policy (for example, you can't include a full draft of the revenue and financing policy into a CD, nor attach a full draft to the CD).

In the CD for 2021-31 the following issues are presented for public feedback:

- He putanga hāpori – our community outcomes. The CD acknowledges that our current suite of community outcomes is fit for purpose but when aligned with the four aspects of wellbeing we felt that cultural wellbeing is not well represented. The CD therefore proposes one additional community outcome – *We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.*
- He reiti tika rawa; he reiti māmā noa iho – fairer and simpler rates. This proposes a number of changes to the current rating system.
- He kāinga mo nga kuia / kaumātua – Housing for the Elderly. This asks the community for its preferences regarding whether Council should continue to own and operate its housing portfolio or divest it to a registered community housing provider that could deliver a better level of service.
- Toitū mārika i te whakapakari ohanga – enabling sustainable economic development through Council shareholding in a new regional CCO (Council Controlled Organisation) for economic development.
- He mea ke atu kia whai whakairo pea – a number of other items of interest that we are consulting on alongside the main issues above are fees and charges for 2021/22, an updated Significance and Engagement Policy and updated Rates Remission and Postponement policies.

Supporting information

The information relied upon by the Consultation Document is attached and must be adopted by Council. These are:

- proposed significant forecasting assumptions.
- proposed 10-year financial strategy.
- proposed 30-year infrastructure strategy.
- proposed capital works programme and achievability statement.

- forecast financial statements and COVID-19 statement.
- forecast funding impact statements (whole of Council and activity).
- proposed funding impact statement (rates).
- forecast reserve funds.
- proposed accounting policies.
- proposed revenue and financing policy.
- proposed treasury, liability and investment policies.
- proposed rates remission and postponement policies.
- proposed significance and engagement policy.

Timeline to adoption of the final LTP

Consultation will be run in accordance with s83 of the LGA. The high-level consultation plan is as follows:

- 25 February (this meeting) – adoption of the CD and supporting information.
- 1 March to 6 April – community consultation consisting of a “road show” to venues across the District, attended by the Mayor and Deputy Mayor, Councillors and Community Board members, and staff.
- 19-23 April – reserve dates for hearings, likely to be held in Kaikohe, Kerikeri and Kaitaia. Five days have been set aside for this purpose since submitters on topics other than the LTP may wish to speak to their submissions.
- 13 May – deliberations/decision making incorporating feedback received through submissions and hearings.
- 13-23 May – update of all financials and preparation of final LTP for adoption.
- 24 May to 4 June – final audit of updated LTP.
- 25 June – adoption of final LTP, fees and charges for 2021/22 and the setting of rates for 2021/22.

Reason for the recommendation

Adoption of the CD and supporting information enables commencement of community engagement as required by section 93A of the LGA.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The LTP is the fundamental document that underpins all financial and budgetary provisions over the life of the Plan but does not, in itself, require specific financial arrangements other than those used for consultation.

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	High degree of significance as it outlines Council's work programme and delivery to the community for the next 10 years.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Local Government Act 2002 Local Government Rating Act 2002
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards have been included in the development of the Consultation Document and Supporting Information.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	The views and preferences of Maori will be received as part of the engagement on the CD and supporting information. The possible implications for Maori may be considered significant.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The community at large is expected to have an interest in the content of the CD and supporting information.
State the financial implications and where budgetary provisions have been made to support this decision.	The LTP is the fundamental document that underpins all financial and budgetary provisions over the life of the Plan but does not, in itself, require specific financial arrangements other than those used for consultation.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.5 AMENDMENT TO RATING DELEGATIONS

File Number: A3074131

Author: Angie Thomas, Manager - Accounting Services

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

Over time, job titles that are awarded delegations under various Acts including the Local Government (Rating) Act 2002 are changed but the change is not followed through to amend the delegation. This report updates all of the position changes that are known at the time of writing.

EXECUTIVE SUMMARY

- Delegations under the several Acts including the Local Government (Rating) Act 2002 are delegated to staff positions by Council.
- Over time, some of the job titles that are assigned delegations' change.
- The delegations are to the positions; therefore, it is important to periodically update the schedule to reflect current position titles.

RECOMMENDATION

That Council approves the amended Rating Delegations for 2021, as attached.

1) BACKGROUND

The Local Government (Rating) Act 2002 as well as the Rate Rebates Act 1973 and the Rating Valuations Act 1998, provide for certain actions to be taken in relation to rating. Council has previously approved delegation of actions to staff positions and over time position titles can change. The current delegations require amendment to account for recent position title amendments.

2) DISCUSSION AND OPTIONS

The actions under the Local Government (Rating) Act 2002, the Rate Rebate Act 1973 and the Rating Valuation Act 1998 that are delegated by Council to staff positions are those that are routine in nature and occur on a regular basis. It is not appropriate or timely for these routine actions to be placed in front of Council for approval.

As the delegation are to positions, the current delegations require amendment to reflect current position title changes.

Reason for the recommendation

To allow for practical and timely application of the Local Government (Rating) Act 2002, the rate Rebate Act 1973 and the Rating Valuations Act 1998 provisions as these are delegated to staff positions within the organisation

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications

ATTACHMENTS

1. **Rating Delegations Schedule 2021 - A3074089** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Local Government (Rating) Act 2002, Rate Rebate Act 1973 Rating valuation Act 1998
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	N/A
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	N/A
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	N/A
State the financial implications and where budgetary provisions have been made to support this decision.	None
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Rating Delegations Schedule 2021

- Local Government (Rating) Act 2002
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Rates Remission Policy (R19) – Section 85
- Rates Postponement Policy (P19) – Section 87
- Remission & Postponement of Rates on Maori Freehold Land (ML19)

Rating Delegations

Act	Section	Delegations	Title
Local Government (Rating) Act 2002	27(5)	Determine whether to divide rating units and the methodology for division.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer
Local Government (Rating) Act 2002	29	Determine objections to the Rating Information Database.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer
Local Government (Rating) Act 2002	35	Remove a name from the Rating Information Database.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager District Administration • Property Information Team Leader
Local Government (Rating) Act 2002	39	Determine objections to rates records.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
Local Government (Rating) Act 2002	40	Correct an error in the rating information database or rates records.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer
Local Government (Rating) Act 2002	52	Agree the method by which rates may be paid.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Transaction services • Manager – Rating Services

Local Government (Rating) Act 2002	54	Determine that the rates payable on a rating unit in a financial year are uneconomic to collect, and not to collect them. Notify the ratepayer.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
Local Government (Rating) Act 2002	61	Collect unpaid rates from the owner (<i>where ratepayer is other than the owner</i>)	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	62	Collect, accept, or recover as a debt unpaid rates from persons other than the owner	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	63	Commence proceedings to recover as a debt unpaid rates and execute all related statutory and legal documents on behalf of the Council	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	67	Apply to the Registrar of the High Court to have a judgment for rates enforced by sale or lease of the rating unit.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	72	Give consent of the Council to the sale or lease of a rating unit by private treaty for any consideration that the Registrar thinks reasonable	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	77	<p>Give public notice that the Council intends to have the land declared abandoned and to sell or lease the land.</p> <p>Apply to the District Court for an order that declares the land to be abandoned and authorises the Council to sell or lease the land.</p> <p>Commence proceedings under section 67 to sell or lease abandoned land</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	78	Sell or lease the land under sections 79 to 83 of the Act	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services

<p>Local Government (Rating) Act 2002</p>	<p>79</p>	<p>Determine whether the sale or lease of abandoned land will be by public auction or public tender.</p> <p>Determine any terms or conditions of sale or lease and place a reserve on the land.</p> <p>Decide to refuse any tender; or put the abandoned land up for sale or lease as often as may be required until it is sold or</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Transaction Services
		<p>leased.</p> <p>If the abandoned land is not sold or leased at public auction or by public tender, sell or lease the land by private treaty for any consideration that is not less than the reserve.</p> <p>Bid for the abandoned land at any public auction of it and buy the land on behalf of the Council.</p>	
<p>Local Government (Rating) Act 2002</p>	<p>80</p>	<p>Approve documents for execution under Council seal.</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
<p>Local Government (Rating) Act 2002</p>	<p>82</p>	<p>If the proceeds of a sale or lease of abandoned land under section 79 are not sufficient to meet the rates, interest, costs, and expenses, write off the deficiency.</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
<p>Local Government (Rating) Act 2002</p>	<p>85</p>	<p>Remit all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates remission policy.</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services • Manager – Rating Services • Technical Rates Officer

Local Government (Rating) Act 2002	87	Postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates postponement policy.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services • Manager – Rating Services • Technical Rates Officer
Local Government (Rating) Act 2002	99	Apply to the Maori Land Court for an order charging the unpaid rates against land.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
Local Government (Rating) Act 2002	114	Remit all or part of the rates (including penalties for unpaid rates) on Maori freehold land in accordance with the policy on the remission and postponement of rates on Maori freehold land.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Manager - Transaction Services
Local Government (Rating) Act 2002	115	Postpone the requirement to pay all or part of the rates on Maori freehold land (including penalties for unpaid rates) in accordance with the policy on	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager - Transaction Services
		the remission and postponement of rates on Maori freehold land.	<ul style="list-style-type: none"> • Team Leader - Rating Services • Technical Rates Officer
Local Government (Rating) Act 2002	135	Sign documents as evidence for court proceedings	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Te Hono • Manager - Transaction Services

Rates Rebate Act 1973	13	To witness declarations made on Applications for rates rebates	<ul style="list-style-type: none"> • Community & Customer Services Manager • Senior Customer service Officers • Multi skilled Customer Service Officers • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services • Rates Rebate Officer
Rating Valuations Act 1998	50 & 34	Determine an objection following review, EXCEPT THAT where the determination differs from the outcome of the registered valuers review, the matter must be brought to the Council for final determination.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager District Administration • Property Information Team Leader
Rating Valuations Act 1998	50 & 36	Require an objection to be heard by the Land Valuation Tribunal.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager District Administration • Property Information Team Leader

Policy Delegations

Local Government (Rating) Act 2002 Section 85

Rates Remission and Postponement - Policy R19

Approval of any application for remission of rates up to \$20,000 by Chief Financial Officer

Over \$20,000 by General Manager – Corporate Services and the Chief Financial Officer jointly

Policy Statement No		Officer/s	Amount
R19/01	Remission of Penalty Remission	<ul style="list-style-type: none"> • Chief Executive Officer ⇒ 100% • GM – Corporate Services ⇒ 100% • Community & Customer Services Manager ⇒ 100% • Chief Financial Officer ⇒ 100% • Manager – Rating Services ⇒ \$1,000 • Manager – Transaction Services ⇒ \$1,000 • Technical Rates Officer ⇒ \$1,000 	
R19/04	Remission of Rates on Community, Sports and Not-for Profit Organisations	<ul style="list-style-type: none"> • General Manager – Corporate Services and the Chief Financial Officer 	Jointly
R19/05	Remission of charges on properties spanning multiple districts	<ul style="list-style-type: none"> • Chief Executive ⇒ 100% • GM: Corporate Services ⇒ 100% • Chief Financial Officer ⇒ 100% • Manager – Rating Services ⇒ 100% • Technical Rates Officer ⇒ 100% • Manager - Transaction Services ⇒ 100% 	
R19/06	Remission of charges on Common-Use properties	<ul style="list-style-type: none"> • Chief Executive ⇒ 100% • GM: Corporate Services ⇒ 100% • Chief Financial Officer ⇒ 100% • Manager – Rating Services ⇒ 100% • Technical Rates Officer ⇒ 100% • Manager - Transaction ⇒ 100% 	

		Services	⇒ 100%
R19/07	Remission of school sewerage charges	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
R19/08	Remission of excess water charges	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Community & Customer Services Manager • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
RP19/11	Remission of rates on land subject to protection for outstanding natural landscape, cultural, historic or ecological purposes. <i>(This now requires confirmation that the land concerned meets conservation or other requirements pursuant to the District Plan and that the covenant meets Council requirements.)</i>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating services • Technical Rates Officer • Manager - Transaction Services 	⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
R19/13	Remission of rates on unusable land.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%

R19/14	Treaty Settlement Lands	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
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Local Government (Rating) Act 2002 Section 87

Rates Remission and Postponement - Policy P19

Any application for a postponement of rates outside of those allowed under these policies must be made in writing to Council. It must set out in detail the reasons why the application is being made outside of the policies established under the LG (Rating) Act 2002. Council is under no obligation to approve any applications that do not comply with the established policies and Council's decision on the matter is final

Over \$20,000 by General Manager – Corporate Services and the Chief Financial Officer jointly

Policy Statement No		Officer/s	Amount
P19/03	Postponement of rates on landlocked land	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
P19/04	Transitional policy for the postponement of rates on farmland	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%
P19/05	Residential Rates Postponement for Senior Citizens	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100% ⇒ 100%

Local Government (Rating) Act 2002 Section 108 & 109			
Remission and Postponement of Rates on Maori Freehold Land ML19			
All applications to be authorised by any two (2) delegated officers jointly			
Policy Statement No		Officer/s	Amount
ML19/01	Remission of rates Maori Freehold Land Not used	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager Te Hono • Chief Financial Officer • • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100%
ML19/02	Remission of rates on Maori freehold land used for the purposes of Papakainga or other housing projects subject to occupation licences or other informal arrangements	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager Te Hono • Chief Financial Officer • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100%
ML19/03	Postponement of Rates on New User Maori freehold land	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Manager Te Hono • Chief Financial Officer • • Manager – Rating Services • Technical Rates Officer • Manager - Transaction Services 	<ul style="list-style-type: none"> ⇒ 100%

6.6 ELECTED MEMBER REPORT - 2020 YOUNG ELECTED MEMBER HUI**File Number: A3039899****Author: Aisha Huriwai, Team Leader Democracy Services****Authoriser: Jaime Dyhrberg, General Manager - Corporate Services (Acting)****PURPOSE OF THE REPORT**

An elected member's attendance at a conference, course, seminar or training event is subject to the provision of elected members allowances and reimbursement policy. This policy requires the elected member to provide a report to Council after attendance and event in order to provide transparency to the public that ratepayer funds are being used effectively.

EXECUTIVE SUMMARY

- Councillors Tepania and Smith attended the Young Elected Member Hui in November 2020.
- A joint report has been prepared and concludes with a recommendation to pursue hosting the next Young Elected Member Hui.

RECOMMENDATION

That Council note the report entitled "Elected Member Report – 2020 Young Elected Member Hui".

1) BACKGROUND

The Elected Members Allowances and Reimbursement Policy sets out the provisions which apply to an Elected Member's attendance at a conference, course, seminar or training event. The policy provides that each Elected Member may attend on conference or professional development event per representative body to which they are elected or appointed per annum. The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business and be approved by His Worship the Mayor and Chief Executive Officer, or the Council, depending on the request. Following attendance, a report must be written by the Elected Member to the next meeting of Council.

2) DISCUSSION AND OPTIONS

The Elected Members report (attached) reports back on background, highlights and concludes with the following recommendation:

That Council support a bid for the Far North District Council to host the YEM Hui in 2021:

- a) That a YEM Hui Organisation Working Party be established to progress this and subsequent hosting should the bid be successful.
- b) That Cr Smith and Cr Tepania be appointed as co-chairs of this working party and that appropriate staff members, ideally from Democracy Services are appointed to the working party to progress the bid.
- c) That a financial commitment of \$10,000 be made to support this bid.

Reason for the recommendation

To provide information to the Council on the consequential travel expenses, feedback on what elected members have learned and the value to the organisation from attendance at the conference that is the subject of this report. The aim is to provide transparency and confidence to the public that ratepayer funds are being used effectively.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

The cost to ratepayers in sending Councillors to this hui was \$2,170.47.

