



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Infrastructure Committee Meeting**

**Wednesday, 9 February 2022**

**Time: 9.30 am**

**Location: Virtually via Microsoft Teams**

**Membership:**

Member Felicity Foy - Chairperson

Mayor John Carter

Deputy Mayor Ann Court – Deputy Chairperson

Cr Dave Collard

Cr Rachel Smith

Cr Kelly Stratford

Cr John Vujcich

Member Mike Edmonds – Kaikohe-Hokianga Community Board Chairperson

Member Adele Gardner – te Hiku Community Board Chairperson

	<b>Authorising Body</b>	Mayor/Council
	<b>Status</b>	Standing Committee
<b>COUNCIL COMMITTEE</b>	<b>Title</b>	Infrastructure Committee Terms of Reference
	<b>Approval Date</b>	7 May 2020
	<b>Responsible Officer</b>	Chief Executive

**Purpose**

The purpose of the Infrastructure Committee (the Committee) is to ensure cost effective, quality and sustainable infrastructure decisions are made to meet the current and future needs of Far North communities and that Councils infrastructure assets are effectively maintained and operated.

The Committee will review the effectiveness of the following aspects:

- Affordable core infrastructure to support healthy and sustainable living.
- Operational performance including monitoring and reporting on significant infrastructure projects
- Delivery of quality infrastructure and district facilities
- Financial spend and reprogramming of capital works
- Property and other assets

To perform his or her role effectively, each Committee member must develop and maintain his or her skills and knowledge, including an understanding of the Committee’s responsibilities, Councils’ infrastructure assets such as roading, three waters and district facilities.

**Membership**

The Council will determine the membership of the Infrastructure Committee.

The Infrastructure Committee will comprise of at least six elected members (one of which will be the chairperson).

- Mayor Carter
- Felicity Foy – Chairperson
- Ann Court – Deputy Chairperson
- Dave Collard
- Kelly Stratford
- John Vujcich
- Rachel Smith
- Mike Edmonds
- Adele Gardner

Non-appointed Councillors may attend meetings with speaking rights, but not voting rights.

### **Quorum**

The quorum at a meeting of the Infrastructure Committee is 5 members.

### **Frequency of Meetings**

The Infrastructure Committee shall meet every 6 weeks but may be cancelled if there is no business.

### **Power to Delegate**

The Infrastructure Committee may not delegate any of its responsibilities, duties or powers.

### **Committees Responsibilities**

The Committees responsibilities are described below:

#### **Quality infrastructure and Facilities**

- Assess and provide advice to Council on strategic issues relating to the provision of Council's infrastructural activities and district facilities
- Review, and recommend to Council, policy and strategies for the delivery of infrastructural asset services
- Monitor achievement of outcomes included in the Infrastructure Strategy and other infrastructure strategies e.g District Transport Strategy
- Ensure that Council protects its investment in its infrastructural assets in accordance with accepted professional standards
- Monitor the risks, financial and operational performance of the Council's infrastructural activities and facilities
- Monitor major contract performance measures/key result areas (KRAs)

#### **Significant Projects – spend, monitoring and reporting**

- Monitor significant projects
- Approve budget overspend (above tolerance levels in the CE delegations) and any reprogramming of capex for a project or programme provided that:
  - The overall budget is met from savings
  - The overall budget for capex is not exceeded. Where this is not the case, the Committee must either:
    - Recommend to Council that additional funding is approved (outside the Annual Plan or Long-Term Plan process), or
    - Recommend as part of the next round of Long-Term Plan or Annual Plan process that the funding is considered for inclusion.
- Approve tenders and contracts provided they are:
  - Up to \$3 million,
  - in accordance with the current year's plan, whether that be Annual Plan or Long-Term Plan, and
  - deemed low by the Significance and Engagement Policy

#### **Compliance**

- Ensure that operational functions comply with legislative requirements and Council policy
- Ensure that consents associated with Council's infrastructure are being met and renewals are planned for

**Service levels (non-regulatory)**

- Recommend service level changes and new initiatives to the Long Term and Annual Plan processes.

**Relationships**

- Monitoring Council's relationship with the Northland Transportation Alliance
  - Receive quarterly performance reports
- Monitoring Council's relationship with the Far North Waters Alliance Partner

**Property**

- Recommend to Council the acquisition or disposal of assets.
- Approve new leases and lease renewals (of non-reserve land), in accordance with the current years' plan, whether that be Annual Plan or Long-Term Plan.

Receive updates on changes to national and regional policies that impact on Council provision of infrastructure and where appropriate make recommendation to Council.

**Rules and Procedures**

Council's Standing Orders and Code of Conduct apply to all the committee's meetings.

**Annual reporting**

The Chair of the Committee will submit a written report to the Chief Executive on an annual basis. The review will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. The Chief Executive will place the report on the next available agenda of the governing body.

**INFRASTRUCTURE COMMITTEE - MEMBERS REGISTER OF INTERESTS**

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
<p><b>Hon John Carter QSO</b></p>	<p>Board Member of the Local Government Protection Programme</p>	<p>Board Member of the Local Government Protection Program</p>		
	<p>Carter Family Trust</p>			
<p><b>Felicity Foy (Chair)</b></p>	<p>Flick Trustee Ltd</p>	<p>I am the director of this company that is the company trustee of Flick Family Trust that owns properties in Cable Bay, and Allen Bell Drive - Kaitaia.</p>		
	<p>Elbury Holdings Limited</p>	<p>This company is directed by my parents Fiona and Kevin King.</p>	<p>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 Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/ Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.</p>	
	<p>Foy Farms Partnership</p>	<p>Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa</p>		
	<p>Foy Farms Rentals</p>	<p>Owner and rental manager of Foy Farms Rentals for dwellings on Church Road, Kaingaroa and dwellings on Allen Bell Drive, Kaitaia, and property on North Road, Kaitaia, one title contains a cell phone tower.</p>		
	<p>King Family Trust</p>	<p>This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.</p>	<p>These trusts own properties in the Far North.</p>	
	<p>112 Commerce Street Holdings Ltd</p>	<p>Owner of commercial property in Commerce Street Kaitaia.</p>		
	<p>Foy Property Management Ltd</p>	<p>Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.</p>		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
<b>Felicity Foy - Partner</b>	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			
<b>Deputy Mayor Ann Court (Deputy)</b>	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
	District Licensing	N/A	N/A	N/A
	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 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	
<b>Ann Court - Partner</b>	Warren Pattinson Limited	Director	Building Company. FNDC is a regulator	Remain at arm's length
	Air NZ	Shareholder	None	None

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	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.
<b>David Collard</b>	Snapper Bonanza 2011 Limited	45% Shareholder and Director		
	Trustee of Te Ahu Charitable Trust	Council delegate to this board		
<b>Mate Radich</b>	No form received			
<b>Rachel Smith</b>	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 and Treasurer.		
<b>Rachel Smith (Partner)</b>	Property Owner.	Kerikeri.		
	Friends who work at Far North District Council.			
	Kerikeri Cruising Club.	Subscription Member.		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited	Director, Shareholder		
<b>Kelly Stratford</b>	KS Bookkeeping and Administration	Business Owner, provides bookkeeping, 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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	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
	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
	He Puna Aroha Putea Whakapapa	Trustee	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	Kawakawa Returned Services Association	Member	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	Whangaroa Returned Services Association	Member	May be perceived conflicts	Should conflict arise, step aside from voting should they apply for funds
	National Emergency Management Advisor Committee	Member		Case by case basis
	Te Rūnanga ā Iwi o Ngāpuhi	Tribal affiliate member	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 should there appear to be one
	Te Rūnanga ā Iwi o Ngāti Hine	Tribal affiliate member	Could have a perceived conflict of interest	Declare a perceived conflict should I determine there is a conflict
	Kawakawa Business and Community Association	Member		Will declare a perceived conflict should there appear to be one
	Chef and Barista	Opua Store	None perceived	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
<b>Kelly Stratford - Partner</b>	Māori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest, I would step aside from decision making
<b>John Vujcich</b>	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
<b>Mike Edmonds</b>	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
<b>Adele Gardner</b>	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub Committee	Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
<b>Partner of Adele Gardner</b>	N/A as Retired			



**Far North District Council**  
**Infrastructure Committee Meeting**  
**will be held in the Virtually via Microsoft Teams on:**  
**Wednesday 9 February 2022 at 9.30 am**

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**Te Paeroa Mahi / Order of Business**

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**1 KARAKIA TIMATANGA – OPENING PRAYER****2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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 Committee 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 TE TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

## 4 CONFIRMATION OF PREVIOUS MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3565038

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### PURPOSE OF THE REPORT

The minutes of the previous Infrastructure Committee meeting are attached to allow the Committee to confirm that the minutes are a true and correct record.

#### RECOMMENDATION

**That the Infrastructure Committee confirm that the minutes of the meeting held 24 November 2021 be confirmed 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 meeting 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 meeting.

#### 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. **2021-11-24 Infrastructure Committee Minutes - A3498448** [↓](#) 

**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>Compliance requirement</b>	<b>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>	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 on 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 the 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  
INFRASTRUCTURE COMMITTEE MEETING  
HELD VIRTUALLY VIA MICROSOFT TEAMS  
ON WEDNESDAY, 24 NOVEMBER 2021 AT 1.00 PM**

**PRESENT:** Chairperson Felicity Foy, Deputy Mayor Ann Court, Cr Dave Collard, Cr Rachel Smith, Cr Kelly Stratford, Cr John Vujcich, Member Mike Edmonds, Member Adele Gardner

**IN ATTENDANCE:** Shaun Clarke (Chief Executive Officer), William J Taylor, MBE (General Manager Corporate Services), Dean Myburgh (General Manager District Services), Andy Finch (General Manager Infrastructure and Asset Management), Darren Edwards (General Manager Strategic Planning and Policy)

## **1 KARAKIA TIMATANGA – OPENING PRAYER**

Cr. Rachel Smith opened the meeting with a karakia.

## **2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

### **APOLOGY**

#### **RESOLUTION 2021/37**

Moved: Chairperson Felicity Foy  
Seconded: Cr Rachel Smith

**That the apology received from His Worship the Mayor be accepted and leave of absence granted.**

In Favour: Felicity Foy, Ann Court, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich, Mike Edmonds and Adele Gardner

Against: Nil

**CARRIED**

## **3 NGĀ TONO KŌRERO / DEPUTATION**

Per Lugnet spoke on behalf of Northstar.

Manu Burkhardt spoke on behalf of FNR Group – Nga Ara o Te Hiku LTD

Kerry Thomas on behalf of Waka Kotahi to provide an update on a new roundabout project.

## **4 CONFIRMATION OF PREVIOUS MINUTES**

### **4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A3476232, pages 14 - 20 refers.

#### **RESOLUTION 2021/38**

Moved: Chairperson Felicity Foy  
Seconded: Member Adele Gardner

**That the Infrastructure Committee confirm that the minutes of the meeting held 13 October 2021 be confirmed as a true and correct record.**

<b><u>In Favour:</u></b>	Felicity Foy, Ann Court, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich, Mike Edmonds and Adele Gardner
<b><u>Against:</u></b>	Nil
<b>CARRIED</b>	

## 5 REPORTS

### 5.1 EASTERN WARD TREE REMOVALS REQUEST

Agenda item 5.1 document number A3439765, pages 21 - 27 refers.

<b>RESOLUTION 2021/39</b>	
Moved:	Cr Rachel Smith
Seconded:	Cr Dave Collard
<b>That the Infrastructure Committee recommend that Council:</b>	
a) approve the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive at an unbudgeted operational expenditure of \$27,000 plus GST	
b) approve the maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk at an unbudgeted operational expenditure of \$10,000 plus GST	
<b><u>In Favour:</u></b>	Felicity Foy, Ann Court, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich, Mike Edmonds and Adele Gardner
<b><u>Against:</u></b>	Nil
<b>CARRIED</b>	

## 6 INFORMATION REPORTS

### 6.1 KERIKERI WAIPAPA TRANSPORT NETWORK

Agenda item 6.1 document number A3437356, pages 28 - 51 refers.

<b>RESOLUTION 2021/40</b>	
Moved:	Deputy Mayor Ann Court
Seconded:	Cr Dave Collard
<b>That the Infrastructure Committee receive the report Kerikeri Waipapa Transport Network and associated attachments.</b>	
<b><u>In Favour:</u></b>	Felicity Foy, Dave Collard, Kelly Stratford, John Vujcich, Mike Edmonds and Adele Gardner
<b><u>Against:</u></b>	Ann Court and Rachel Smith
<b>CARRIED</b>	

## 6.2 INFRASTRUCTURE AND ASSET MANAGEMENT (IAM) MONTHLY BUSINESS REPORT FOR SEPTEMBER 2021

Agenda item 6.2 document number A3442791, pages 52 - 179 refers.

### RESOLUTION 2021/41

Moved: Chairperson Felicity Foy

Seconded: Cr John Vujcich

**That the Infrastructure Committee receive the report Infrastructure and Asset Management (IAM) Monthly Business Report for September 2021.**

In Favour: Felicity Foy, Ann Court, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich and Adele Gardner

Against: Nil

**CARRIED**

At 2:55 pm, Member Mike Edmonds left the meeting.

## 6.3 INFRASTRUCTURE COMMITTEE ACTION SHEET UPDATE SEPTEMBER 2021

Agenda item 6.3 document number A3486880, page 180 refers.

### RESOLUTION 2021/42

Moved: Cr Rachel Smith

Seconded: Chairperson Felicity Foy

**That the Infrastructure Committee receive the report Action Sheet Update November 2021.**

In Favour: Felicity Foy, Ann Court, Dave Collard, Rachel Smith, Kelly Stratford, John Vujcich and Adele Gardner

Against: Nil

**CARRIED**

## 5 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Cr. Rachel Smith closed with a karakia

## 6 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 3:20 pm.

The minutes of this meeting will be confirmed at the Infrastructure Committee Meeting held on 9 February 2022.

.....  
**CHAIRPERSON**

## 5 REPORTS

### 5.1 TOTAL MOBILITY SCHEME

**File Number:** A3521778

**Author:** Keith Kent, Transport Planner

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to seek the approval of the Infrastructure Committee to assign local share funds to Northland Regional Council to support delivery of an introductory Total Mobility Scheme in the Far North District.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- In December 2020, the Far North District Council endorsed the development of a Total Mobility Scheme as one of the planning activities in the Far North District Council Integrated Transport Plan recommended programme.
- The Far North District Council Long Term Plan 21-31 holds \$31,000 local share in Operational funds to assist the Northland Regional Council in the development of Total Mobility services in 2022.
- Northland Regional Council propose to introduce the Total Mobility Scheme into the Far North district starting with Kerikeri in July 2022 as a trial to monitor uptake.
- Northland Regional Council request that the Far North District Council assign them the local share of \$31,000 so they can implement the project.

#### TŪTOHUNGA / RECOMMENDATION

**That the Infrastructure Committee approves the assignment of Total Mobility Scheme local share operational funding of \$31,000 to the Northland Regional Council.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

In December 2020, the Far North District Council (FNDC) endorsed the development of a Total Mobility Scheme as one of the planning activities in the FNDC Integrated Transport Plan (ITP) recommended programme.

The FNDC Long Term Plan (LTP) 21-31 holds \$31,000 local share in Operational funds to assist the Northland Regional Council (NRC) in the development of Total Mobility services in 2022. A further \$155,000 of local share has been set aside to assist NRC with service maintenance contributions in future years.

As operational funding managers of the Waka Kotahi (New Zealand Transport Agency) Public Transport activity class and Total Mobility work category, NRC request that FNDC assign them the local share of \$31,000 currently allocated to Total Mobility within the LTP 2021-2023 so they can implement a proposed introductory project in Kerikeri.

With the nature and profile of this project, it is considered appropriate for the Infrastructure Committee to confirm the decision.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

##### Proposal

NRC have prepared a report for FNDC setting out a proposal to implement the Total Mobility Scheme starting in Kerikeri July 2022. This is provided in **attachment 1. 'Proposed Kerikeri Total Mobility Scheme October 21 – A3548749'**

Key features of the report and proposal include:

- Relevant legislative context – the Land Transport Management Act (LTMA) 2003 legislates for Regional Councils to assist people that were physically unable to use public transport by providing 50% subsidised taxi travel initiating Total Mobility Schemes in the Region that are administered by NRC
- Regional context – the Regional Public Transport Plan 2021-2031 contains a significant amount of reference material on the topic of Total Mobility
- Outline of scheme operational requirements – client eligibility criteria, subsidy fare share and payment mechanism, service operator requirements
- Details of historic decisions taken by Councils regarding declined scheme participation. Only Whangarei District Council have participated in the Total Mobility scheme
- Recent relaxation to the requirement for affiliation of service providers to Approved Taxi Organisation (ATO)
- Filling the void left by the expiry of Age Concern Kerikeri scheme in April 2021 which has provided similar service to Total Mobility for many years
- Collaborative efforts between NRC and FNDC leading to funding provision in the LTP, the Regional Land Transport Plan (RLTP) and the Regional Public Transport Plan (RPTP).
- Potential adoption of alternative delivery model based on Environment Canterbury's Community Vehicle Trusts (CVT) which is more suited to isolated Northland areas with few service providers. This initiative provides funding towards a vehicle that community trust volunteer drivers use to provide health appointment transport services. The regional council also provide assistance in setting up the community trust. The Community Vehicle Trust website indicates that there are 16 trusts currently operating in the Environment Canterbury region
- Proposed implementation staging:
  - Stage 1: Discussion with Age Concern Kerikeri on reinstatement of their transport scheme which provided transport subsidies for over 65s and used transport operator services such as 'Driving Miss Daisy' and 'Health Drive'
  - Stage 2: FNDC and NRC redevelop the Age Concern Kerikeri scheme in line with the national Total Mobility Scheme. Client eligibility criteria would need to encompass level of mobility in addition to age
  - Stage 3: Seek organisations in Kerikeri that would like to become assessing agencies for client's eligibility to register as users. NRC would travel to Kerikeri to train and support agencies and operators
  - Stage 4: Seek other potential transport operators and assess their eligibility to become registered transport providers in addition to 'Driving Miss Daisy' and 'Health Drive'

## Discussion

FNDC are unable to undertake this work as Total Mobility is a work category under the Public Transport activity class that sits under NRC control as operating managers. Provision of related entries in the LTP was the agreed financial mechanism to obtain the necessary local share to contribute to NRC's development of the Total Mobility Scheme in the Far North.

If the Kerikeri scheme is successful, NRC suggest that this Total Mobility Scheme model could be introduced in other towns such as Kaikohe and Kaitaia.

The following two options are offered for consideration:

**Option A:** Provide local share funding to NRC (recommended)

- Facilitates the delivery of national, regional and local objectives and benefits as defined in the FNDC adopted Integrated Transport Plan, Benefits Realisation Plan including:
  - Government Policy Statement – Transport 2021 priority: Inclusive Access – Enabling all people to participate in society through access to health care
  - Ministry of Transport – Transport Outcomes Framework: Inclusive access
  - Waka Kotahi Land Transport Benefits Framework: Impact on community cohesion
  - Regional Land Transport Plan 21-27 priority: Provide people with better transport options & consider the needs of the transport disadvantaged
  - FNDC Long Term Plan 21-31 objective: Connected
  - FNDC Integrated Transport Plan Benefit: District resource allocation delivering community transport needs
- Enables NRC to administer and operate the Total Mobility Scheme in the Far North with full cooperation and involvement of FNDC with minimal resource investment

**Option B:** Decline request for local share funding

- The Total Mobility Scheme related national, regional and local objectives and benefits would not be achieved
- NRC cannot implement Total Mobility initiatives in the Far North without local share as the regional council does not rate for Total Mobility services in the Far North
- FNDC cannot undertake this work independently because Total Mobility is a work category under the Public Transport activity class of the National Land Transport Fund that sits under NRC control as operating managers
- Council would need to approve the removal of Total Mobility Scheme initiatives from the FNDC Integrated Transport Plan and notify the Disability Action Group accordingly
- Council would need to seek approval of the Regional Council (via a paper to the Regional Transport Committee) to remove all association and reference to Total Mobility activity in the Far North as currently recorded in the Regional Land Transport Plan and Regional Public Transport Plan
- Allocated local share \$31,000 in LTP 21-31 would need to be declared surplus through a proposed change in the 2022/23 Annual Plan

**Take Tūtohunga / Reason for the recommendation**

Option A, providing NRC with the local share funding is recommended as Total Mobility is one of the planned action areas of the FNDC Integrated Transport Plan and will deliver a significant number of national, regional and local benefits, primarily to the transport disadvantaged communities of the Far North District.

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

The FNDC LTP 21-31 holds \$31,000 local share in Operational funds as a sub-activity of 'Improvements identified in FNDC Integrated Transport Strategy & high level DS'. The LTP presents this in the table entitled 'Funding Impact Statement – Roothing and Footpaths' under the heading of 'Applications of operating funding – Payments to staff and suppliers'. This allocation was included to assist the Northland Regional Council (NRC) in the development of Total Mobility services in 2022. A further \$155,000 of local share has been set aside to assist NRC with service maintenance contributions in future years.

NRC require FNDC's full local share of LTP \$31,000 to implement their proposal. They will seek to maximise the available subsidy Funding Assistance Rate (FAR) from Waka Kotahi's Total Mobility Work Category 517 and provide any necessary remaining amounts to implement the project.

The attached report contains preliminary costing options / Scheme expenditure for NRC's proposal in Kerikeri. The options demonstrate the increasing level of service in terms of number of trips per day relative to increasing levels of investment. Option 4 demonstrates the level of service attainable with the proposed level of investment requested by NRC. It should be noted that these cost options are provided for indicative purposes only at this stage and will be subject to refinement and reporting to Council if the scheme proceeds.

### **ĀPITIHANGA / ATTACHMENTS**

- 1. Proposed Kerikeri Total Mobility Scheme October 21 - A3548749** [↓](#) 

**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>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>	This report has a high degree of significance as it has the potential to cease an agreed planned transport activity and negatively affect a minority group.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Integrated Transport Strategy FNDC Integrated Transport Plan FNDC Long Term Plan 21-31 NRC Regional Land Transport Plan 2021-2031 NRC Regional Public Transport Plan 2021-2031 Far North 2100 Regional Accessibility Strategy
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 issue has district wide relevance as an activity identified for action in the FNDC District-wide Integrated Transport Strategy.
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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The implications for Māori are not materially different from any other group in the community.
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 views of persons with mobility impairment as represented through the Disability Action Group have not been obtained.

State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered in section 3.
Chief Financial Officer review.	This report has been reviewed by the Chief Financial Officer.

## **Total Mobility Scheme Background**

In the early 2000's the government legislated (Land Transport Management Act 2003) that Regional Councils across New Zealand would assist those living in their regions who were unable to utilise public transport (bus) by administering and co-funding a subsidised transport scheme where eligible clients would receive 50% discount on taxi travel. A number of eligibility criteria applied to both intending passengers and the transport providers.

The main eligibility criteria for clients at the time was their inability to fully complete a public transport journey unaided, which included walking to their nearest bus stop, identifying the bus they required as it approached, to board and alight the bus safely, and to make their way home again.

The main operator restriction was that transport providers must be part of an approved taxi organisation (ATO). This was to give consistency across the country in terms of service provision, quality of vehicle, passenger safety and to restrict opportunities for fare gouging.

Travelling passengers paid 50% of their fare at the completion of their trip, and the remaining 50% was invoiced by the operators to councils and shared by Transfund (now Waka Kotahi) and the councils. The financial assistance rate (FAR) for councils was initially 50 – 53%.

The Northland Regional Council responded to this requirement by preparing to strike a regional Transport rate to secure the local share needed. At that time, both Kaipara and Far North District Councils were opposed to the rate being introduced, however Whangarei District Council decided to provide the local share for the Whangarei District Scheme, on the understanding that the NRC would administer the scheme.

The Whangarei Scheme has an annual operational budget of a maximum of \$300,000 per annum. 40% (\$120,000) of this is funded by the Whangarei District Council, and 60% (\$180,000) by Waka Kotahi. The Whangarei total mobility scheme has 1249 clients, and four service providers.

The funding is provided by Waka Kotahi on the understanding that the Scheme is provided on a nationally consistent basis, and therefore has several criteria around eligibility, assessment, and operation of the Scheme.

There has also been a number of changes to the operator requirements over the years, one important change being that transport providers no longer need to be affiliated with an ATO. Acceptance as a transport provider is not automatic, there is an application process and the applicant's ability to adhere to the Scheme requirements is assessed at the time of application.

NRC has received a number of requests over recent years to provide a Total Mobility Scheme in both the Mid and Far North, however the main barriers to addressing these has been the provision of the local share required and the lack of approved transport providers. In August 2020, a consultant completed a review of what transport services were in operation in Northland and provided a number of recommendations as to what the way forward might be.

<https://www.nrc.govt.nz/media/gxhrlzm/northland-transport-needs-final-report-oct-2020.pdf>

In the more isolated areas of Northland, it was considered that a total mobility scheme may not be feasible due to the absence of a suitable service provider. NRC is reviewing an alternative option for these areas, based on the Environment Canterbury's Community Vehicle Trusts (CVT).

However, it has recently come to the attention of the NRC that a subsidised transport scheme similar to Total Mobility was being run by Age Concern in Kerikeri until mid 2021.

In 2004 a one-off grant from the Ministry of Health was successfully sought by Age Concern for a pilot transport scheme in the Mid North with the primary objective of improving the quality of life of the older persons. The concept was in line with the Aging in Place Strategy, which had the aim of enabling people to travel for necessary health and social reasons, and in turn this would enable people to stay in their own homes for as long as they wanted to.

After 2004, funding was provided by the then Te Tai Tokerau Health Organisation. A number of merges since then sees this now known as Mahitahi Primary Health Enterprise (PHE).

