



**Far North  
District Council**



# **TŪHONOTANGA MINITI ATTACHMENTS MINUTES**

**Strategy and Policy Committee  
Meeting**

**23 March 2021**

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# Te Paeroa Kaupapa / Table of Contents

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7	Confirmation of Information and Decisions to be Released in Public	
	Attachment 1 Public Excluded Released Report - Kaikohe Civic Hub Party Terms of Reference.....	3

**6.1 KAIKOHE CIVIC HUB WORKING PARTY TERMS OF REFERENCE****File Number:** A3111920**Author:** Bill Lee, Special Projects Manager - Te Hono**Authoriser:** William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

The Council is satisfied that, pursuant to the Local Government Official Information and Meetings Act 1987, the information to be received, discussed or considered in relation to this agenda item should not be made available to the public for the following reason/s:

- 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 disadvantage, commercial activities.

**TE TAKE PŪRONGO / PURPOSE OF THE REPORT**

For the Committee to consider a number of key issues related to progressing the Kaikohe Civic Hub project.

**TE WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- Council directed the Chief Executive Officer to re-evaluate the civic and library provisions in Kaikohe, including options for the development of a new library, customer service centre, assess the options for existing sites, consider other land use options and consider the integration of public realm and master-planning of the township into the options.
- A decision report was prepared for the Council Agenda 10 December 2020.
- Council left the report to lie on the table and requested that a steering group be formed and with the Chief Executive work on developing a Terms of Reference
- Because of the scope of the original report (the integration of public realm and master-planning of the township), it was thought that there be some community presence and that a working party would be an appropriate mechanism to progress the Civic Hub.
- This report seeks the Strategy and Policy Committee endorsement for this change and the proposed Terms of Reference (attached to the report).

**NGĀ TŪTOHUNGA / RECOMMENDATION**

That the Strategy and Policy Committee:

- a) agree the formation of a Kaikohe Civic Hub Working Party
- b) agree the membership of the Kaikohe Civic Hub Working Party
- c) agree the Terms of Reference for the Kaikohe Civic Hub Working Party

**1) TE TĀHUHU KŌRERO / BACKGROUND**

With the withdrawal of the Provincial Growth Fund (PGF) \$19.8 million funding for Te Pū o Te Wheke (TPOTW) and certainty from Ngāpuhi Asset Holding Company (NAHC) that the Community Hub will not proceed, Council considered a number of options, at its meeting 10 December 2020, to progress a Civic Hub build (inclusive of a library). These ranged from a standalone library on the Petersen Site through to further land purchases and building a full Civic Hub (total funding \$13,525,000) including a library (610m<sup>2</sup> with maximum budget of \$4,575,000).

After much discussion, Council resolved to let the report lie on the table and form a Steering Group.

**2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

At its meeting, 10 December 2020, Council requested that a Steering Group be formed and that a Terms of Reference be developed:

Moved: Cr John Vujcich  
Seconded: Cr Moko Tepania

**That Council leave the Kaikohe Library and Civic Hub report to lie on the table until the next Council meeting 25 February 2021, and that;**

- a) a steering group comprised of: **Cr Moko Tepania, Cr David Clendon, Cr Rachel Smith, Cr Kelly Stratford, Cr John Vujcich, and Kaikohe-Holkianga Community Board Chair Mike Edmonds, and that;**
- b) **the steering group will work on a Terms of Reference with the Chief Executive.**

While a Steering Group comprised solely of Elected Members was the resolution, staff would like Elected Members to consider a wider Working Group as a way forward. This consideration was prompted by the content of the report to Council on 10 December 2020, and the ongoing discussion about Mainstreet development, wider community interests, involvement of Akau and some continuity (knowledge) by Members of the Te Pu o Te Wheke Working Group (Councillor Tepania was the Chair along with Mike Shaw, representing community).

Consequently, based on the above, a Terms of Reference has been prepared that includes a proposed wider membership for Council to consider.

**Option 1**

Endorse the proposal for a Kaikohe Civic Hub Working Party and the Terms of Reference. The group can start work immediately on evaluating options, working with staff to develop a scope in preparation for Council support and resolution to proceed.

**Option 2**

Set a date for the Steering Group to meet and develop a new Terms of Reference or amend the attached Working Party Terms of Reference.