ATTACHMENTS

1. **Info Report - YEM Hui - A3088379** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Elected Members Allowances and Reimbursement Policy is referenced in this report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a matter of district wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	This does not have specific implications on Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Young Elected Members hui is a recognised group within Local Government New Zealand to how youth get involved in local government at a political level and ensure young elected members are supported.
State the financial implications and where budgetary provisions have been made to support this decision.	This report asks Council to commit \$10,000 towards the bid. Staff have not been able yet to consider this request and where funding might be sourced from.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

HUI: KAUNIHERA – Te Iwa o Ngahuru 2021
Ingoa: PŪRONGO KAUNIHERA – TE HUI O NGĀ MEMA RANGATAHI
Kaituhituhi: Kk Rachel Smith rāua ko Kk Moko Tepania
Rā pūrongo: 4 o Te Iwa o Ngahuru 2021

Pūtake:

I whakatūria ai Te Kāhui o ngā Mema Rangatahi i te tau 2014, ā, he kāhui tēnei mō te hunga kei raro i te 40 tau te kaumātua o Te Kāhui Kaunihera o Aotearoa, ngā Poari ā-Rohe me ngā Poari ā-Hapori anō hoki i te rā pōti. Ko te pūtake o tēnei komiti:

1. He hoatu i ngā kupu āwhina ki te Kaunihera Matua o Te Kāhui Kaunihera o Aotearoa, ki te Rōpū Āwhina ā-Kāwanatanga ā-Rautaki, ki ngā kaimahi (pēnā ka hiahia) mō ngā kaupapa ka hiahiatia e te Kaunihera Matua e te Komiti raini. Koia anō ēnei ētahi o aua kaupapa ko te:
 - Whakamana i ngā rangatahi kia whai wāhi atu ki ngā tikanga kaunihera;
 - Whakapakari i te whanaungatanga ki waenganui i ngā kaunihera, ngā rangatahi me ngā kaupapa rangatahi;
 - Whai wāhi atu ki ngā kaupapa o te wā ka whai take ai ki ngā mema kaunihera rangatahi, pēnei i te utu mahi, te whakawhanaketanga;
 - Whai wāhi atu ki ngā kaupapa here o Te Kāhui Kaunihera o Aotearoa, me ngā kaupapa here, ngā ture anō hoki o te Kāwanatanga Matua ka hiahiatia e ngā mema kaunihera rangatahi.
2. He whakahuihui i ngā kaupapa mema kaunihera rangatahi hei whakamana i te:
 - Whakawhanaungatanga me ngā wānanga
 - Tuakana-teina me te whakapuare i ngā kaupapa āwhina
 - Tupu o ngā mema kaunihera kia whanake pai mai
3. He āwhina i ngā kaitono tūranga rangatahi kia tū pakari i roto i ngā whiringa pōti kāwanatanga ā-rohe

Kua whai tūru a Kk Smith rāo ko Kk Tepania ki te Komiti o ngā Mema Rangatahi, 10 katoa ngā mema. Ko Kk Smith te māngai o te Takiwā 1, koia tēnei te rohe o ngā takiwā o Te Hiku o te Ika, Te Kaipara, Whangārei me te rohe o Te Tai Tokerau nōki. Ko Kk Tepania te māngai o Te Maruata, ko ia anō hoki tētahi o ngā heamana o te komiti. Ko Te Maruata te komiti o ngā mema kaunihera Māori. I tū a Kk Smith hei mema o te rōpū whakahaere o te hui. I tū a Kk Tepania hei kaipāpaho i te hui.

Nā Te Kaunihera o Te Awa Kairangi ki Tai te Hui o ngā Mema Rangatahi i hāpai i te tau nei, ko te kaupapa ko 'He Ao Hurihuri – Change is Good'. He kaupapa tika anō tēnei i muri mai i ngā āhuaranga o te mate urutā ka mutu he wāhi tōna iāianeia kia kaha kē mātou ngā mema kaunihera ki whakapau kaha kia tika anō te huarahi o Aotearoa. He wāhi anō tō te kaupapa nei ki te huri haere o te ao kaunihera me te pikinga hoki o ngā mema rangatahi i Aotearoa, mai i 6% i te tau 2016 ki te 13.9% i te whiringa pōti kāwanatanga ā-rohe 2019. 50 katoa ngā mema rangatahi i tae atu ki te hui mai i ngā kaunihera, ngā poari ā-hapori me ngā poari ā-rohe puta noa i Aotearoa.

Ko ngā hua o te Rā 1:

- Te pōwhiri ki te Marae o Waiwhetū, Te Awakairangi
- Te whakatau a Koromatua Campbell Barry o Te Awa Kairangi ki Tai, ko ia te pōtiki o ngā koromatua o ngā tāonenui o Aotearoa, ko ia anō māngai o te Takiwā 4 ki te Komiti o ngā Mema Rangatahi
- Ko ngā Taumata Kōrero a ngā Mema Rangatahi. Ko Bobby Shen tētahi, he mema o Te Poari ā-Rohe o Puketāpapa me tana kōrero e pā ana ki te whanaungatanga ā-hapori mō ngā kaupapa whakahou tāone, he kōrero anō nā Tākuta Will Flavell o te Poari ā-Rohe o Henderson-Massey nāna nei i kōrero mō te hononga o te mātauranga me Te Reo Māori i ngā hapori
- He taumata kōrero mō te Huringa Āhuarangi i arahina e Kk Richard Hills o Te Kaunihera o Tāmaki Makaurau, ko ngā kaikōrero o te taumata ko Kk Sophie Hansford o Kāpiti rātou ko Kk Thomas Nash o Te Whanganui-a-Tara ko Kk Lan Pham o Waitaha, ko Mark Baker-Jones, he kaiāwhina ki te Minita o te Huringa Āhuarangi ki a James Shaw
- Te kōrero a te Pirihitene o Te Kāhui Kaunihera o Aotearoa, a Kk Stuart Crosby o Toi Moana
- Te kōrero a te Tumuaki o Taituarā, a Karen Thomas

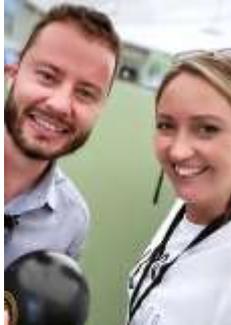
Ko ngā hua o te Rā 2:

- He Awheawhe Ao Pāpaho nā Cabix Communications
- He taumata kōrero mō Te Ao Māori i arahina e Tākuta Will Flavell, ko ngā kaikōrero o te taumata ko Kk Tamatha Paul o Pōneke rātou ko Kk Louis Rāpihana o Ōpōtiki-Mai-Tawhiti, ko te heamana o mua o Komiti Māori o Wairarapa ki te Tonga ko Raihānia Tipoki
- He wānanga kōrero mō ngā kaupapa matua mō ngā tau e toru nei mō;
 - Te whakamana i Te Tiriti
 - Te Taiao me te Āhuarangi
 - Ngā Wai e Toru
 - Te anga whakamua / he whakaaro ki te āta whakatau i ngā whakaritenga mō te pae tawhiti
 - Te Whanaungatanga o Te Kāhui o ngā Mema Rangatahi
- Te toro atu ki te Pokapū Tāone o Naenae me ngā matapaki mō ngā mahere whakahou i te tāone
- Te toro atu me te wā tākaro ki te Karapu Maita o Naenae
- Te kōrero a te Tumuaki o Te Kāhui Kaunihera o Aotearoa, a Susan Freeman-Greene
- He hākari me te kōrero a te kaikōrero matua a Tākuta Ashley Bloomfield, te Kaiwhakarite-Tianara o te Hauora me tana kaupapa kōrero e pā ana ki ngā take matua pēnei i ngā whitinga kōrero, te mahi tahi, me ōna wero o te wā

Ko ngā hua o te Rā 3:

- Ngā wānanga kōrero anō mō ngā kaupapa mema rangatahi
- He huritao mō te hui me ngā mahi kei mua i te aroaro

Ko ngā whakaahua o te hui:

	<p>Ko ngā mema ēnei o te Komiti i waho i te Hōro o Te Awakairangi i te mauī ko: Campbell Barry nō Te Awakairangi (Takiwā 4), Alexandra Davids nō Ōtautahi (Takiwā 5), Josh Chandulal-Mackay nō Whanganui (Takiwā 3), Rebecca Vergunst nō Taratahi (Takiwā Whānui), Alex Crackett nō Waihopai (Takiwā 6), Moko Tepania nō Te Raki (Te Maruata), Rachel Smith nō Te Raki (Takiwā 1)</p>
 <p>Waiwhetū Marae, Te Awakairangi, koia tēnei te wāhi i tū te pōwhiri o te Hui</p>	 <p>I tū a Kk Tepania hei tētahi o ngā kaipāpaho ki te Hui o ngā Mema Rangatahi</p>
 <p>Ko Joshua Chandulal-Mackay rāo ko Rachel Smith, he mema komiti e tākaro ana ki te Karapu Maita o Naenae</p>	<p>Ko te Koromatua o Te Awa Kairangi ki Tai ko Campbell Barry e kōrero ana ki ngā manuhiri o te hui e pā ana ki ngā mahere whakahou mō te Pokapū o Naenae</p> 

Hei te 2021 ka whakapuare ai tētahi wā e tono ngā kaunihera ki te tū hei kaunihera hāpai i te Hui o ngā Mema Rangatahi 2021. Ko tētahi mahi mā te kaunihera ko te tuku i ōna painga ki te Komiti o te Hui Mema Rangatahi, me te kōrero mō ngā wāhi tāpoi, me ngā wāhi pai hei wāhanga o te hui. Ko māo ngā māngai o Te Tai Tokerau ki te Raki ki te Komiti o ngā Mema Rangatahi, ā, e whakapae ana māua ka pai anō pēnā ka tū te hui ki konei kia whakaatu atu i ngā painga o kāinga ki ērā atu mema.

Tūtohunga:

- a) Me tautoko e te kaunihera tētahi tono nā Te Kaunihera o Tai Tokerau ki te Raki kia tū te Hui o ngā Mema Rangatahi ki konei hei te 2021
 - i. Kia whakatū i tētahi Ohu mō te Hui o ngā Mema Rangatahi hei whakarite i tēnei tono me te whakahaere i te hui pēnā ka angitu te tono
 - ii. Kia tū a Kk Smith rāo ko Kk Tepania hei heamana takirua o tēnei ohu, kia whai wāhi anō hoki ētahi atu kaimahi kaunihera, mātua rā mai i te Tari Tauawhi Kāwanatanga hei whakawhanake i tēnei tono
 - iii. Kia whakaae i tētahi tahua \$10,000 te uara hei kōkiri i tēnei tono

MEETING: COUNCIL – February 2021
Name of item: REPORT TO COUNCIL – YOUNG ELECTED MEMBER HUI
Authors: Cr Rachel Smith and Cr Moko Tepania
Date of report: 04 February 2021

Purpose:

The Young Elected Members' (YEM) Network was established in 2014 and is open to all elected members on a LGNZ member authority or affiliated Local Board or Community Board, who are aged 40 and under on polling day. The purpose of the YEM Committee is to:

4. Provide advice to the Local Government New Zealand (LGNZ) National Council, including its Governance and Strategy Advisory Group (GSAG) or staff (as appropriate) on any matter that the National Council or the Committee deems relevant. This could include, but is not limited to:
 - Enhancing youth participation in local government processes;
 - Building strong relationships between councils, young people and youth organisations;
 - Practical matter likely to have specific implications for younger elected members, such as remuneration and professional development; and
 - Matters of LGNZ policy, and Central Government policy and legislation, on which young elected members share a view.
 5. Coordinate opportunities for young elected members to:
 - Network and exchange ideas;
 - Peer mentor and access practical support; and
 - Access appropriate professional development.
 6. Provide support for young candidates standing for election to local government.
-

Both Cr Smith and Cr Tepania sit on the 10 member YEM Committee. Cr Smith represents Zone 1 which covers the 4 northern councils of Far North, Kaipara and Whangārei districts as well as Northland region. Cr Tepania is the Te Maruata representative and is one of the co-chairs of the committee. Te Maruata is the committee representing Māori elected members in LGNZ. Cr Smith was a member of the hui organising sub-committee and Cr Tepania was a co-emcee of the hui.

This year's YEM Hui was hosted by Hutt City Council and the theme was 'He Ao Hurihuri – Change is Good'. This was to reflect the monumental change brought about following the COVID-19 pandemic and how as members of local government we have the power to use this change for good throughout New Zealand. This theme was also a reflection of the changing nature of local government and the increase in young elected members across New Zealand increased from 6% of elected members in 2016 to around 12% in the 2019 local government elections. YEM Hui 2020 was attended by 50 young elected members from councils, community and local boards from throughout New Zealand.

Highlights of Day 1 included:

- A pōwhiri at Waiwhetū Marae, Lower Hutt
- An address by Mayor Campbell Barry of Hutt City, the youngest mayor of a city in New Zealand and the Zone 4 representative on the YEM Committee
- YEM Talks from Bobby Shen, a member of Puketāpapa Local Board who spoke about community engagement for township revitalisation and Dr Will Flavell of Henderson-Massey Local Board who spoke about the interface of Te Reo Māori education with our communities
- A Climate Change panel hosted by Cr Richard Hills of Auckland Council with fellow panelists, Cr Sophie Hansford of Kāpiti Coast District, Cr Thomas Nash of Greater Wellington Region, Cr Lan Pham of Environment Canterbury and Mark Baker-Jones, an adviser to Minister of Climate Change, James Shaw
- An address by LGNZ President, Cr Stuart Crosby of Bay of Plenty Region
- An address by the Chief Executive of the Society of Local Government Managers (SOLGM), Karen Thomas

Highlights of Day 2 included:

- Media Awareness Training delivered by Cabix Communications
- A Te Ao Māori Perspectives panel facilitated by Dr Will Flavell with fellow panelists, Cr Tamatha Paul of Wellington City, Cr Louis Rāpihana of Ōpōtiki District and the former chair of the South Wairarapa District Māori Standing Committee Raihānia Tipoki
- A feedback session on shared advocacy messages for this triennium on;
 - Upholding Te Tiriti
 - Environment and Climate
 - Three Waters
 - Future focus / better ways to enforce longer term decision making and investment
 - YEM Support Network
- Visit to Naenae Town Centre and discussion on the revitalisation of the town
- A visit and play at the world class Naenae Bowls Club
- An address by LGNZ Chief Executive Susan Freeman-Greene
- A formal dinner and speech by special guest Dr Ashley Bloomfield, the Director General of Health who spoke about the importance of communication and collaboration, and the challenges of holding a position of leadership so quickly thrust in to the spotlight.

Highlights of Day 3 included:

- Continuing with feedback on shared advocacy messages
- A reflection on the hui and action points for members when returning home

Photos from the hui:

	<p>Members of the YEM Committee outside of the Lower Hutt Town Hall from left to right: Campbell Barry of Hutt City (Zone 4), Alexandra Davids of Christchurch City (Zone 5), Josh Chandulal-Mackay of Whanganui District (Zone 3), Rebecca Vergunst of Carterton District (At Large), Alex Crackett of Invercargill City (Zone 6), Moko Tepania of Far North District (Te Maruata), Rachel Smith of Far North District (Zone 1)</p>
	
<p>Waiwhetū Marae, Lower Hutt which hosted the welcoming pōwhiri of the YEM Hui.</p>	<p>“YEM-C” of the Year, Cr Tepania co-hosted the YEM Hui as it’s Master of Ceremonies</p>
	<p>YEM Committee members Joshua Chandulal-Mackay and Rachel Smith, experiencing local community facilities at the Naenae Bowling Club.</p>
<p>Hutt City Mayor Campbell Barry addresses hui attendees about the councils plans for the revitalisation of Naenae Town Centre.</p>	

There will be an opportunity in early 2021 for interested Council’s to register their interest to host to YEM Hui in 2021. This process includes “pitching” their District to the YEM Hui Select Committee, and outlining what local experiences the Hui could have the opportunity to explore. As the Far North District Council YEM representatives who were lucky enough to attend the 2020 Hui, we feel that there is a great opportunity to showcase the Far North to our peers.

Recommendations:

- b) That council support a bid for the Far North District Council to host the YEM Hui in 2021
 - i. That a YEM Hui Organisation Working Party be established to progress this and subsequent hosting should the bid be successful
 - ii. That Cr Smith and Cr Tepania be appointed as co-chairs of this working party and that appropriate staff members, ideally from Democracy Services are appointed to the working party to progress the bid
 - iii. That a financial commitment of \$10,000 be made to support this bid

6.7 CHANGES TO THE 2021 FORMAL MEETING CALENDAR

File Number: A3079410

Author: Aisha Huriwai, Team Leader Democracy Services

Authoriser: Shaun Clarke, Chief Executive Officer

PURPOSE OF THE REPORT

To seek Council's approval to reschedule an Executive Review Committee meeting.

EXECUTIVE SUMMARY

- Council adopted its 2021 meeting schedule at its 29 October 2020 meeting.
- 9 March 2021 was adopted as a date for an Executive Review Committee.
- Due to a conflict this report seeks Council's approval to reschedule that meeting until 22 March 2021.

RECOMMENDATION

That the Executive Review Committee meeting scheduled for 9 March 2021 be rescheduled to 22 March 2021.

1) BACKGROUND

At the 29 October 2020 Council meeting Council adopted a meeting schedule for formal Council and Committee meeting dates, and potential dates for workshops.

From time to time unavoidable conflicts occur.

2) DISCUSSION AND OPTIONS

9 March 2021 has been agreed as a Have Your Say – Regional Land Transport Plan day, which will take place in the Council Chamber, Kaikohe.

The Regional Land Transport Plan is a project that Deputy Mayor Court has been working on and has tight timeframes for engagement that they need to comply with.

Executive Review Committee meetings are confidential in nature, and 22 March 2021 has been proposed as a suitable alternative date.