The scheme has been run very simply over the years. There was no official assessment process undertaken, and the only eligibility criteria was that clients were required to be aged 65 and over. A book of ten vouchers was issued to each client, who in turn gave a voucher to the driver at the time of travel, and these were returned to Age Concern Kerikeri with a monthly invoice.

The serviced area was between Kaikohe, Okaihau, Moerewa, and Kerikeri, and Kawakawa and Whangarei Hospital. Subsidy provided was a maximum of \$20 **per one way trip**. Kerikeri transport operators were Driving Miss Daisy and Health Drive, and in Paihia and Opuia there were also two operators, Haruru Falls Cabs and Dial A Ride.

Unfortunately, Mahitahi PHE advised Age Concern Kerikeri in April 21 that funding would be discontinued from the start of the 21.22 financial year. As a result, the scheme is not currently available for residents of the Mid North.

The purpose of this paper is to request agreement from the Far North District council to the implement of a Total Mobility Scheme for the far north.

NRC worked with the FNDC programme planners and applied for subsidy from the national land transport fund via the 2021/2024 Regional land Transport Plan for subsidy to implement a small total Mobility Scheme in the Far North District, and to source the required local share via the Far North District Council long term Plan.

Waka Kotahi have approved a total expenditure of up to \$100,000 across the Far North District – and will subsidise the local share required at 60% FAR. This equates to \$60,000 from Waka Kotahi (60%) and \$40,000 from FNDC (40%). This was intended as a starting point to roll out a Total Mobility Scheme across the Far North district in areas where there were existing operators. Kerikeri would seem to be the ideal location to launch the first scheme.

The implementation would be staged as follows:

Stage one would be to discuss with Age concern Kerikeri the possibility of providing them with funding to re-instate the transport scheme they had in place, and the changes that would be required.

Stage two would be to bring that scheme more in line with the national total mobility scheme, and ensure it is meeting all the mandated requirements in terms of assessments for eligibility, conditions of travel and more as detailed in Waka Kotahi's Policy Guide for Local Authorities:

<https://www.nzta.govt.nz/assets/resources/total-mobility-scheme/docs/Total-mobility-scheme-local-authorities.pdf>

FNDC and NRC would work together to agree on a number of rules such as maximum fares, the boundary the scheme would operate in, what reporting would be required and the process to be followed in the event the uptake is so large that more funding is required.

Stage three would be to seek other agencies in Kerikeri who would be interested in becoming an assessing agency for their clients and open the scheme up for other eligible residents of Kerikeri.

Stage four would be to seek other transport operators, and assess their ability to meet the requirements to become a registered transport provider

It is envisaged that NRC staff would administer the Scheme and would initially travel to Kerikeri on a regular basis to train assessors and providers, and to provide support to the agencies and operators.

If successful, and with FNDC's permission, this model could be introduced in other towns such as Kaikohe and Kaitaia, depending on the budget available

Costing options/Scheme expenditure:

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Suggested Kerikeri Total Scheme cost - maximum	\$25,000	\$35,000	\$45,000	\$75,000
FNDC Share – 40%	\$10,000	\$14,000	\$18,000	\$30,000
Waka Kotahi Share – 60%	\$15,000	\$21,000	\$27,000	\$45,000
Maximum one-way fare	\$20.00	\$20.00	\$20.00	\$20.00
Number of one-way trips per annum	1250	1750	2250	3750
Number of one-way trips per day	3.4	4.8	6.1	10.3

Extract from latest Age Concern Kerikeri newsletter for information

WINTER 2021 5

## From the Managers Desk

We have had a very busy last few months. Shirley and Kayla have presented Safe with Age in Whangarei (2 times), Dargaville, and Jane Mander Retirement Village in Whangarei, Paihia and Kerikeri.

There are two more workshop one in Whangarei and one at the Bream Bay Retirement Village in Ruakaka. The interest in Safe with Age for senior drivers has been really rewarding, we have kept a register of those that missed out on the Kerikeri and Whangarei workshops, so if you missed out expect a phone call from us to give you our future workshop dates. We have also been presenting workshops on Life without a Car, which some had renamed "there is no life without a car in Northland", this of course is true, we have limited public transport. Access is very poor, making it difficult for people to manage their health and social activities. I long for people to be still talking passionately about "positive ageing, giving the older person independence, improving quality of life and enabling them to remain in their own homes".

Other activities include the Strength and Balance in Kaikohe and Kerikeri, both areas have enthusiastic weekly attendees. Many are pleased to tell us how their physical ability has improved and how much they enjoy the social interaction.

Our digital learning (tech for seniors) has a steady flow of requests from people wanting to learn. To meet this demand a volunteer tutor will assist on a Friday. It is great to see so many wanting to be able to manage their lives through technology. Remember tech training is by appointment, so give us a call on 407 4474 to make an arrangement.

### PLEASE READ IF YOU USE THE TAXI AND RECEIVE/CLAIM THE \$20 SUBSIDY:

**AS FROM 1 MAY 2021  
WE ARE UNABLE TO  
OFFER THE SUBSIDY.**

In 2004 Age Concern Mid North successfully secured funding from the Ministry of Health for a pilot scheme to provide for a subsidised taxi service in the Mid North of Northland. At that time we offered the service where there was a licensed taxi provider.

The aim of the project was to subsidise taxi fares for older people for all reasons, but especially to ensure

the ability of clients to access doctors, specialists, health promotion and social activities. The initiative was proposed in response to the Ageing in Place Strategy which was aimed at encouraging people to stay well both physically and mentally and be able to stay in their own homes as long as they wish to. The Ministry of Health funding was a one off and in late 2004 we made a successful funding application to the then Te Tai Tokerau Primary Health Organisation. TTPHO was later to be merged with Manaia PHO and became Mahitahi Primary Health Enterprise (Mahitahi PHE). Since 2004 we have been fortunate enough to have had funding to provide this service to the older people of the Mid North. We have always appreciated the funding. Over the years the service has grown, and those clients using the taxi subsidy will know that we have adjusted the subsidy over the years. The service has attracted new providers, Driving Miss Daisy and Health Drive, both providers deliver their service across the Mid North, in the Bay of Islands Dial a Ride and Haruru Cabs have been delivering the service for many years. These providers are a valuable eyes and ears of our community and we so appreciated their feedback and willingness to assist whenever needed.

**I have given the background to how we were able to provide the service to our older community and to endorse that the funding over the 17 years has been appreciated. In April 2021 we were informed that the funding will not continue beyond this financial year. This means that we will not be able to continue to offer this service, if you have any concerns please contact us on 407 4474 we will do our best to answer your questions and assist you the best we can.**

Your annual subscription form will be included with the newsletter, we will have an eftpos machine at the office in June to receive your payment, our bank account number is on the subscription form which means you can pay by internet banking. If you come into the office to pay it is our opportunity to thank you for being a member, and get to know you a little better.

For some the taxi subsidy will be a sad loss, currently we are looking at other funding options that will cover urgent transport assists.

*Juen Duxfield*

## 6 INFORMATION REPORTS

### 6.1 TOURISM INFRASTRUCTURE FUND ROUND 4 - FREEDOM CAMPING STUDY

**File Number:** A3473099

**Author:** David Clamp, Manager - Major and Recovery Projects

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To present tourism infrastructure fund Round 4 report "Freedom Camping Study Tif-R4-005f FNDC.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The report considers all forms of camping across the Far North district, but the primary focus is on demand for low-cost or free camping. It considers the current supply of campsites and holiday parks across the district, including those provided by commercial operators, DoC and others. It addresses all campers visiting the district regardless of origin (locals, Northlanders, other New Zealanders and overseas visitors).

The work began with an infrastructure focus but uncovered some wider issues which are included in the report as they should influence infrastructure planning.

#### TŪTOHUNGA / RECOMMENDATION

**That the Infrastructure Committee receive the report "FREEDOM CAMPING STUDY TIF-R4-005F FNDC".**

#### TĀHUHU KŌRERO / BACKGROUND

In preparing applications to the Tourism Infrastructure Fund for 2019/20 project funding it became clear that significant growth in the number of visitors choosing to tour and freedom camp in the Far North was placing an increasing strain on camping facilities. It was apparent that a review of these facilities and the current freedom camping situation was required to ensure the best-value solutions were considered and that strong data was available to support external funding applications.

An ever-increasing number of Far North residents and visitors are choosing to camp at a wide range of campsites and scenic spots right across the district. This is putting significant pressure on DoC and commercial camping sites.

Those who cannot find 'formal' camping sites then tend to join the large number of people already enjoying the freedom camping experience, turning scenic public areas into freedom camping 'hotspots' - particularly in peak season.

Covid-19 had no detrimental effects on camping numbers over the 2020/21 summer season and in fact numbers were likely higher overall with domestic visitors the vast majority. Covid-19 continues to cause major disruption to international and regional travel. The Delta strain is changing the way we approach the pandemic, and the shape of the upcoming 2021/22 peak tourist season is an unknown. The infrastructure issues addressed in this report are still relevant.

The Freedom Camping Act does not allow local authorities simply to ban freedom camping so the activity needs to be managed. This means encouraging and enabling responsible freedom camping behaviour and ensuring that there is adequate supply to meet demand. 'Supply' should not be read exclusively as freedom camping locations - it can also mean low-cost commercial or privately managed camping spots and overnight park-up areas in our towns where campers can safely stay while supporting local businesses.

Most travellers want to do the right thing, but it is frequently difficult for them to know or find out where they can stop and camp legally. There is little consistency across the country and travellers can unwittingly travel from one council jurisdiction to another and be subject to an entirely different

set of freedom camping restrictions. Some councils have developed bylaws governing freedom camping, some use a reserves bylaw, some have guidelines and yet others have none of these, meaning they choose to take a permissive approach.

The MBIE funded (\$249k 2020/21) Kaitiaki Rangers programme has been a highly successful initiative over the last three years and has contributed significantly to the management of campers during the peak season. Unfortunately MBIE has very recently announced funding will no longer be provided for the Responsible camping program. Alternate funding options need to be considered to keep the program running.

Freedom camping has not been formally addressed by the Far North District Council since 2016 when a freedom camping policy was developed. At that time the Council chose not to develop a Freedom Camping bylaw but to use instead the Reserves bylaw to restrict freedom camping in some areas. The reserves bylaw has since expired but many of the restrictive camping signs remain in place. In addition, some out-of-date documents, such as the policy, are still in the public domain.

### **MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**

There is no clearly nominated 'owner' within the Far North District Council of freedom camping issues and opportunities; nobody who really understands the issues and represents the topic in strategic discussions, policy development or in planning changes. Management of freedom camping is dependent on MBIE funding and, at peak, must often be rushed.

The report recommends the development of a Responsible Camping strategy for the Far North that considers the following;

1. Better leverage and publicise existing infrastructure
  - a) Aim to increase camping supply and spread the infrastructure burden over peak camping periods through a number of options listed in the report.
2. Provide more toilets and dump-stations on key tourist routes
  - a) The review identified a shortage of dump-stations (particularly the Cape Reinga area, the Hokianga and Doubtless Bay)
  - b) A new toilet block is also recommended at Te Paki Stream
3. Provide better information
  - a) provide information that is sufficiently clear and complete to help campers do the right thing. (Websites and signage)
4. Adopt a regulatory approach where education trumps enforcement
  - a) A freedom camping bylaw is not recommended. Lessons learned from other councils indicate that it does not provide much benefit and results in increased enforcement and legal costs.
  - b) So far, an educational approach (rather than a focus on enforcement) has been successful for Far North District Council, with low levels of complaints since the introduction of the Kaitiaki Ranger programme
5. Encourage campers to take responsibility
6. Trial 'smart bins' to reduce rubbish overflow
7. Extract additional value from camping visitors
  - a) The provision of adequate facilities will encourage campers to stay longer, visit more commercial visitor attractions and continue to spend money in the area
  - b) allow other individuals or organisations with suitable land to provide camping spaces at peak season
  - c) Explore user pays as an option for new infrastructure
8. Allocate dedicated resource/s

- a) Allocate dedicated resource and strategic guidance and ownership to this topic
9. Work towards a more 'joined up' approach
- a) work with adjoining local authorities to develop common standards for signage
  - b) think Northland-wide in terms of information sharing.
  - c) participate in the national Responsible Camping Forum to help develop national standards

The document will be used to support infrastructure planning and to provide the data and background required to support external funding applications.

Report recommendations would be adopted subject to the approval of a costed implementation plan

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

Nil.

### **ĀPITIHINGA / ATTACHMENTS**

1. Attachment - TIF R4 Freedom Camping Study FINAL Report - 281021 - A3572966 [↓](#) 



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HIKINA WHAKATUTUKI

# FREEDOM CAMPING INFRASTRUCTURE REVIEW

JUNE 2021



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## Introduction

Huge growth in camper numbers is putting pressure on campsites across the region with commercial sites fully booked months ahead of peak. More campers are spending time freedom camping. This report looks at what impact this has on infrastructure requirements across the Far North (especially at peak) and makes recommendations for future changes and investment.

It examines past, present and possible future freedom camping patterns within the district and considers the various management options available to Council. A range of work undertaken in recent years to understand the Northland freedom camping experience has indicated a need for the development of a freedom camping policy, direct provision of designated sites and facilities, provision of Rangers at peak periods, and basic leaflets and website content.

This report provides guidance (looking up to five years ahead) on futureproofing related to freedom camping and how Council can anticipate the growth in demand. It focuses primarily on recommendations related to infrastructure but also provides guidance for future operating models and input to both operating and capital budgets.

### Timing and the impact of the COVID-19 pandemic

This report would originally have been presented in December 2020, but it was delayed intentionally to ensure that we were able to capture the impact of the pandemic over the peak periods of Summer 2020/2021 and Easter 2021. We wanted to take advantage of the unique opportunity to assess the Northland freedom camping landscape in the context of an almost-exclusively domestic visitor base.

Covid-19 continues to cause major disruption to international and regional travel. The Delta strain is changing the way we approach the pandemic and the shape of the upcoming 2021/22 peak tourist season is an unknown. The infrastructure issues addressed in this report are still relevant.

### Scope

The report considers all forms of camping across the Far North district, but the primary focus is on demand for low-cost or free camping. It considers the current supply of campsites and holiday parks across the district, including those provided by commercial operators, DoC and others.

It addresses all campers visiting the district regardless of origin (locals, Northlanders, other New Zealanders and overseas visitors).

The work began with an infrastructure focus but uncovered some wider issues which are included in the report as they should influence infrastructure planning.

As a result, the report also considers:

- Environmental issues at unapproved sites
- Options for reducing operational costs and
- How to extract additional value from visitor numbers
- How to improve the provision of information

For the purposes of this report infrastructure includes parking, toilets, potable water, showers, dump-stations and waste/rubbish collection. Terms used in this report to describe camping and site types are included in the Definitions appendix.

Any changes beyond five years ahead, business cases and consultation are out of scope.

This work was made possible with funding support from the Ministry of Business Innovation and Employment (MBIE) through the TIF (Tourism Infrastructure Fund).

## Executive Summary

### The Key Issue

An ever-increasing number of Far North residents and visitors are choosing to camp at a wide range of camp-sites and scenic spots right across the district. This is putting significant pressure on DoC and commercial camping sites.

Those who cannot find 'formal' camping sites then tend to join the large number of people already enjoying the freedom camping experience, turning scenic public areas into freedom camping 'hotspots' - particularly in peak season.

Complicating this picture is the fact that freedom camping in the Far North is now largely unregulated. Many restrictive camping signs and policy documents relating to a now-expired Reserves bylaw simply aggravate the confusion, among ratepayers and campers alike, surrounding freedom camping in the district.

Doing nothing is not an option, in our view. Camper numbers will continue to grow. Numbers will become unmanageable at some locations. Resident and visitor dissatisfaction will result. Health and safety of visitors, residents, and staff will be compromised.

The Freedom Camping Act does not allow local authorities simply to ban freedom camping so the activity needs to be managed. This means encouraging and enabling responsible freedom camping behaviour and ensuring that there is adequate supply to meet demand. 'Supply' should not be read exclusively as freedom camping locations - it can also mean low-cost commercial or privately managed camping spots and overnight park-up areas in our towns where campers can safely stay while supporting local businesses.

### A permissive Freedom Camping Act

The scope of the Freedom Camping Act 2011 applies to "camping, other than at a camping ground, using one or more of the following:

- a tent or other temporary structure
- a caravan
- a car, campervan, house truck or other motor vehicle.

More broadly, freedom camping can be described as camping for free outside of an established camping area, either in a vehicle or tent on public land close to roads, the foreshore or a walking /cycling trail. The Freedom Camping Act permits freedom camping on local authority and conservation land, unless the administrators of that land prohibit or restrict it under a bylaw, or any other enactment.

Feedback from Northland's Kaitiaki Rangers supports the assumption that many New Zealanders now view freedom camping as a right or entitlement.

MBIE has recently sought feedback on specific changes related to self-containment and regulatory tools but is not seeking to make wider changes to the Freedom Camping Act.

### Inconsistency across Councils is confusing

Most travellers want to do the right thing, but it is frequently difficult for them to know or find out where they can stop and camp legally. There is little consistency across the country and travellers can unwittingly travel from one council jurisdiction to another and be subject to an entirely different set of freedom camping restrictions. Some councils have developed bylaws governing freedom camping, some use a reserves bylaw, some have guidelines and yet others have none of these, meaning they choose to take a permissive approach.

Similarly, there is no national standard for signage and interpretative material. Nor any centralised repository for freedom camping information. And sources of local information can be hard to find.

**The Far North - strategic and regulatory gaps**

Freedom camping has not been formally addressed by the Far North District Council since 2016 when a freedom camping policy was developed. At that time the Council chose not to develop a Freedom Camping bylaw but to use instead the Reserves bylaw to restrict freedom camping in some areas. The reserves bylaw has since expired but many of the restrictive camping signs remain in place. In addition, some out-of-date documents, such as the policy, are still in the public domain. This all serves to confuse campers.

The stated objectives of the 2016 policy were:

- Ensure visitors are aware of where they may camp in public places
- Ensure visitors are safe
- Prevent nuisance
- Prevent damage to the environment and facilities<sup>1</sup>

The first of these objectives is not being met and overcrowding poses risks to the other objectives.

There is no clearly nominated 'owner' within the Far North District Council of freedom camping issues and opportunities; nobody who really understands the issues and represents the topic in strategic discussions, policy development or in planning changes. Management of freedom camping is dependent on MBIE funding and, at peak, must often be rushed. This report outlines many opportunities to manage the freedom camping challenges the district faces more effectively.

This diagram shows the typical elements required to successfully manage freedom camping. Currently there are gaps in the Far North District Council's approach in all four areas, with all effort initiated and expended at the day-to-day operational level (bottom right). This team appears stretched. We feel there are significant opportunities for improvement.



<sup>1</sup> FNDC "Camping in Public Places Policy" document no A1788685

## Recommendations

### 1. Develop a Responsible Camping strategy for the Far North

Develop a strategy<sup>2</sup> for freedom, or 'responsible', camping across the district so that future provision and delivery is intentional and consistent rather than accidental and ad hoc. This should:

- be guided by the Freedom Camping Act and encompass all camper types and modes
- makes it easy for campers to behave responsibly / do the right thing
- focus on education over enforcement
- ensure that freedom camping considerations are routinely considered in other strategic planning discussions

The strategy would set Far North District Council's goals for responsible camping and would set out the preferred regulatory approach (permissive/restricted, bylaw-defined/policy-defined - see section 5 below). It would set standards for matters such as camping infrastructure provision (to drive consistency and improve suitability over time) and communication and information-sharing (including signage) to align with the regulatory approach and good practice.

The first steps would be to agree goals and develop a Terms of Reference. More information is included later in the body of the report, but the strategy should incorporate the following considerations:

### 2. Better leverage and publicise existing infrastructure

There are many ways that the Far North District Council might increase camping supply and spread the infrastructure burden over peak camping periods:

- At peak season council could allow dusk-till-dawn (5:30pm to 8:00am) overnight parking/camping (one night only) at all public car parks with toilets – specifying a three-metre spacing for safety (as many vehicles will use gas for heating and cooking). Put signage in place and website information to support this.
- Consider opening up other reserves where outdated signage indicates camping is not permitted.
- Work out a simple set of rules that allows individuals/businesses/schools/clubs to give over some of their private land to 'user pays' camping for self-contained campers. It is suggested that this occurs only at peak times and only for up to 60 days a year<sup>3</sup>. List these locations, along with all commercial and DoC sites, on the website and relevant apps.
- Ensure that all public toilets, showers, transfer stations and dump-stations are listed on all popular maps and apps (e.g.: Campermate, Google Maps, AA maps). There are currently some omissions. Maintain the currency of this information as new facilities are added.
- Set and maintain minimum facility standards for designated Far North District Council 'Responsible Camping' sites. For example: toilets, some hard-standing parking, grass for tents, good clear signage.
- Change some standards to ensure that all public toilets are available 24/7 and all contain waste bins for toilet-related waste such as nappies. New approaches should be investigated for security (such as cameras and encouraging community reporting direct to the police). All toilet facilities should have at least one toilet open 24 hours. In the past it seems that if there has been bad behaviour such as vandalism FNDC has chosen to close locations overnight, using gates, or lock toilets. This makes the facilities inaccessible for all and can drive the wrong behaviour, such as forcing campers to toilet in the wild.
- Open up and promote existing locations with public showers (such as Melba St Kaitaia, and Te Hononga at Kawakawa.)
- Liaise with commercial campgrounds, and where operators allow dump-station access for a fee, add this information to the website.

<sup>2</sup> More information in "Project 7" later in this report

<sup>3</sup> To be assessed on a case by case basis for each location

### 3. Provide more toilets and dump-stations on key tourist routes

The original focus of this work was to identify infrastructure gaps. The review identified a shortage of dump-stations (particularly the Cape Reinga area, the Hokianga and Doubtless Bay) with campers having to travel long distances to safely dispose of toilet waste (see 'Current toilet provision in the district' on page 40.)

Campers frequently need to empty their toilet cassettes every few days and they are unlikely to travel long distances to do this. The absence of a good network of dump-stations is likely to drive the wrong behaviour such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location. All toilet and dump-stations should be added to public maps and apps.

Projects recommended for priority delivery are:

- New dump-stations at
  - Te Paki Road/Cape Reinga Road (project 1)
  - Kohukohu (project 4)
  - Taipa (project 3)
  - Waipapa Sports hub (project 6). This dump station will replace Cobham Rd which is not easily accessible by large vehicles.
- A new toilet block is also recommended at Te Paki Stream (project 2)

The Te Paki developments would be a partnership between Far North District Council and Ngati Kuri. Council would provide and own the asset and Ngati Kuri would provide land access through a formal structure such as a license to occupy or MOU. There are other commercial opportunities for tourist activities near the site at Te Paki Stream, notably overflow for overnight stays, but without waste management infrastructure these cannot go ahead.

Far North District Council should set a standard for in-town dump-stations and remote, vault-style dump-stations. And all toilets and public dump-stations should be added to public maps and signposted well from main roads.

### 4. Provide better information

We know that most campers want to do the right thing and behave responsibly but we do not currently provide information that is sufficiently clear and complete to help them do the right thing.

Signage should be upgraded to be clearer and aligned with the Act, and should clearly communicate:

- what campers can and can't do at each location and exactly where they can set up camp
- information on how to avoid damage to local features such as waterways, dunes, wildlife
- information on nearest location of dump-stations and waste recycling and disposal points.

Rangers should have specifically designed handout information, in a dedicated pack, to share with campers.

The Far North District Council website should be updated to include responsible camping information, where camping is and isn't permitted, and links to other providers - for example, commercial operators, DoC, etc.

Providing greater clarity on where people can and can't camp is key. Ideally actions will spread the load of campers across more locations. For example, opening all car-parks with toilets to overnight responsible campers, as discussed in section 2 above.

The NZMCA survey data shows that many freedom campers assume we do have a bylaw and that they can only camp at designated spots or those listed in various apps. This is only reinforced by the legacy 'no camping' signs that they see on some reserves and car parks throughout the district. This is confusing for campers and only serves to contribute to overcrowding in some spots at peak. These signs should be removed, and key camper apps and maps updated with complete data.

#### **5. Adopt a regulatory approach where education trumps enforcement**

A freedom camping bylaw is not recommended. Lessons learned from other councils indicate that it does not provide much benefit and results in increased enforcement and legal costs. In addition, a bylaw would require a detailed site assessment for every potential freedom camping area in the district and would have to be reviewed regularly.

So far, an educational approach (rather than a focus on enforcement) has been successful for Far North District Council, with low levels of complaints since the introduction of the Kaitiaki Ranger programme (see page 29). However, any strategy work does need to consider the legal context, including an update on whether the Reserves bylaw will be updated and exploring how this would impact campers and information sharing.

The Kaitiaki Ranger programme should be resourced sufficiently to allow:

- training for all rangers before the season starts
- coverage of all key areas
- uniforms for visibility and safety
- use of technology for better data collection

#### **6. Encourage campers to take responsibility**

Freedom camping is not free of responsibility. Responsibility for the environment, responsibility for the safety of others, etc. The information programme will help this but there are infrastructure impacts too. While recognising that some rubbish facilities are essential at recreational areas it is recommended that a 'pack in and pack out' approach is encouraged. This is fair to ratepayers who pay to dispose of their waste. Educate campers to come prepared to pack-in and pack-out and tell them where they can buy approved rubbish bags and dispose of rubbish as they travel out. The exception may be wharfs and any hotspots where RSL says there is a big issue, such as bins for toilet-related waste (e.g.: nappies) in public toilets. This is discussed further in section 7 below.

Where campers see or experience unsafe or illegal behaviour (e.g.: violent or threatening behaviour, unsafe driving on beaches, etc) they should be encouraged and enabled to call police on \*105.