Staff recommend Option 1.

**Te Take Tūtohunga / Reason for the recommendation**

To form a Working Party for the funded Civic Hub proposal (including library) to advance the project to fully scoped options in preparation for a Council decision making report.

**3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Cost associated to the working party will be within existing budgets. The Civic Hub project build is funded through the 2021-31 Long Term Plan.

**NGĀ ĀPITIHINGA / ATTACHMENTS**

1. **Kaikohe Civic Hub working Party Terms of Reference 2021 - A3118464**

**Te Hōtaka Take Ōkawa / 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.

<b>He Take Ōkawa / Compliance requirement</b>	<b>Te Aromatawai Kaimahi / Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low. It is the formation of a working party that will set the scope for a future project.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Civic Hub and funding in the 2021-31 Long Term Plan.
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.	District wide, though in Kaikohe, it will be a significant asset for the District.
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.	Māori have had input into the original scoping of the Kaikohe Civic Hub.
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).	Will be considered in the scope.
State the financial implications and where budgetary provisions have been made to support this decision.	Funding for the Kaikohe Civic Hub (including Library) is in the 2021-31 Long Term Plan. Funding the working party will be from existing budget.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Kaikohe Civic Hub Working Party

## DRAFT Kaikohe Civic Hub Working Party (KCWHP)

### Terms of Reference

#### 1. Constitution

The Kaikohe Civic Hub Working Party is established as a Governance working party to provide oversight, engagement, advice and recommendations to the Far North District Council for the development of a Civic Hub in Kaikohe.

#### 2. Purpose of the Working Group

To work in a collaborative manner with the community, in review of options for building a civic hub in Kaikohe and supporting Council to deliver the project operationally.

#### 3. Phase One

The purpose of Phase One of the project is to consider the building of a new Library for Kaikohe, with potential for that infrastructure to be integral to a larger overall community facility.

#### 4. Objectives of the Working Party:

- o Engage at a Governance level with Iwi, agencies and with community groups
- o Consider site options
- o Consult with stakeholders on the size and scope of a Civic Hub appropriate to central Kaikohe
- o Consider the involvement of locals in design and build
- o In any recommendations, consider the future-proofing of any infrastructure in terms of financial sustainability over the potential 30 to 50-year lifecycle

#### 5. Membership

The membership of KCHWP shall be comprised of the following:

- o A total of at least four Elected Members with voting rights, plus the CEO or his delegate(s) without voting rights

Councillors	Community Board	Public	Staff
Moko Tepania (Chair)	Mike Edmonds	Mike Shaw	Shaun Clarke (or delegate)
David Clendon		Ana Heremaia	Bill Lee
John Vujcich		FNHL (by invitation as required)	

1

## Kaikohe Civic Hub Working Party

**6. Meetings**

Meetings shall be held every eight weeks with additional meetings as required, at the discretion of the Chair.

- o Meetings shall be chaired by Cr Moko Tepania who will be responsible for setting agendas and running Working Party meetings
- o A quorum of members of KCHWP shall consist of three Elected Members
- o At these meetings KCHWP may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information
- o Meeting decisions have the status of recommendations to Council (Ordinary Council or Committees as appropriate), or to the CEO for lower order issues

**7. Engagement protocols**

Members of the Working Group will work together in good faith and demonstrate the values of Manaakitanga, Professionalism and Integrity. They will also follow the Communication Guidelines for Elected Members, Chief Executive and staff.

**8. Staff support**

Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with enough notice and the approval of CEO and the corresponding General Manager.

**9. Administration**

Support for administration, including the agenda and meeting minutes, will be provided by Strategic Plans and Policy Group, until such time that the project migrates to a resource consent and construction phases (transfer to District Services Group).

**10. Changes to the Terms of Reference**

The Working Party may alter the terms of reference when supported through voting by a majority of the membership, for approval by Council. The existence of the body and the fitness of these terms of reference is to be reviewed by 30 June 2021.

**11. Resourcing for the Kaikohe Civic Hub**

- o Funding the Kaikohe Civic Hub is through the 2021-31 Long Term Plan
- o Any requests for resources (eg expenditure for external capability/capacity to inform KCHWP) will be considered by the CEO following normal internal processes