In previous years Council have given the Chief Executive delegated authority to make minor changes, such as this to the meeting schedule. This delegation however was not given when this calendar was adopted.

There are no other known conflicts at this time.

Reason for the recommendation

To seek Council's formal approval to amend a meeting to due conflict.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision.

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	There are no policies relevant to this report. Formal meetings of Council such as a meeting of the Executive Review Committee are legislated by the Local Government Official Information and Meetings Act. Seeking Council's approval at this stage to change the meeting date will allow us to comply with the relevant legislative requirements for notification.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a governance matter that does not require community board input.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications specific to māori in shifting this meeting date.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Members of the Committee have confirmed this meeting date is suitable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

9 INFORMATION REPORTS

7.1 COMMUNITY BOARD UPDATES JANUARY - FEBRUARY 2020

File Number: A3083969

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

To enable oversight of Community Board resolutions at Council and provide Community Board Chairperson's with a formal opportunity to speak with Council about discussions at Community Board.

EXECUTIVE SUMMARY

A copy of the following Community Board meeting minutes are attached for Council's information.

RECOMMENDATION

That Council note the following Community Board minutes:

- a) Te Hiku Community Board – 26 January 2021.
- b) Kaikohe-Hokianga Community Board – 3 February 2021.
- c) Bay of Islands-Whangaroa Community Board – 4 February 2021.

BACKGROUND

This report is to provide Council oversight of resolutions made at Community Board meetings and provide Community Board Chairperson's with a formal opportunity to raise any Community Board issues with Council.

DISCUSSION AND NEXT STEPS

This is intended as an information report.

From time to time Community Board's may make recommendations to Council regarding some matters.

Council will note a recommendation to Council from the Bay of Islands-Whangaroa Community Board minutes. This recommendation is presented to Council in the Transfer of Local Purpose (Esplanade) Reserve to Landowners of Kopukawau Block, earlier in the agenda.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budget provision in considering this report.

ATTACHMENTS

1. THCB_20210126_MIN_2363 - A3066960  
2. KHCB_20200203_MIN_2442 - A3088805 
3. BIWCB_20210204_MIN_2380 - A3086480 

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM, TE AHU, CNR MATTHEWS ROAD AND SOUTH ROAD,
KAITAIA ON TUESDAY, 26 JANUARY 2021 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Jaqi Brown, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William Subritzky

1 KARAKIA TIMATANGA – OPENING PRAYER

Member Jaqi Brown opened the meeting with a Karakia/Prayer.

2 APOLOGIES AND CONFLICTS OF INTEREST

Nil

3 PUBLIC FORUM

- Melanie Chandler-Winter, representing Creative Northland updated the Board of the changes and work that Creative Northland are undertaking in Arts and Culture in the Te Hiku Community Board area.
- Julie Gordon from Pukenui spoke about roadside fire at Monkey Point and the request to reduce the fire risk in this area by clearing the site of dry matter, creating a landscape plan and then maintenance of the area.

Attachments tabled at meeting

- 1 Tabled Document - Julie Gordon speaking notes on Monkey Point, Pukenui

4 DEPUTATIONS

Nil

5 SPEAKERS

- Brian Bellingham and Tracey Mold spoke on behalf of Houhora Big Game and Sports Fishing Club, in regards to Item 7.2 – Funding Applications.
- Joan Fletcher spoke on behalf of Houhora Bowls and Sports Club, in regards to Item 7.2 – Funding Applications.
- John Paitai spoke on behalf of Saint Clements Anglican Māori Church, in regards to Item 7.2 – Funding Applications.

Attachments tabled at meeting

- 1 Tabled Document - Houhora Big Game and Sport Fishing Club INC - Funding Application
- The meeting was adjourned from 11.13 am to 11.31 am.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3052763, pages 12 - 25 refers

RESOLUTION 2021/1

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board

- a) **agrees that the minutes of the meeting held 17 November 2020 be confirmed as a true and correct record.**
- b) **agrees that the minutes of the Extraordinary meeting held 08 December 2020 be confirmed as a true and correct record.**

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBER REPORTS

Agenda item 7.1 document number A3052848, pages 26 - 33 refers

RESOLUTION 2021/2

Moved: Member Darren Axe
Seconded: Member John Stewart

That the Te Hiku Community Board note the reports from Chairperson Gardner and Members Axe and Bainbridge.

CARRIED

At 12:15 pm, Member Jaqi Brown left the meeting. At 12:17 pm, Member Jaqi Brown returned to the meeting.

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3055176, pages 34 - 37 refers

MOTION

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

RESOLUTION 2021/3

Moved: Member Darren Axe
Seconded: Member John Stewart

That Te Hiku Community Board approves the sum of \$20,000 (plus GST if applicable) be paid from the Board's Community Fund account to Houhora Big Game and Sport Fishing Club for costs towards wharf repairs to support the following Community Outcomes:

- i) **Proud Vibrant Communities**
- ii) **Communities that are healthy, safe, connected and sustainable**

RESOLUTION 2021/4

Moved: Member Darren Axe
Seconded: Member Jaqi Brown

That Te Hiku Community Board approves the sum of \$4,485 (plus GST if applicable) be paid from the Board's Community Fund account to Houhora Bowls and Sports Club for costs towards greenkeeper accommodation repairs to support the following Community Outcomes:

i) Proud Vibrant Communities
ii) Communities that are healthy, safe, connected and sustainable

CARRIED

RESOLUTION 2021/5
 Moved: Member Sheryl Bainbridge
 Seconded: Member Jaqi Brown

That Te Hiku Community Board approves the sum of \$20,000 (plus GST if applicable) be paid from the Board’s Community Fund account to St Clements Anglican Maori Church Ahipara for costs towards church repairs to support the following Community Outcomes:

i) Proud Vibrant Communities
ii) Communities that are healthy, safe, connected and sustainable

CARRIED

8 INFORMATION REPORTS

8.1 TE HIKU HALL BUDGET INFORMATION FOR 2020/2021

Agenda item 8.1 document number A3016643, pages 60 - 61 refers

RESOLUTION 2021/6
 Moved: Member Jaqi Brown
 Seconded: Member William Subritzky

That the Te Hiku Community Board

a) agree to uplift the item left to lie on the table ‘Te Hiku Hall Budget Information for 2020/2021.
b) receive the report Te Hiku Hall Budget Information for 2020/2021.

CARRIED

The meeting was adjourned from 12.35 pm to 12.51 pm.

At 12:47 pm, Member John Stewart left the meeting.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/7
 Moved: Chairperson Adele Gardner
 Seconded: Member Jaqi Brown

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution

<p>9.1 - Update on the Procurement of the 2020/2021 New Footpaths Programme in the Te Hiku Ward</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>CARRIED</p>		

10 CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

RESOLUTION 2021/4

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board confirms that the decisions contained in the part of the meeting held with public excluded can be restated in public meeting.

9.1 Update on the Procurement of the 2020/2021 New Footpaths Programme in the Te Hiku Ward

RESOLUTION 2021/5

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board

- a) receive the report Update on the Procurement of the 2020/2021 New Footpaths Programme in the Te Hiku Ward.
- b) endorse the recommended adjustment to the programme to ensure it remains within approved budgets.

CARRIED

In Favour: Crs Adele Gardner, Jaqi Brown, Darren Axe and William Subritzky

Against: Cr Sheryl Bainbridge

RESOLUTION 2021/6

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That the Te Hiku Community Board

- a) request that Mill Bay Road from Rangikapti Road to Beach Road be added to the Footpaths Matrix,

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <p>b) <i>request that Cable Bay Block Road, Cable Bay, be added to the Footpaths Matrix due to pedestrian safety and to be considered as part of Northland Transport Alliance funding,</i></p> <p>c) <i>request that an update be provided to the Te Hiku Community Board during an ordinary meeting.</i></p> | <p>CARRIED</p> <p>CARRIED</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|

11 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

12 MEETING CLOSE

The meeting closed at 1.28 PM.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 2 March 2021.

.....
CHAIRPERSON

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 3 FEBRUARY 2021 AT 10.30 AM**

PRESENT: Chairperson Mike Edmonds, Member Emma Davis, Member Louis Toorenburg, Member Kelly van Gaalen, Member Alan Hessel, Member Laurie Byers, Member John Vujcich, Member Moko Tepania

IN ATTENDANCE: Shaun Clarke (CEO)

STAFF PRESENT: Kathryn Trewin (Funding Advisor), Shayne Storey (Community Development Advisor), Ana Mules (Team Leader – Community Development and Investment), Aisha Huriwai (Team Leader – Democracy Services), Marlema Baker (Meetings Administrator – Democracy Services).

1 APOLOGIES AND CONFLICTS OF INTEREST

Alan Hessel sought leave to attend another meeting at 10:30 am and returned at 1:16 pm.

2 PUBLIC FORUM

- Mr David Boyce – Roading and drainage at Station Road (RFS submitted by Member Davis).
- Materoa Mokaraka – House next door makes her place look untidy and is concerned that no one is using the COVID app when they come to the Council building.
- Jenni Kerr and Shem Kerr – Broadwood Community decision to replace unusable footbridge/walking link (Takahue and Broadwood). Advocacy on maintenance and support for the Mangonuiowai suspension footbridge. (Ana Mules spoke briefly on this issue).
- Shaun Reilly – Neglected town maintenance. Station Road, footpaths and substandard maintenance. Property owned by Grey Phillips has been under negotiations for 25 years and Council should purchase it.
- Gail Aitkin – Hokianga Environmental Group – Spraying verges in Rawene. (follow-up on letter sent to all CB members). Stop spraying and mow first and then look at other alternatives.

3 DEPUTATIONS

Nil

4 SPEAKERS

Funding Applicants

Brian Vesey, Wally Te Huia,	- Man Vs Wild Fishing Competition;	Item 6.2a refers.
Peter McCraith,	- North Hokianga A & P Show;	Item 6.2c refers.
Heather Randerson,	- Niniwa Collective;	Item 6.2d refers.
Pamela Collins, Jenny McDougall,	- Manaki Tinana Trust;	Item 6.2b refers.

4.1 ITEM OF BUSINESS NOT ON THE AGENDA WHICH CANNOT BE DELAYED – RAWENE GLYPHOSATE WEED SPRAYING

RESOLUTION 2021/1

Moved: Member Louis Toorenburg
Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community board resolves, under Section 46A (7), LGOIMA, to address the Rawene Glyphosate Weed Spraying item and the Chairperson provides the following information during the public part of the meeting:

- a) the reason the item is not on the agenda is that there was limited time for the Community to discuss this item.
- b) the reason why the discussion of the item cannot be delayed until a subsequent meeting is that the weed spraying is imminent.

CARRIED

4.2 MOTION TO TEMPORARILY SUSPEND STANDING ORDERS

RESOLUTION 2021/2

Moved: Chairperson Mike Edmonds
Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board agrees to temporarily suspend Standing Orders so that the establishment of a Rawene Spraying Committee can be discussed without having a motion on the floor.

.CARRIED

Standing Orders suspended at 12:05 pm
Kelly van Gaalen left the meeting at 12:06 pm – 12:10 pm
Moko Tepania left the meeting at 1:23 pm

4.3 MOTION TO REINSTATE STANDING ORDERS

RESOLUTION 2021/3

Moved: Chairperson Mike Edmonds
Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board reinstate Standing Orders.

CARRIED

4.4 ESTABLISHMENT OF A HOKIANGA SPRAYING SUB-COMMITTEE

RESOLUTION 2021/4

Moved: Chairperson Mike Edmonds
Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board establish a Hokianga Spraying Committee which will include Chairperson Mike Edmonds and members Louis Toorenburg, Emma Davis, John Vujcich, Alan Hessel and 2 members of the public.

CARRIED

Meeting adjourned 12:17 pm.
Spray Committee Meeting opened 12:22 pm

4.5 KAIKOHE-HOKIANGA COMMUNITY BOARD SUB-COMMITTEE - HOKIANGA SPRAYING COMMITTEE

RESOLUTION 2021/5

Moved: Chairperson Mike Edmonds
Seconded: Member Emma Davis

That the Hokianga Spraying subcommittee agree to discuss the issue of spraying in Rawene.

CARRIED

Spray Committee Meeting closed 12:39 pm.
Meeting resumed 1:10 pm.

PUBLIC FORUM CONTINUED

- June Hicks – Broadwood-Mangonuiowai Community Rep – replacement of the Broadwood Bridge.

Member Alan Hessell arrived 1:16 pm

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3039832, pages 10 - 17 refers

RESOLUTION 2021/6

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 9 December 2020 as a true and correct record.

CARRIED

6 REPORTS

6.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2020

Agenda item 7.1 document number A3062151, pages 18 - 21 refers

RESOLUTION 2021/7

Moved: Member Kelly van Gaalen
Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 December 2020.

CARRIED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3056417, pages 22 - 56 refers

MOTION

Moved: Member Louis Toorenburg

Seconded: Member Kelly van Gaalen

a) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Man vs Wild Fishing Competition for costs towards the 2021 fishing competition to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

MOTION

b) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Manaki Tinana Trust for costs towards hall hire for one year of community fitness classes to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

MOTION

c) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

MOTION

d) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Niniwa Collective for costs towards the Te Whenua Tupu Ora to support the following Community Outcomes:

- (iii) Proud vibrant communities.
- (iv) Communities that are healthy, safe, connected and sustainable.

CARRIED

6.3 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/8

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.2 – Funding Applications	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

6.4 MOTION TO MOVE OUT OF CLOSED MEETING INTO OPEN MEETING

RESOLUTION 2021/9

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board moves out of closed meeting into open meeting.

CARRIED

6.4 FUNDING APPLICATIONS (CONTINUE)

RESOLUTION 2021/10

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

a) **That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1,600 (plus GST if applicable) to be paid from the Board’s Community Fund account to Man vs Wild Fishing Competition for costs towards the 2021 fishing competition to support the following Community Outcomes:**

- (i) **Proud vibrant communities.**
- (ii) **Communities that are healthy, safe, connected and sustainable.**

RESOLUTION 2021/11

b) **That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1,560 (plus GST if applicable) to be paid from the Board’s Community Fund account to Manaki Tinana Trust for costs towards hall hire for one year of community fitness classes to support the following Community Outcomes:**

- (i) **Proud vibrant communities.**
- (ii) **Communities that are healthy, safe, connected and sustainable.**

RESOLUTION 2021/12

c) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$3,720** (plus GST if applicable) to be paid from the Board’s Community Fund account to North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

RESOLUTION 2021/13

d) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,000** (plus GST if applicable) to be paid from the Board’s Community Fund account to Niniwa Collective for costs towards the Te Whenua Tupu Ora to support the following Community Outcomes:

- (iii) Proud vibrant communities.
- (iv) Communities that are healthy, safe, connected and sustainable.

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE STREETScape PROJECTS

Agenda item 8.1 document number A3051552, pages 57 - 84 refers

RESOLUTION 2021/11

Moved: Member Emma Davis
 Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board receive the report, Kaikohe Streetscape Projects, dated 3 February 2021.

.CARRIED

Note: that the tall planting on concept plan 72 has been updated and will now be low level planting of flaxes and shrub types. Akau in conversation with He Waka Kotahi regarding potential funding for specific sections of the Streetscape plan

8 MEETING CLOSE

The Meeting closed at 1:30 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 March 2021.

.....
CHAIRPERSON

unconfirmed

**MINUTES OF
Bay of Islands-Whangaroa Community Board Meeting
HELD AT THE Baysport Complex, Harmony Lane, Waipapa
ON Thursday, 4 February 2021 AT 10.00 am**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Frank Owen, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Manuwai Wells, Member Dave Hookway-Kopa, Member Rachel Smith

10 Karakia Timatanga – Opening Prayer

All members opened with a karakia.

2 Apologies and conflict of Interest

RESOLUTION 2021/1

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the apology from Member Bruce Mills, and apology for lateness from Rachel Smith be accepted.

Carried

MOTION – SPEAKING RIGHTS FOR COUNCILLOR DAVID CLENDON

RESOLUTION 2021/2

Moved: Chairperson Belinda Ward

Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board welcome Councillor Clendon and that he be permitted to speak during member debate.

Carried

11 Public Forum

Ray Hatch spoke on behalf of Rangitane Recreation Committee.

Attachments tabled at meeting

1 Rangitane Recreation Association - Tabled Document Feb 2021

12 Deputations

Alastair Wells spoke on behalf of Far North Holdings in regard to Rangitane Boat Ramp Development.

13 Speakers

Laura Rumsey and Richard Robbins spoke on behalf of Guardians of the Bay of Islands Inc. in regard to Funding Applications Item 7.3.

Rachel Smith joined the meeting at 11:06 am.

14 Confirmation of Previous Minutes

6.1 Confirmation of Previous Minutes

Agenda item 6.1 document number A3051581, pages 10 - 17 refers.