#### **7. Trial 'smart bins' at four locations**

A 'pack in and pack out' policy notwithstanding (see section 6 above), there are some camping and recreation hotspots where rubbish accumulates from a combination of day visitors, locals, boaters and campers. The worst locations are Ramp Rd car-park and Taipa. Russell Wharf and Pukenui Wharf also have the same issue with rubbish from boat users.

Project 5 recommends the use of 'smart bins' at these locations. Smart bins use sensors to detect rubbish levels and alert maintenance contractors when they are nearing capacity and need to be emptied. A built-in, solar cell-powered compactor means the bins can take up to eight times more rubbish than a standard waste bin, helping to deal with the influx of day-trippers and campers at peak.

The compacting and online alert systems also ensure optimum use of waste collectors' time while the technology prevents rubbish overflow.

#### **8. Extract additional value from camping visitors**

The provision of adequate facilities will encourage campers to stay longer, visit more commercial visitor attractions and continue to spend money in the area. Some campers have said that they move on because they need to empty their toilet cassettes and there is no nearby dump-station, or they feel too crowded. If campers cannot find suitable places to park (even during the day) they cannot stop to spend money in that location. One example is Kerikeri town centre where there is no suitable sized parking for larger (or towing) vehicles.

##### Encourage other providers to offer low-cost facilities at peak

There are opportunities to allow other individuals or organisations with suitable land to provide camping spaces at peak season. This could be a win/win as it allows income generation for locals. This aligns well with Far North District Council's strategy of 'creating great places, supporting our people.'

It is important to make the point that this approach is not intended to impact or disadvantage commercial campground operators. As outlined elsewhere in this document, demand for camping facilities in Northland is increasing while supply is dwindling.

This document includes suggestions in the Appendix of possible partnerships at specific locations, but this is not intended to be exhaustive. There could be other individuals or groups who are interested, and some could offer added value benefits to campers for additional cost. For example, Far North golf clubs might want to offer golf tour pricing, or community halls may want to give historic tours/ introductions to their own local areas. Marae may want to offer cultural options. These approaches would bring more money into the region and offer opportunities to grow new businesses and tourism offerings.

***Taking this approach will require dedicated resource within Council ahead of the season. This will include effort from the community development team and the planning team to ensure a successful fast-track template and training pack approach for simple no-cost compliance (for a maximum 60-day opening, to be assessed on a case by case basis for each location).***

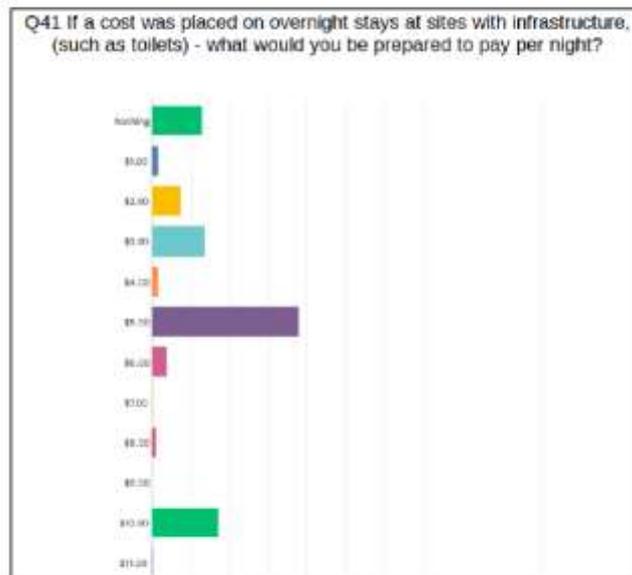
*Council could provide simple guidance for each site, guidance on health and safety and maximum fee, and promote the site on that year's leaflet/website. In exchange the provider guarantees to open and to follow the guidelines. The goal is to spread the load, add options and interest for visitors but also give locals some income generation capability.*

*The assumption is that sites without toilets available could offer space for self-contained responsible campers, sites with toilets could potentially charge more and accommodate all camper types. This proposal also assumes that these are low-cost camping options (similar to DoC pricing) to help spread the load of campers around the region and are not competing directly with commercial sites. By limiting this approach to 60 days or less per year planning considerations should be minimised.*

*Any provider wanting to offer camping facilities for longer than 60 days per year would need to follow normal council procedures.*

Exploring 'user pays'

Many freedom campers are simply there because the commercial grounds are full or because there is no NZMCA site in the area. Others are there because they do not need a full-service commercial site but there is no basic low-cost option available in the particular area they are exploring. Our survey (see 'Approach followed' on page 14) indicates that more than 85 percent of freedom campers would be willing to pay an overnight camping fee, while more than 65 percent would be happy with a 'user pays' charge for services such as designated overnight parking, hot showers and potable water.



As part of the freedom camping strategy mentioned in Section 1 above, Far North District Council could explore the possibility of developing a stable of 'user pays' facilities. As part of this council could explore working with NZMCA on a pay-per-use (push button) water trial. NZMCA have indicated they are keen to do this.

That said, it must be acknowledged that 'user pays' is a thorny topic, not least because the technology and means of collection are not easily retrofitted. It is possibly an option for new infrastructure.

Council might consider a 'one stop shop' concept for short-term and overnight parking, toilets, dump-stations, water fill-up and rubbish disposal. These facilities would be located close to main highways and in walking/biking distance from shops, cafes, etc. Such facilities allow travellers to break their journeys safely and can be future proofed by including electric vehicle charging spots. Many visitors from Europe will be familiar with this concept; there these are called Aires. The Scottish Highlands region is [now introducing these too](#).

Council could explore the possibility of providing a range of payment options, one being Kiwicash <sup>4</sup>: Many campers will already be familiar with this concept from staying at Kiwicamps elsewhere.

Charging for use of dump-stations and toilets should be avoided as it could drive undesirable behaviour.

<sup>4</sup> <https://www.kiwicamp.nz/why-use-kiwicamp/>

**9. Allocate dedicated resource/s**

Allocate dedicated resource and strategic guidance and ownership to this topic so that a strategy can be developed and supported effectively on an ongoing basis.

Currently much of the operational responsibility related to freedom camping falls to the leader of Far North District Council's Facilities and Operations team who has been a key player in building good relationships with the Department of Conservation, Northland Regional Council and others, and has helped build the Kaitiaki programme. But a clear strategic owner and dedicated resource is needed here as the work continues to grow.

The strategic owner can ensure that campers' needs are considered in other council initiatives and development plans for complementary projects and infrastructure such as roading, facilities, parking, reserves and recreational areas/zones. The role would also involve working towards a more 'joined up' approach to freedom camping around the region (see section 10 below).

Whangarei District Council has engaged a contractor to coordinate its ambassador programme, develop the information packs provided to campers, and deliver the training. Far North District Council's requirements would be different but additional resource should be considered to allow development of materials and recruitment, and staff training ahead of the peak.

**10. Work towards a more 'joined up' approach**

Campers find it confusing as they move between Districts and rules and signage changes. The Far North District Council should work with adjoining local authorities to develop common standards for signage so that campers are not confused when they move from area to area. Campers do not know where local boundaries are so, where possible, Council should think Northland-wide in terms of information sharing.

Council should also participate in the national Responsible Camping Forum to help develop national standards and approaches.

Far North District Council has a strong history of working collaboratively with other organisations such as DoC to deliver the Kaitiaki Ranger Programme. This helps ensure consistency. This work should continue and be supported further.

## Acknowledgments

Many parties were helpful in providing information and data which informed this study. These include:

- Department of Conservation
- Ministry of Business, Innovation and Employment (MBIE)
- Whangarei District Council
- Northland Regional Council
- Geozone
- NZMCA members (via survey) and staff
- Local Government New Zealand (LGNZ)
- Marlborough District Council
- Tourism New Zealand
- Tourism Industry Association (TIA)
- New Zealand Transport Authority (NZTA)
- Responsible Campers Association Inc (RCAi)
- Recreational Services (RSL) (Operations manager and Team Leader)
- Kaitiaki Rangers
- Far North District Council staff including:
  - Team leader, Facilities Operations
  - Manager, Strategy Development
  - Project Manager, Facilities
  - Asset Manager, District Facilities
  - Strategy Planner
  - Transport Planner
  - Strategy and Policy Specialist
  - Parking Enforcement Officer
  - Policy Planner
  - Strategic Planning and Policy Support Officer

## Approach followed

### Surveys and desk research

Information on campers and suitability/capacity of sites and management approach was gathered from a variety of sources:

- Work was guided by the Freedom Camping Act 2011, and good practice information from MBIE and LGNZ.
- We conducted a survey of NZMCA members, generating 1,250 complete responses. The survey asked about the camping experience in the Far North, spending patterns and awareness of Council facilities.
- We also contacted commercial holiday park and site operators to obtain information about demand and capacity issues.
- We purchased Northland data from Geozone, the developer of many successful camping apps such as Campermate. This provides historical and real-time location-specific data about campers in the region.
- Kaitiaki Ranger data collection sheets for activity at peak season were also a rich source of data and ideas.
- Council's current approach was compared with neighbouring districts (Whangarei and Kaipara) and areas with similar geographical characteristics to the Far North such as Thames Coromandel and Marlborough (rural yet tourist intense)

*Note: There is no single source of verified freedom camper volume data. The NZ Responsible Camping Forum acknowledges in its Literature Review that this is an issue. In our work we have leveraged what data is available nationally and we have used Campermate data and our own surveys and observations to supplement this.*

### Stakeholder meetings and interviews

Meetings were held to better understand the history of responsible camping in the district. The stakeholders included FNDC staff and contractors, and Kaitiaki Rangers (including DoC and other involved groups). At this stage other community stakeholders have not been involved.

Questions explored were:

- What has been done already and why?
- What is working well and what are the challenges?
- What facilities exist now and what changes are already planned / funded?
- Why does Council have a policy rather than a bylaw?
- Who owns the strategy and the operational support?
- What opportunities have already been identified and are changes underway?
- What have other councils done and what has worked well?

Site assessments to inform current state and future opportunities.

We visited existing FNDC freedom-camping designated sites and some less formal 'hotspots' to gather complete and accurate information. Assessments included a review of the toilet and rubbish facilities, clarity and placement of signage, available camping space, access, surface type, and evaluation of any criteria that could lead to restrictions under the Act.

Availability and distribution of possible sites was assessed against demand and camper travel patterns. Options were identified and fed into the options assessment.

Options assessment leading to recommendation.

Different options were assessed for positive and negative impacts to arrive at preferred recommendations. These were discussed and tested at a summary level within the review team, and then tested with the representatives from the Operations, DoC team and Kaitiaki Rangers before inclusion in this report.

The options assessment is included in the Appendix.

Action plan development

A plan of action was then developed with priorities and high-level costs for the most urgent projects.

## The Freedom Camping Act – what does it mean?

### Freedom Camping defined

Freedom camping is defined under the Freedom Camping Act 2011 as “camping, other than at a camping ground, using one or more of the following:

- a tent or other temporary structure
- a caravan
- a car, campervan, house truck or other motor vehicle.

Freedom camping does not include the following activities:

- temporary or short-term parking of a vehicle
- day-trip excursions, or
- resting or sleeping on the roadside in a caravan or motor vehicle to avoid driver fatigue (Department of Internal Affairs, 2017).”

More broadly, freedom camping can be described as camping at no charge outside an established camping area, either in a vehicle or tent on public land close to roads, the foreshore or a walking /cycling trail.

### Regulatory framework

The Freedom Camping Act 2011 permits freedom camping on local authority and conservation land, unless the administrators of that land prohibit or restrict it under a bylaw, or any other enactment.

To introduce, amend, review or revoke a bylaw under the Freedom Camping Act 2011 the council must follow the special consultative procedure prescribed by Section 80 of the Local Government Act 2002.

If a freedom camping site is to be assessed as a prohibited or restricted site, certain criteria must be met under the Freedom Camping Act.

These three criteria are to:

- protect the area
- protect health and safety of people who may visit the area, or
- protect access to the area

*Note: under the Freedom Camping Act **only** the above criteria can be used to restrict or prohibit camping; Nimbyism and/or objections from commercial operators are not legitimate reasons to restrict camping under the Act.*

A bylaw made under the Act allows the council to impose immediate infringement fines of \$200 on campers who may breach conditions on a site.

### Responsible Camping

Responsible camping is a term used to reflect the desired behaviour of all campers enjoying the New Zealand outdoors, irrespective of the sites and locations they choose to stay at, the type of vehicle they drive, or equipment they have. It is about travelling safely and respecting the environment and the communities they visit.

Many councils now use the term “responsible camping” in their messaging.

This responsible camping message has been the subject of recent promotions by Tourism New Zealand (TNZ), Tourism Industry Aotearoa (TIA) and Tourism Industry New Zealand Trust (TINZT). Messaging has included the Tiaki promise:



## Suggested goals

For the purposes of this review, it is assumed that Council wants to achieve the following goals:

- Protect and enhance the natural environment
- Maintain the quality of life of local communities
- Encourage sustainable economic activity that benefits the local community
- Plan for and welcome responsible campers so that they can enjoy their stay



5

## What are other councils doing, and what is recommended?

Councils across the country have responded in various ways to the Freedom Camping Act:

Some have developed bylaws which restrict permit camping in certain areas. This requires detailed site assessments of all locations and camping can only be disallowed for one of the three reasons in the Freedom Camping Act. Others have relied on the Reserves Act, and developed a bylaw through that, to make camping illegal on reserves. This seems to be the approach that FNDC took in 2016, but as that bylaw is now expired it appears to no longer apply. Other councils have gone beyond the Act and restricted camping in nearly all locations (Queenstown Lakes and Marlborough are often quoted as an example of this). Other councils have embraced campers and taken proactive steps to design infrastructure to attract them.

<sup>5</sup> Typical goals – these were taken from Marlborough District Council review

The National Situational Analysis<sup>6</sup> in 2016 provides a full look at all options so that analysis is not repeated here. The report makes interesting reading and dispels (with data) many of the common misconceptions about freedom camping. The report concludes with the following (national) suggested next steps (abbreviated here):

- *Address the increase in supply.* There is a need for more suitable infrastructure for public camping, from toilets and bins through to camping grounds. That includes making current facilities available (e.g.: 24hr toilets) and increasing the levels of service (e.g.: more rubbish collections). An analysis of camping facilities may suggest that there are commercial opportunities to meet some of the gaps in the market.
- *Address the management and understanding of the freedom camping demand.* Make available more accurate information about the restrictions on freedom camping.
- *Address buy-in and understanding of communities about opportunities and impacts of freedom camping*
- *Address inconsistency in rules, regulation and management of freedom camping.* Careful and comprehensive assessments should take place prior to a decision to adopt bylaws, including under section 155 of the Local Government Act 2002.
- *Address the increase in opportunities for voluntary compliance.* Legislative framework is ambiguous/complex.
- *Address improvements in national information on freedom camping and freedom campers.* There are information gaps nationally which result in a lack of understanding about the nature and significance of problems. Relevant data is required to better understand and define problems their solutions.

### What are our neighbouring councils doing?

Whangarei DC manages 9,449 hectares and has 22 different council locations where responsible camping is promoted. They have a Freedom Camping bylaw and have recently updated this, changing some site availability - especially at peak. They also describe themselves as a motorhome friendly district. At peak they use Ambassadors to promote responsible camping.

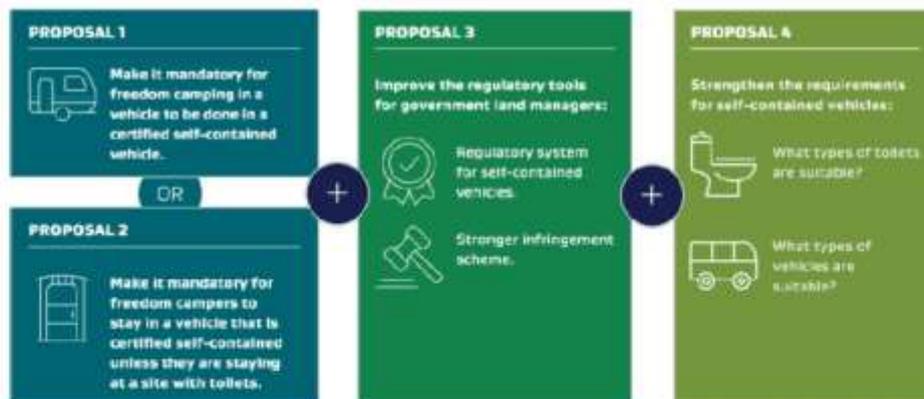
Kaipara’s website promotes two large fully serviced sites (Kai Iwi Lakes and Mangawhai) but also lists all campsite options (including commercial) in their district.

### Recent developments

There are some recent developments that could influence the approaches that councils take in the future. Many of these themes have been in the news recently:

Minister for Tourism / MBIE

At the request of the current Minister for Tourism MBIE is promoting changes which include requiring self-containment of waste for all camping vehicles. The discussion document presented four proposals:



<sup>6</sup> <https://www.lgnz.co.nz/assets/Uploads/d3b76e001c/Freedom-Camping-Situational-Analysis-16.12.pdf>

Submissions are now closed on the discussion document<sup>7</sup> and the outcome is still unknown, but the options outlined have produced vigorous debate amongst many interest groups and Councils.

The Minister has also separately stated an intent for New Zealand to attract higher-value overseas travellers. If this goes ahead this may decrease the number of budget overseas travellers in the future.

#### Other challenges by interest groups

- NZMCA are legally challenging two councils as they believe their current bylaws are too restrictive and not aligned with the Freedom Camping Act
- RCAi is challenging the legal status of the self-containment 'standard'. As a result, any mention of the standard seems to now be removed from most government websites.
  - RCAi focuses on education, rather than restriction, as the desired approach. They oppose use of the NZMCA self-containment standard as it cannot apply to all types of campers - it assumes that all freedom campers are caravans and motorhomes. The Freedom Camping Act itself covers all types, including tents and cars, so RCAi sees the standard as discriminatory.
  - RCAi encourages all campers (however they are travelling) to contain their own waste and camp responsibly and has also developed an accreditation programme.

## Freedom camping in the Far North

### Freedom camping facilities and the Kaitiaki Ranger programme do not match growth:

- *Our approach to freedom camping hasn't been updated as our bylaws have expired*
- *Camper demand and volumes of tourist traffic are not formally considered as part of the facility planning and provision process*
- *Council's website and signage do not provide complete and wholly accurate Responsible Camping information*
- *There are insufficient dumpsites in key camping areas*

For many travellers 'freedom camping' doesn't necessarily mean camping for free but, instead, being able to travel without a plan and the need to book ahead, and the ability to stop where and when they choose. They tend to select a mix of roadside reserves, DoC camps, NZMCA properties and commercial grounds but many, along with locals, are unclear about where they are allowed to camp and how long for.

Some areas (especially those shared with boaties) receive too much rubbish for standard bin capacities.

Camping visitors, including freedom campers, bring economic benefit (see page 28) to the area as they shop here and spend money at visitor attractions, cafes, etc.

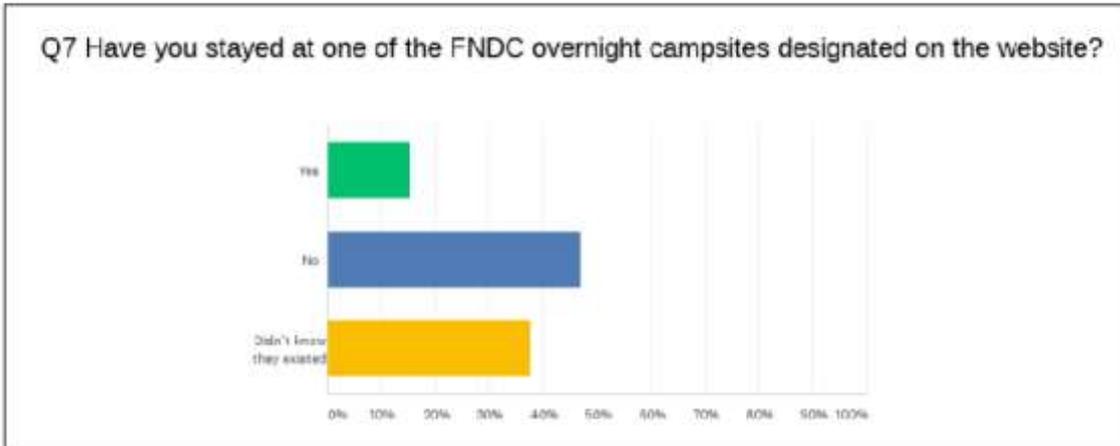
Some characteristics are changing, but volumes continue to grow:

- The size of motorhomes and caravans is generally increasing, and the use of rooftop tents (often on utes) was a new trend this year (2020/2021). Most camp in (or on) vehicles; there are fewer tents in use.
- Increasingly, homeless people can be found sleeping in cars at freedom camping spots.
- Some areas (referred to here as 'hotspots') are now bursting at the seams in peak season. They include Ramp Rd Reserve and car park, Rangiputa, Tokerau, Taipa, Mangonui, Ahipara, Tauroa, Puwheke beach, Rarawa beach, Kaimaumuau, Lake Ngatu, Utea Park and the access ramps to Ninety Mile Beach.

<sup>7</sup> <https://www.mbie.govt.nz/dmsdocument/13853-discussion-document-supporting-sustainable-freedom-camping-in-aotearoa-new-zealand>

Council promotes seven locations which are designated as available for free camping. Most of these have about five allocated spaces. The current locations are not all in areas where there is demand from campers and some are not suitable for tents. Demand (and the level of facility provision) varies significantly across the locations with Mangonui and Kawakawa proving the most popular. Beyond these locations the Far North District Council does not inform campers of any other locations where they can freedom camp.

Our survey (see 'Approach followed' on page 14) indicates that only 15 percent of the 1,250 respondents had used any council-owned camping site while 38 percent didn't know they existed.



The council’s website states: “camping or parking overnight at council-controlled parks, reserves and beaches is not permitted<sup>8</sup>”. Given that the Reserves bylaw is expired this appears misaligned with the Act. Some areas signed as non-permitted areas are used more than the permitted ones and are covered by Rangers at peak season.

Other public facilities used by visiting campers are toilets, dump-stations (to dispose of grey and black water waste), drinking water taps, and parking areas. Some shortages have been identified in key tourist locations, and some existing dump-stations are no longer suitable for vehicles sizes and traffic volumes.

In the peak season council leverages annual MBIE funding to provide Kaitiaki Rangers. This group takes an education approach (rather than enforcement) and helps to improve behaviour and safety by giving campers additional local information about what they can and cannot do in the area. The Kaitiaki Ranger programme is popular with campers and locals, and helps reduce harm and issues, but is often resourced hurriedly due to the timing of the funding round. Due to resource limitations the Kaitiaki Rangers do not cover all tourist routes.

<sup>8</sup> <https://www.fndc.govt.nz/Visiting-the-Far-North/Responsible-camping> as at 17/6/21

### Camper numbers are growing

**Despite closed borders due to COVID-19 many Far North camp sites and freedom camping spots were busier in 2020/2021 than they have ever been before at peak.**

The Far North district continues to be popular with campers, many of whom freedom camp as part of their trip. Before the COVID-19 global pandemic growth was high (estimated at 12% per annum). Even in the summer of 2020 / 2021, when borders were closed and travel was impacted by lockdowns, we saw an increase in domestic freedom campers. Geozone data shows a six percent increase (on the previous year) in domestic campers staying in our region between November 2020 and March 2021.

When other areas of the country were reporting peak season camper volumes lower than previous years the Far North still had full commercial sites and more freedom campers than ever before in popular areas.

Our district always has very high numbers of domestic campers, and it is challenging to obtain accurate data as many locals will not use the camping apps as they already know their favourite spots. Local population growth will impact camper numbers.

### Commercial campgrounds are closing – shortage of supply

Primarily because of the high price owners can get for the land, the trend has been for privately held camping grounds to be sold and developed. This reduction in capacity has not been replaced by new entrants into the market. Supply has, therefore, reduced.

We contacted most of the commercial campgrounds in July 2020. We had responses from sites representing 33 percent of the region's actual capacity, with a good spread across the region. All of these were expecting to be full over the summer of 2020/2021, based on their booking levels at that time compared to previous seasons.

The Kaitiaki Rangers tell us that many people were freedom camping only because they could not find space in a commercial campground. They were surprised and had assumed they could just turn up or contact the grounds a few days ahead.

At peak holiday season the commercial campgrounds in the area are fully booked. Those we surveyed told us these peak season bookings are often made six months in advance, and many are repeat annual bookings made by local families. Many campers head into our areas expecting to stay at commercial grounds and end up freedom camping. Some of them may be ill-prepared and many of them are willing to pay to stay somewhere if there is space available.