RESOLUTION 2021/3

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 3 December 2020 are a true and correct record with the following amendments:

- a) **Item 6.1 – Resignation of Deputy Chairperson, separated into two resolutions**
- b) **Item 7.4 – Funding Applications, Mohinui Marae, add a note that includes Dave Hookway and Manuwai Wells are against amendment but not against the substantive motion.**

Abstained: Cr Rachel Smith

Carried

15 Reports

7.1 Chairperson and Members Report

Agenda item 7.1 document number A3052225, pages 18 - 33 refers.

RESOLUTION 2021/4

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills.

Abstained: Cr Rachel Smith

Carried

At 12:05 pm, Rachel Smith left the meeting.

At 12:06 pm, Rachel Smith returned to the meeting.

RESOLUTION 2021/5

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board request A report of existing contracts, that give effect to levels of service in the Bay of Islands-Whangaroa community, and contract renewal expiry dates.

Abstained: Cr Rachel Smith

Carried

Meeting Adjourned from 12:18pm to 1:34 PM for lunch.

7.2 Statement of Community Board Fund Account as at 31 December 2020

Agenda item 7.2 document number A3063532, pages 34 - 37 refers.

RESOLUTION 2021/6

Moved: Member Dave Hookway

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board receives the report entitled “Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2020”.

Abstained: Cr Rachel Smith

Carried

7.3a Funding Applications

Agenda item 7.3 document number A3056658, pages 38 - 56 refers.

RESOLUTION 2021/7

Moved: Member Lane Ayr

Seconded: Cr Frank Owen

That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,425 (plus GST if applicable) be paid from the Board’s Community Fund account to Guardians of the Bay of Islands Inc for costs towards Te Rā nga Tamariki Day to support Community Outcomes and that:

- a) Free drinking water is provided for the tamariki, and;
- b) Vendors participating in the event are requested not to provide sugar drinks;
- c) that future applications may not be approved for the purpose of facilitation/professional fees.

Abstained: Cr Rachel Smith

Carried

7.3B Funding Applications

RESOLUTION 2021/8

Moved: Member Lane Ayr

Seconded: Cr Frank Owen

That the Bay of Islands-Whangaroa Community Board approves the sum of \$12,800 (plus GST if applicable) be paid from the Board’s Community Fund account to BaySports Inc for costs towards stadium refurbishment to support Community Outcomes.

Abstained: Cr Rachel Smith

Carried

RESOLUTION 2021/9

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board recommend to Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency.

Abstained: Cr Rachel Smith

Carried

At 2:27 pm Member Manuwai Wells left the meeting.

7.4 Transfer of Local Purpose (Esplanade) Reserve to Landowners of Kopuakawau Block

Agenda item 7.4 document number A3060098, pages 57 - 138 refers.

RESOLUTION 2021/10

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board recommend that Council make the following resolution:

- a. That subject to the directions of the MLC, Far North District Council approve the transfer of Lot 9 DP 102838 being Local Purpose (Esplanade) Reserve to the landowners of Kopukawau or to such body or trust as the MLC directs; and
- b. The transfer of land to occur at no cost to Council.

Abstained: Cr Rachel Smith

Carried

8 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Rachel Smith closed with a karakia.

9 MEETING CLOSE

The meeting closed at 2:45 pm.

The minutes of this meeting were confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 4 March 2021.

.....
CHAIRPERSON

7.2 TRANSITIONAL LEGISLATION ON MĀORI REPRESENTATION

File Number: A3073875

Author: Caroline Wilson, Manager - District Administration

Authoriser: Jaime Dyhrberg, General Manager - Corporate Services (Acting)

PURPOSE OF THE REPORT

To inform elected members of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill and the opportunity to revisit the previous decision of Council to hold a binding poll on Māori wards during the 2022 Local Body Elections.

EXECUTIVE SUMMARY

The Government is seeking to pass legislation under urgency in February 2021 to bring about consistency for establishing Māori and general wards. The proposed changes would be in time to take effect for the 2022 local government elections.

In practical terms, if the Amendment Bill is passed into law, Councils decision on 29 October 2020 to hold a binding poll with the 2022 Local Body Elections will be annulled.

This would provide Council an opportunity to revisit the matter of Māori wards, with a decision required by no later than 21 May 2021.

RECOMMENDATION

That the Council receive the report Transitional Legislation on Māori Representation.

BACKGROUND

Council passed a resolution on 29 October 2020 to hold a binding poll on Māori wards with the 2022 local body elections. The decision as a result of the poll would be binding for the following two electoral cycles.

Government are looking to pass the Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill which proposes:

- repealing the “Māori ward poll provisions” in the Local Electoral Act 2001;
- preventing councils from holding binding polls on Māori wards and constituencies (while retaining the right for councils to hold non-binding polls); and
- providing a transition period ending on 21 May 2021 in which councils may consider, or reconsider, establishing Māori wards or constituencies for the 2022 local elections.

These changes will bring the Māori ward and constituency processes into greater alignment with the general ward and constituency processes.

DISCUSSION AND NEXT STEPS

If the Amendment Bill is passed, Council’s decision to hold a binding poll in 2022, after having taken an education campaign on the matter, will be annulled.

The Bill proposes that councils will have a fresh opportunity to consider Māori representation for the 2022 local elections. Until 21 May 2021, councils may:

- resolve, if they had not done so previously, to establish Māori wards or constituencies.
- revoke a previous resolution to establish Māori wards or constituencies; or
- make no decision, in which case the council’s previous actions will stand.

There is no obligation on councils to consider Māori wards or constituencies during the transition period.

If Council chooses to make a new decision on establishment Māori Wards, the decision will be binding for the 2022 and 2025 elections and must form part of the Representation Arrangements review which is currently underway.

It would be helpful for staff to understand Council's desired approach pending successful passing of the Amendment Bill so as to make the deadline of 21 May 2021 (preference of staff would be April's Council meeting if possible so as to minimise the impact on the current work and timelines of the Representation Arrangements review).

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications as a result of this report.

ATTACHMENTS

1. **Fact Sheet Māori Wards - A3073857** [↓](#) 

Fact Sheet: Changes to Māori Ward and Māori Constituency Processes

The status quo

What are Māori wards and constituencies?

Under the Local Electoral Act 2001, councils decide their own representation arrangements, including whether to establish Māori and/or general wards and constituencies.

Māori wards and constituencies are the local government equivalent of the Māori parliamentary electorates. They are called “wards” at city and district councils and “constituencies” at regional councils. Each council is responsible for deciding whether it will have Māori wards or constituencies at its elections.

If a council has Māori wards or constituencies, then:

- voters on the Māori electoral roll will vote for and be represented by candidates contesting a Māori ward or constituency rather than candidates contesting a general ward or constituency;
- voters on the general electoral roll will continue to vote for candidates contesting general wards and constituencies; and
- everyone will vote for the mayor, at-large councillors (if any), and local board or community board members (if any).

Māori wards and constituencies are subject to the same population ratio rules as general wards and constituencies. This ensures that all representation at the council is fair.

What are the “Māori ward poll provisions”?

The Local Electoral Act 2001 has provided that after a council resolves to establish Māori wards or constituencies, a binding poll on Māori representation must be held if 5% of a council’s electors demand one. A council may also opt to initiate its own binding poll.

The outcome of the binding poll lasts for two elections.

How is this different from the processes for general wards and constituencies?

There are no poll provisions on the establishment of general wards. Instead, councils are required to undertake a consultation process which may be subject to review by the Local Government Commission. (The Local Government Commission is an independent body which hears appeals on the total number of councillors and the placement of boundaries).

Changes proposed by the Bill

What is happening?

The Government is seeking to pass legislation under urgency in February 2021 to make it easier for local authorities (“councils”) to establish Māori wards and constituencies for the 2022 local government elections.

The Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill proposes:

- repealing the “Māori ward poll provisions” in the Local Electoral Act 2001;
- preventing councils from holding binding polls on Māori wards and constituencies (while retaining the right for councils to hold non-binding polls); and
- providing a transition period ending on 21 May 2021 in which councils may consider, or reconsider, establishing Māori wards or constituencies for the 2022 local elections.

These changes will bring the Māori ward and constituency processes into greater alignment with the general ward and constituency processes.

What happens if a poll is demanded or resolved for before the Bill comes into force?

The Bill proposes that any demands or council resolutions for a poll will not have any effect, even if they are lodged or made before the Bill comes into force.

What happens during the transition period?

The Bill proposes that councils will have a fresh opportunity to consider Māori representation for the 2022 local elections. Until 21 May 2021, councils may:

- resolve, if they had not done so previously, to establish Māori wards or constituencies;
- revoke a previous resolution to establish Māori wards or constituencies; or
- make no decision, in which case the council’s previous actions will stand.

At any time, councils may resolve to hold a non-binding poll on Māori representation to gauge community sentiment.

There is no obligation on councils to consider Māori wards or constituencies during the transition period.

Implementation

What happens after a council establishes Māori wards or constituencies?

Any council that establishes Māori wards must complete a representation review to propose how many councillors it will have at the next election and the boundaries for any wards or constituencies. The Bill does not make any changes to the representation review process. The number of Māori councillors is calculated in proportion to the overall number of councillors and the number of people on the Māori electoral roll at the council. The council’s initial proposal must be publicly notified by 8 September 2021.

In its representation review, a council may propose that any new Māori councillor positions are additional to the existing general councillor positions, or it may propose converting some general councillor positions to Māori councillor positions.

The council must consult on its representation review proposal with its community. The final proposal may be subject to review by the Local Government Commission.

7.3 CEO REPORT TO COUNCIL 01 NOVEMBER 2020 - 31 DECEMBER 2020**File Number: A3086904****Author: Mia Haywood, Accounting Support Officer****Authoriser: Emma Healy, Executive Officer****PURPOSE OF THE REPORT**

The purpose of the report is to present the CEO Report, 1 November 2020 to 31 December 2020 for Council's consideration.

EXECUTIVE SUMMARY

The CEO Report to Council is a summary of Council activities, presenting an overview across all activities that Council undertakes. We have placed emphasis on relevant issues and pressures Council is experiencing whilst meeting its objectives to the community.

RECOMMENDATION

That the Council receive the report CEO Report to Council 01 November 2020 - 31 December 2020.

BACKGROUND

The CEO Report to Council is attached and covers a detailed overview of progress against Council's activities. His Worship the Mayor and Councillors' feedback is welcomed.

DISCUSSION AND NEXT STEPS

This report is for information only.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **CEO Report to Council_1 November 2020 - 31 December 2020 - A3086925** [↓](#) 



Chief Executive Officer's Report to Council

Period: 1 November 2020 – 31 December 2020

Key Work Plan Areas:

Governance

CEO Office

Strategy

Corporate

Operations

Infrastructure and Asset Management

Introduction

Welcome to this CEO report, which provides an overview on the Council's activities for the period 1 November 2020 – 31 December 2020.

Welcome to the latest summary report of Council activities

Introduction from Shaun Clarke, Chief Executive

This report period covers the end of the calendar year and it is a year which has seen disruption in the form of COVID-19 and associated lockdowns and alert levels, drought and drought mitigation, flooding, fire and the extraordinary efforts to secure and start delivering on central government recovery funding.

An important milestone in the CouncilMARK programme was reached when the assessors were on site early November to evaluate progress Council had made since the first assessment in 2016. CouncilMARK is designed to improve the public's knowledge of the work councils are doing in their communities and to support individual councils to further improve the service and value they provide. The assessment included comprehensive written material and interviews with a range of stakeholders both internally and externally. Elected Members and Staff worked together in a unified effort to make the best presentation possible on the progress and current state of our Council.

The assessment focussed on:

1. Governance, leadership and strategy
2. Financial decision-making and transparency
3. Service delivery and asset management
4. Communicating and engaging with the public and business

The results of the assessment are due by the end of March 2021.

The culmination of 34 change projects in the CouncilMARK assessment week ends a particular 'down and in' phase for this council, where we have focused in a very concerted way on installing and enhancing capability, capacity and culture in our organisation. There is a small number of projects with long gestations (eg Programme DARWIN) which will continue. However, in general, we now move to a phase of 'up and out' where the focus becomes how to ensure the new strengths actually result in better service to Elected Members, stakeholder groups and individual constituents. There are many exciting opportunities in this phase.

The staff 'Your Voice' survey analysis was carried out comparing results year on year, by group. The past three years show an upward trend across all areas of measurement and the overall engagement index increased by over 5% from 68.24% in 2019 to 73.67% in 2020. Out of the additional ten areas measured, nine increased (with the tenth area decreasing by less than 1%). This is a significant achievement as it tells us how staff feel about working for the organisation. The focus now moves to engaging with staff to put action plans in place to address the feedback that came out of the survey.

Creating Great Workplaces – the remote working project – entered into a consultation phase with staff in December. Each staff member was asked to pick their preference for working in the office or working from the office and home (ie a hybrid approach). Feedback was also sought on a Remote Working policy. The new operating model and policy is expected to take effect from February 2021. This is an example of a staff-driven initiative that helps build engagement and empowers people to deliver their work programme in the best way they can. It also adds a very significant level of

resilience for business continuity with ongoing pandemic issues, that few other organisations appear to have achieved.

This reporting period also saw significant attention from the Asset Management, Far North Waters and Finance teams going into providing the information required for the 'Request For Information' in relation to the Three Waters reform programme. At the time of writing this report, the information is on track to be provided within the given timeframe.

The Water Shortage Committee re-instated weekly meetings to review water information and make decisions on water restriction levels. A district-wide water conservation campaign was launched in mid-November with full-page newspaper advertisements made and regular social media posts. In late December Level 2 restrictions were implemented in Kawakawa and Kaitaia.

Achievements during this period included:

- Significant progress on the Long Term Plan (LTP) was made with many workshops held with Elected Members in November and December (over 60 workshops in total were held in 2020)
- All Funding Agreements for recovery funding projects signed off with central Government
- The first combined Community Board workshop which provided a good foundation for further work to be done on giving effect to an optimal relationship between Community Boards, Councillors and Council
- A first draft of FN2100 being made available to Councillors for comment through the digital Elected Member lounge
- Two awards received from the Association of Local Government Information Managers (ALGIM) that were specifically related to the COVID-19 Lockdown and Local Governments response
- The mobile inspection functionality released and in production for liquor license code of compliance, campground inspections, septage and housing for the elderly
- A staff 'Love Your Work' awards presented, which saw three staff received awards for going above and beyond
- The Kerikeri Wastewater Treatment Plant officially opened in December

Operational performance during this period saw:

- 12.1% decrease in financial counter stats for Service Centres
- 4.3% decrease in calls to the Contact Centre
- 16.8% decrease in AskUs emails
- 15.6% increase in Building Inspection bookings
- 9.8% decrease in visitors to Service Centres
- 48% decrease in i-Site visitor numbers
- 24% decrease in i-Site retail revenue
- 52% decrease in i-Site transaction spend
- 41% decrease in transaction numbers
- 1.1% decrease in digital library use, reflecting consistent use of databases and eBook collections
- 1.2% increase in book checkouts, reflecting steady book borrowing leading up to the holiday period
- 591 Animal Management RFSs received during the November – December 2020 period and maintained an average of 94% of RFSs responded to on time

- Animal Management had a significant reduction in urgent priority 1 RFSs with 66 RFSs compared with 116 for the previous period
- For the 2020/2021 registration period, there are now nearly 8,000 dogs registered (renewed registrations and new dog registrations)
- 63 dogs were impounded across the District with 12 dogs rehomed through the Council's website
- A total of 10 infringements were issued to dog owners for offences, 2 of these were for having an unregistered dog.
- 55 food business verifications completed and 70 proactive alcohol license Good Host Visits (GHV) conducted. 54% of all food premises in the District have now had GHV's
- A total of 211 noise complaints were received, marginally higher than the previous period which is relative to the season
- Response times for noise complaints during the reporting period average at 83% (against a KPI target of 95%, with responses for urban areas within one hour and rural areas within two hours). A big improvement was seen in the month of December with 88% response rate met compared with 77% in November.
- 231 Parking Infringements issued with a total dollar value of \$9,032. This is an increase of more than 100 compared to the previous period.
- 178 resource consent applications were received and 91 consents were issued
- An average of 91.5% of resource consents processed within statutory timeframes for the period
- Building Consents received for December (122) were 28 % higher (see red line in the graph) than the 4-year average (blue line) and 17 % higher than the highest December tally for the last four years (104)
- During the November/ December period, a total of 283 building consents were received
- 245 building consents issued
- 99.60% of building consents were issued within the legislative timeframe of twenty working days. The average number of days to issue a consent for the above period is 12.10 working days (against the 20-day statutory requirement) and 30.90 calendar days
- 112 Building Warrant of Fitness (BWOFF) audits were undertaken
- 34 Notices to Fix were issued for breaches of the Building Act
- 4 Infringements were issued for building-related breaches
- A total of 17 Certificates of Acceptance were approved
- 100 pool inspections were carried out; the fail rate for this period was 30%

Given the challenges of 2020, I encouraged staff to take a well-deserved break over Christmas. A skeleton crew of staff in customer-facing roles remained working during the Christmas period and most other staff were able to take leave. Given the tumultuous year that was 2020, and what we need to deliver in 2021, looking after the health safety & wellbeing of our people has never been more important.

Governance

Workshops

The months of November and December were busy with eleven Council workshops:

- Long Term Plan, six workshops
- District Plan, one workshop
- Big Lab Ideas one workshop
- Representation Arrangements two workshops
- Combined Community Board one workshop

The workshop format is invaluable in providing an overall strategic direction, which in turn allows Members at formal Council meetings to make informed decisions.

Combined Community Board Workshop

The second Combined Community Board Workshop facilitated by Dr Steven Finlay of LGNZ was held 15 December 2020. The workshop was well attended with good engagement from members looking at various opportunities for improving the support of Far North Community Boards which will be developed further by the Community Board Working Party.

Combined Community Board workshop dates for 2021 have been scheduled for 25 March, 17 June, 9 September and 17 November respectively. Staff will work with the Community Board Chairpersons to set the agenda for each of these workshops.

Training

Mayor and Councillors attended an in-house workshop on Governance Essentials, facilitated by LGNZ, in the month of November. This is part of the formal training programme for all elected members, over and above those members with individual professional development plans.

Action Sheets/Decision Tracking

Action sheets and monitoring processes have been developed with a soft launch in November 2020. These action sheets will record implementation of resolutions for Council, Committees, and Community Boards.

The CEO has asked that a review tracking the status of Council decision into action by staff takes place. Staff will be gathering data over the next quarter to inform a baseline and targets for the next CEO KPI Report.

CEO Office

People and Capability

Creating Great Workplaces – Remote Working Consultation

During December 2020, Council-wide digital consultation was carried out with employees (excluding 62 customer facing positions) to give a choice on their working environment. Employees were given the opportunity to formalise their choice of office location and to adopt a hybrid of remote working. As part of this process, employees reviewed the Draft Remote Working Policy, giving valuable constructive feedback which has resulted in the policy being amended. The hybrid remote working and office-based model formally commences on 2 February 2021. From the consultation, the majority of staff have chosen the hybrid remote working model, with the following electing to remain office based:

- JBC, Kerikeri • 15 staff
- HQ, Kaikohe • 32 staff
- Te Ahua, Kaitaia • 9 staff

“Your Voice” Organisational Survey 2020

The “Your Voice survey was completed in early October with 238 respondents. Detailed analysis was carried out comparing year on year by group. GMs were provided with the results to discuss with their teams and initiate action plans to address agreed areas of focus. Significant insight was also gained from the comments following each areas of measurement. The past three years show an upward trend across all areas of response.

Infrastructure & Asset Management Group

The long-standing vacancy of Manager – Asset Management & Infrastructure Planning was successfully appointed. The new Manager will start in the new year.

A fixed term position for Engineer Representative Assistant is approved and advertised, funded by PGF ESEO funding. The fixed term position Project Manager – Drinking Water Assessment, funded by the Department of Internal Affairs as part of the Three Waters reform package, is also approved and advertised.

Corporate Services Group

The Manager – District Administration completed the secondment to review FNDC’s approach to Social Procurement. This project will now be led by a new two-year Principal Advisor – Sustainable Procurement. This position is currently being recruited to and will report to the Transformation & Assurance department, with thought leadership from the Manager – District Administration. The Democracy Services department have subsequently finished their temporary reporting line to Transformation & Assurance and have returned to District Administration.

District Services Group

The Vision 20/20 project has seen improved efficiencies, with 100% of statutory timeframes within Resource Consents met. To meet customer demand and embed Vision 20/20 improvements, fixed term positions for Support Officers have received approval to be extended. As these positions are revenue generated which will not affect the salary budget.

The Building Consents department have finished reviewing their operational requirements. It is anticipated a Functional Review to be communicated to the department during early 2021.

Staffing, Salaries and Training

Current Staffing Levels

Actual Full Time Equivalent (FTE) at 31 December 2020	Annual Plan Establishment (FTE)
354.89	382.53

*New approved FTE applied

Salaries and Training

Financial Performance as at 31 December 2020	YTD Actual	YTD Budget	YTD Actual vs Budget	Annual Budget
Salary Costs	\$15,111,552	\$15,226,119	\$114,567	\$30,452,195
Training Costs	\$212,954	\$397,170	\$184,216	\$901,179
Trainings as a % of Salaries (Sector average is 4%)	1.4%			3.0%

Vacancies

Department	FTE Available
CEO/Communications/People & Capabilities	0
Corporate Services	4.7
District Services	9.41
Infrastructure & Asset Management/NTA	8.8
Strategic Planning & Policy	4.73
FNDC TOTAL (FTE) * includes part time & full time EST Position Vacancies	27.64

Customer Service

Customer Experience Programme

We are in the process of setting up a new surveying platform that will provide additional tools to take the voice of our customer and turn them into improvement opportunities. This new system is an exciting leading-edge platform to gather feedback, provide insights to act on and help lift the customer first culture.

This system will be up and running in February and backdated to include January where possible. We are excited to present this platform to Elected Members, expected in late February. Please note that there will be a change in the statistics quoted in future reports.

Closed RFS – Customer Satisfaction Index (CSI)

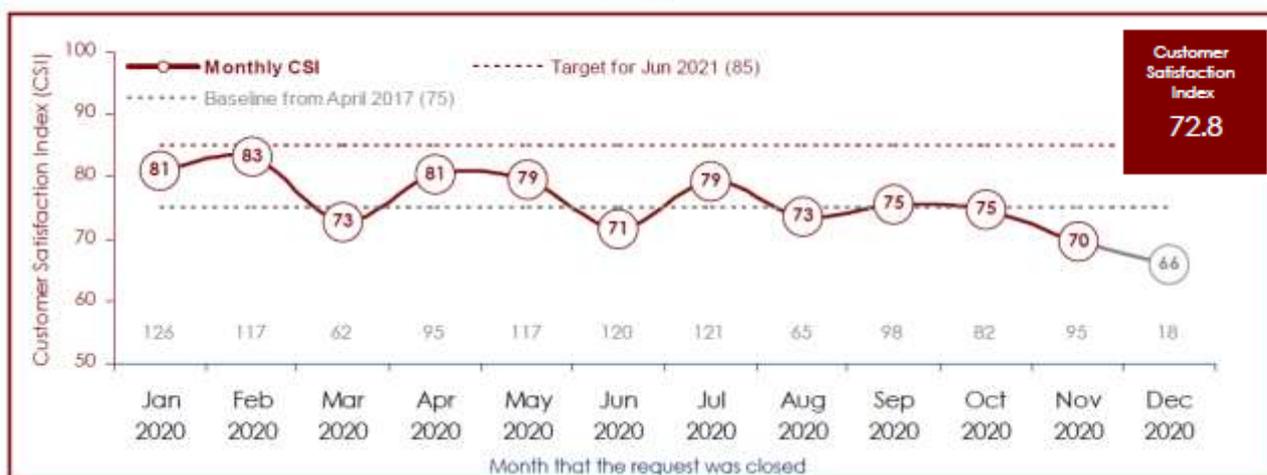
The scores provided below are for the four months ending 31 December. We have not recovered to pre-COVID lockdown rates and response levels (approximately half of this time last year). Teams are focusing on the remedial action plans for customer focused improvements and an improved customer focus in 2021.

Our response levels:

- Overall CSI for Requests for Service: 72.8 (3.98% decrease)
- Overall satisfaction making the request 75.7% (6.61% increase)
- CSI for requests made via the After-Hours provider: 77 (14.29% increase).
- CSI for library services: 97.9 (2.04% increase)
- CSI for visits to i-SITEs and Service Centres: 98.7 (no change)

Monthly CSI Trend for closed Requests for Service:

Overall Customer Satisfaction Index (CSI)



N.B. Performance indicators for the most recent reporting month should be interpreted with extreme caution because of survey response time lag (3-4 weeks).

Other Measurement Programmes

The scores provided below are for the six months ending 31 December. As noted above we currently have approximately half of the responses compared to this time last year.

Our response levels:

- CSI for Building Inspection Services: 82.1 (14.62% increase)
- CSI for Building Consent Process: 63.9 (3.13% decrease)
- CSI for Resource Consent Process: 63.4 (7.73% increase)

The current focus of the Customer Experience Improvement Programme has been to ensure alignment changing customer behaviors and other organisation initiatives.

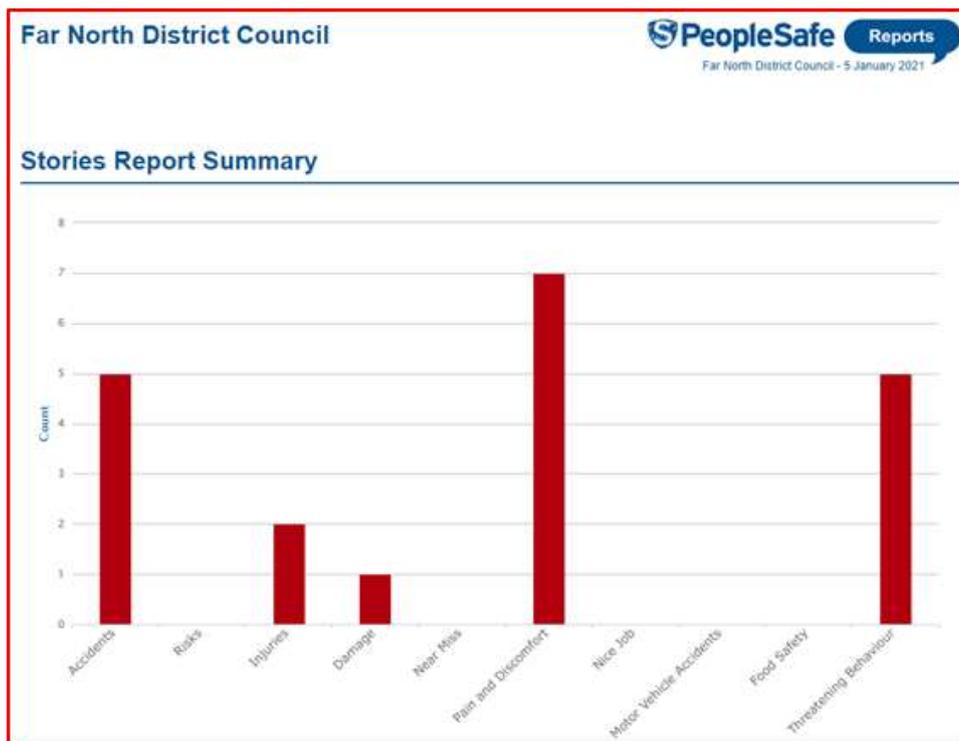
- Appointed a new customer feedback survey platform.
- Developed a tool to better record and manage customer improvements.
- Developing a programme of work to ensure customers experiences are improved by our processes and systems. This involves systematically going through our customer facing teams (starting with Transport and FNW) and undertaking a customer journey mapping and diagnostic programme to ensure that our system and processes are as customer friendly as possible. This programme will also inform and aid in the delivery of a number of other customer initiatives across our organisation (i.e. Target Operating Model Service Catalogue, Pathways review, communications assistance with content and responses, BI Reporting and training on systems).

Health, Safety & Wellbeing (HSW)

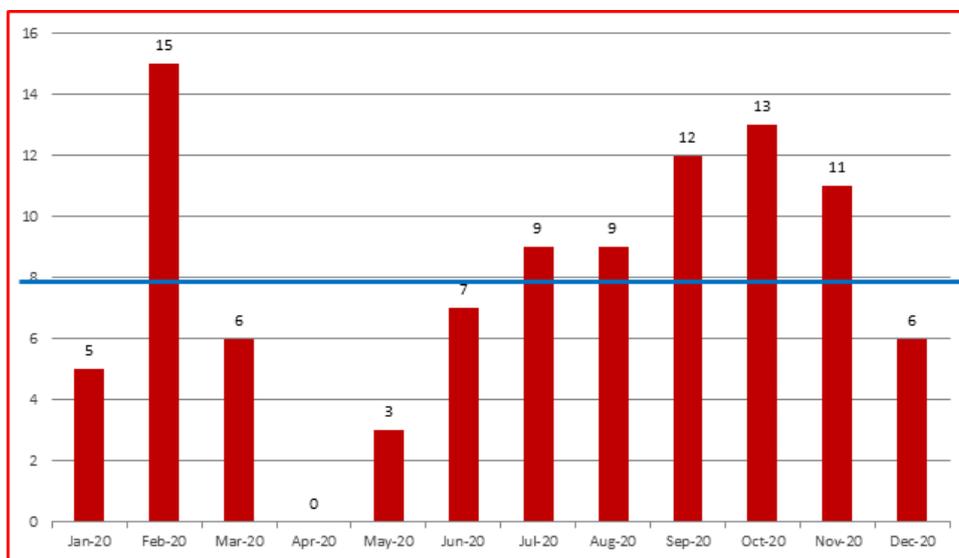
Summary of Activities

1. CouncilMark H&S assessment interview as part of the wider Governance, Leadership & Strategy session completed in November, with positive feedback. Final outcome on the overall CouncilMark result not expected until 2021
2. Final Health, Safety Committee meeting for 2020 completed with the next scheduled meeting planned for February 2021.
3. Summer Health, Safety & Wellbeing initiatives and tips published – focusing on Sunsmart, Swimming, Road Safety, Boating and Wellbeing.
4. H&S inspections undertaken at the new Northern Animal Shelter - Kaitaia, Kerikeri Waste Water Treatment Plant, Kawakawa Water Treatment Plant with Infrastructure Capital Works team and contract partners.
5. Lone Worker Safety Solutions & Vehicle GPS Project – 14 vehicles have been installed with eRoad and 22 user profiles created. Direct Safety's Lone Worker tools are in place with 23 individual tools being utilized by high-risk teams including Animal Management, Parking Compliance, Publications Delivery Driver and NTA Road Engineers and Inspectors. End user feedback is high, with no major issues in terms of use. Phase 2 roll out to remaining high risk rolls will commence in early 2021.

PeopleSafe Stories Types during the reporting period



PeopleSafe 12 Month Rolling Incident Rate



During the two-month reporting period there were 17 PeopleSafe incidents/events told, covering 20 story types. The average number of incidents per month has increased by one and now sits at eight incidents/month. With staff moving into the holiday period prior to Christmas the decline in reporting of incidents was expected and consistent with compared to last year at the same reporting period.

Communications

Activity summary

The close of 2020 was another busy period for the Communications Team, which continued to deliver communications on COVID-19 economic recovery projects. It also launched a campaign to promote water conservation and prepare the community for possible summer water shortages. Key outputs are listed below.

Media releases

The Communications team issued 12 media releases during the reporting period. The approach of summer saw the launch of a district-wide water conservation campaign in mid-November with a release urging sensible water use and highlighting supply resilience projects in the wake of the 2019/20 drought. Two more water-related releases followed in December. Remaining releases focused on:

1. Dry conditions highlighted by a serious scrub fire at Ahipara
2. Funding confirmed for Rangitane maritime upgrade
3. IANZ renews Council's Building Consent Authority
4. Council services during the holiday break
5. Commissioning of the Kerikeri wastewater plant
6. Survey to identify Northland accessibility issues
7. Kerikeri Domain improvements projects go ahead
8. Launch of Council-supported Towai Maker's Market
9. Council decision on Māori wards.

Media enquiries

The Communications Team responded to 32 media enquiries. The top three topics of enquiry were the Oruru Hall (Smash Palace) survey and funding options, the Kerikeri Wastewater Plant opening and Otatau Rd bridge repairs.

Mayoral support

The Communications Team drafted six Mayoral columns/blogs about:

- The year that was
- Supporting the horticultural industry
- *Māori* representation
- Northland accessibility survey
- Protecting Far North water supplies
- Achievements in 2020 (Ann Court)

CEO support

The team produced seven editions of weekly newsletter *The Weekender*, five email communications to staff and talking points for several videos to staff.

Other support and outputs

- Four, full-page newspaper adverts in November about water supplies and six, full-page newspaper adverts in December about Council rubbish and recycling services over the holiday period.
- We have devoted a significant part of our social media output to a water conservation campaign. Since 10 December, we have run three water conservation-themed social media posts each week and more when necessary to promote specific restriction announcements. A total of 13 water-related posts were run in December.
- Our 23 Dec post announcing Level 2 water restrictions in Kaitaia and Kawakawa-Moerewa was particularly successful with a reach of 14,412 and engagement of 1102. The next most successful post during Nov-Dec achieved a reach of 3893 and engagement of 93.
- A public consultation on bus services between Kaitaia and Kerikeri was completed in November. The two-month consultation received 182 submissions – 123 online and 59 paper. Ten people who completed the survey received \$100 Prezzy card prizes.