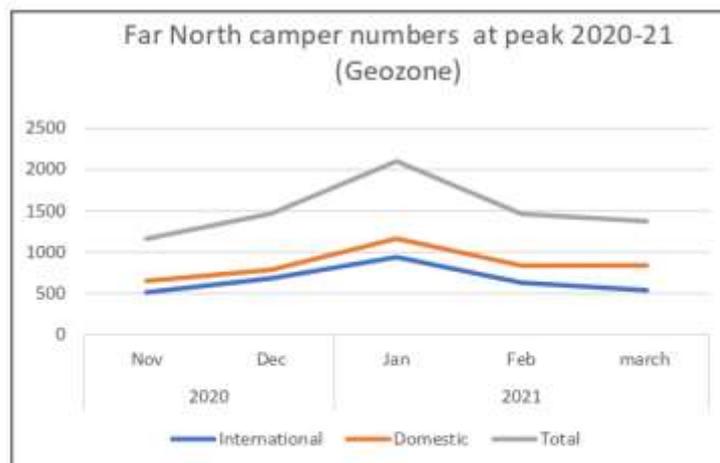
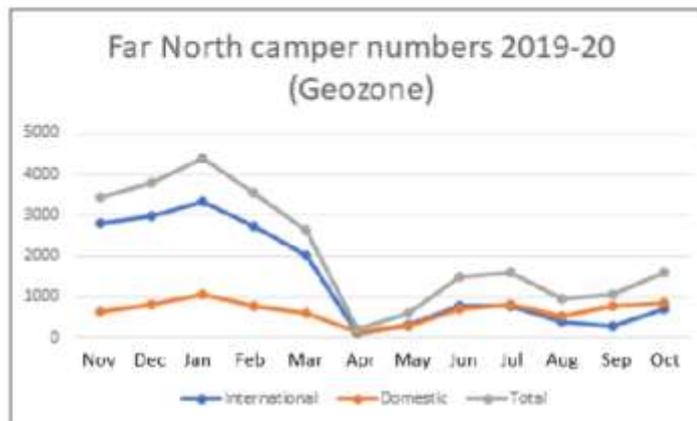
Some freedom camping areas are becoming so popular at peak that DoC opened an overflow site at short notice to ensure safe camping conditions. Top camping hotspots were the Ahipara and Karikari Peninsula areas which were overloaded this year at peak. Camper numbers have also built significantly at Taupo Bay, Tauranga Bay and in Russell. There is a clear need to identify more suitable freedom camping spots, or low-cost options for peak season use, and to promote these ahead of time.

## What we know about our campers

There are many different types of campers, each with its own demographic, behaviour and motivation profile. We have developed the following 'camper type' profiles after data analysis and discussions with staff, contractors and Kaitiaki Rangers.

- **Grey Nomads**  
*Retired or semi-retired NZ or Australian travellers, often in larger self-contained vehicles travelling over longer periods seeking a range of sites.*
- **NZ Outdoor Recreation Users**  
*Locals camping or staying in owned vehicles (self-contained or not) at more remote locations used as bases for fishing, hunting or other outdoor recreation.*
- **NZ Lifestyle Nomads**  
*Lifestyle travellers/young people on a road trip over longer periods seeking free camping.*
- **International Budget Free Roamers**  
*Young budget travellers primarily from Europe in small hired or owned vehicles (self-contained or not) spending weeks or months in NZ, seeking free or budget sites*
- **Independent Tourists (some international)**  
*Travellers in larger hired self-contained campervans usually staying in commercial campgrounds, on relatively short visits seeking key tourist highlights.*
- **Cycle Tourists or Trampers**  
*Staying in tents near tracks and trails*
- **Touring Family**  
*Common over the summer months and school holidays, this group, primarily from NZ or Australia, tour in caravans or owned or hired campervans, staying mainly in commercial or DoC campgrounds when available.*
- **Single Destination Family**  
*Primarily NZ families travelling over the summer months, based in one location, usually commercial or DoC campgrounds.*
- **Seasonal Workers**  
*International or NZ young people seeking work and free or low-cost accommodation.*
- **Homeless/Rough Sleepers**  
*People without anywhere to live, some local, some not.*

Camper numbers in the Far North



The information above is graphed from Geozone app data. This is not a full picture as we know many people (especially locals who already know the area) do not use apps and the Rangers report that, at peak, many locations were busier in 2020/2021 than in 2019/2020. Many commercial campgrounds were also full for longer.

It seems that the Far North has followed a different pattern from many other areas of the country. Perhaps this area is perceived as a safe place to escape to in a pandemic, or it could just be that (understandably) it appeals more (and is within driving distance) to many of the New Zealanders taking the government’s advice to explore their own back yard.

The combined data paints a picture of many local and NZ campers visiting our area and indicates that many of the normal users of the apps are overseas visitors less familiar with our geography.

Northland has high numbers of its own residents camping and freedom camping here (even before the COVID-19 pandemic). The region’s milder climate attracts a lot of full-timers who move north over the winter and either freedom camp or book long-term stays at local sites.

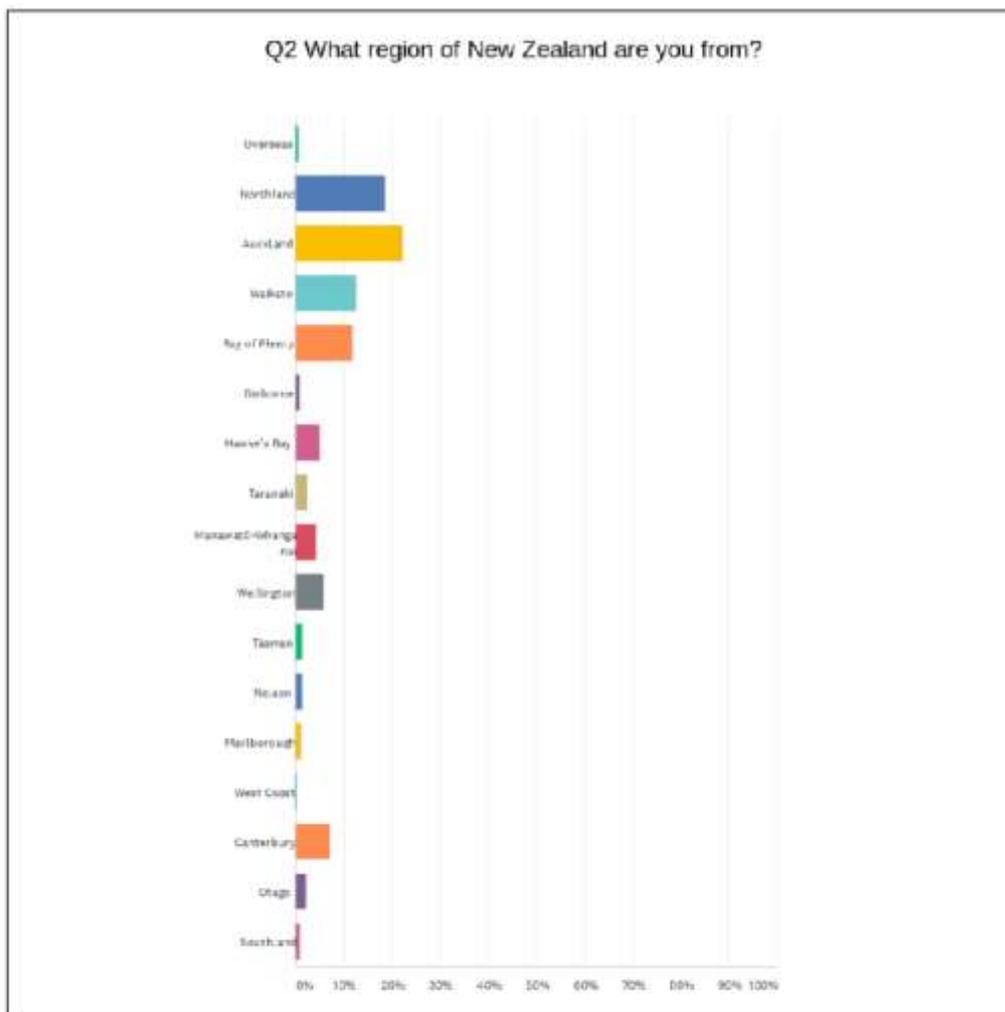
Where do they come from?

**Many of our freedom campers are New Zealanders (most of them living in Northland and Auckland). This has always been the case and is not a result of border closures during the COVID-19 pandemic.**

Geozone data from 2021 spans the peak camping season during which New Zealand’s borders were closed to international visitors because of the COVID-19 pandemic. Data from this period indicates that 65% of the users of apps such as Campermate were domestic. Given that a great many domestic campers do not use, or need to use, apps such as Campermate the actual proportion of domestic campers will likely be a lot higher.

Data capture for domestic camping behaviour is notoriously difficult to capture. How do you capture information about the family who head off to a favourite camping spot because of a spur-of-the-moment decision at 4pm on a Friday?

Our survey of NZMCA members (see ‘Approach followed’ on page 13) indicates that by far the greatest proportion of New Zealanders camping in the Far North are from Auckland, followed by Northland, and then by Waikato and the Bay of Plenty.



*What do we know about international visitors?*

Nationally, the International Visitor Survey (IVS) provides two measures of the extent of freedom camping:

- the number of visitors for whom freedom camping was their main form of accommodation.
- the number of visitors who freedom camped at least once.

The IVS shows that (before the COVID-19 pandemic)

- The number of freedom campers was small but growing. Only 3.4% did some freedom camping in 2018.
- German visitors were more likely to freedom camp than others.
- International freedom campers tend to stay longer than other visitors and spend about \$99 per day, with an average total spend per stay of \$4,400 per visitor (IVS 2018).

*NZMCA member survey data related to the Far North*

In 2020 we conducted a survey of NZMCA members who had visited the Far North. From this sample:

- More than 90% are over 55 years old.
- 19% were from Northland, 22% from Auckland, 13% Waikato, 11% Bay of Plenty.
- 90% regularly use at least one Geozone app (the NZMCA app is a Geozone app<sup>9</sup>, Campermate is another).
- 87% have toured the Far North and 65% plan to do so again.
- Over 95% of them have stayed for over a week, with 56% staying three weeks and longer, and 10% staying over 10 weeks.
- 15% of those surveyed have stayed at one of our designated freedom camping areas.
  - 38% did not know they existed.
- 30% had difficulty accessing potable water (the Far North was in drought over the peak season and many public taps were turned off).
- Satisfaction with cleanliness of public toilets was good (87% said they met or exceeded expectations).
- 89% support limited and time-restricted overnight parking in reserve and council car parks (5pm – 8:30 am being the times most indicated as reasonable).

Data obtained from NZMCA shows significant growth in membership. In February 2021 the numbers were:

- Far North - 975 memberships representing 1,768 individual members
- Northland - 2,936 memberships representing 5,406 individual members
- The total number of memberships was 55,255 and individual members 101,560

(Note that NZMCA Area boundaries are not necessarily aligned with Council boundaries)

*Where else do campers stay if they do not freedom camp?*

We know that many campers use camp site types where charges apply, such as:

- Commercial campgrounds
- NZMCA sites (members only and certified self-contained vehicles allowed)
- NZMCA POPs (Park Over Properties) and CAPs (Charges Apply Properties)
- DoC sites
- Kiwicamps<sup>10</sup> – low-cost camping facilities using KiwiCash on a pay-to-use model. These sites are set up quickly with all facilities pre-built in transportable buildings.

<sup>9</sup> This was the case as this report was compiled. A new NZMCA app has since launched and may not be Geozone based.

<sup>10</sup> <https://www.kiwicamp.nz/what-is-kiwi-camp/>

How do campers decide where to camp?

Many campers use apps or Facebook group recommendations to find information about where to camp. Some of these are specific to freedom camping but others include all options, such as commercial sites. There are many sources but some of the most popular ones are:

- Campermate
- Rankers camping NZ
- NZMCA app (and paper directory)
- Facebook groups for specific interests
- Campable
- Wikicamps
- Rvexplorer.co.nz
- Freedomcamping.org

Other tools are Google, travel websites and local authority websites.

Many campers, even those with toilets on board their vehicles, prefer to stay near toilets so that they can stay longer without needing to empty their onboard tanks.

Economic benefits of freedom campers

Research tells us that freedom campers help our economy. A 2020 TIA report<sup>11</sup> says that:

*“Visitors who camp in a vehicle are an important sector of New Zealand’s tourism industry. They travel widely through the country, tend to stay a long time (or if a domestic visitor travels regularly) and spend money on a wide range of goods and activities. Spending data from MBIE’s recent research notes:*

*- Domestic campers spent an average of \$729 per person per trip, with \$234 being spent on food and drink and \$213 on vehicle fuel and maintenance*

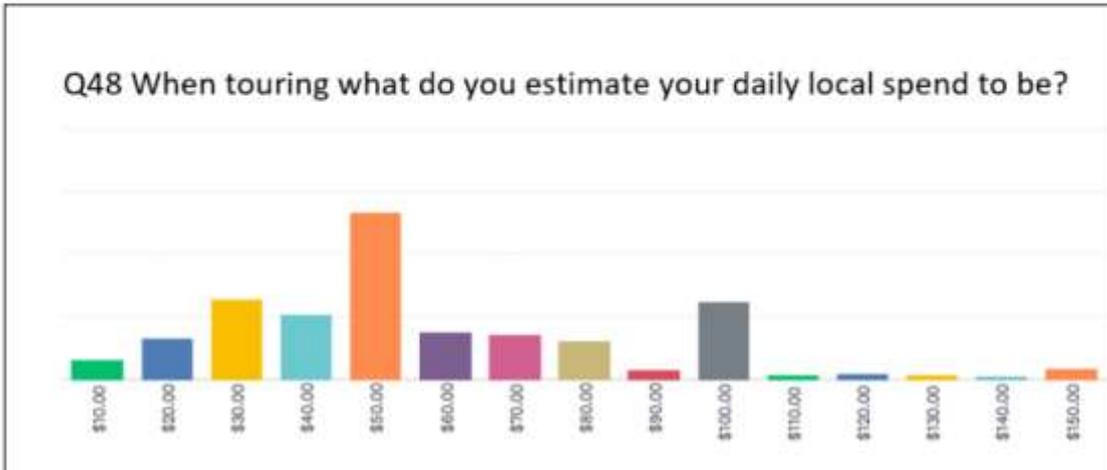
*- International campers who purchased their own vehicles spent an average of \$7,912 per person per trip, compared with \$5,864 for those who hired a budget vehicle and \$4,890 for those who hired a premium vehicle.*

*This data illustrates that it is simplistic and inaccurate to label international freedom campers as ‘low-value visitors.’”*

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<sup>11</sup> <https://www.tia.org.nz/assets/Advocacy/ff9c3b1e09/Final-TIA-Position-Paper-6-Responsible-Camping-15-September-2020.pdf>

Our survey of NZMCA <sup>22</sup>members who have visited our area (see 'Approach followed' on page 14) shows that most people spend about \$50 a day.



This is broken down as follows:

Category	N/A	Less than \$50	\$50-\$100	\$100-\$200	\$200 plus
Fuel	1.41%	11.99%	47.36%	30.90%	8.34%
Vehicle repairs	42.13%	51.30%	5.08%	0.99%	0.50%
Camping Grounds	10.82%	35.32%	30.44%	17.24%	6.18%
Groceries	0.94%	8.94%	38.47%	42.47%	9.18%
Dining Out/Cafes	6.95%	35.34%	38.04%	17.55%	2.12%
Local Bars/Pubs	34.34%	43.13%	17.83%	3.73%	0.96%
Tourist Attractions	12.68%	41.75%	31.82%	10.29%	3.47%
Golf	89.12%	5.81%	4.08%	0.74%	0.25%
Fishing Charters	85.82%	5.55%	4.69%	2.34%	1.60%
Retail	11.28%	43.11%	32.07%	11.88%	1.66%

<sup>22</sup> Study survey via NZMCA

What types of enquiries / complaints does Council receive related to Freedom Camping?

**Council receives relatively few complaints about freedom camper behaviour.**

Nearly four years of data from RFS <sup>13</sup>reports were analysed during this project. The period covered was January 2017 – October 2020. 157 requests were made in this period (an average count of 41 per year).

Top query types	% of RFS	Average / year
<b>Seeking information</b> on the rules and signage, and where camping is allowed	31%	13
<b>Reporting overstayers</b> or those staying in non-permitted locations	19%	8
<b>Requesting improvements or repairs</b>	15	6
<b>Bad behaviour</b> (e.g.: littering, fires, noise)	13	5
<b>Safety and security</b> concerns	6	2
<i>Total RFS queries related to freedom camping</i>		<b>41</b>

- The nature of the queries reinforces the view that the council has gaps in the provision of clear information and signage. The most common enquiry was from campers and locals trying to understand signage, rules and where people can camp.
- The next most common category was reports of campers staying in non-permitted locations or staying longer than permitted.
  - However, where there were sufficient data recorded against the RFS entry it appeared that some of these were related to NZTA land (which Council does not enforce), or simply the result of confusion about the rules by locals or campers.
  - One location often mentioned was Te Haumi.
- In 2020 six requests were seeking specific information related to COVID-19.

What those on the front line tell us

The following information was gathered from the Kaitiaki Rangers, DoC and FNDC operations staff:

*Volumes*

Rangers expected the numbers to be down because of COVID-19 but in fact many of our key locations e.g.: Karikari Peninsula, Mangonui, and The Cape, saw increases in numbers at peak season. They told us that local campsites had 'full' signs up earlier and for longer than ever before. There were fewer overseas campers as the borders were closed.

- "Ramp Rd reserve – lots of people turning up because it's listed on the app".
- "Many part-time seasonal workers staying in campgrounds for part of the week and freedom camping for the rest of the time."
- "A lot of homeless people."
- "More large extended family groups this year, some with groups of vehicles"
- "Increasing numbers of older travellers travelling all year."

<sup>13</sup> Request for Service

*Vehicle types*

- "More bikers and hikers this year and lots of 4wd utes with roof tents<sup>24</sup>."
- "Roof-tent campers can get anywhere and were camping actually on the beach – not interested in what's allowed, they just do it."



The size of motorhomes is increasing. In addition, there are boats and other vehicles being towed by motorhomes which add to the length and weight of the vehicles.

<sup>24</sup> These three photos were provided by Ahipara-based Kaitiaki Rangers

*Homelessness*

A huge increase in the number of homeless people living in cars, vans and tents was observed in 2021. Ahipara rangers reported up to 50 people sleeping in cars at peak season. Rangers in some areas (e.g.: Kawakawa) have contacts they share to get them help, others don't, and some homeless do not want help. Some have drug and alcohol problems. A lot of the homeless have "come home" from Australia and other places due to COVID-19 or job losses.

*Behavioural issues*

This season the Rangers found New Zealanders (both visitors and locals) less receptive to education and hearing the Rangers' message; they feel this is due to a sense of entitlement. There were problems with motorbikes and utility vehicles speeding on beaches (and going on dunes); some are day visitors, others are campers.

Some Rangers reported a drop in littering, others say it is worse than ever and that locals are the main culprits. RSL and Rangers reported issues with boats dumping rubbish at wharfs and ramps, and they collect a lot of "sea rubbish" from the beaches.

*Hotspots*

Some areas which we will call 'hotspots' were bursting at the seams. They included Ramp Rd Reserve and car-park, Rangiputa, Tokerau, Taipa, Mangonui, Ahipara, Tauroa, Puwheke beach, Rarawa beach, Kaimaumau, Lake Ngatu, Utea Park, and the access ramps to Ninety Mile Beach. In some of these areas campers in 4wd vehicles with rooftop tents were camping right on the beach (see page 30).

During 2020/21 it was noted that Taupo Bay and Tauranga Bay were also hotspots, but these areas were not manned by Kaitiaki Rangers. Similarly, no volume data was available for Hokianga as there were no Rangers there this year. RSL did indicate that there were a lot of campers in the Hokianga area.



*How long was the peak?*

Rangers tell us the peak times are from the beginning of December to the end of February, plus holiday weekends or times when there are fishing events or good fishing or surfing conditions.

### Traffic volumes on tourist routes

Tourist traffic generally follows the Twin Coast route up State Highway 10 and down State Highway 1 or vice versa. Russell and Surrounds, Karikari Peninsula and the Awanui to Cape Reinga routes experience significant peak period demands.

Unsealed roads on tourist routes are of more concern from both a safety and environmental (dust) point of view. The Northland Transportation Alliance (NTA) has identified key roads that experience significant tourist traffic and has prioritised a matrix.

1	Bayly Road	Waitangi Mountain Bike Park
2	Te Pahi Stream Road	Giant Te Pahi Sand Dunes, Cape Reinga & Far North Cycleway (Cape Reinga to Rawene)
3	Haruru Falls Road	Te Araroa Trail (Cape Reinga to Bluff) & Waitangi Mountain Bike Park
4	Waiare Road	Puketi Forest Recreation Area
5	Matai Bay Road	Matai Bay Campsite, Karikari
6	Wreck Bay Road	Popular Ahipara Beach Front Camp Site
7	Heath Road	Gumdiggers Park, Waiharara
8	Koutu Loop Road	Koutu Boulders (car park), Pakanae
9	McDonnell Road	Wairere Boulders, Horeke
10	Purerua Road	Marsden Cross Monument



## FNDC's current approach

### Information and education prior to choosing where to camp

The council website has a single page on responsible camping. It is mostly a static (non-interactive) map which shows the seven designated free sites and six public dump-stations. It is hard to read and does not include GPS coordinates or descriptions of the facilities at each location. The page also encourages visitors to use commercial sites but provides no information on these. Some of the council facilities are not promoted on common camping apps.

There is a paper leaflet available (similar to the web page), but this is not promoted at all i-sites and some i-site staff are not aware of it.

The webpages have limited information about protecting the environment, and no information about how long campers can stay at the seven locations.

### FNDC has a permissive approach

According to LGNZ guidance, the Freedom Camping Act (section 10) affirms that freedom camping is permitted everywhere in a local authority area unless it is prohibited or restricted in accordance with a by-law.

FNDC has a 'Camping in public places' policy (last updated in 2016) but not a freedom camping bylaw.<sup>15</sup>

In 2016 it was recommended that Council move to a bylaw<sup>16</sup> but this recommendation was not adopted. The Reserves bylaw was relied on to control where campers could and could not camp. Freedom camping is effectively prohibited under the Reserves Act 1977 (section 44(1)) but our Reserves Bylaw expired in 2017 and it is not clear if a new one will be put in place or simply the adoption of a policy<sup>17</sup>. The Far North's parking bylaw is also expired with a new one expected to be in place by June 2022<sup>18</sup>.

So, council's approach is currently very permissive. It is possible that this has occurred by accident rather than by intent. However, a permissive approach is not necessarily a bad thing as, if this was followed through, it could help spread the load of campers, minimising hotspots and reducing enforcement effort and costs. Many councils with bylaws have found it hard to enforce and recover infringements. Other legislation such as littering infringements can still be applied where needed.

However, FNDC does not openly communicate the current permissive status and many signs in car parks and reserves are inaccurate and misaligned with the Act. This could lead less experienced freedom campers to believe that freedom camping is restricted and not permitted. In addition, at peak, the Kaitiaki Rangers visit and permit campers to stay at some locations that still display 'no camping' signs.

### Use of Kaitiaki Rangers

At peak season MBIE funding is used to provide Kaitiaki Rangers at key locations. These local ambassadors help to promote safe and sanitary practices by welcoming campers to the area and making sure they know where facilities are and how to best protect the environment. They also share information on local attractions.

They are managed through a partnership with DoC and other local groups and the budget is managed by the FNDC Operations and Infrastructure team. Training is normally provided at the start of the season.

<sup>15</sup> The LGNZ guidance document says FNDC does have a bylaw (pg. 12). There is a lot of misinformation around this.

<sup>16</sup> Council document A1754105

<sup>17</sup> Meeting 22/1/21

<sup>18</sup> Meeting 4/2/21

The Rangers do not have any enforcement capability but if there are issues, they can generally encourage campers to step up through building rapport and dialogue with them.

In the absence of current bylaws, and accurate signage the role is tricky and relies on initiative. What do they say to people camping where there are outdated no camping signs? What do they say when people ask where else they can camp, and all of the commercial and DoC campgrounds are full?

Due to funding constraints the Rangers do not currently cover some areas of BOI, and Hokianga is not covered at all. Russell and Kawakawa were new this year. The way that the Ranger role is carried out varies slightly by location.

Resourcing is often hurried due to the tight funding timelines and for the 2020/2021 season this meant that training did not occur before the start of the season.

The feedback on the programme from campers and communities is great. Since the Rangers have been operating there have been very few RFS complaints related to campers.

One of the key strengths of the programme is that it had developed strong working relationships across a range of agencies and community groups. Those involved should be commended for this and this approach can be further leveraged in the future.

**Recent Development:** Post report completion MBIE have notified that the Responsible camping funding will no longer be available. The absence of funding for the Ranger program will need to be addressed by FNDC.

“Since 2018, MBIE has invested \$24.5m in Responsible Camping initiatives for local councils. Funding has been well received and we have realised a number of positive outcomes for communities and campers alike in terms of improved camper awareness and behaviour. However, this funding stream is now coming to a close and at this stage no further contestable funding rounds are planned for Responsible Camping initiatives.”

MBIE 30 August 2021

### Council camping infrastructure today

Council maintains around 500 hectares of parks and reserves in over 30 locations throughout the district. Of these 30 locations, only seven are designated as available for camping. Most of these have about five allocated spaces. The current locations are not all in areas where there is demand from campers.



*FNDC designated freedom camping sites - locations where no-fee overnight camping is encouraged*

Location	No of vehicles allowed	Self-contained vehicles only?	Toilets	Dump station	Potable water	Shower	Notes
Te Corner, Ohaeawai	4 for 24 hrs	✗	✓	✗		✗	Toilets are across road (a new block)
Lindvart Park, Kaikohe	4 for 24 hrs	✓	✗	✗ Dump station is further down the same road	✗	✗	Some RFS data indicates security concerns
Two Ponga Park, Okaihau	4 for 24 hrs	✗	✓	✗		✗	Contradictory signage on site. Some contain "no camping".
Totara North	5 for 24 hrs	✓	✗	✗	✗	✗	Sign has been defaced
Lions Park, Mangonui	4 for 24 hrs	✗	✓	✓	✓	✗	Camper numbers often exceeded at peak
Awanui Park	"Park in marked spaces" but no markings	✗	✓	✗	✗	✗	No spaces are marked. Very small car park unsuitable for large or towing vehicles
Te Hononga, Kawakawa	No signage 10 +?	✗	✓	✗ Dump station is less than 5 mins drive	✗	✓ charge for hot	This site has marked spaces (longer than standard car length but no safety spacing between them to allow safe use of gas appliances)

**Notes:**

- 1) at most locations external bins are not provided. Experience has shown that when they are they quickly become filled with local household rubbish, so a "pack in, pack out" approach is expected from campers. This should be communicated more clearly in advance so that campers come prepared. RSL did however recommend that all public toilets should have bins inside the building for waste such as nappies. If these are not provided, nappies get dumped.
- 2) Most of these sites do not have signage from the main highway and Te Hononga currently has no signage at all.
- 3) Since 2016 (the date of the last review) it appears that a number of sites previously designated as camping permitted have now been designated as not available for camping e.g.: Lake Waiparera, Pukenui, Kaimaumu. The reasons for this are unknown.
- 4) The two most popular sites are Mangonui and Kawakawa (Te Hononga).

What information do campers get at these locations?

**Two Ponga Park, Okaihau**

Three signs (conflicting):



At some sites there is some level of consistency...

Lindvart Park, Kaikohe



Mangonui Lions Park, Mangonui



Totara North



Te Corner, Ohaeawai



... but at others there is not:

Taipa



Ramp Rd, Tokerau Beach



Awanui



*Sites where other FNDC camper facilities are located*

Location with other facilities aimed at campers	No of camping spaces	Dump station	Potable water	Rubbish bins	Notes
Cobham Rd, Kerikeri	0	✓	✓	✘	Open but currently not promoted by FNDC due to poor access issues.
Recreation Rd, Kaikohe	0	✓		✘	Often more than 5 campers on site
Lions Park, Mangonui	5	✓	✓		Often long queues for dump station at peak, and more campers than 5 vehicles
Waiomio Road, Kawakawa	0	✓	✓	✘	
Te Ahu, South Road, Kaitaia	0	✓	✓	✓	
SH 12, Omapere	0	✓			NZMCA survey data indicate signage and access could be improved.
Whatuwhiwhi Fire Station	0	✓		✘	
Williams Rd car park Paihia	13 (fee applies)	✘	✘	✘	Run by Far North Holdings but not promoted on FNDC website. There is a parking charge for these spaces (\$2 per hour / \$48 per 24 hrs) and there is no safety spacing. They have attracted negative press because of this <sup>19</sup>

<sup>19</sup> <https://www.nzherald.co.nz/northern-advocate/news/woman-shocked-at-dangerous-motorhome-parking-in-paihia/ZZUYH67FWTPLZNTZ7EUSOKWDQ/>

**Kaikohe dump-station**



**Kerikeri (Cobham Rd) dump-station**



**Paihia pay-to-use motorhome parking at Williams Rd car park**



**Kawakawa (Te Hononga) no-charge parking**



*Council owned campsites*

The "Council owned campgrounds policy (#5020) (2016) states that Council owns three campgrounds that are leased out to commercial operators. These are located at Houhora Heads, Tauranga Bay and Russell.

### Recent significant improvement in Kawakawa

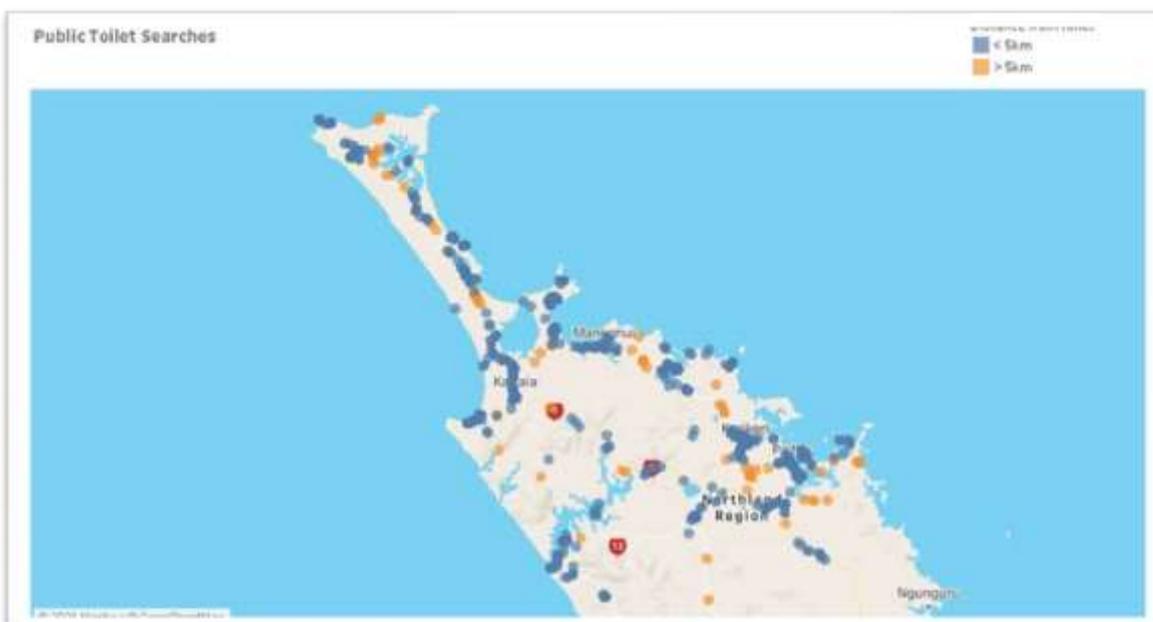
Significant improvements have been made recently to the freedom camping facilities in Kawakawa as part of the Te Hononga Trust project. There are now dedicated larger car-parking spaces and new toilets and user-pays showers available. It is a facility that has received excellent feedback from freedom campers and although Council has not yet actively promoted it, and full signage is not in place, it is often recommended via social media groups and usage is high.

This facility is perfectly placed to be used as a welcome hub where good responsible camping information can be shared with those visiting the region.

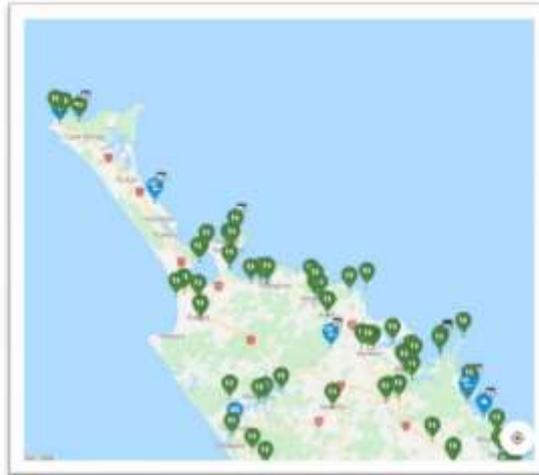
No evidence was found that this facility was developed as part of a broader freedom camping strategy.

### Current public toilet provision in the district

Although not provided exclusively for this group, campers use public toilets too. Feedback from the NZMCA survey indicated a high level of satisfaction with the cleanliness of toilet facilities in the Far North, but Campermate data indicates that users are often searching for toilets but cannot find any within five kilometres.

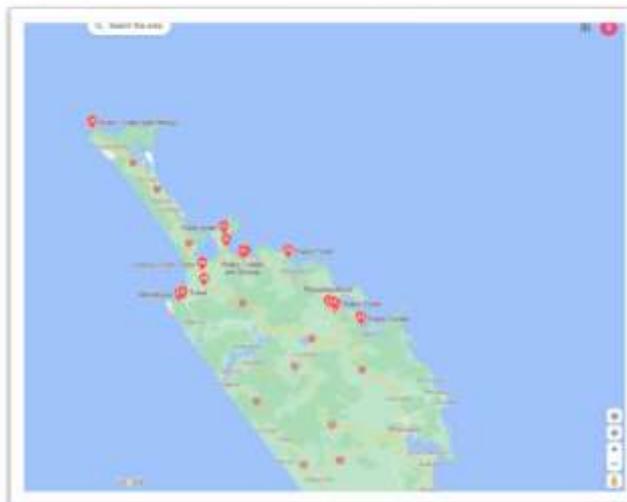


Campermate shows no toilets between Cape Reinga and Awanui:



When we compared the Campermate public toilet locations, with the list of toilets that RSL service it became apparent that some of them (e.g.: on the Cape) are not shown on the map. This could be a contributing factor to campers 'going in the bushes' as they cannot locate the facilities they need.

Similarly, Google maps does not show many of the public toilets that do exist:



In summary, both maps show no public toilets between Awanui and the Cape. 'Missing' public toilets include Unahi, Awanui (portaloo), Pukenui, Houhora, Kaimaumau, Te Kao and Waipapakauri Ramp.

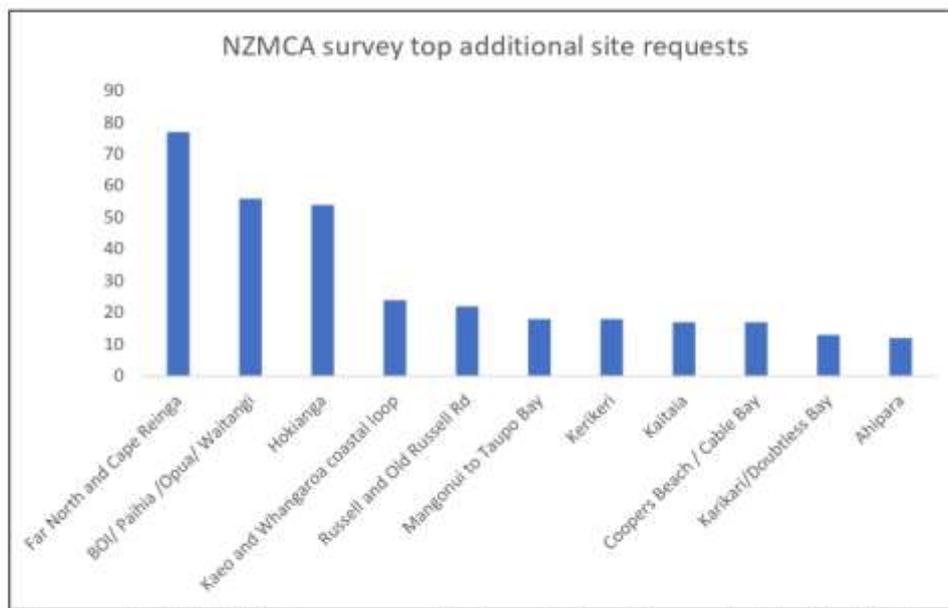
By combining the RSL facility list with feedback from RSL and the Rangers it was possible to identify some areas where additional toilet facilities would better serve visitors and protect the environment. But the most urgent action is to make sure that all toilets are well signed and marked on key maps and apps.

### What do campers think about facilities in the Far North?

Where do we need additional freedom camping or low-cost camping options?

The responses from the NZMCA survey mirror in many ways what the Kaitiaki Rangers are telling us and what the Geozone data shows us about travel patterns.

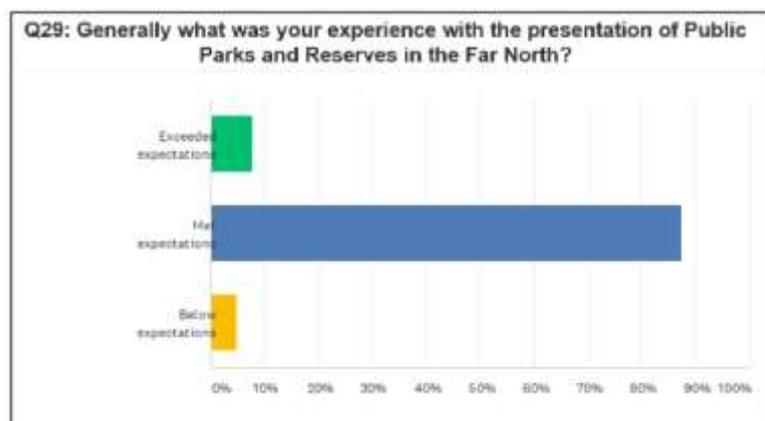
Areas under strain are the The Cape, The Karikari Peninsula and Bay of Islands. Hokianga is also an area that needs attention as there are few facilities and the new Footprints of Kupe centre is likely to attract more visitors. Kaitiaki Rangers did not cover Hokianga this year so data is not available from them.



The NZMCA survey also indicated that many were willing to pay to stay. Many wanted dog-friendly sites and sites near local attractions such as the bike trail and Ngawha Springs.

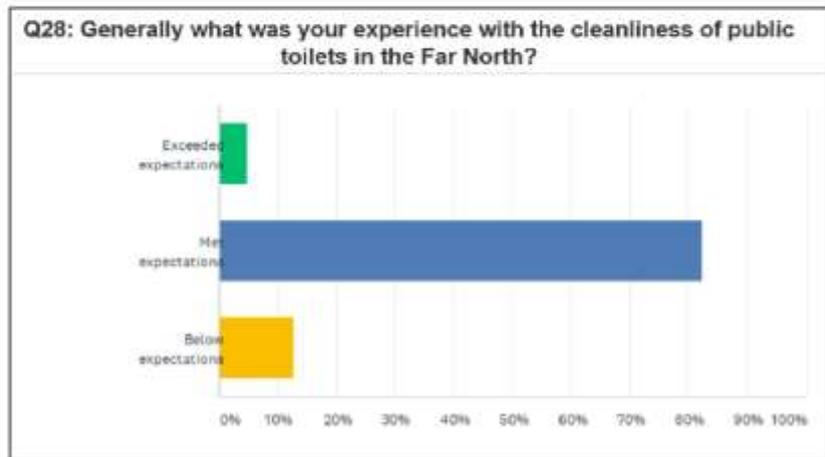
### Presentation of parks and reserves

The NZMCA survey tells us that 95% of campers felt that the presentation of parks and reserves met or exceeded their expectations.



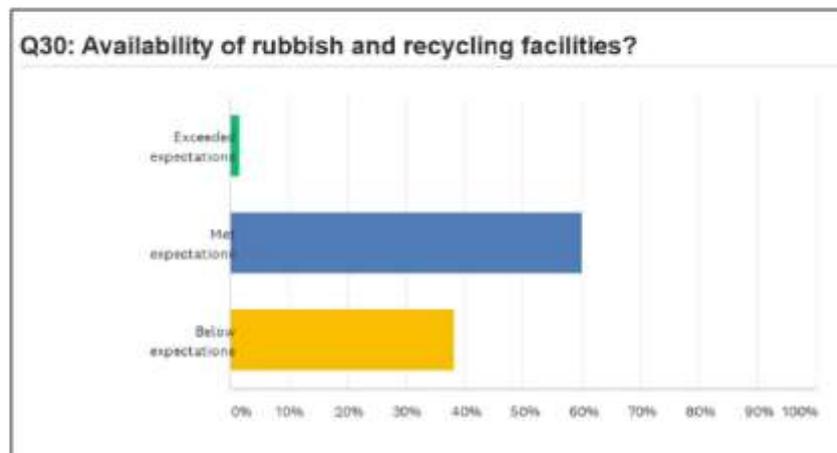
Cleanliness of toilets

The NZMCA survey tells us that 87% of campers felt that the cleanliness of toilets met or exceeded their expectations.



Rubbish facilities

The NZMCA survey tells us that nearly 40% of campers felt that rubbish and recycling facilities did not meet their expectations.



Potable water

29% had issues accessing potable water.

FNDC designated sites

NZMCA data – 38% of respondents were not aware of the FNDC designated sites.

Most of those who had used the sites rated them as adequate (note the survey pre-dated the Te Hononga opening).

## Summary of issues

### Shortage of camping spaces at peak

At peak holiday season the commercial campgrounds in the area are fully booked. Many campers head into our area expecting to stay at commercial grounds and end up freedom camping. Top freedom hotspots were the Ahipara and Karikari Peninsula areas which were overloaded this year at peak. Camper numbers have also built significantly at Taupo Bay, Tauranga Bay and in Russell.

There is a clear need to identify more suitable freedom camping spots, or low-cost options for peak season use, and to promote these ahead of time.

### The rules are not clear

Many campers, locals and even FNDC staff do not understand what is allowed with regards to freedom camping. Most signage was installed when the Reserves Bylaw was active and is now inaccurate. The policy (publicly available via the website) is outdated, and the website points campers to a small number of designated sites implying that they cannot camp on other public land. Information and signage can be improved.

### Busting to dump, but too far to drive

Some areas of the Far North have a shortage of dump-stations and toilets. We have Geozone data that shows large numbers of campers are searching for these facilities, then having to travel long distances to reach them and dispose of waste appropriately. There is opportunity to address this through installing more dump-stations (for campers' toilets to be emptied into) and toilets on these key routes.

#### Public toilets

RSL and Kaitiaki Rangers informed the team that some facilities are inadequate at peak. These have been noted for future infrastructure projects later in this report. In addition, some existing public toilets are not marked on key maps and apps so the public may not know they exist.

#### Public dump-stations

Campermate data for December 2020-February 2021 shows the areas (orange dots in the map below) where users searched for a dump station and were more than five kilometres away from one. Some dump-stations on the app are in private/commercial campgrounds and only accessible with an overnight stay at the campground. We have used this search data to identify areas of best benefit for new facilities.



The survey of NZMCA members who had visited our area also indicated a strong need for more dump-stations. Many indicated they would expect them in each medium sized town. Some cited the lack of such facilities as the reason for moving on. The main areas in which they said these were needed were between Awanui and Cape Reinga (25% of respondees), Paihia (7%), Russell (5%) Hokianga and the Kaeo/Whangaroa area. The dump station at Mangonui becomes very busy at peak times, with long waits and traffic congestion often blocking access to the toilets.

The NZMCA survey also indicated concern about the design of some of the current dump-stations. The comments suggested dump-stations should all:

- be suitable for large rigs
- allow vehicles to dump from either side of the dump station
- have potable water located separately from the rinse/dump point (for hygiene reasons)
- have better signage from the highway

It is recommended that this feedback is incorporated in the standard of any suitable new public facilities that are proposed - such as Waipapa sportshub, Te Hiku Sports Hub and the Lindvart Park development - where the site and size allow. The size of freedom camping vehicles is growing and some are designed to dump from the left and others from the right. Some tow boats and cars.

### Water shortage

Campers generally expect good access to potable water (at most locations) and the ability to access hot showers (pay per use). The NZMCA survey indicated that many of those campers were impacted by district-wide water shortages.

This report has taken these seasonal shortages into account and so has not made immediate recommendations to increase potable water availability. But this should be reviewed once the shortages are resolved, and any new dump station developments should include water provision where a safe supply is available.

It is pleasing to see that the recent Te Hononga development includes pay per use hot showers. This has been very positively received by campers.

### Overflowing bins and rubbish pollution

While responsible camping groups encourage all campers to pack-in and pack-out this does not reflect the current reality. Most people do the right thing, but some do not. Kaitiaki Rangers let campers know where the nearest transfer stations are, and they collect rubbish from camping areas and adjacent beaches and reserves. In some camping areas the Rangers tell us a lot of the rubbish comes from locals and not campers.

### Poor behaviour by the few, and lack of good information

Most campers want to do the right thing, but they do not always know what the right thing is. For instance, they may not realise that walking on dunes can threaten endangered birds, or that washing in the lake or sea using normal commercial soaps can contaminate the water and kai moana. A few even drive their trucks and motorbikes at speed on the edge of dunes, creating a danger to other visitors and the environment. Effective messaging is key to driving desired behaviour. We can continue to do this via Kaitiaki Rangers (who are very well received) but we also need consistent, permanent messaging available via updated and improved signage, accurate information fed into the camping apps, and a recreation-themed website that contains all the information campers (and other visitors) need to know in advance.

### No strategy or plan to guide current approach

It is impossible to develop an efficient travel plan without clarity on the destination you want to reach. Similarly, an operational plan for freedom camping should not be developed without a strategy and vision. These do not exist today. This review work continued because there were clear infrastructure gaps and opportunities to improve information sharing and leverage existing infrastructure. It is impossible however to develop a complete operational plan without a strategy. This review, and the data sources in the appendices, can help inform the development of a strategy.

### Growing costs

Specific data has not been gathered on costs but inevitably as more infrastructure is rolled out and more people travel throughout the area, using district amenities, costs will grow (some operational and some capital). This will be offset, to some degree, by the business brought into the district. Most facilities such as toilets, showers and parking are also well-used by locals and other visitors who are not camping.

There is heavy reliance on external annual funding for improvements to visitor infrastructure and funding of the Kaitiaki Ranger programme.

### Difficulty obtaining data on camper numbers

There is no perfect way to obtain data on camper numbers. Plans are already underway to improve the method the Rangers use to gather peak numbers at popular locations during the 2021/2022 peak season using mobile devices and a QR code. In addition, MBIE has stated that it is working on developing methods for this.

### Resourcing and training of Kaitiaki Rangers is rushed

The Kaitiaki Ranger programme is successful, but the resourcing is often rushed, and training is not always completed ahead of the season.

## Suggested Timeline

Strategy work needs to guide future plans

This work uncovered a plethora of other opportunities for FNDC to revitalise the approach to Responsible Freedom Camping, leverage existing infrastructure and futureproof the approach to accommodate growth.

These other suggested activities are listed in the Appendices and are listed by geographical area. These suggestions have not yet been allocated budget or timeframes as they should be considered in the context of a new Responsible Camping Strategy. If they align with strategic intent, they should then be explored in more detail.

Suggested top priorities are listed below and are described in more detail later by project number.

Number	Description / purpose	Project type	Suggested Timeframe	Approximate Cost
Project 1	Te Paki Road/Cape Reinga Road Dump Station	TIF	TIF round 5 funding applied for	\$115.5 k
Project 2	Te Paki Road/Cape Reinga Road toilet block	TIF	TIF round 5 funding applied for	\$246.3 k
Project 3	Taipa dump station	TIF	Potential future TIF funding	\$50 k
Project 4	Kohukohu dump station	TIF	Potential future TIF funding	\$65 k
Project 5	Smart Bins	TIF	TIF round 5 funding applied for	\$88 k (for four sites)
Project 6	Waipapa Sportshub dump station	BAU	TBC depends on wider project	Uncosted (needs to be priced within larger project). Minimum \$50k
Project 7	Develop a Responsible Camping Strategy and update the policy document	BAU	Immediate	Uncosted (out of scope for this review)
Project 8	Better information and signage	BAU	ASAP but dependent on strategy TOR	Uncosted (out of scope for this review)

*Notes: Once these projects are developed to final design stage the operating and maintenance costs can be identified and budgeted for.*

*Some of these projects may be suitable for partial funding support from Tourism Infrastructure Fund (TIF) or in the case of the dump station projects there could be contributions obtained from NZMCA. There is more information on these funds in the Appendices.*

## Recommended High Priority Projects

Project 1: Te Paki Road/Cape Reinga Road Dump Station

Project 2: Te Paki Stream Toilet Block

Project 3: Taipa Dump Station

Project 4: Kohukohu Dump Station

Project 5: Smart Bins

Project 6: Waipapa sports hub Dump Station

Project 7: Develop a Responsible Camping Strategy

Project 8: Information and signage

## Project 1: Te Paki Road/Cape Reinga Road Dump Station

### Background

It has been identified some areas of the Far North have a shortage of dump stations and toilets. Geozone data shows large numbers of campers are searching for these facilities, then having to travel long distances to reach them and dispose of waste appropriately. There is opportunity to address this through installing more dump stations (for campers toilets to be emptied into) and toilets on these key routes.

The area around Cape Reinga was the number 1 area for additional camping sites in our survey of NZMCA members. The addition of toilets at Te Paki opens up the option for Ngati Kuri to operate an overnighting area to meet some of the demand.

The survey of NZMCA members who had visited our area also indicated a strong need for more dump stations. Some cited the lack of such facilities as the reason for moving on. The top areas they said they were needed were between Awanui and Cape Reinga (25% of respondees), Paihia (7%), Russell (5%) Hokianga and the Kaeo/Whangaroa area.

There is a shortage of dump stations on the Cape with campers having to travel long distances to safely dispose of toilet waste. Often campers need to empty their toilet cassettes every few days and they are unlikely to travel long distances to do this. Absence of a good network of dump stations is likely to drive the wrong behavior such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location.

This would be a partnership between FNDC and Ngati Kuri. FNDC to provide and own the Asset, Ngati Kuri to provide land access through a formal structure such as a license to occupy or MOU.

Stakeholders: FNDC, Te Hiku Community Board, Ngati Kuri, DoC



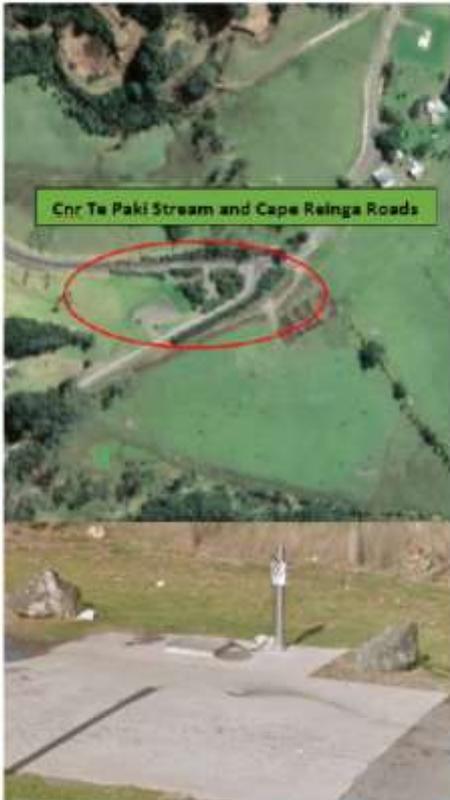
### Infrastructure Issues

The dunes at Te Paki and Cape Reinga are major tourist attractions in the Far North. There are a number of DoC camping grounds close to the Cape with significant capacity. Visitor numbers are increasing and there are no dump station facilities north of Houhora.

Absence of a good network of dump stations is likely to drive the wrong behavior such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location.

There are additional commercial opportunities for tourist activities near the site at Te Paki Stream, notably overflow for overnight stays, but without waste management infrastructure these cannot go ahead.