Strategy

Corporate Planning

Long Term Plan (LTP)

A significant number of workshops were undertaken in November and December with Elected Members to finalise the content for the 2021-31 Long Term Plan and lock in the decisions required for the statutory Consultation Document. The subject of each workshop is listed below.

- 4 November – Operation Expenditure/Capital Expenditure discussion. Early engagement update
- 10 November – 3-water reform, Housing for the Elderly
- 12 November – Rate to rate increase discussion
- 25 November – Finalised Capital Expenditure programme
- 8 December – Finalised rate to rate increase/rating FIS 10 years, CD preview
- 16 December – Capital request on behalf of Cycle Trail Trust. Maori decision-making discussion, IT expenditure overview, Consultation Document preview and engagement planning

Steady progress was made on the 2021-31 Long Term Plan Consultation Document in November and December 2020, resulting in a solid draft before the Christmas break. Most supporting documents were at final draft stage. Audit process (Audit New Zealand) starts on the 19th of January for two weeks. Adoption of the Consultation Document and Supporting Documents will take place on the 25 February 2021, with consultation starting on the 1 March 2021 for one month.

Strategy Development, Bylaws and Policies

Far North 2100 District Strategy

In November 2020 a first draft of the Far North 2100 Strategy was made available to staff and the elected members via the Elected Members Lounge for feedback. A workshop is scheduled with Elected Members, 17 February 2021, to review and approve the way forward for a strategy for the District. Staff are currently planning to consult with the community on Far North 2100 alongside the 2021-31 Long Term Plan Consultation Document and the District Plan beginning in March 2021.

Climate Change

On 10 December 2020, Council approved the forming of a Joint Committee of Councils to oversee the regional climate change adaptation work that is being undertaken as part of a collaborative effort across the four Northland Councils. The first meeting of the Joint Committee will be early in 2021 with administration support being provided by the Northland Regional Council.

Regional Accessibility Strategy

Far North District Council staff continue to contribute to the information gathering stage of the Regional Accessibility Strategy. This research will aid in deciding strategic direction. The Te Tai Tokerau Regional Accessibility Survey was open to Northland communities from 11 November 2020 to 11 December 2020. This allowed Far North residents to elaborate upon the access needs in their communities, and their experiences with accessing council facilities and services. Approximately 270 results were received across Northland.

Open Spaces Strategy

A fixed term appointment has been made to develop a Council-wide Open Spaces Policy. A review of existing associated policies and the expired Reserves Bylaw has subsequently been undertaken. This resulted in an interdepartmental scoping workshop held on 17 December 2020 which refined the scope to a Parks and Reserves Policy. This will be progressed to replace current related open space policies – including the current Reserves Policy.

Bylaw Programme

A review of the Vehicles on Beaches Bylaw was completed by Barker and Associates, in December 2020, with an options paper to be brought to the 23 March 2021 Strategy and Policy Committee meeting.

Review research was underway for the following bylaws:

- On-site Wastewater Bylaw. The Engineering Standards and District Plan reviews will influence any potential on-site wastewater regulation. The Engineering Standards are currently out for public consultation.
- Parking and Traffic Control Bylaw. A new bylaw will be rolled out over the next two years as part of a joint collaborative project across Strategic Planning and Policy and Infrastructure and Asset Management.
- Solid Waste Bylaw – Completed. An options report will be presented to the Strategy and Policy Committee on 23 March 2021. Central government is currently consulting on several solid waste proposals, which will affect territorial authorities. Working relationships have been developed with staff at Whangarei District Council and Kaipara District Council to potentially develop a regionally consistent Solid Waste Bylaw once the central government initiatives are finalised.
- Keeping of Animals, Poultry and Bees Bylaw (revoked) – completed review of core issues. Options on how to address these issues, including local regulations, will be brought to the 23 March 2021 Strategy and Policy Committee meeting.

Policy Programme

Research was undertaken for the preventing community harm policy project. Kaipara District Council is reviewing their Class 4 Gambling Policy. Policy staff from Kaipara District Council and Far North District Council have agreed to collaborate on the social impact research legally required for this policy review.

Iwi/ Hapū Relationships

Māori representation

Council workshops were undertaken on December 8 and 16 to workshop Māori participation in decision-making (a requirement of the Local Government Act 2002). Te Hono presented information on the current position statement contained in the 2018-28 Long Term Plan – Working in partnership with Māori - and other participation models being used around the region and across the country. The next workshop is scheduled for early February 2021.

Te Oneroa-a-Tōhe Board

Te Oneroa-a-Tōhe Board, a Standing Committee of both Far North District and Northland Regional Councils had hearings in November for the Draft Beach Management Plan and having considered all the submissions, the Draft Beach Management Plan (the plan) was adopted at the December 11 2020 meeting of the Board, with a public notification date set for 25 January 2021. In anticipation of the Beach Management Plan formal adoption, Te Hono is working with District Planning and Strategy Departments on actions within the Plan that have effect on Council, e.g. the most significant action in the plan relates to the Te Oneroa-a-Tōhe Board's 'desired outcome' to ensure beach user safety, i.e. vehicle use on the beach and how this could be regulated via a bylaw.

Iwi Local Government Authorities Chief Executives Forum (ILGACE)

Following the November ILGACE meeting, the Mayors and Chair of the four Northland Councils were invited to meet with Te Kahu o Taonui to discuss Māori Representation and the Whanaungatanga Kī Taurangi Relationship Agreement. Te Hono attended in support of the Mayor and CEO. The meeting was held at the offices of Te Runanga o Whaingaroa in Kerikeri, on December 14. It was noted that there was a need to update the relationship agreement to allow for new signatories. Further meetings between the governance groups will be scheduled early in 2021.

Māori liaison

Te Hono attended the 'Climate Change Adaption Te Taitokerau' meeting on 3 December 2020, where Māori participation and a treaty framework were discussed. The group are looking at formalising a process for the appointment of non-elected members for the Regional Joint Climate Change Committee.

Te Hono has supported the Infrastructure team by providing tikanga and technical support for the East Coast Waste-water Treatment Plant (Taipa), attending meetings on December 11 and January 13 2020 where the establishment of a working group – as per conditions of consent - were discussed. The key topic of discussion was a Terms of Reference, which provides for Ngāti Kahu (iwi and hapū) involvement. Te Hono support for this work programme will continue in 2021.

Community Wellbeing

Community Development & Funding

The Kaitiaki Program, an MBIE (Tourism Pressures) funded initiative, now in its third year, has begun for the 2020/2021 summer season. A hui held at Te Hononga kicked off this season's program. This project has been so successful each year it has been extended. The areas covered under this year's initiative are Ahipara, the Karikari Peninsular, Kaimaumau, Taipa, Doubtless Bay, Russell and Te Hononga (Kawakawa). This is a collaborative project involving Far North District Council, Department of Conservation, Northland Regional Council, hapu, iwi, New Zealand Police, Civil Defence, New Zealand Fire and Emergency, along with many community groups. The focus of the Kaitiaki Program is responsible camping, advocacy and education regarding the cultural and environmental aspects of each wahi involved, and safe beach behavior.

The Digital Enablement Group (DEG), Northland Inc and the region's four councils (Far North District Council, Northland Regional Council, Kaipara District Council, Whangarei District Council) are

calling on communities to help shape Northland's digital future by completing the fifth annual Northland Internet Speed Survey. The data from the survey and speed test is aggregated and anonymous and only takes a few minutes to complete, using the tool at www.speedtest.net. The raw data we collate helps us work with central government and internet providers to identify our digital infrastructure needs and improve internet and mobile coverage throughout Northland. The survey opened Thursday 17 December and closes Friday, 26 February 2021.

Far North District Council has engaged Connected Nation, a US-based non-profit organisation, to lead Connected Northland. Through Connected Northland, Connected Nation will deliver Digital Works, a flexible digital training and job placement programme to educate and mentor participants to not only upskill them, but also to support job placement with a strong co-working peer network. The programme has an 80% placement success rate and high participant retention on average. Scoping and development are underway with our project partners:

- The Far North District Council is coordinating the project.
- Connected Nation (US based) are delivering the training for a New Zealand context.
- Northland Inc is working to identify potential employers post training.
- The Ministry of Social Development is identifying the training cohort, with emphasis being given to those who live in rural, remote areas and who have recently lost their jobs due to Covid-19.

Connected Northland will run from March-July 2021 and is a project that sits within Nothing But Net the Far North Digital Strategy.

A Memorandum of Understanding has been signed between Council and Te Puna o Kupenuku (TPoK, an Incorporated Society with a committee of seventeen people, including professional educators, business leaders, accountants and lawyers). Council has made a decision to lease the Rawene Campus (ex NorthTech), now returned to Council, to TPoK to develop and facilitate the educational requirements for the people of Hokianga. A formal lease agreement gives TPoK the access required to start classes from Semester One 2021.

In anticipation of the potential joint Council ownership of Northland Inc. by Northland Regional Council, Far North District Council and Kaipara District Council commencing on 1 July 2021, Regional Economic Development Service Delivery Working Party meetings were held on 27 November and 15 December 2020. The Working Party provided input into Northland Inc's Statement of Intent (SOI) and the Appointment of Directors. The main points for Northland Inc. to consider were:

- emphasis should be given to economic development occurring within a sustainable environment
- importance of regional dispersal of activities needs greater focus
- development of an appropriate strategic planning approach be a priority
- the Review of Māori Economic Development Arrangements to be articulated into the SOI. This is an important area of work that has been on "pause" waiting for the review to be completed and action now needs to be taken

Sport Northland continued to deliver a number of programmes, including;

- development of the Northland Play, Active Recreation and Sport strategy

- working with schools and teachers to understand and deliver the Health & Physical Education curriculum and deliver Energize. 72% of schools in the Far North have made or are making steps towards healthy eating
- supporting 30 people referred to the Green Prescription programme – taking the total to 190 people from the Far North
- delivering He Oranga Poutama, an initiative that supports Māori wellbeing through sport and recreation. Working with Te Kohanga Reo to find new ideas of sharing mātauranga in their planning
- supporting local sports clubs, committees and communities to achieve their goals
- funding through Tū Manawa applications. 13 applications received requesting \$97,514.77 (of which \$56,275 has been approved). Ranging from schools through to sports clubs across the Far North District
- Delivering Water Safety in Far North schools. Received an additional 35 lifejackets from Coastguard Boating Education to use in delivery with beach day venues confirmed for Term 1 next year.

District Planning

A review is now complete of the projects that relate to placemaking opportunities such as the township plans, Long Term Plan, District Plan and localised priorities for communities. This is aligned with a report on the Resource Management Reforms presented to the 20 October 2020 Strategy and Policy Committee. The outcome of the review will be presented at the 17 February 2021 Workshop alongside the Far North 2100.

In December 2020, staff meet with a representative of the Ministry of Housing and Urban Development, who approached the Far North District Council, to propose the establishment of an urban growth partnership within the Northland Region. Under the previous Government's Urban Growth Agenda, a partnership agreement is required between local authorities, Iwi and government agencies, that form the core of the Urban Growth Agenda

Development of the new District Plan

The making of the new District Plan has followed a portfolio-based approach where key topics have been developed in terms of policy and spatial planning outcomes that address the district's significant resource management issues. Elected members have been kept informed of these key topics and direction of the draft District Plan via a series of workshops held through the second half of 2020. The sixth and final workshop of this series took place on 17 November 2020, which focused on the responses to urban grown demands in the urban environment.

Elected members were provided with the evidence base that informs the current understanding of expected demand for housing and business land in the district and the policies and land use planning methods the new district plan will promote. Consultation on the draft District Plan alongside Far North 2100 and the 2021-31 Long Term Plan in March 2021 will allow for further demonstration of the short and medium term solutions for integrated management of land and infrastructure supply for housing and business land and strategic direction for the district.

Operative Digital District Plan

The draft District Plan has been developed in accordance with National Planning Standard format for district plans and the conventions for e-plan mapping and electronic accessibility and

functionality. The integration of plan text with zone and resource maps was further developed in November and December. Further refinement of the operative District Plan for consultation in the same isoplan e-plan format was completed in December.

Northland Forward Together

The Chief Executive’s forum met 9 November and the Mayoral forum met 30 November. The key priorities for these forums remain the government waters reforms, climate change, regional economic development and further enhancements to the Northland Transport Alliance. Solid waste and recycling are also a priority due to the upcoming reforms in the sector. Three carry over projects from the previous financial year; PGF and government funding, Digital Enablement and Regional ICT continue to be progressed and monitored.

Below is a snapshot of the nine work streams and the progress that has been made since previously reported and highlight progress made over the last quarter.

• Prioritised Projects for 2020	• Lead Council	• Status	• Key Priorities	• Achievement and Actions for next 3 months
<ul style="list-style-type: none"> • Four Waters 	<ul style="list-style-type: none"> • WDC 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • * Government Reforms and potential amalgamation • * Northland Re-arrangement Option 	<ul style="list-style-type: none"> • The reforms propose three tranches: <ul style="list-style-type: none"> • Tranche One 2020-2021 – Council agreement to MOU, work with government, funding stimulus released to participating Councils and progress sector on entity design consideration. Government plans to introduce legislation. • Tranche Two 2021 - 2022– Councils opt into to multi-regional groupings and commence re-establishment planning and the release of further stimulus funding. • Tranche Three 2022 - 2023 – Formation of new entities and a further release of stimulus funding. • The three Territorial Authorities in Northland have signed up to Tranche One and submitted their Delivery Plans to CIP and these are now with DIA. A Project Coordinator has been interviewed to work with the three Territorial Authorities coordinating the reporting for DIA and a Statement of Works is currently being drafted. Kaipara District Council will have a staff member located at Whangarei District Council working collectively on the

				<p>waters reforms programme of works.</p> <ul style="list-style-type: none"> Engagement with iwi commenced, through ILGACE, on 10 November 2020. This provided a Crown, regional and local context to further the discussions between iwi and Councils.
<ul style="list-style-type: none"> Refining the Northland Transport Alliance (NTA) 	<ul style="list-style-type: none"> WDC 	<ul style="list-style-type: none"> In Progress 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Previously this item had focussed on ICT improvements. Following the NTA workshop held on 6 August, the Draft Report of the 90-Day plan was presented for the NTALG to review. It was noted that this was a draft with further detail to be provided for October NTALG meeting. Of most importance will be a formal contract between the NTA and Councils which will replace the current informal MoU (which is not contractually binding) which will assist to mitigate or reduce some of the risks identified e.g. secondments, delegations, Health and Safety and the Triangulation Employment Agreement. Suggested there is a Risk Register developed which is reviewed quarterly by NTALG. The proposed IT solution would have data securely stored, with strict control on who has access. Suggested that once the formal report is approved and a new contractual agreement entered into, there are a series of meetings with Calvin, Chris and Jason with the Chief Executives and the key business support staff where obligations from both sides will be discussed.
<ul style="list-style-type: none"> Climate Change 	<ul style="list-style-type: none"> KDC 	<ul style="list-style-type: none"> In Progress 	<ul style="list-style-type: none"> *Inter-Council Joint Standing Committee *Adaptation Strategy *Hazard mapping including coastal 	<ul style="list-style-type: none"> Key areas of work for the Climate Adaptation Te Tai Tokerau Group (CATT) are: <ul style="list-style-type: none"> Climate change risk assessment from a Local Government perspective Developing a regional adaptation strategy including approaches