**Project Details**



Collaborative project with Ngati Kuri, Department of Conservation, and FNDC to install a vault dup station on land at the corner of Cape Reinga Road and Te Pahi Stream Road.

Land access provide by Ngati Kuri with DoC support. FNDC to own the asset.

Intent is to develop the site further in the future with a toilet block and potentially an electric charging station and café.

This will be the only dump station north of Houhora.

- Installation of Concrete holding tank Dump Station with up to 10,000litre capacity.
- Water connections
- Allowance for 50m of form access and manoeuvring area



**Cost Estimate**

Construction	82%	\$ 95,000
Project Management	7%	\$ 8,000
Specialist Consultancy	2%	\$ 2,000
Contingency (Risk Based)	9%	\$ 10,500
		<b>\$ 115,500</b>

**Benefits**

- Reduce negative environmental outcomes.
- Improve visitor experience.
- Provide additional commercial opportunity.

## Project 2: Te Pahi Stream Toilet Block

### Background

Te Pahi stream is the access point to the Giant Sand Dunes tourist attraction, a natural feature of constantly shifting sand dunes, popular for sandboarding. The Te Pahi Sand Dunes are the largest in the Southern Hemisphere and are a popular destination for scheduled tours and independent travellers. Ngati Kuri have noted significant increases in visitor numbers in the last three to five years, with numbers approaching a 600% increase.

There are no toilet facilities at the Sand dunes or anywhere nearby and environmental concerns have rightly been raised as visitor numbers continue to increase.

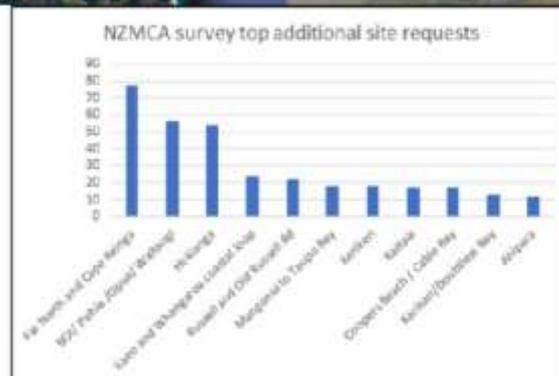
The area around Cape Reinga was the number 1 area for additional camping sites in our survey of NZMCA members. The addition of toilets at Te Pahi opens up the option for Ngati Kuri to operate an overnighting area to meet some of the demand

Ngati Kuri regularly open overflow parking on farmland near the dune access. With the addition of toilets this area could be developed further to include overnighting during peak seasons and provide the foundation for additional tourist attractions operated by Ngati Kuri such as walks and cycle tracks.

Sealing the road also has high priority from a safety and environmental perspective but the upgraded road would also see significant increases in visitors. The recommendation from Ngati Kuri is not to seal the road until there is infrastructure to support visitors to the site.

This would be a partnership between FNDC and Ngati Kuri. FNDC to provide and own the Asset, Ngati Kuri to provide land access through a formal structure such as a license to occupy or MOU.

Stakeholders: FNDC, Te Hiku Community Board, Ngati Kuri,



**Infrastructure Issues**

The dunes at Te Pahi are a major tourist attraction in the area. Visitor numbers are increasing and there are no toilet facilities. Ngati Kuri have been hiring a portaloos over peak season to try and mitigate environmental issues, with limited success.

There are additional commercial opportunities for tourist activities at the site but without waste management infrastructure these cannot go ahead.

**Project Details**



Collaborative project with Ngati Kuri, Department of Conservation, and FNDC to install a vault dup station on land at the corner of Cape Reinga Road and Te Pahi Stream Road.

Land access provide by Ngati Kuri with DoC support. FNDC to own the asset.

Intent is to develop the site further in the future with a toilet block and potentially an electric charging station and café.

This will be the only dump station north of Houhora.

- Installation of Concrete holding tank Dump Station with up to 10,000litre capacity.
- Water connections
- Allowance for 50m of form access and manoeuvring area



**Cost Estimate**

Construction	82%	\$ 95,000
Project Management	7%	\$ 8,000
Specialist Consultancy	2%	\$ 2,000
Contingency (Risk Based)	9%	\$ 10,500
		<b>\$ 115,500</b>

**Benefits**

- Reduce negative environmental outcomes.
- Improve visitor experience.
- Provide additional commercial opportunity.
- Provide visitor overnight overflow capacity

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**Project 3: Taipa Dump Station**

**Background**

The public dump station on the Karikari Peninsula is located at the Karikari Fire station in Whatuwhiwhi. This location is not sustainable for future needs due to competing requirements for the land area. It is also a 13km back track for freedom campers using the popular DoC Ramp Road camping area.

Doubtless Bay is a high demand area and the other public dump station at Mangonui Lions Park is a one camper at a time set-up and is often oversubscribed during summer. There are no back up options in Doubtless Bay should Mangonui be closed for servicing.

Absence of a good network of dump stations is likely to drive the wrong behaviour such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location.

The location at Taipa been chosen to give an easy pull off from the road for large vehicles, and there is access to water and the sewage network.

NOTE: Any decision to implement this project will need to be incorporated into a Taipa Beach development plan so we are building / adding assets to a plan rather than reacting. There are a number of considerations: safe access to and from the toilet, safe and appropriate parking on Council land. This area can be heavily populated in Summer with fishers and their vehicles / crafts etc.

Stakeholders: FNDC, Te Hiku Community Board,



**Infrastructure Issues**

New facility to meet increased demand.

**Project Details**



- Install dump station access point.
- Connect to existing services.
- Signage to guide users

This location has been chosen to give an easy pull off from the road for large vehicles, and there is access to water and a treatment plant (see diagram below).



**Cost Estimate**

Final costs are site dependent and will required engineering assessment and estimates for the connect of services.

Basic set-ups start at \$15,000. Fully serviced and concreted \$ 50,000.

For budgetary purposes \$ 50,000

**Benefits**

- Reduce negative environmental outcomes.
- Improve visitor experience.

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**Project 4: Kohukohu Dump Station**

**Background**

There is a shortage of dump stations in Hokianga with campers having to travel long distances to safely dispose of toilet waste. Often campers need to empty their toilet cassettes every few days and they are unlikely to travel long distances to do this. Absence of a good network of dump stations is likely to drive the wrong behaviour such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location.

There is no public dump station on the Kohukohu side of the Hokianga and Campermate searches indicates demand from users.

This location has been chosen to give an easy pull off from the road for large vehicles, and there is access to water and a treatment plant (see diagram below).

Stakeholders: FNDC, Kaikohe-Hokianga Community Board, NTA



**Infrastructure Issues**

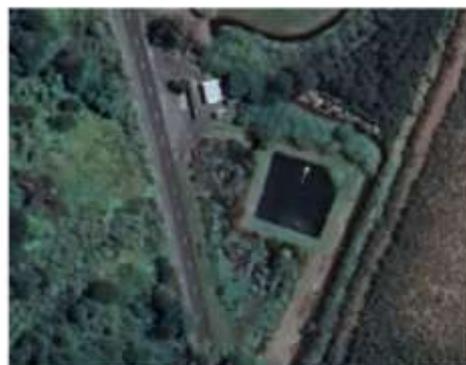
New facility to meet increased demand.

**Project Details**



- Install dump station access point.
- Connect to existing services.
- Signage to guide users

This location has been chosen to give an easy pull off from the road for large vehicles, and there is access to water and a treatment plant (see diagram below).



**Cost Estimate**

Final costs are site dependent and will required engineering assessment and estimates for the connect of services.

Basic set-ups start at \$15,000. Fully serviced and concreted \$ 50,000.

For budgetary purposes \$ 50,000

**Benefits**

- Reduce negative environmental outcomes.
- Improve visitor experience.
- Provide additional commercial opportunity.

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**Project 5: Smart Bins**

**Background**

Freedom campers should “pack in and pack out” so that parity is maintained with ratepayers who pay (via bags) to dispose of household waste. FNDC will improve education and signage related to this so that campers are better informed early (see information project above)

However, there are some camping and recreation hotspots where rubbish accumulates from a combination of day visitors, locals, boaters, and campers. The worst locations are Ramp Rd car park and Taipa. Russell wharf and Pukenui wharf also have the same issue with rubbish from boat users. These locations have suffered from overflowing rubbish bins. Overflowing bins are not a good look nor environmentally responsible.

Smart bins utilise smart sensors that detect rubbish levels and alert maintenance contractors when they are nearing capacity and need to be emptied. A built-in solar cell-powered compactor means the bins can take up to eight times more rubbish than a standard waste bin, helping to deal with the influx of day-trippers and campers at peak.

The compacting and online alert systems also ensure optimum use of waste collectors’ time while the technology prevents rubbish overflow.

Stakeholders: FNDC, Community Boards, RSL



**Infrastructure Issues**

Popular tourist destinations across the Far North region often struggle to deal with surges in visitors over short periods of time. This can result in overflowing rubbish bins. This situation causes additional operational strain on services and additional contractor requirements add additional cost.

The introduction of smart city Wi-Fi (subject to TIF approval) at Paihia and Russell provide the opportunity to deploy smart bin technology on an initial small scale. Solar powered options will enable deployment of compactor bins at other hotspots. Feedback from Palmerston North Council (Clean Cube Bins) and Taupo (Big Belly Bins) has been positive.

**Project Details**



Deploy smart bins to four selected high use locations such as, Russell, Karikari Peninsula, Pukenui Wharf and Taipa

Option exists to deploy a remote 3G or 4G bin unit where Wi-Fi networks are unavailable.

FNDC Operations management staff to be involved in site selection, model selection and in benefits tracking. Consultation with contracted service providers.

Big Belly Bins (Manco Engineering) are one of the options used by several Councils in New Zealand and form the cost basis for this project funding estimate. Installation costs will be relatively standard across the brands, with proprietary software charges the main variable outside of hardware cost.

Big Belly Bins also have the option to host the Wi-Fi network infrastructure from the bin. There are also remote 3G and 4G communication options.

Note: Big Belly bins pricing estimates are for a double bin set-up.

**Cost Estimate**

Double unit costs are estimated at \$22,000 including communication fit out. Pricing will vary subject to available services.

**Benefits**

- Reduces waste overflow.
- Reduces collection trips and operational cost.
- Compaction increases bin capacity.
- Supports the use of renewable energy.

## Project 6: Waipapa sports hub Dump Station

### Background

The current dump station at Cobham Rd Kerikeri is no longer fit for purpose. Now that the adjoining land has been sold, the space does not allow safe access and queuing by larger vehicles at busy times (see picture one below showing small vehicles at Cobham Rd). The second picture shows the size of some vehicles regularly using dump-stations in New Zealand.

This project incorporates the installation of a new purpose-built dump station at the proposed sports hub development in Waipapa.

Kerikeri/ Waipapa is a high demand area and the existing public dump station at Cobham Rd is a one camper at a time set-up and is too small for larger vehicles.

Absence of a good network of dump-stations is likely to drive the wrong behaviour such as campers toileting in the wild (to avoid having to empty their on-board toilet) or emptying the toilet in an environmentally unsafe location.

The location at Waipapa has been chosen to give an easy pull off from the main road for large vehicles, and with the proposed sports development there will be ready access to water and the sewage network.

NOTE: Any decision to implement this project will need to be incorporated into the Sportshub development plan so that council is building / adding assets to a plan rather than reacting. There is an opportunity to here to develop an overnight stopover.

Stakeholders: FNDC, Adjoining landowner, Bay of Islands and Whangaroa Community Board



### Infrastructure Issues

New facility to meet increased demand.

### Project Details

Current plans for the site are unknown as the Waipapa Sports Hub development is in the final design and planning stages.

- Washdown water and potable water will also be required.
- Access to the potable water tap should be located a safe/sanitary. distance away from the dump station.
- Access must be 24/7 and accessible from both sides by large vehicles.
- Signage also required to minimise misuse. (No wet wipes or rubbish, only human waste and toilet paper.)

**Cost Estimate**

This project needs to be costed as part of the wider project. The key requirement is to incorporate this facility into the wider project planning for Waipapa sports hub.

Final costs are site dependent and will required engineering assessment and estimates for the connection of services to new infrastructure.

For budgetary purposes \$ 50,000

**Benefits**

- Reduce negative environmental outcomes.
- Improve visitor experience.
- Provide additional commercial opportunity.
- Safer access for larger vehicles

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## Project 7: Develop a Responsible Camping Strategy

**Background**

No strategy exists and the related policy and information are out of date. Operational decisions, and some investments, are made in a strategic vacuum with no articulated vision. This can be haphazard and reactive. Developing a strategy will allow better planning over longer time horizons and kick off some proactive initiatives that were identified in this review

Stakeholders: FNDC

**Infrastructure Issues**

None – this is not an infrastructure project but may guide future infrastructure decisions.

**Project Details**

Develop a strategy for responsible camping that is guided by these principles:

- Is guided by the Freedom Camping Act and considers all camper types e.g.: includes tents
- Makes it easy for campers to behave responsibly and do the right thing
- Focuses on education over enforcement

The strategy should incorporate the following considerations:

- Where should ownership of strategy and management of freedom camping sit?
- How should it be resourced?
- How best to maintain and share accurate information widely in easy-to-understand formats.
- Develop clear and informative signage and web site that promotes leisure activities but protects the environment and continued access for locals
- How best to leverage existing facilities and parking areas to spread the load.
- How to retain availability of land across the district for commercial campgrounds
- Encourages other providers e.g.: NZMCA, schools, clubs, marae and individuals with spare suitably located land to provide peak sites at low cost.

- Develops minimum facility standards for designated FNDC sites e.g.: toilets, some hardstanding parking, some grass for tents, good clear signage
- Develops minimum facility standards for overnight car parks – e.g.: toilets, security camera, safety spacing
- Develops a standard for in town dump-stations and remote vault-style dump-stations.
- Agrees a user pays strategy and roll out plan. Explore the use of Kiwicash as many campers will already be familiar with this concept from staying at Kiwicamps elsewhere.
- Develops the concept for a one-stop-shop for short term and overnight parking, toilet, dump station, water fill up and rubbish disposal located close to main highways and in walking/biking distance from shops/cafes etc. Such facilities allow travellers to break their journeys safely.
- Actively considers camper needs and camper impacts when developing strategies related to roading, facilities, parking, reserves, and recreational areas/zones.
- Updates the Policy document that is publicly available.
- Updates the Council-owned Campgrounds policy where it is outdated.
- Takes account of other work in progress at FNDC related to Roading and Reserves – (see appendix for complementary projects)

#### Cost Estimate

This work is not costed as beyond the scope of this review

#### Benefits

- Clarity of vision and goals to guide future operations and investment related to Freedom Camping
- Allows alignment with other strategic work
- Can explore user pays to generate future revenue
- Avoids haphazard decision making
- Futureproofing

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## Project 8: Information and signage

### Background

*Note: this project should not proceed until the terms of reference for the strategy work have been agreed.*

Signage and information are key to managing freedom camping. It is an area where FNDC has some significant gaps.

- Some facilities (e.g.: many toilets) are not marked on key maps and apps
- Signage to facilities (from main highways) and at camping locations is either missing or outdated and unclear.

When campers access the FNDC website for more information on freedom camping the information provided is very basic and does not accurately portray where and how campers can camp in line with the Freedom Camping Act.

This project better leverages existing infrastructure by better communicating where existing toilets, dump-stations and rubbish facilities are located and supports this with information to drive more responsible camping behaviour. The goal is to make it easy for campers to do the right thing.

Stakeholders: FNDC, all Community Boards, RSL, Commercial campground operators, DoC

### Infrastructure Issues

Better leverage of existing infrastructure by better communicating where existing toilets, dump-stations and rubbish facilities are located and support this with information to drive more responsible camping behaviour. The goal is to make it easy for campers to do the right thing.

- Conflicting and outdated signage
- Gaps and omissions in online information



### Project Details

This project will provide information suitable for all camper types (as defined by the Act) and will leverage existing good practice information where available.

1. All public toilets, dump-stations and rubbish transfer stations will be added to key camping apps and google maps.
2. Processes will be established to ensure data is kept current in the future.
3. After a full assessment, new standards will be developed for signage at designated freedom camping sites and hot spots. New signage will include information about how to camp responsibly and will align with LGNZ good practice guide (2018). These signs will be put in place at all designated camping locations and hotspots.
4. New standards will be developed for signage at designated overnight parking spots. Overnight parking signs (limited time and camper numbers) will be put in place at suitable car parks. Where possible signage will use simple symbols and language to be easily understood by all visitors regardless of language. Signage will not refer to "certified" self-contained but where there is good reason (no toilets) reference to "self-containment" could be considered if this aligns with the Act. Standards will need to be provided for input to the appropriate Engineering Standards and agreed with the Communication team to ensure Council branding is being maintained etc.
5. New standards will be developed for signage at dump-stations. This will include guidance on what can be dumped and how to use the station correctly and hygienically. This will educate users not to dump wet-wipes (even those that say they are flushable). The signage will be installed at current and new dump-stations.
6. Outdated (therefore confusing) "no camping signs" will be removed from reserves.
7. The council website information on freedom camping will be updated to be current and accurate and will include comprehensive information on camping in the district.
  - It will encourage campers to plan trips ahead (commercial sites and hot spots are often unavailable at peak), provide better advice on how to camp responsibly,
  - links to information on other commercial and DoC campgrounds, and other recreational activities in the area.
  - The website will promote the popular camper apps, but FNDC will ensure that local data on public facilities on those apps
8. The pages will be mobile accessible.

9. A tailored pack of content (for the 21/22 season) will be developed for Kaitiaki Rangers to give to campers.
10. Badges, tee-shirts, hi-vis vests, and caps will be designed (ready to be produced when needed for next season) so that the Kaitiaki Rangers can be more easily identified by campers providing reassurance and safety.

**Cost Estimate**

This project is currently not costed as it is subject to FNDC internal resourcing considerations.

**Benefits**

- Leverages existing infrastructure
  - Drives responsible behaviour
  - Encourages campers to plan ahead
  - Aligned with good practice
-

A2

## Appendices

### Appendix 1: Full list of infrastructure related projects for consideration (by area)

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document. Those that are not coloured are to be considered later.

Route to Cape Reinga, (north of Awanui)

Hotspots are Waipapakauri Ramp, Utea Park, Rarawa, Kaimaumau and Lake Ngatu

New facility What type / location	Permanent	Peak only	Notes
Improve signage and map entries for all public toilets in the Far North but focus on the Cape first.	Yes		Many public toilets in this area do not show on google maps and Campermate. Campermate shows people actively searching. Remove mention of a dry vault toilet at Te Paki from Campermate. There is no toilet there
Dump station and toilets at Te Paki	Yes		Campermate data shows need. This is the access to Te Paki stream and dunes. Agreement needed noting ownership, roles and responsibilities.
Signage at hotspots	Yes		Responsible camping focus
Dump station at Houhora	N/A see notes		There is a dump station at Houhora Heads campground that allows public use for \$5. Recommend this information is shared via website and apps.
Upgrade toilets at Te Kao	Yes		Currently just one at the store – non council facility. Not maintained by RSL. May not be 24 hrs. Agreement to be progressed. Toilet on private property and services provided by local Marae etc. System inherited and details need finalising with local Hapu.
Toilets at Houhora or Pukenui	N/A see notes		There are toilets at Houhora and Pukenui, but they do not show on maps and apps. Recommend this information is shared via website and apps.
Lobby DoC to upgrade toilets at Cape Reinga	Yes		RSL and Operations team say the current (and fairly new) toilet block at the Cape is not coping with the visitor numbers during the summer period BUT this area is owned / managed by local Iwi and DoC. Council is not involved.
Partnership sites open at peak (60 days maximum per year)	No	Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc

A3

Kaitaia / Awanui area

New facility What type / location	Permanent	Peak only	Notes
Open up East Lane Remembrance Park area car park as a designated site for overnight stops, currently has toilets and free hot shower. Currently closed overnight.	Yes		Operations team think it will help security in the area to have campers present.

Ahipara area

Hotspots are Ahipara, Tauroa

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document. Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Ahipara – signage	Yes		To reduce dangerous driving on beach and keep people off dunes (dune restoration) Better signage to refuse centre
Signage at hotspots		Yes	Responsible camping focus
Partnership sites open at peak (60 days maximum per year)	No peak only	Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc
Ahipara foreshore toilet-ensure 24 hrs	Yes		Make 24 hrs.

A4

Mangonui / Karikari peninsula area

Hotspots are Ramp Rd, Coca Cola Lake, Rangiputa, Tokerau Beach, Puwheke beach, Taipa, Mangonui

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Dump station at Taipa.	Yes		High numbers require this – see Campermate data. Can this be connected to existing toilet infrastructure?
Signage at hotspots and designated sites		Yes	Responsible camping focus
Partnership sites open at peak (60 days maximum per year)		Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc
“FULL” signage for Ranger use at Ramp Rd		Yes	Requested by Rangers.
Toilet at Totara North designated site. No water so may be portaloo initially to test usage levels	Yes		Make all designated sites suitable for all travellers
Portaloo at Puwheke beach		Yes	This is a surf beach. Trial a portaloo and assess demand

A5

Russell

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	permanent	Peak only	Notes
Signage encouraging larger camping vehicles not to drive through Russell	Yes		As there are limited turning and parking options for larger vehicles
Signage at hotspots and designated sites		Yes	Responsible camping focus
Dump station in Russell	Yes		None currently on that side – nearest is Kawakawa. If a suitable designated site is found (below) co-locate dump station there
Long Beach toilets	N/A see notes		Current toilets under stress but project already underway to replace these in May/June
Designated Camping site, hard standing surrounded by grass. Toilets. Before final approach to Russell – walking distance to town.	Yes		Will reduce vans into town and beyond to beaches. A suitable spot to send campers back to at peak. Need to find suitable location.
Partnership sites open at peak (60 days maximum per year)		Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc

A6

Paihia / Waitangi/ Opuia area

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Signage at Opuia ferry re limited freedom camping and camping parking on Russell side.	Yes		Encourage use of Kawakawa to overnight. Encourage campers to visit Russell as day trip using the foot ferry from Paihia and parking in main Paihia car park
Partnership sites open at peak (60 days maximum per year)	No	Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc

Kerikeri/ Waipapa / Kaeo area

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Waipapa at planned sports hub facility New dump station with better access and overnight parking area. Makes sense to include toilets too so that this becomes a new designed overnight site.	Yes		Feed this requirement into project planning urgently
Landing Rd car park (other side of river from Stone Store) Overnight parking dusk till dawn Day parking max 3 hrs	Yes		Clarify who owns this land
Lake Manuwai, Sandys Rd. Replace portaloos with permanent toilet. Daytime parking only.	Yes		Clarify who owns this land – liaise with them. Already planned.
Rangitane Reserve Replace portaloos with permanent toilet. Daytime limited hours parking only as parking space is limited.	Yes		Investigate who owns the land. Currently being developed as part of boat ramp project.
Partnership sites open at peak (60 days maximum per year)	No	Yes	Explore partnership sites at suitable marae, schools, sports clubs, community halls etc

A7

Hokianga area

NOTE - as there were no Rangers in this area at peak, we have less validation of this information.

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Dump station in Kohukohu	Yes		Campermate data supports this.
Welcome to the area information hub signage and designated overnight stop near new Kupe centre. Also, toilets and new dump station if space allows	Yes		Huge growth expected in this area. New footprints of Kupe centre will add to this. Current dump station at Omapere has poor user feedback. (See below)
Partnership sites open at peak (60 days maximum per year)	No		Explore partnership sites at suitable marae, schools, sports clubs, community halls etc
Toilet at Koutu boulders car park Portaloo initially.	Yes		Test demand. Who owns this land?
Horeke. Improved toilets for end of cycle trail and those transferring by boat to Kohukohu.	Yes		Currently the toilet is in the hall and serviced by FNDC. Who owns this land? Is this already planned, if so, can this be brought forward?
Improve or replace dump station at Omapere	Yes		Comments (on Campermate and NZMCA survey) indicate poor signage and access is poor for large vehicles. This is currently the only one in the area

Kaikohe area

**NOTE** – those rows that are coloured are considered urgent and included in the projects listed in the main document.

Those that are not coloured are to be considered later.

New facility What type / location	Permanent	Peak only	Notes
Toilets at Lindvart park designated area	Yes		Make all designated sites suitable for all travellers. There are already 2 new toilet developments planned in the Kaikohe area. Does this make one of those locations more suitable as a designated site than Lindvart Park?  The meeting with the asset manager did not reveal any plans for Lindvart Park but a redevelopment is mentioned in the Long Term Plan documents. More information is required.

A8

## Appendix 2: Possible funding sources

### About the Tourism Infrastructure Fund

The Tourism Infrastructure Fund is administered by MBIE and provides up to \$25 million annually to develop tourism-related infrastructure that supports regions facing pressure from tourism growth

The fund aims to protect and enhance New Zealand's reputation both domestically and internationally. Supporting robust infrastructure contributes to quality experiences for visitors and maintains the social licence for the sector to operate.

The Tourism Infrastructure Fund is open to all local councils and not-for-profit community organisations that can demonstrate support from their local council.

### Eligibility Criteria

The following criteria set out which types of projects are eligible for grants from the Tourism Infrastructure Fund

- Only publicly available infrastructure used significantly by tourists is eligible.
- Projects need to be for new facilities, or enhancements. Like-for-like replacement will not be funded.
- Development of new attractions, accommodation, and commercial activity is not eligible.
- Projects must demonstrate that they do not compete with commercial activities in the region.
- Projects will not be eligible if seeking funding under \$25,000 (though a series of linked projects can be joined in one application).
- Projects already receiving funding from NZTA are not eligible.
- Councils must meet at least one of the following tests (now or within 5 years), priority will be given to councils that meet two or more of these tests:
  - Visitor: rating unit ratio >5
  - Revenue from tourism in the region <\$1 billion per annum
  - Local Government Finance Agency lending limits have been reached.