			<p>erosion and flooding</p>	<p>for working with communities on long-term climate change adaptation</p> <ul style="list-style-type: none"> • Tracking central Government climate change initiatives (such as the National Climate Change Risk Assessment). • The groups key current focus is the development of a regional adaptation strategy and the establishment and support of a regional governance structure for climate change adaptation (the Joint Committee of councils and tangata whenua). The regional Adaptation Strategy is now in the early stages of development and will ultimately outline a ten-year work program to develop adaptation plans for key locations across the region. The strategy will pull together information from a series of technical reports covering a climate risk assessment (in three parts, adaptation options for local government and a 10-year adaptation plan (including adaptation methods, priorities and timeline). • Part one of the Regional Climate Risk Assessment (a summary of climate risks in Northland) is underway and will be released as technical report in early 2021 – this will be followed by coastal risk analysis and risk profiles using updated coastal hazard mapping undertaken by NRC (these hazard maps cover coastal erosion and coastal inundation mapping with several sea level rise scenarios/timeframes). A workshop on coastal hazards mapping and coastal risk analysis can be arranged with Northland Forward Together if needed. • Key climate change messages are being developed and will be included in the early phases of the regional adaptation strategy. Establishment of the Joint Committee on Climate Change
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				<p>Adaptation has also progressed and it is likely the committee will hold its first meeting in early 2021.</p> <ul style="list-style-type: none"> • Presentations were made to the Northland Forward Together Zone One workshop July 2020 and an update was given to CE Forum August 2020. CEs supported governance model and development of regional adaptation strategy. •
<ul style="list-style-type: none"> • Regional Economic Development 	<ul style="list-style-type: none"> • FNDC 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • *Re-organisation of Northland Inc. to a Regional Joint CCO 	<ul style="list-style-type: none"> • The Mayoral Forum approved at their meeting on 25 May 2020, the standard agenda paper for the proposal to be distributed to the Northland Councils for inclusion in their respective agenda that meet the 2020/21 Annual Plan and the 2021/31 Long Term Plan development and consultation process. NRC, FNDC, and KDC councils have approved funding for the 20/21 Annual Plan and to include the proposal in their respective Long-Term Plan consultation process. • • Whangarei District Council (WDC), at its meeting on 27 August 2020, decided against the Mayoral Forum proposal. A changed proposal has since focused on taking a 3 Council revised shareholding model and a mandate to continue to NRC, FNDC and KDC. The mandate to proceed was resolved by: <ul style="list-style-type: none"> • NRC 13 September 2020 • KDC 28 October 2020 • FNDC 29 October 2020 •
<ul style="list-style-type: none"> • PGF and CIP Funded Projects 	<ul style="list-style-type: none"> • FNDC 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • *Securing PGF funds for strategic projects and projects that enable employment creation and sustainability. 	<ul style="list-style-type: none"> • On 1 July 2020, government announced \$150M for Northland Infrastructure “Shovel Ready” Projects, with further announcements made up until central government elections. •
<ul style="list-style-type: none"> • Digital Enablement 	<ul style="list-style-type: none"> • Northland Inc 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • For the Digital Enablement Plan to be optimised, resourcing for the

				<p>coordination of the programme needs to be prioritised. Funding for a regional Digital office and resources was sought without success from PGF. Positive discussions between NRC and Northland Inc have been ongoing but need some momentum. Several programmes are well into delivery such as marae connectivity and digital hubs but COVID has significantly highlighted infrastructure gaps. Joseph Stuart who previously lead the DEG has recently left Northland Inc.</p> <ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Regional ICT 	<ul style="list-style-type: none"> • FNDC 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Shared Services: Update <ul style="list-style-type: none"> • Over the past couple of months, the Councils have had a couple of informal meetings to determine what activities and future LTP projects each Council is undertaking. As expected there are a couple of areas which each Council will or planning to undertake. The focus of a number of these areas relate to continuing some of the internal transformation strategies – particularly around supporting and developing the continued development of the Working from Home (remote working) and the various services that are increasingly required to maintain this. • • A number of focus areas have been identified and plans to start progressing in the near future. • The teams from the four Northland Councils have discussed the forming the 'Northland Digital Collaboration Alliance'. This is a 'reboot' to the previous Northland Forward Together (ICT Collaboration Group). The focus was to support each Council particularly with the 'new normal' that we are all now developing. • Common Network Infrastructure – This area would focus to investigate

				<p>options for Far North authorities to share a robust and responsive network with the ever-increasing internet-based applications and services used by all Councils.</p> <ul style="list-style-type: none"> • Cyber Security and ICT Security is a key area which has been a focus for some time and not given the change in operating modes, a number of collaboration sessions around how each Council is able to support each other to ensure risks to attack are able to be minimised and out people are protected. This has a cross over with the common network infrastructure activity. • Mobility as a Service – NRC is currently completing work with a project with Spark for their mobile fleet and this will be used to help other Council to adopt a similar service.
<ul style="list-style-type: none"> • Solid Waste Re-cycling 	<ul style="list-style-type: none"> • WDC 	<ul style="list-style-type: none"> • In Progress 	<ul style="list-style-type: none"> • *Agility to ongoing changes to the re-cycling market and central government policy • 	<ul style="list-style-type: none"> • Ongoing changes in the market and central government policy related to solid waste and recycling requires that the TAs in the region keep a 'watching brief' on progress nationally to see where the opportunities and risks emerge. • • The paper tabled for the CE forum suggests that in order to enable more collaboration across Northland, there would need to be some alignment of policy, regulation, services and funding across the region. Services and funding are likely to see changes through the Long Term Plan and Waste Management and Minimisation Plan processes in each District. • • Potential regional collaboration projects that may be able to be implemented if central government funding is provided include waste data

				capture or public education campaigns.
• Libraries	• All	• Lower Priority	•	• Requested by the Mayoral Forum as a regional opportunity. This has been noted as a lower priority and there is no update to date.

Corporate

Transformation and Assurance

Audit and Assurance

The internal audit and assurance programme is being rescoped to incorporate the findings of recent external audits, including the ICT Security Audit and BCA accreditation report. A report will be presented to the Assurance, Risk and Assurance Committee early in the new year on the programme for the 2021 calendar year.

Risk

Regular reporting, to the Assurance, Risk and Finance Committee, on the top organisational risks and their treatment plans continues.

Four risk progress reports with treatment plans are being prepared for a meeting of the Assurance, Risk, and Finance (ARF) Committee in December. The updates are for ARF005 Delivery of Service Risk (affordability), ARF007 Compliance Northland Regional Council Abatements, ARF010 Data Governance, and ARF013 Drinking Water Resilience.

We have developed a process for decision-making on removing a risk from the Top Organisation Risk Dashboard, and subsequently presented a report to the ARF Committee - Recommendation to Remove ARF008 Civil Defence Risk from the Organisational Risk Dashboard.

We also reported to the ARF Committee in December on the 'Lessons Learned from Our Twin Crises: 2019/2020 Far North Drought and COVID-19 Pandemic'.

Finally, we facilitated a workshop with Elected members on the Top Organisational Risk Dashboard in December.

Transformation

Progress on the a 'Test and Learn' phase of the Creating and Enabling Great Workplaces initiative is coming to an end. Consultation with staff on a new remote working policy to support the new operating rhythm took place in December. Staff were asked to choose from two options – being office based or agreeing to update their employment conditions to formally include their home as a workplace as part of adopting a hybrid office-remote working option. 86% of staff that chose an option chose the hybrid option.

We are now working towards an initial commencing date on 2 February 2020. This involves setting up permanent locations for office-based staff, creating additional meetings spaces (including the Councillors Lounge in Kaikohe), and establishing a host of detailed protocols and processes.

Digital Information Services

Executive Summary

The period has seen a flurry of end of year activity from within and across Council as the end of 2020 arrives. The whole of 2020 has seen several achievements by the Digital Information Services team that has and continue to allow 2021 and beyond to deliver on the needs of Council and the communities we serve.

Of special note were the two awards received from the Association of Local Government Information Managers (ALGIM) that were specifically related to the COVID-19 Lockdown and Local Governments response.



Of note a number of Council workshops were attended to discuss the Long-Term Plan (LTP) ICT capital budgets and what these will provide Council as we head towards a 'Digital First' operating model that has been endorsed as part of the 'Enabling and Creating Great Workplaces' remote working environment.

The workshop highlighted the workstreams that are being planned for the 2021-2024 period and group into the following areas:

- Information Workflows
- Spatial Information
- Fit for Purpose
- Nothing but Net (Digital Strategy)

Assurance, Risk and Finance Committee met in December and were presented with two pieces of work for the committee's review.

The first was the results of the internal ICT Satisfaction survey that was commissioned via the ALGIM and allow for Council to be benchmarked against other Councils in New Zealand. The second was the ALGIM ICT Cyber Security Audit which was well received by the committee given the changing landscape of how Council is operating since COVID-19 lockdown in March. Both activities will be key to the future workplans within the team.

Additional work has been progressing with support and deployment of the Creating and Enabling Great Workplaces programme with the new year deployment and configuration of new spaces in Kaikohe, Kerikeri and Kaitaia.

It is planned that each quarter the Digital Services Team will provide a detailed update on workstream

and/or areas that the Committee should be aware of.

ICT Operations and Delivery:

ICT Service Desk Requests

The number of ICT Service Desk requests received during the November-December period was 2,093. This number is down from 2,427 which were received in the September-October period.

The number of outstanding requests yet to be resolved is 294. After a concerted effort from the team this number is down from 415 which were outstanding in the previous period.



External Phone Calls (Microsoft Teams)

Work is currently underway with Spark to migrate external phone calls (making and receiving) from Skype for Business to Microsoft Teams. The initial technical configuration and testing has now been completed. Twenty ‘Early Adopter’ staff have been identified to complete further testing before it is rolled out to the rest of the Council staff. This project will be completed in the first quarter of 2021.

Contact Centre Phone System Project

Work is currently underway with Datacom to migrate the existing Contact Centre phone system Genesys PureConnect, to a new cloud-based SaaS (Software as a Service) system called Genesys Cloud. This will provide a better customer and employee experience and will integrate with MS Teams. The new upgraded platform will also provide great options for Council should future lockdowns or significant events affect the existing contact centre team currently based in Kaikohe.

ICT Equipment

The ICT Operations and Delivery team have been working on replacing dated IT equipment over the last couple months:

- Dozens of old thin client computers have been replaced with new models
- Dated network switches have been replaced

- New large 27" dual monitors and webcams have been installed in the Contact Centre
- More tablets (mobile devices) have been allocated to field staff such as Resource Consent Monitoring Officers and Environmental Health Officers
- Three old scanning machines used for digitisation projects have been replaced (one at Kaikohe and two at JBC)
- Two crates of e-waste have been sent to Divers Group for secure disposal, reuse or recycling (less than 2% goes to landfill).

Smart Way 2 Booking System

The desk and room booking system continues to be further developed. Two hot desks in the Te Hononga Kawakawa office and one hot desk in the Paihia Library have now been set up.

ALGIM Local Government Cybersecurity Programme

Council has signed up to a Cybersecurity Programme with ALGIM and SAM for Compliance Ltd to implement a pragmatic Cybersecurity Framework specific to New Zealand local government. The first step in implementing the Cybersecurity Framework was to undertake an IT Security Audit which was completed by SAM for Compliance Ltd in October.

The outputs of this audit are feeding into the design of an overall ICT Security Framework. This framework is a series of policies, procedures and processes that lower risk and vulnerability, and increase confidence in an ever-connected world.

Planning workshops have now been completed to analyze, prioritise, schedule and allocate resources to enable the implementation of audit recommendations.

Cybersecurity Awareness Programme

We are in the process of assessing an online Cybersecurity Awareness Programme from SSS (IT Security Specialists) and ALGIM that will be rolled out to all staff and elected members. Attackers are always looking for a way into Council systems, which is why it is important for everyone in our organisation to have a good awareness of information security.

Data Insights and Programme Delivery:

Programme Delivery: Online Services

Resource and Building Consent applications have been released to the public. Support of the Building Practitioners as they register and apply for building and resource consents is being provided by the project team. Feedback from the Building Practitioners has resulted in minor changes.

The online payment of rates and water rates are ready for migration to production and development has started on online animal registrations.

The mobile inspection functionality for several new areas has recently been released and is now in production. These areas are, liquor license code of compliance, campground inspections, septage and housing for the elderly. The user training component has been completed for the first three of these with only housing for the elderly remaining, which is dependent on the delivery of the protective case for the tablet.

Protective case delivery delays due to the shipping backlog in Auckland have affected all the above services. It is anticipated that once tablets are available there may be an additional training requirement centered on the use of these new devices.

A new initiative for event applications is in the development phase. This will allow applicants to apply for licenses and permits to hold events. A review of the registrations process in collaboration with Customer Services underway.

The process for handling Online Services enhancement requests has been documented along with a proposed solution. This has been socialised with Digital Information Services leaders and development will begin in January.

Upgrade Programme

Pathway has been upgraded to Version v3.10.17 on the weekend of 28th/29th November.

We are now operating on a version that allows us to test and configure Pathway UX which is the web-based version of Pathway accessible from the internet which sets Council up for an improved remote working experience with Pathway.

This Pathway upgrade will give Council a new user interface that (when enabled) will be able to be used when remote working without the use of Citrix. This combined with the recent Objective upgrade gives council easier remote access to two core applications.

Enterprise Data Warehouse (EDW)

The EDW will provide the basis for the generation of reports that will enable and support our overall organisational decision making processes. The Enterprise Data Warehouse will allow us to build reports based on datasets across the organisation avoiding the current silos of information that currently exist.

The infrastructure to support this has now become available as ICT Operations and Delivery have completed its hardware and software upgrades programme. The infrastructure upgrade is allowing Council to take advantage of new software which provides a more robust, scalable and sustainable reporting.

This also allows us to utilise Microsoft's Master Data Services and Data Quality Services toolsets. These will allow us to examine the quality of the incoming data sources ensuring continuous data quality assessment in the future.

A series of collaborative workshops have taken place between the Data Insights and Programme Delivery teams. The outcome of these workshops is a hierarchy of all the different interrelated elements that we may want to report on across council.

We have engaged SQL Services to design the Data Warehouse solution based on hierarchy that we have come up with. This includes a process for the anonymization of data in the test environment, this will ensure the security of personal data.

A conceptual design and methodology have been agreed. SQL Services will use this to develop a solution which will be reviewed and validated in Q1 to ensure that it meets current reporting requirements and allows for future needs.

Information Management:

Property File ePathway Applications



Objective Support

Support requests resolved: 168
 Files and folders created and approved: 148
 Objective users' changes/movements: 58
 New User setup/staff movements: 12

Northland Transport Association Information Management

NTA presented an Information Management plan to The Northland Information Management Professionals (NIMP) group, which consists of Information Management teams from all the Northland Councils to enable collaboration and shared learning.

The plan will allow staff from across NTA to share information across the parent councils as required for their shared work. It's excellent to see Information management considerations being integrated into projects and NTA will meet with the NIMP group every 2 months to provide updates.

Electronic Newspapers

As part of our goal to be a digital first council our community newspaper subscriptions are now provided online.

Business Intelligence: Enterprise Data Warehouse Workshops

The BI team has held multiple Enterprise Data Warehouse workshops in the last 2 months of 2020 to plan the new data warehouse architecture. Members of the wider Digital Information Services team also attended these workshops.

Combined in these sessions was training delivered by our Data Warehouse Architect. The team locked down the data warehouse architecture and methodology.

Some of the areas of discussion was around spatial data analysis, historical data management and auditing requirements.

Data Quality

The BI team have been focusing on completing the analysis of property data quality and documentation of issues. This will form the basis of the business rules relating to LINZ data for the Property Team. The team also created an automated package for the ongoing reporting of data quality in this area.

RMA Interim Dashboard and Report

Changes to the existing Enterprise Data Warehouse (EDW) have been made to support the RMA Interim dashboard solution. The RMA interim reporting solution has also been completed and provided to the business for user acceptance testing. This includes data cleansing tasks for the business to complete before the deployment of the interim report.

Water and Wastewater Rates

Data extract process developed for water and wastewater rates. This dataset will automatically update to provide updated data for analysis by consultants. Previously data was provided in an ad hoc and manual fashion.

QV Blue Slips Automation

Work has resumed on the Quotable Value Blue slips process that has been on hiatus for approximately a year. This process will improve the accuracy of the property data and also automate some of the manual tasks carried out by that team, allowing them to concentrate on other areas.

RFS Data Quality Review

A summary of the RFS data integrity analysis was presented to General Manager of Corporate Services for discussion and assessment of next steps for the business. The team made some suggestions on how to rectify some of the data inconsistency and improve the current report accuracy by 16%.

Supplier Email Validity Checks

An exceptions dashboard has been created to highlight when an Accounts Payable supplier email is not in a valid format or requires follow up. This also saves a lot of time by allowing bulk email processes to run effectively and without failure.

Water Commission Request for Information

Data sourced from Pathway related to RFS's for billing, charging and metering for the last 2 years. This was done to calculate the projected RFS volume for the coming year to support the request by IMS project team. This data will be made available in GIS for easy viewing.

Power Platform

Exploration and testing of the range of Power platform tools and applications and how they can be used within the business for improvement and problem solving is ongoing.

Programme Darwin

The BI team have assisted the AMS team with some more data extract templates from the current asset management system to the new IPS system. This will enable the AMS team to easily extract the data from the current system.

Geospatial Information Services:

X-Maps

X-Maps has been completed. [ArcGIS Enterprise - xMap v2 \(fndc.govt.nz\)](https://fndc.govt.nz). The team will revisit the last of the eMap license holders next month to see if they can completely decommission eMap. The benefits to FNDC are streamlined workflow for users and the ability for GIS team to improve and customize the X-Map experience based on user feedback. FNDC will deliver savings with significant reduction in eMap licenses.

GIS Re-Architecture

The GIS Re-Architecture work commenced in November 2020 and is almost ready for roll-out. The team replaced the current GIS environment with the latest updated environment from ESRI. The team also incorporated the server refresh in the scope of work.