**Applicants are expected to co-fund their project to the maximum extent they are able, and to a minimum of 50%.**

### Assessment Criteria

In summary, the key assessments criteria are:

- *Addresses Infrastructure capacity constraints*
- *Represents value for money*
- *Other funding options have been investigated*
- *The balance of visitor and resident demand*
- *Supports the attraction of visitors to a region*
- *Otherwise, may not happen, or happen more slowly*
- *Applicant has maximised funding contribution*

A9

#### About NZMCA Dump Station Subsidy Scheme

This information was obtained from the NZMCA website:

"Dump-stations help to ensure users of recreational vehicles (e.g.: motor caravanners, boaties) have somewhere safe to dispose waste-water and fill their freshwater tanks.

The NZMCA lobbies local government to install public dump-stations in their districts to promote and encourage responsible waste-water disposal. Dump-stations must be installed in areas where large vehicles can access them 24/7 so are usually located adjacent to public toilets, large parking areas and service stations.

NZMCA's aim is to improve on the current network of public dump-stations across New Zealand so, the NZMCA offers financial assistance to any organisation wishing to install a public dump station.

NZMCA offer financial assistance for the installation of new public dump-stations through the provision of a pre-cast concrete unit, which requires minimal work to assemble and install, and the appropriate signage to assist the public in locating the site. In return, we require the dump station to meet certain conditions.

NZMCA provide the pre-cast unit (built to NZ Standards) and signage valued at \$1,200.00 should the project meet the necessary criteria. In special circumstances they may also provide further financial assistance."

*Note: a conversation with Whangarei DC (Andy Keith) revealed that the NZMCA design is not always suitable depending on the site. So therefore, this funding should not be assumed.*

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### Appendix 3: Definitions used (in alphabetical order)

**Black water**

Any water that contains human body waste.

**Campervan** (see motorhome)

The difference between motorhome vs campervan is that motorhomes tend to be larger, built into truck/bus/large van style bodies. Campervans tend to be smaller, simpler, and more conventional van sized.

**Camping Ground**

See "holiday park"

**Campsite**

An approved camping location. Facilities will vary across provider e.g.: DoC, Council etc. Sometimes charges will apply, and sometimes not. Some campsites may be designated as suitable for self-contained vehicles only.

**Caravan**

"Any structure designed for human habitation, which is capable of being moved from one place to another, by being towed, or transported on another vehicle"

Taken from the New Zealand self-containment standard NZS 5465:2001

**Certified self-contained**

A "standard" developed by NZMCA and a requirement for vehicles using NZMCA sites. Defined by the New Zealand self-containment standard NZS 5465:2001 as: "the ability to meet the ablutionary and sanitary needs of the occupants of the motor caravan or caravan for a minimum of three days without requiring any external services or discharging any waste." The standard also refers to self-containment certificate, warrant, and sticker.

*Note: this standard's legal status is currently being challenged and it is not part of the Freedom Camping Act as the Act also applies to other camping forms such as tents which cannot meet this standard.*

**Dump station**

"A dump station is a small facility designed to protect public health and the environment by ensuring the proper disposal of wastewater from recreational vehicles e.g.: motorhomes, campervans, and boats": <https://www.nzmca.org.nz/dump-stations>

Dump-stations are used to dispose of grey water and black water.

**Freedom Camping Act / FCA**

The Freedom Camping Act (FCA) defines freedom camping as:

"to camp (other than at a camping ground) within 200 m of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 m of a formed road or a Great Walks Track, using 1 or more of the following:

- a tent or other temporary structure:
- a caravan:
- a car, campervan, house truck, or other motor vehicle"

The FCA also makes it clear that short term parking, parking for day-trips and resting to avoid driver fatigue are not freedom camping. Further, if a person can prove they were not camping nor preparing to camp, they are not subject to the provisions of the FCA. 'Camp' is not defined by the FCA but can reasonably be taken to mean lodging overnight at a particular location in a temporary structure such as a tent, a caravan, car, campervan, house-truck or other motor vehicle."

**Grey water**

Any wastewater that does not contain human body waste. Usually this is water from showers and sinks.

## A11

**Holiday Park**

A commercial operation providing camping areas and a range of facilities targeted at campers. Facilities will vary by operator. See "camping ground"

**Motor caravan**

A motor caravan is a motor vehicle, which can be used as a place of abode and contains facilities for cooking, eating, sleeping and washing. Some are self-contained, some are not.

**Motorhome**

See motor caravan (above)

**Potable water**

Any water that is fit for human consumption.

**Responsible camping**

"Responsible camping is a wider term used to reflect the desired behaviour of all campers enjoying the New Zealand outdoors, irrespective of the sites and locations they seek to stay at, the type of vehicle they drive, or equipment they have. It is about travelling safely and respecting the environment and the communities in which they visit.

This responsible camping message has been the subject of recent promotions by Tourism New Zealand (TNZ), Tourism Industry Aotearoa (TIA) and Tourism Industry New Zealand Trust (TINZT)." Marlborough Responsible Camping Review 2020

**Self-containment / self-contained** (see also "certified self-contained")

Where a camper makes adequate provision to hygienically contain all waste and does not need to dispose of anything while on site (water waste, human waste, and rubbish). Provision will vary dependent on preference and the type of vehicle or camping set up.

*Note that tents and many smaller vehicles, walkers and cyclists, will be unable to meet the "certified self-contained" "standard" developed by NZMCA so some groups e.g.: RCAI are lobbying government to remove all reference to that standard, and the use of it in any restrictions, as it does not cover all modes of camping that are allowed under the Act.*

**Wastewater**

Includes both grey water and black water.

A12

## Appendix 4: Key Abbreviations (in alphabetical order)

Abbreviation	Meaning
CAP	Charges Apply Property (an NZMCA term) for a location that is not a full NZMCA camp, but where members can camp for a small fee
DIA	Department of Internal Affairs
DoC	Department of Conservation
FNDC	Far North District Council
FCB	Freedom Camping Bylaw
The Act or FCA	Freedom Camping Act 2011
GPS	Global Positioning System
LGA	Local Government Act 2002
LGNZ	Local Government New Zealand
MBIE	Ministry of Business, Innovation and Employment
NSC	Non-Self-Contained (site)
NZMCA	New Zealand Motor Caravan Association
RCAi	Responsible Campers Association Inc
RTO	Regional Tourism Organisation
TIA	Tourism Industry Aotearoa
TIF	Tourism Infrastructure Fund
TINZT	Tourism Industry New Zealand Trust
TNZ	Tourism New Zealand

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### Appendix 5: Publicly available references used / reading list

This is a good start point for anyone interested in this topic and will be helpful to the new owner at FNDC.

Source	Description / link
FNDC	<b>Camping in Public Places Policy</b> Document number: A1754105 July 2016 <a href="#">Link</a>
	Emails, meetings and <b>Responsible Camping webpage</b> : <a href="#">Link</a>
Local Government NZ (LGNZ)	2012 – <b>Freedom Camping Act 2011 – updated guidance for Local Authorities</b> <a href="#">Link</a>
	2018 <b>Good practice guide for freedom camping A resource prepared for councils and tourism operators.</b> <a href="#">Link</a>
	2016. <b>Managing Freedom Camping in Public Places – a National situational analysis</b> : A look at the opportunities to improve national and local responses to the harms associated with freedom camping, as defined under the Freedom Camping Act 2011. <a href="#">Link</a>
Legislation	<b>Freedom Camping Act 2011.</b> <a href="#">Link</a>
Minister for Environment	February 2021 <b>Not 100% but 4 steps closer to sustainable tourism.</b> <a href="#">Link</a>
Whangarei DC	Emails and updates to bylaw: <a href="#">Link</a>
TIA	<b>A Stronger Stance on Responsible Camping 15 September 2020.</b> <a href="#">Link</a>
	<b>Mood of the Nation Research.</b> <a href="#">Link</a>
	<b>Camping in New Zealand</b> is a website that provides tools and information to drive good planning and behaviour related to freedom camping and contains links to tools that can help campers to plan ahead. <a href="#">Link</a>
	<b>Freedom Camping literature review 2017</b> <a href="#">Link</a>
MBIE	<b>2019-20 Responsible Camping research.</b> This document makes some assumptions to arrive at camper numbers and focuses primarily on issues related to self-containment and toilet types in motorhomes and campervans. Also, some ideas from the regions are interesting. <a href="#">Link</a>
	<b>Freedom camping by international visitors in New Zealand</b> This page contains statistics and information about freedom camping by international visitors in New Zealand, based on data from the International Visitor Survey (IVS). <a href="#">Link</a>
	<b>Managing Freedom Camping in public places – National situational analysis.</b> November 2016 <a href="#">Link</a>
Apps	<b>Rankers app</b> <a href="#">Link</a>
	<b>Campermate app</b> <a href="#">Link</a>
Marlborough DC	<b>Responsible Camping Review May 2020.</b> <a href="#">Link</a>

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Appendix 6: Interrelated work currently underway in the Far North and Northland

Project / workstream	Description	Impact for freedom camping
FNDC Long term plan and annual plans	The new FNDC Long Term Plan is under development and includes a new 30-year infrastructure strategy	Unclear at this stage.
Twin Coast Discovery Route (TCDR) Programme	Development of a comprehensive investment programme to improve the TCDR. Business cases are being finalised for SH11 and SH12, wayfinding, passing lanes and rest areas, cycling and townships	Consideration should be given to campers wanting to follow these routes and their needs e.g.: camping spots, early signage for passing lanes and rest areas (to allow others to pass), and suitable size parking spaces in the towns.
FNDC Integrated Transport Strategy (ITS)	10-year transport programme investment map.	Parking and road access for visitors. Ability to park and ride or park and cycle in the future. Possible impact on TIF funding.
Reserves and Parks Strategy Work	Scope is Reserves and Parks. Could take 1.5 years to complete.	Unclear at this stage. Too early.
Northland Destination Management Plan	Northland wide approach to destination management. Wider approach (considering economic benefits) rather than previous (marketing focused) plans.	Unclear as not yet published

*Note: these are the activities we were made aware of. This list is not necessarily exhaustive.*

## A15

**Appendix 7: Stakeholder starter list to consider in future planning and communication**

Some future work will require consultation and change management activities to take place. This is a running list of stakeholders to consider at the appropriate stages of future work. It may not be exhaustive.

NOTE: these have been grouped but in some cases the impacts will be different within a group

**Campers and camper groups**

- Various types by vehicle type (including caravan, tent etc), owner/renter, local vs non-local, NZ vs non NZers, self-contained vs non-self-contained
- NZMCA
- RCAi

**Locals/ Ratepayers**

- Adjoining landowners/neighbours to sites
- Hapu /Iwi

**Council employees**

- Servicing of facilities e.g.: cleaning
- Operations team leader and seasonal Rangers
- FNDC i-site staff
- FNDC Website administration and communications and signage staff
- FNDC Councillors and staff responsible for making decisions on freedom policy/bylaw
- Legal
- Community Board members
- Strategic owner at FNDC (tbd)
- Owners of interrelated projects and strategies e.g.: Reserves and Roothing

**Local businesses and business community groups**

- Existing campground operators
- Prospective peak operators
- Retail and hospitality businesses and associations

**Other Third parties**

- DoC
- Tourism promotional groups / organisations including regional
- Rental companies and their customers
- Administrators of other apps and sites that hold camping information
- Relevant staff at neighbouring councils in Northland region
- Police
- NRC
- NZTA
- Administrators of popular maps

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**Appendix 8: Options assessment - Analysis of potential solutions**

The table below looks at the many options considered to address the issues identified. **NOTE:** Options are not Recommendations

Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
<p><b>Too many freedom campers in some key pressure spots at peak</b> e.g.: Ramp Road car park. This feels unsustainable and potentially unsafe. Nowhere else nearby to send them.</p>	<p>Spread the load more</p>	<p>Open up more free or low-cost camping places e.g.: Council car parks and reserves, DoC, Iwi, Private stopovers, Commercial, NZMCA, schools, sports clubs etc etc, and ensure these are added to the website and apps so that campers know they are available</p>	<ul style="list-style-type: none"> <li>• Shares the solution.</li> <li>• Allows locals to generate income and be part of the solution.</li> <li>• Leverages existing infrastructure</li> <li>• Flexibility: some of these options can be just available at peak season</li> <li>• Very aligned with FNDC strategy "Creating great places, supporting our people."</li> <li>• Some income generation options</li> </ul>	<ul style="list-style-type: none"> <li>• Requires templates/ FNDC support and ease of consent etc to "make it easy" for other providers to come on board</li> </ul>	<ul style="list-style-type: none"> <li>• Identify new designated public land locations and provide facilities</li> <li>• May need partnerships with others if not on council land</li> <li>• Signage, website and apps showing other nearby options when full</li> <li>• Investigate Kiwicamp as an option to partner with</li> <li>• Solar compressor bins to offer more capacity</li> </ul>
		<p>Charge for access to prime spots and limit numbers</p>	<ul style="list-style-type: none"> <li>• Helps pay for management.</li> <li>• Solution can also gather information on numbers.</li> <li>• Cost to implement.</li> </ul>	<ul style="list-style-type: none"> <li>• May just push some campers to other spots</li> <li>• Requires enforcement and management effort</li> </ul>	<ul style="list-style-type: none"> <li>• Choice of charging mechanism and costs to implement and maintain</li> <li>• Investigate Kiwicash as a potential option that some campers will be familiar with</li> </ul>
		<p>Add toilets to other freedom camping areas. Campers currently cluster around the spots with toilets</p>	<ul style="list-style-type: none"> <li>• Better facilities at key visitor spots for use by locals and tourists</li> </ul>	<ul style="list-style-type: none"> <li>• Budget and ongoing servicing costs</li> </ul>	<ul style="list-style-type: none"> <li>• Identify suitable locations and provide facilities, then service the facilities</li> </ul>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
			<ul style="list-style-type: none"> <li>Aligns with FNDC public toilet policy <sup>20</sup></li> </ul>		
		Education and information about capacity at peak and the fact that many sites are fully booked, encourage people to “plan ahead and travel at quieter times”	<ul style="list-style-type: none"> <li>Helpful to those who are taken by surprise</li> <li>Camper who are not date constrained may choose to travel at other times</li> </ul>	<ul style="list-style-type: none"> <li>Hard to get message to target audience in advance</li> </ul>	<ul style="list-style-type: none"> <li>Limit numbers on signage.</li> <li>Consider limit on length of stay</li> </ul>
		Education and information about the Act and better information about location of facilities in the district	<ul style="list-style-type: none"> <li>Leverages existing infrastructure</li> <li>Helps to educate</li> </ul>	<ul style="list-style-type: none"> <li>Will not be sufficient on its own</li> <li>May create new hotspots</li> </ul>	
		Information about other lesser-known locations & things to do/ see in the district via website	<ul style="list-style-type: none"> <li>Chance to promote some lesser-known spots and attractions or activities</li> <li>Communities can get involved</li> </ul>	<ul style="list-style-type: none"> <li>Will not be sufficient on its own</li> <li>May create new hotspots</li> </ul>	
		Close these locations		<ul style="list-style-type: none"> <li>Requires a Freedom camping bylaw – lengthy and costly,</li> <li>Enforcement costs</li> <li>May just move campers elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>Signage</li> </ul>
<b>Campers are confused about where they can and cannot camp</b>	Campers are clear on their options	Education and information are shared openly and comprehensively using different channels e.g.: website, apps, signage, Rangers, I-sites etc	<ul style="list-style-type: none"> <li>Helpful and comprehensive</li> <li>Welcoming to visitors</li> <li>Builds on the current successful approach taken by the Rangers</li> </ul>	<ul style="list-style-type: none"> <li>Effort for content creation and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate signage is rolled out</li> </ul>

<sup>20</sup> <https://www.fndc.govt.nz/Your-Council/Plans-Policies-Bylaws-Projects/Policies-WIP/Public-Toilets-Policy-2016>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
		Develop a freedom camping bylaw	<ul style="list-style-type: none"> <li>Allows enforcement under the Act</li> </ul>	<ul style="list-style-type: none"> <li>This is a lot of work and then needs updating every 5 years</li> <li>The new tourism minister is actively seeking changes to the Freedom Camping Act so this could be wasted effort</li> <li>Any enforcement effort is costly</li> </ul>	<ul style="list-style-type: none"> <li>Each potential camping location will be site reviewed and then assessed against the Act then designed as camping or no camping.</li> <li>Appropriate signage is rolled out</li> </ul>
<b>Identified shortage of infrastructure</b> (parking, toilets, dump-stations, potable water etc) in areas where campers travel	Provide adequate facilities to allow campers to stop safely and behave hygienically	Overnight service hubs in key areas. At each of these sites there will be a small toilet block, a dump station, potable water and a rubbish collection point.	<ul style="list-style-type: none"> <li>Spreads the load</li> <li>Enables campers to do the right thing</li> <li>Service hubs can help bring \$ to local shops and cafes.</li> </ul>	<ul style="list-style-type: none"> <li>Need to identify suitable land in the desired locations</li> </ul>	<ul style="list-style-type: none"> <li>Renewals and new builds</li> <li>Apply for funding contribution from MBIE and NZMCA</li> </ul>
		Add targeted new facilities (e.g.: toilets, showers and dump-stations) in areas where need is clear and not in competition with other providers including commercial operators.	<ul style="list-style-type: none"> <li>Better facilities at key visitor spots for use by locals and tourists</li> <li>Aligns with FNDC public toilet policy <sup>21</sup></li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Budget and ongoing servicing costs</li> </ul>	<ul style="list-style-type: none"> <li>Identify suitable locations and provide facilities, then service the facilities</li> <li>FNDC asset list of toilets is incomplete, and some existing toilets do not show on many maps. Care is needed</li> </ul>
		Add inside bins to all toilet blocks	<ul style="list-style-type: none"> <li>Nappies can be disposed of safely</li> <li>Environmental protection</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Provision of bins</li> </ul>

<sup>21</sup> <https://www.fndc.govt.nz/Your-Council/Plans-Policies-Bylaws-Projects/Policies-WIP/Public-Toilets-Policy-2016>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
Some of current dump-stations are not fit for purpose for use by larger vehicles, or only have access on one side, also potable water is located too close to dump point (risk of cross contamination)	New dump-stations meet all users' needs, and design facilitates good hygienic practices	<p>Develop new design standards that accommodate all vehicle types and sizes (see NZMCA guidelines)</p> <p>Use new standard for new sites.</p> <p>Upgrade old sites to new standards.</p> <p>Close and relocate Cobham Road site.</p> <p>Close and relocate Whatuwhiwhi site.</p>	<ul style="list-style-type: none"> <li>Makes it easier for campers to discharge waste hygienically</li> <li>Future proofs</li> </ul>	<ul style="list-style-type: none"> <li>Dump-stations will need to be larger</li> </ul>	<ul style="list-style-type: none"> <li>New design</li> <li>Renewals and new builds</li> <li>Apply for funding contribution from NZMCA</li> </ul>
Campers not behaving responsibly (dune damage, littering, defecation, fires, unsafe driving on beaches)	Minimise this irresponsible behaviour	Education and information	<ul style="list-style-type: none"> <li>Feels right and aligns with the Freedom Camping Act</li> <li>Respectful/ helpful</li> <li>Appreciated by locals and visitors</li> </ul>	<ul style="list-style-type: none"> <li>Could be more effective with a central govt approach or Northland wide for consistency</li> </ul>	<ul style="list-style-type: none"> <li>Signage and better educational information on website and leaflets</li> <li>Continue to partner with other groups to educate and inform e.g.: Ranger programme but support with better tools info and signage</li> </ul>
		Catch them and fine or charge them.	<ul style="list-style-type: none"> <li>May deter others from offending</li> </ul>	<ul style="list-style-type: none"> <li>Requires evidence and good quick connection to enforcement (police and council). Hard in remote areas</li> </ul>	<ul style="list-style-type: none"> <li>Security Cameras</li> </ul>
		Install cameras and signs include a "dob them in"	<ul style="list-style-type: none"> <li>Could be a deterrent</li> <li>Encourages others to help by phoning in or emailing in details and evidence</li> </ul>	<ul style="list-style-type: none"> <li>Requires evidence and good quick connection to enforcement (police and council).</li> </ul>	<ul style="list-style-type: none"> <li>Security Cameras</li> <li>Signage improvements</li> </ul>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
		phone and email address to send photo evidence to			
		Close down these areas to freedom campers in line with the Freedom Camping Act	<ul style="list-style-type: none"> <li>Area protected and more accessible to locals</li> </ul>	<ul style="list-style-type: none"> <li>Will not help “spread the load”</li> <li>Punishes everyone not just the few</li> <li>Will be costly and complex if it requires a bylaw to be created</li> <li>Need proof that it’s the campers causing the problem</li> <li>Requires allocated resource to enforce</li> </ul>	<ul style="list-style-type: none"> <li>Signage impacts</li> </ul>
		Improve rubbish facilities. Trial solar compactor bins at hotspots and add inside bins to all toilet blocks for disposal of nappies etc	<ul style="list-style-type: none"> <li>Makes it easier for campers and other visitors to do the right thing</li> <li>Keeps the area tidier for better enjoyment by others</li> <li>Bins send signal when they need emptying</li> </ul>	<ul style="list-style-type: none"> <li>Locals may object as campers are avoiding rubbish disposal costs</li> <li>Locals may use to dispose of household rubbish</li> </ul>	<ul style="list-style-type: none"> <li>Trial solar compactor bins at key locations with heavy traffic</li> <li>Bin provision</li> </ul>
		Add toilets to some desirable freedom camping areas that don’t have them. Campers currently cluster around the spots with toilets	<ul style="list-style-type: none"> <li>Better facilities at key visitor spots for use by locals and tourists</li> </ul>	<ul style="list-style-type: none"> <li>Budget and ongoing servicing costs</li> </ul>	<ul style="list-style-type: none"> <li>Identify suitable locations and provide facilities, then service the facilities</li> </ul>
<b>Lack of resource and strategy:</b> Camping volumes, and complexity is growing yet ownership is just	Clearly allocate strategic ownership and provide dedicated	Dedicate additional management resource to planning, strategy development, the updating of policy and managing freedom camping	<ul style="list-style-type: none"> <li>Strategy guides decision making</li> <li>Camping gets an advocate and is always considered in other relevant strategic work and developments</li> </ul>	<ul style="list-style-type: none"> <li>There is a cost</li> <li>The role needs good access to strategic decision makers</li> <li>The right person is critical (a strategic thinker, with good community</li> </ul>	<ul style="list-style-type: none"> <li>No direct impact– this is strategic and operational. However better resourcing will allow a strategy to be</li> </ul>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
part of an already broad role. There is no strategy. Policy is outdated.	resource to allow planning and co-ordination work to happen		<ul style="list-style-type: none"> <li>Better planning and preparedness can improve outcomes</li> <li>A proactive approach and better consistency</li> <li>Many of the opportunities identified in this review can be further explored and then delivered in the right way</li> </ul>	relationships, and practical (able to deliver)	developed to guide future development
<b>Growing costs</b>	Contain or recover some costs	<p>Charge for overnight parking where there are facilities and use the income to fund management.</p> <p>Consider other user-pay options including showers and water?</p>	<ul style="list-style-type: none"> <li>Helps pay for management</li> <li>Solution can also gather information on numbers</li> <li>Cost to implement</li> </ul>	<ul style="list-style-type: none"> <li>May just push some campers to other spots</li> </ul>	<ul style="list-style-type: none"> <li>Choice of charging mechanism and costs to implement and maintain</li> <li>Investigate Kiwicash (as a payment method that some campers will already be familiar with)</li> </ul>
		Open up more free or low-cost camping places e.g.: Council, DoC, Iwi, Private stopovers, Commercial, NZMCA, schools etc	<ul style="list-style-type: none"> <li>Shares the solution, allows local people to generate income and be part of the solution</li> <li>Income generation possible</li> </ul>	<ul style="list-style-type: none"> <li>Requires development of templates/ support and ease of consent etc</li> </ul>	<ul style="list-style-type: none"> <li>May need to allocate money to other agencies or build facilities on non-council land</li> <li>Some seasonal solutions needed</li> <li>Signage, website and apps showing other nearby options when full</li> </ul>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
					<ul style="list-style-type: none"> <li>Investigate partnering with Kiwicamp</li> </ul>
<p><b>Obtaining accurate data on numbers of campers is problematic.</b>                      Geozone data is helpful but incomplete as not all campers use it, and it includes those staying at commercial sites and other accommodation options.</p>	<p>Better understand who our campers are and what the freedom camping volumes and traffic patterns</p>	<p>In the longer-term work with the responsible camping forum as they move to develop standard ways to gather and report such data.</p> <p>In the shorter term have Kaitiaki Rangers capture numbers daily at peak in key locations</p>	<ul style="list-style-type: none"> <li>Better data allows better planning</li> <li>Consistency across council boundaries</li> </ul>		<ul style="list-style-type: none"> <li>Infrastructure planning can be refined as better data is obtained</li> </ul>
<p><b>Resourcing of Kaitiaki Rangers for peak is hurried.</b></p>	<p>Planning starts earlier and team is trained and ready ahead of peak</p>	<p>Lobby MBIE to allocate funding earlier so that outcomes are better</p>	<ul style="list-style-type: none"> <li>Training can be completed for all Rangers before the season starts</li> <li>Better consistency and better outcomes</li> <li>Better health and safety</li> <li>Ongoing opportunity for partnership options with local communities, Hapu / Iwi and / or agencies DoC, MSD etc.</li> </ul>	<ul style="list-style-type: none"> <li>Operational costs</li> <li>Secure on-going OPEX funding should MBIE not continue with funding</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
	<p>Develop Kaitiaki Rangers plan</p>	<p>Prepare a plan that includes:</p>	<ul style="list-style-type: none"> <li>Training can be completed for all Rangers before the season starts</li> </ul>	<ul style="list-style-type: none"> <li>Operational costs</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

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Issue	Goal	Solutions	Benefits of this approach	Challenges of this approach	Infrastructure impact
	and information pack	<ul style="list-style-type: none"> <li>• programme of training, get together – pre and post debriefing sessions</li> <li>• Uniform requirements</li> <li>• Equipment requirements and suppliers e.g.: vehicles, walkie talkies (contact / emergencies), mobiles (cameras for photos)</li> <li>• Forms / apps to be used on site to capture key info / data e.g.: for reports</li> <li>• Handouts / website details etc of key information, key messages and key contacts etc</li> </ul>	<ul style="list-style-type: none"> <li>• Better consistency and better outcomes</li> <li>• Better health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Secure on-going OPEX funding should MBIE not continue with funding</li> </ul>	

## 6.2 POU HERENGA TAI TWIN COAST CYCLE TRAIL CHARITABLE TRUST ANNUAL REPORT

**File Number:** A3501797

**Author:** Andy Finch, General Manager - Infrastructure and Asset Management

**Authoriser:** Shaun Clarke, Chief Executive Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To present the Annual Report for the Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Annual Report for the year 1 July 2020 to 30 June 2021.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Pou Herenga Tai Twin Cycle Trail Coast Charitable Trust provide community governance and operational management of the Twin Coast Cycle Trail.
- The Trust, as a CCO of Council, has supplied their annual report for consolidation into Council's annual report and for reporting to Council.
- The Trust's annual report highlights their financial position and their non-financial achievement for the 2020-2021 financial year.