The major benefits to the project are to follow best practices allowing us to properly leverage our GIS investment:

- Custom apps
- Better data management
- Improved security
- Easier to migrate to cloud environments
- Teams can use GIS anywhere
- GIS team can securely share data between Portal and AGOL (one source of the truth)
- Easier for users as they now use Single Sign On to access GIS

Representation Review

The GIS team advise on inclusion of spatial data to support the review of local government electoral boundaries. In coming months, we will supply spatial data as evidence to support the review of the boundaries and provide maps to assist the council in understanding the impacts/implications of various boundary revision scenarios.

Operational Financial Performance - As at 31 December 2020

**Whole of Council
Statement of
Operational Financial
Performance
for the period ending 31
December 2020**

	Year to date			Actual s YTD as a % of Total	Actual s YTD as a % of Annual	Full gear		
	YTD Actual \$000's	YTD Budget \$000's	Varianc e \$000's			Total Annual Budget \$000's	Total Annual Foreca st \$000's	Forecast Variance \$000's
Operations								
Operational income								
Rates - general (excl water supply rate)	44,866	44,763	103	50%	50%	89,525	89,525	0
Rates - penalties	586	1,037	(450)	28%	28%	2,073	2,073	0
Fees & charges (inc water supply rates)	8,980	9,458	(479)	53%	53%	17,059	16,904	(155)
Central govt subsidies - operational	5,498	5,498	(1)	51%	48%	10,825	11,525	700
Other income	3,505	1,637	1,868	95%	66%	3,686	5,291	1,605
Capital income								
Central govt subsidies - new works	2,942	4,048	(1,106)	31%	27%	9,354	11,007	1,654
Central govt subsidies - renewals	6,930	9,777	(2,848)	40%	48%	17,378	14,530	(2,848)
Other contributions	6,844	0	6,844	0%	20%	0	34,668	34,668
Development contributions	0	0	0	0%	0%	0	0	0
Total operating income	80,151	76,218	3,933			149,901	185,524	35,623
Operating Expenditure								
Payroll related costs	15,471	15,226	(244)	51%	51%	30,452	30,452	0
Other staffing related costs	866	1,022	156	40%	40%	2,181	2,152	29
General expenses	3,891	5,287	1,395	40%	40%	9,691	9,696	(6)
Rate remissions	1,626	1,708	82	72%	72%	2,257	2,257	0
Contractor & professional fees	24,661	24,954	294	47%	44%	52,442	56,367	(3,925)
Grants and donations	871	908	37	53%	54%	1,647	1,624	22
Allocations (direct and indirect)	0	0	0	0%	0%	(0)	(0)	0
Interest costs	709	857	149	41%	41%	1,715	1,715	0
Sub-total	48,095	49,964	1,869			100,384	104,263	(3,879)
Depreciation and other asset costs	17,205	17,323	117			34,645	34,645	0
Gain/Loss on Disposal	(7)	0				0	0	0
Total operating expenditure	65,293	67,286	1,986			135,029	138,908	(3,879)
Net operating surplus/(deficit)	14,857	8,931	5,926			14,872	46,616	31,744

**Statement of
Capital Financial
Performance
for the period ending 31
December 2020**

	Year to date \$000's			Actual s as % of Total Budget	Actual as % of Annual Foreca	Full gear \$000's		
	YTD Actual	YTD Total Budget	Varianc e			Total Annual Budget	Total Annual Foreca st	Forecast Variance
Capital Works								
District Facilities	2,094	2,928	834	12%	7%	17,059	28,746	(11,687)
Stormwater	795	669	(126)	43%	49%	1,844	1,636	209
Solid Waste	16	96	80	4%	4%	421	421	0
Wastewater	3,141	5,262	2,121	27%	27%	11,696	11,552	144
Water Supply	1,234	4,471	3,237	19%	14%	6,549	8,675	(2,126)
	7,280	13,426	6,146	19%	14%	37,570	51,030	(13,460)
Roading & Footpaths	17,629	19,762	2,134	39%	27%	45,362	64,133	(18,771)
Other								
Environmental Management	592	773	181	31%	20%	1,914	2,914	(1,000)
Governance & Strategic Administration	2,177	929	(1,249)	51%	50%	4,286	4,357	(70)
Customer Services	394	479	85	27%	25%	1,467	1,557	(90)
Total Capital Works	28,071	35,368	7,297	31%	23%	90,599	123,990	(33,392)

Achieved for the year: As at 31 December 2020 the operational surplus, which excludes capital income, is \$15.3 million against a planned \$12.4 million. The Operational budget variance is therefore a 23% surplus. Major savings are in general expenses with some insurance invoices not received for payment in Dec, provision for doubtful debts which is an annualised process and savings in contractor & professional fees relating to first response costs to the July storm event for

roading, water and wastewater. We are currently tracking above the forecasted position in operational income. This is due to PGF funds received for Lake Omapere for de-mobilisation costs, an operational subsidy received to support capital projects and MBIE grant for Te Tai Tokerau Worker Redeployment Package. Furthermore, we have received half of the MBIE grant for Twin Cost Cycle Trail and a NZTA subsidy for the July storm event.

Operations

Customer Satisfaction Results

	Responses	2020 YE Goal	Dec CSI	Trend	Nov CSI	% Change	Comments
Visitor Experience	162	99	98.7	↓	99.0	-0.3%	Consistently amazing results.
Library Services	249	TBC	97.9	↑	97.2	0.7%	Strong last 4 months.
Community and Customer Service RFS	7	TBC	63.9	↑	51.7	19.1%	Tracking back up.

Contact Centre / Service Centres

- 12.1% decrease in financial counter stats for Service Centres (3,413 down from 4,815)
- 4.3% decrease in calls to the Contact Centre (12,294 down from 12,849)
- 16.8% decrease in AskUs emails (2,811 down from 3,382)
- 15.6% increase in Building Inspection bookings (944 up from 816)
- 9.8% decrease in visitors to Service Centres (7,107 down from 7,884)

i-SITEs

- 48% decrease in visitor numbers (37,289 down from 72,156)
- 24% decrease in retail revenue (\$22,442 down from \$29,584)
- 52% decrease in transaction spend (\$ 29,211 down from \$ 61,492)
- 41% decrease in transaction numbers (8,683 down from 14,927)

Libraries

- 1.1% decrease in digital library use (from 106,017 to 104,829), reflecting consistent use of databases and eBook collections
- 1.2% increase in book checkouts (64,476 up from 63,742), reflecting steady book borrowing leading up to the holiday period

Regulatory Services

Environmental Services

A total of 1,137 Requests for Service (RFS) were received and 1,224 RFSs were closed during the November/December 2020 period for Environmental Services.

Animal Management

The Animal Management team received a total of 591 RFSs during the November – December 2020 period and maintained an average of 94% of RFSs responded to on time. The November/December period showed a significant reduction in urgent priority 1 RFSs with 66 RFSs compared with 116 for the previous period.

For the 2020/2021 registration period, there are now nearly 8,000 dogs registered. This figure is made up of renewed registrations and new dog registrations. The team is proactively implementing a registration follow-up programme for unregistered dogs.

63 dogs were impounded across the District during the November/December period, with 12 dogs rehomed through the Council's website.

A total of 10 infringements were issued to dog owners for offences during the November/December period: 2 of these were for having an unregistered dog.

Work is well underway on the Northern Animal Shelter in Kaitaia (shown in the pictures below). In December 2020 Council resolved to dispose of building assets located at 271 Ngapuhi Road to clear the site to progress the development for the Southern shelter. The aim is to start construction on this shelter in the first half of 2021.



Environmental Health and Monitoring Compliance

There were 55 food business verifications completed during November and December 2020 and 70 proactive alcohol license Good Host Visits (GHV) conducted. 54% of all food premises in the District have now had GHV's. The focus will now shift to health inspections of hairdressers, campgrounds and mortuaries). Food verifications resume in February 2021.

A total of 211 noise complaints were received in the November/December period. This is marginally higher than the previous period which is relative to the season. Response times for the reporting period average at 83% (against a KPI target of 95%, with responses for urban areas within one hour and rural areas within two hours). A big improvement was seen in the month of December with 88% response rate met compared with 77% in November.

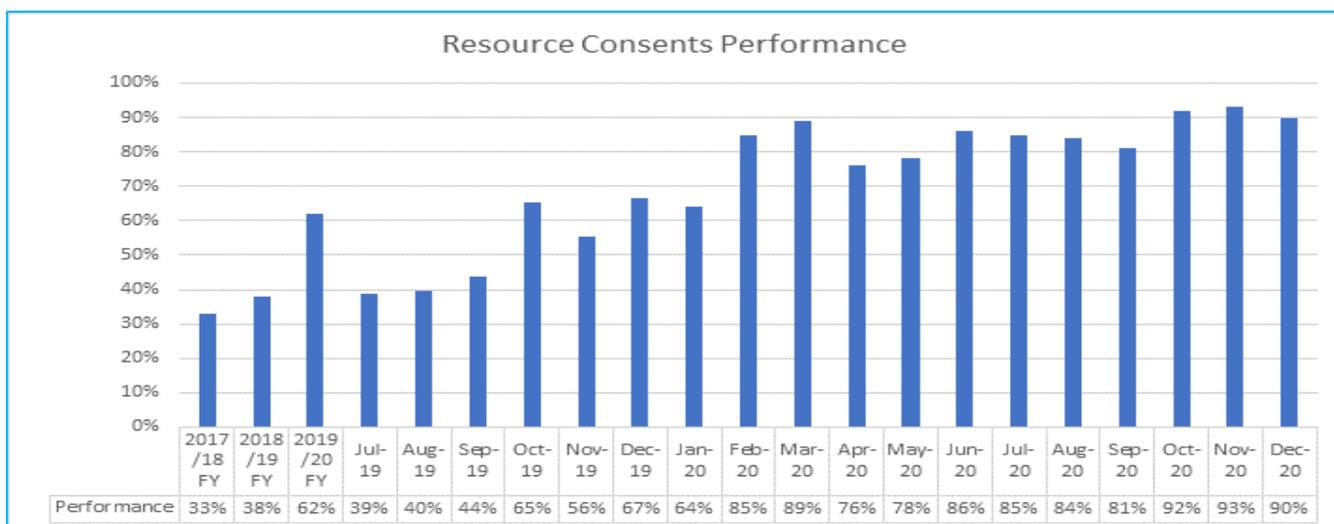
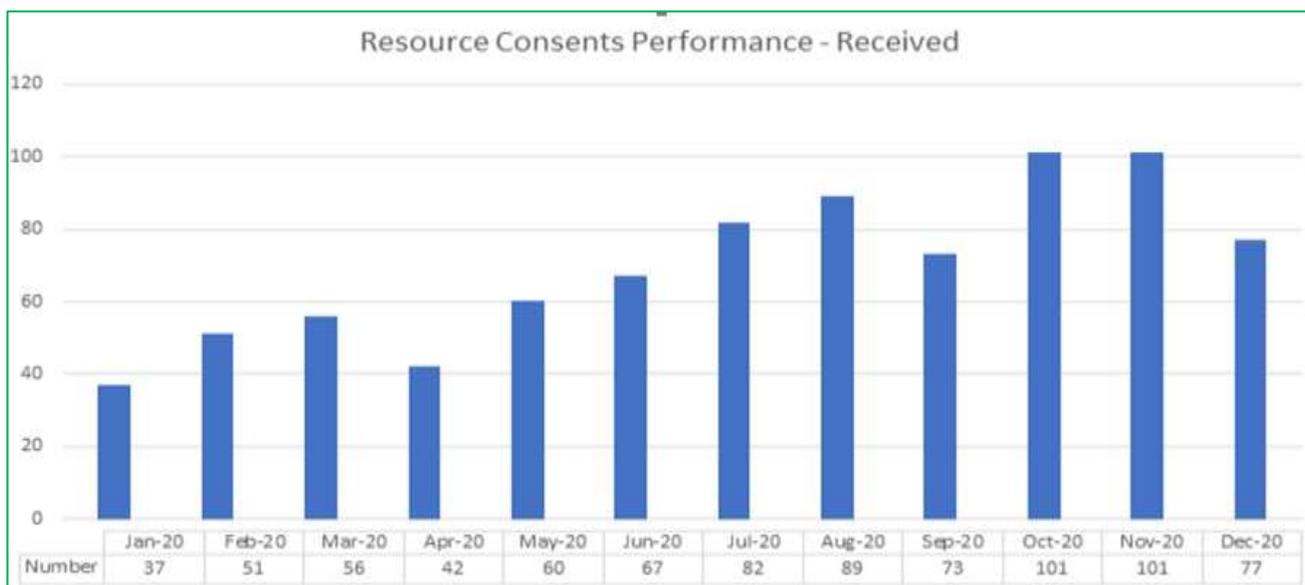
There were 231 Parking Infringements issued during the November/December period, with a total dollar value of \$9,032. This is an increase of more than 100 compared to the previous period. The

sole parking warden for the district resigned leaving the role vacant from December 2020. This role will be shared across Monitoring and Compliance Officers until recruitment has been completed.

Resource Consents Management

178 resource consent applications were received during the months of November (101) and December (77) and 91 consents were issued during this period.

The period from Sunday 20 December 2020 to Sunday 10 January 2021 was excluded from the 20-working day processing period (statutory processing clock) for processing resource consents. Applications received after the clock stopped on Monday 21 December 2020 are to be processed from Monday 11 January 2021. Current applications not signed off before Friday 18 December were also paused until Monday 11 January 2021.



The upward trend in consents being processed within statutory timeframes has been maintained during November and December 2020, with an average of 91.5% of resource consents processed within statutory timeframes for the period.

Building Consents Management

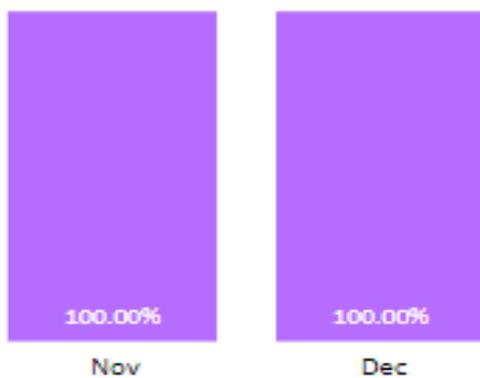


Consents received for December (122) were 28 % higher (see red line in the graph) than the 4-year average (blue line) and 17 % higher than the highest December tally for the last four years (104)

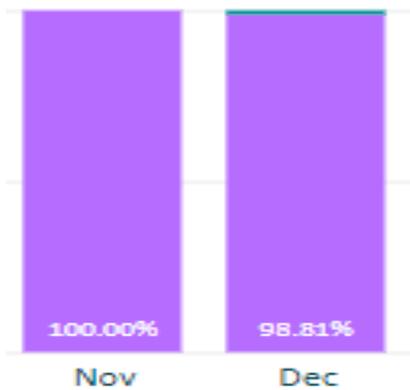
During the November/ December period, a total of 283 building consents were received.

- The BCA issued 245 building consents during the same period
- 99.60% of building consents were issued within the legislative timeframe of twenty working days. The average number of days to issue a consent for the above period is 12.10 working days (against the 20-day statutory requirement) and 30.90 calendar days.

Building consent 20-day compliance rates for November and December



Code Compliance Certificate 20-day compliance rates for November and December



- December CCC compliance is showing @ 98.81%, with one CCC over time. Analysis of the overrun revealed a reporting issue brought about when changes were made to the CCC process for the IANZ audit. A temporary solution that requires a manual check has been put in place while future long-term reporting is being addressed with assistance from the Information Services team.

Building Accreditation / Building Consent Authority (BCA) Update

The BCA team is currently preparing the required evidence to clear the General Non-Compliances (GNC's) from the latest audit and will have the first run completed by the 5th of February, allowing time for IANZ to assess and the BCA time to submit further evidence if that is required.

Building Compliance

- 112 Building Warrant of Fitness (BWOFF) audits were undertaken during the November/December period, reinforcing the success of the mobile inspection tool that has been introduced as part of business improvements.
- 160 RFS's were received during November/December, reflective of an increase in building activity as the weather improves.
- 34 Notices to Fix were issued for breaches of the Building Act during November and
- December.
- Four Infringements were issued for building-related breaches.
- A total of 17 Certificates of Acceptance were approved.

Swimming Pools.

100 pool inspections were carried out during the months of November/December; the fail rate for this period was 30%. Follow up checks are planned during the coming weeks and appropriate steps will be taken to achieve compliance.

Infrastructure and Asset Management (IAM)

The IAM business report is circulated under separate cover to Elected Members and is publicly available through the FNDC website as an [Infrastructure Network Committee agenda item](#).

16 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.2 - Re-appointment of Directors for Far North Holdings Limited	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.3 - All of Government Electricity Providers	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	

17 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

18 MEETING CLOSE