### TŪTOHUNGA / RECOMMENDATION

**That the Infrastructure Committee receive the report Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Annual Report.**

### TĀHUHU KŌRERO / BACKGROUND

The Twin Coast Cycle Trail is one of the 23 great bike rides in New Zealand. The Central Government initiative to stimulate regional growth, economic development, tourism, and employment gave rise to Council to submit a business case for central government funding to construct the Cycle Trail.

The total length of Cycle Trail construction is approximately 84km (with an additional 3km sharing the road between Horeke and Mangungu Mission Station).

The Cycle Trail is managed on behalf of Council by the Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust through a Trust Deed and Service Agreement.

The key priorities for the Trust are:

- Daily management of the Cycle Trail
- Commercial growth of the Trail and local business
- Strategy, marketing, and business/product development
- Funding opportunities for future growth and development
- Management of the Trust
- Health and Safety compliance

Per the service level agreement, the Trust is obliged to report to Council the previous year's performance, highlights, and challenges ahead.

The focus for the Trust in the 2020-2021 financial year has and continues to be the Taumarere to Opuia cycle trail design process with the Northern Adventure Experience Ltd (NAX) shareholders. The Trust have positively contributed to the design process from a "great ride", the customer experience and health and safety of cyclists' perspective.

The Trust have also managed the daily operations of the cycle trail, successfully applied for additional funding from MBIE for flood damage works and engaged with their business partners regarding the temporary closure of the Taumarere to Opuia section of the trail.

### Funding

The existing service agreement expired June 2021 and is currently being re-negotiated. However, funding the Trust was approved via the 2021-2031 Long Term Plan process.

The funding in place per the 2021-2031 Long Term Plan is:

Year	Amount
2021-2022	\$324,328
2022-2023	\$303,700
2023-2024	\$303,700

The Trust will attend this Committee meeting to present their Annual Report.

### **MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**

The report is for noting and discussion.

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

None directly from this paper.

### **ĀPITIHINGA / ATTACHMENTS**

1. **Attachment 1 - 2021 AGM Papers 16112021 - A3501776** [↓](#) 

## Pou Herenga Tai Twin Coast Cycle Trail Trust

### Special Meeting

Te Hononga Digital Business and Learning Hub  
74 Guy Road, Kaikohe  
Tuesday 16 November 2021  
Start 3:00 PM

Karakia/Welcome/Mihimihi  
Light Refreshments will be provided.

#### AGENDA

Rotation of Trustees as required in the Trust Deed  
Trustee name drawn from hat, motion to confirm re-appointment.

### Annual General Meeting

Te Hononga Digital Business and Learning Hub  
74 Guy Road, Kaikohe  
Tuesday 16 November 2021  
Start 3:30 PM

#### A G E N D A

Names of attendees to be recorded on separate paper  
Apologies  
M/S

Minutes of the AGM held on 21 October 2021 received any amendments?  
Approved as a true and correct record M/S  
Carried  
Matters Arising

Reports:  
Chairman Report tabled and spoken to.  
M/S  
Carried  
General Manager Report tabled and spoken to.  
M/S  
Carried  
Financial Report  
M/S  
Carried  
Appointment of Auditor  
M/S  
Carried  
Election of Officers - Nominations:  
Chair  
Deputy Chair  
Secretary  
Treasurer  
General Business

Karakia mutunga

Annual Report  
1 July 2020 – 30 June 2021

Pou Herenga Tai Twin Coast Cycle Trail Trust



Cover photograph: Rail corridor near Opua  
Photographer: Ruth Lawson Photography

Published by:  
PHTCCTT  
130 Broadway, Kaikohe

Pou Herenga Tai Twin Coast Cycle Trail Trust – Annual Report (October, 2021)  
page 1

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Appendix 1: Trail Counter Data

Appendix 2: PHTTCCTCT Audit Management Letter FY21

Appendix 3 PHTTCCTCT Final Audit report FY21

1. Strategic Framework

Te Pae Tawhiti – Our Vision

Aotearoa's Top Cycle Trail Experience

Te Kaupapa – Our Mission

Creating connections and lasting memories

Nga Tikanga – Our Core Values

Transformative, Kaitiakitanga, Respect & Honesty, Inclusiveness and Accountability

<p>Whaingā 1: Sound Governance                  Objectives: A. Well defined strategies B. Fit for Purpose Policies C. Robust Financial Systems                  D. Clear &amp; Integrated Processes</p>			
<p>Whaingā 2: A World Class Visitor Experience                  Objectives:                  A) Maintain &amp; enhance the Trail                  B) Develop unique experience packages                  C) Share our distinctive stories and history                  D) Build a strong brand                  E) Develop strong communications</p>	<p>Whaingā 3: Build Capability and Capacity                  Objectives:                  A) Create a business friendly setting                  B) Provide an environment for job creation                  C) Cultivate leadership along the trail                  D) Arrange behaviour change activities                  E) Develop meaningful partnerships</p>	<p>Whaingā 2: Enhance the Environment                  Objectives:                  A) Uphold health &amp; safety                  B) Promote bike friendly services                  C) Foster eco-tourism                  D) Build appropriate facilities                  E) Nurture Conservation projects</p>	<p>Whaingā 2: Innovation and Research                  Objectives:                  A) Collect and collate trail data                  B) A leader in cultural tourism                  C) Spearhead digital technology                  D) Form alternative routes                  E) Develop quirky infrastructure</p>

## 2. Report from the Chair

Tena koutou katoa,

Welcome fellow Trustees, Official Partners, and guests. Thank you for your support over the last twelve months, it has been a challenging year for us all. The cycle trail's vision is still strong, with on-going developments within the Cycle Trail Corridor and the connection for communities.

A few highlights are:

Taumarere to Opua Rail/Cycle Trail section has seen further developments as the Rail have begun the re-establishment of the rail corridor for the trains. This has seen the Cycle Trail continue to support the rail development at the same time endeavouring to develop a Cycle Trail running parallel and adjacent to the rail line or within the corridor. This has posed logistical and financial difficulties which have required significant consultation and involvement of other parties. The Far North District Council has taken the lead on this on behalf of the Cycle Trail Trust as it will be our funding body. The Trust's timelines will need to be extended to ensure resource consents and engineering designs meet New Zealand Cycle Trail "Great Rides" status. Currently the section between Taumarere to Ake Ake has been closed to allow the rail redevelopment. This has posed challenges for operators and cyclists as they cannot currently complete the full ride from coast to coast. The communication of this has been made in various public forums. The Trust's overriding concerns have been for the cyclist's safety and their desire to access the corridor. We know how important the corridor is for Opua and Kawakawa residents and will do all we can to ensure the cyclist's concerns and rider experience are paramount.

One of the major achievements through the last twelve months has been a closer working relationship with the Far North District Council. This has involved regular online meetings where the Trust can raise concerns. Our relationship is maturing, and I feel we have significant support from The Far North District Council. The importance of the corridor for the region is being realized and the power of its economic and social significance is becoming evident. I am very pleased to see this be a normal part of our operations.

Our Trustees are very important links to our communities, and we have seen a number of important ideas developed through these linkages. I sincerely thank The Cycle Trail Trustees for their hours of commitment and support over the last twelve months.

During the last twelve months Far North District Council has consulted and begun the process for reviewing the District Plan. Within this context it is important that the Cycle Trail corridor be embedded as an important asset of the Communities and be recognised as a separate Planning Overlay to ensure developments along and adjacent to the corridor can easily move through Council planning processes.

As reported last year, the development of Marae Stay for local marae and the Ministry of Primary Industry's support for the Food Safety requirements is an excellent development. Due to the disruptions from Covid 19 many of the planned opportunities may need to wait until some normality returns to our daily lives. The support we are receiving in these small communities is

very affirming of our role and the future development of the Cycle Trail's potential. Our staff have made inroads in developing strong relationships with our Official Partners'. They have a genuine caring for all our operators and continue to search for new initiatives. Our Marketing has been brought back "in-house" giving us a closer link with our Partners and Communities. This has seen the development of a "Marketing Strategy" to ensure we can link as many opportunities as possible for our future development. There are developments across the cycle trail network to improve the experience for trail users and adjacent communities. The installation of a cell tower in the Utakura Valley has improved cyclist's safety and local people's access to internet services. A further spin-off of this is that in these "Covid times" tamariki can also access school on-line learning platforms. This is an important development for these communities which is an excellent example of the synergies the Cycle Trail can provide for our communities.

"New Zealand Cycle Trails" ("NZCT") has been a supporting institution ensuring we retain our "Great Ride" status and continue to maintain the significant asset that the cycle trail represents. With their support we will maintain our "Coast to Coast Great Ride" status.

Looking ahead the cycle trail is now an established recreational asset in the mid North and has enormous potential for the future of this region. A lot of this is due to the great staff we have who are totally committed to the future of this community asset. Thank you to Adrienne (our General Manager), Tracy (Business Manager) and Jill (Administrator). This Team has your best interests at heart, and I am sure this will continue.

Once again, I want to thank the Trust Board Members for their support and inputs from each of their communities. Your role is critical in the further development and future success of the Cycle Trail.

Nga Mininui



Blue Newport  
Chairperson  
Pou Herenga Tai Twin Coast Cycle Trail Trust

### 3. Report from the General Manager

As I write this, Northland with NZ remains in level 2 but cut off by the Auckland Lockdown. It is with mixed emotions that I think about what our new normal means for us, our families, our communities, and the Covid silver lining fuelling the growth of cycling, engendering in many Kiwis a real appreciation of the outdoors the opportunity to travel north and ride Pou Herenga Tai Twin Coast Cycle Trail.

For many who are new to cycling and cycle holidays, we are collectively contributing to what is likely to be a lifelong love of cycling for them. However, we must remember many businesses are currently suffering and unable to operate sustainably until Covid levels de-escalate to Level 1.

In saying this, Central Government and ratopayer investment continues to flow into cycle trail development with the realignment of the cycle trail between Taumarere to Opua. This is currently in planning stages whilst the Bay of Islands Vintage Railway project has begun the Stage 1 reinstatement of the railway line up to Te Akeake.

More cycle trail connections are being considered including support for the Kaihu Valley Trail a 40km cycling and walking trail. Looking at a future link with Kaipara will increase the length of both cycle trails and night stays for visitors to the North. These in turn, will create more cycling experiences, and result in raising more interest in cycling.

More trails also mean more competition as cyclists have more choice. Which is why not only do we need to fulfil the brand promise of a Great Ride, we also now need to exceed expectations.

A focus for the Trust aims to improve the cycling experience, and the steady increase of numbers using our trail. There are counters at various points across the cycle trail which provide data for both pedestrian and cycle users. Please refer to [Appendix 1](#) – Trail Counter Data (1 January 2020 to 31 August 2021).

Whilst there is strong domestic participation in cycling on our trail, there is also a real opportunity to target and grow a fledgling Australian cycle tourist market. This is particularly important given the likely makeup of our international tourists for the foreseeable future. The Trust will seek opportunities which aim to promote our trail and its unique selling points. We need to understand what the gaps are in our Great Ride experience and in relation to demand? What are the expectations of current and potential markets? What are the branding and marketing opportunities? Also, understanding our customers is key. In this regard we have focused on developing a strong social media presence to keep trail users engaged and informed.

This year the Trust completed a Trail Audit and Trail Performance Plan. It is also in the process of developing an Asset Management Plan and forward works programme to manage the maintenance of structures across the trail network. The Trust has advocated for mobile connectivity across the cycle trail network since its inception. This past year has seen the installation of a cell phone tower in Utakura, this has provided much needed mobile phone coverage for cyclists and local communities.

The Trust in partnership with MPI, FNDC and Northland Inc. delivered wananga and co-designed Te Kete Haumarua Kai (the Food Safety Kit) with Te Rito, Kohewhata, Okorini, Ngawha, Parawhenua and Te Tii Marae an initiative to support Maori economic goals.

The launch was held at Te Rito Marae in May 2021. The kete is an interactive, bilingual toolkit containing requirements, guidance, flip charts, posters, stickers, magnets, thermometers and videos to make it easier for marae to sell kai (food) to visitors.

As part of our strategy to raise the profile of Pou Herenga Tai Twin Coast Cycle Trail and share aspects of projects which could benefit the network of Great Rides the Trust engaged Barker & Associates to draft provisions (objectives, policies and rules) to support an overlay for the cycle trail as part of the District Plan Review. The intent of the overlay and associated provisions seek to recognise a regionally significant piece of infrastructure and enable appropriate associated developments for the benefit of the wider community.

Since its inception the Trust have managed maintenance activities for the cycle trail. Tasks include bi-monthly trail inspections, re-surfacing, weed management, remedial maintenance caused by weather events, structural inspections of trail assets and maintenance, signage replacement, vandalism etc. Maintenance issues are reported to the Trust through a range of different mediums and the Trust manage and oversee contractors. Maintenance funds are held and administered by FNDC therefore the maintenance spend is not reflected in the Trust's Financials, these are included in FNDC's financial reporting of maintenance. Over the last year \$ 494,956.2 was spent on the cycle trail maintenance with over 50 maintenance jobs raised by the Trust to maintain the Great Ride.

During the past year, storm damage repairs were funded through Maintaining the Great Rides Fund ("MGR") totalling \$241,197.33. The Trust also secured Waka Kotahi funding of \$265k to support the construction of a diversion through Kawakawa.

To continue building a strong brand the Trust has created a series of short video documentaries and podcasts. Each documentary focuses on different characters (tangata whenua), hau kainga of the area, who are recognised as a character by those within the rohe. They have mana, their story is engaging and compelling and they take you on a journey. The podcast series is a conversation about history, stories, places and people of significant locations along the cycle trail. These will be screened in the coming months on our digital platforms.

And finally, the Trust wish to acknowledge its Official Partners who are the Trust's ambassadors for the cycle trail. Many businesses have suffered during the recent Lockdown and the sooner we can find ways to keep domestic and international borders open and live with Covid this will provide benefits for all.

Our Partners are: 39 Gillies Café, Kawakawa, Admirals View Lodge & Motel, Adventure Puketū Accommodation, Awesome Adventures Hokanga Limited, Bay of Islands Vintage Railway Trust, Bunky On The Ridge, Charlottes Kitchen, Country Food Marys Picnic Spot, Duke of Marlborough Business Limited, Footprints Waipoua, Heritage New Zealand (Kerikeri Mission Station, Mangungu Mission Station, Pompallier House, Te Waimate Mission House, Clendon House Rawene, Horeke Hotel Accommodation (incl House over water), Horeke All Seasons Bike Hire, Hunter Cycles, Left Bank Ltd and Mint Café, Manea Footprints of Kupe, Mapworks (Great Rides App), Marina Cove Limited, Mulga Bill's Stopover, New World Kaikohe, Northland Experiences Ltd, Northland Firehouse Museum, Okaihau Rail Stay, Opua Motel & Tango Jet Skis, Paihia Taxis, Paheke Boutique Lodge, Parahirahi Ngawha Waiariki Trust, Passion8/ The Dairy Company, Pigeon's Rest, Pioneer Village, Ranui on Hokiangā, Russell Orongo Bay Holiday Park, Scenic Circle Hotel Paihia,

Sea Spray Apartments, Settlers Country Store, Swiss Chalet Lodge Motel, Te Rito Marae, Top Trail Hire & Tours Limited, Twin Coast Adventures Ltd, Twin Coast Cycle Transport, Wainere Boulders & B&B Boulders, Waitangi Mountain Bike Park, Waitangi Treaty Grounds, Wild & Wacky Tours NZ, Zane Grey Restaurant and Waymaker Journeys, thank you for your continued support.

Thanks to our strategic partners FNDC and MBIE who are critical to the ongoing success of Pou Herenga Tai Twin Coast Cycle Trail Trust. We also wish to acknowledge Foundation North and the Tindall Foundation who funded the development of a framework for whanau and hapu adjacent to the cycle trail to participate in business and social opportunities. We also acknowledge the Kai Ora Fund for providing fruit trees and DOC for the annual allocation of native trees, assisting in the development of a biodiversity corridor.

A special thanks to the Trust Chair Blue and the PHTTCCTT Board whose skills, leadership and expertise is vital in these challenging times. Finally, thanks to Tracy and Jill who work hard to support the Trust.

The ongoing development of Pou Herenga Tai Twin Coast Cycle Trail is a legacy we can all be proud of while there is currently strong demand for cycling experiences. However, now, more than ever this is not the time to be complacent, rather it's the time to build on all the amazing work carried out to date and together fulfil the Trust vision of:

Aotearoa's Top Cycle Trail Experience

### 3.A Trustees

The cycle trail has 7 sections represented by two trustees each and an additional two Council Appointed trustees.

Trustees are appointed by their communities and/or Council, and as cycle trail extensions and spurs ensue across the network new trustees will be appointed.

Thank you all, the Trust can only operate with your continued commitment, hard work and dedication. Also, we wish to acknowledge your commitment (in a voluntary work capacity) by serving your communities and hapu.

During this last financial year, we note as a combined group a total of 200 meeting attendances which equates to approx. 800 Volunteer hours.

The trustees and geographic areas are listed below:

Opua – Taumarere  
Richard Green/Tony Williams

Taumarere - Waipuna  
Pita Tipene / Walton Davis

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Waipuna - Rakautao  
Murray Armstrong / Peri Hati

Rakautao - Lake Omapere  
Hirini Tau / Paul Wihongi

Lake Omapere - Okaihau  
Blue Newport / vacancy

Okaihau – Utakura  
Snow Harrison / Neville Lewis

Utakura – Horeke  
Dawson Joyce / vacancy

Council Appointed Trustees  
John Vujcich / vacancy

### 3.B Financial Performance and Position

Please refer to the Appendix for excerpt of the financial report as attached:

Appendix 2 (PHTCCCTCT Audit Management Letter FY21)

Appendix 3 (PHTCCCTCT Final Audit report FY21)

#### Income

The major sources of income were an operational grant from FNDC, also MBIE, Foundation North and Tindall Foundation, and revenue from member subscriptions. It is pleasing to see that in this last year, over 20% of the Grant revenue was sourced outside of FNDC.

#### Expenses

The most significant expenses were related to our strategic objectives: user experience, maintenance, promotion, delivering our overarching vision of being Aotearoa's top cycle trail experience, and mission of creating connections and lasting memories.

Of note, last year due to covid the Trust had not fully utilised the grants received from Tindall and Foundation North. In the current year a change of purpose was approved to utilise the remaining funds towards small business development. Other costs related to staff costs, office expenses and governance.

#### Summary

PHTCCCTT recorded a loss of \$12,756 and our total accumulated funds has reduced to \$133,795.

The Trust appointed EQ8 Accounting Ltd to prepare its audited accounts for the year ended 30 June 2020 and wish to recommend they be appointed for this next year.

### 3.C In Closing

With the end of 2021 fast approaching — the Trust reflects on its achievements and key learnings to date — we note there is still an enormous amount of work to do as we continue to raise the profile of the trail, plan extensions, enhancements, and marketing to increase trail user numbers.

Each Board Member can be proud of the work they have undertaken this year.

A key factor in the success of the Pou Herenga Tai Twin Coast Cycle Trail Trust has been the leadership of the Chair, Blue Newport supported by executive members Walton Davis and Richard Green.

The success of the Trust can also be attributed to the fellowship and camaraderie that has been developed at the governance level. This has had a significant impact on the ability of trustees to work together effectively across all sections of the cycle trail.

It has been a privilege and a pleasure to serve and support the Trust over the past year.



Nga mini nui  
Adrienne Tari  
General Manager  
Pou Herenga Tai Twin Coast Cycle Trail Trust

Appendix 1: Trail Counter Data. (Period: 1 January 2020 - 31 August 2021)

Appendix 1: Trail Counter Data (Period: 1 January 2020 - 31 August 2021)

**Summary of PHTTCCT trail Cyclist and Pedestrian numbers**

Covering 1 Jan 2020 to 31 August 2021

Period 1 Jan - 31 Dec 2020												
Time	Horeke Ped	Cyclist	Kaikohē Pe	Cyclist	Kawakawa Ped	Cyclist	Moerewa Ped	Cyclist	Okaihau Ped	Cyclist	Opua Ped	Cyclist
January	2072	644	1098	1403	1131	1622	235	1337	265	843	1,150	3,934
February	1332	595	584	1263	637	1426	607	829	246	719	749	2,492
March	840	452	550	962	1133	1105	610	428	263	521	988	2,008
April	542	49	715	590	1751	623	552	90	322	108	1,967	1,462
May	642	120	633	683	1001	586	123	188	202	566	1,289	1,678
June	456	343	375	946	783	808	171	389	203	388	1,054	1,917
July	673	387	413	839	595	881	192	379	217	469	1,033	2,167
August	630	203	359	847	550	602	140	199	205	223	1,223	1,878
September	426	462	547	1112	676	956	395	411	254	432	1,313	2,543
October	282	919	652	1395	1405	1759	749	888	366	971	1,245	3,361
November	98	666	531	1088	585	1218	589	571	261	732	1,151	2,165
December	126	563	604	972	703	1299	706	670	309	674	1,123	2,699
	<b>8,119</b>	<b>5,403</b>	<b>7,061</b>	<b>12,100</b>	<b>10,950</b>	<b>12,885</b>	<b>5,069</b>	<b>6,379</b>	<b>3,113</b>	<b>6,646</b>	<b>14,285</b>	<b>28,305</b>

Period 1 Jan - Sep 2021												
Time	Horeke Ped	Cyclist	Kaikohē Pe	Cyclist	Kawakawa Ped	Cyclist	Moerewa Ped	Cyclist	Okaihau Ped	Cyclist	Opua Ped	Cyclist
January	124	915	911	1252	830	1,657	614	770	339	917	1,126	3,995
February	229	557	440	944	756	1,190	924	551	294	592	1,013	2,554
March	531	669	1,329	412	717	1,172	919	535	229	689	985	2,088
April	477	978	1,521	486	1397	1,719	1334	903	258	1070	987	3,811
May	216	472	737	379	927	1,134	534	497	154	535	971	1,992
June	96	396	823	272	667	768	231	323	122	443	869	1,424
July	115	351	631	358	2513	748	163	349	97	425	949	1,685
August	132	168	472	245	13826	426	90	137	157	235	885	1,183
	<b>1,920</b>	<b>4,506</b>	<b>6,864</b>	<b>4,348</b>	<b>21,633</b>	<b>8,814</b>	<b>4,809</b>	<b>4,065</b>	<b>1,650</b>	<b>4,906</b>	<b>7,787</b>	<b>18,732</b>

Appendix 2: PHTTCCTCT Audit Management Letter FY21

Pou Herenga Tai Twin Coast Cycle Trail Trust – Annual Report (October, 2021)  
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16 September 2021

The Executive Committee  
Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust  
PO Box 487  
Kaikohe 0440

Dear Executive Committee,

**Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust - Audit Management Letter**

We have completed the audit of your financial statements for the year ended 30 June 2021.

The primary aim of our audit is to form an opinion as to whether your financial statements fairly reflect the results of your organisation's activities for the reporting period and its financial position at balance date. The audit report expresses this opinion.

In forming our audit opinion we conducted detailed tests of selected transactions and reviewed the key controls in place to ensure the effective operation of your accounting systems and internal controls. To ensure you receive maximum benefit from our audit we provide feedback from our evaluation of your systems and highlight areas of possible weakness or where we believe improvements can be made. That is the major purpose of this letter.

**Required Communications**

As required by the Auditing Standards we affirm that:

- We have had no disagreements with management during our audit nor have we had any serious difficulties in dealing with management.
- We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the financial statements.
- We have not noted any significant risks or exposures that are required to be separately disclosed in the financial statements.

We reaffirm we are independent of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust, and that we have no relationship with Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust that impairs our independence.

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A: PO Box 282, Kaikohe 0440

P: 09 4010198

E: [info@adelemaraki.co.nz](mailto:info@adelemaraki.co.nz)

**Audit Adjustments**

Please find attached a list of adjusted and unadjusted errors found during the course of our work. Management believes that the unadjusted errors are immaterial individually and in aggregate and we concur with this.

**Specific Matters and Recommendations**

There is a matter arising and an observation from our audit work which we now bring to your attention as follows:

1. During the course of the audit and the cross checking of documents within payroll we tested three payroll periods and noted that the payroll on the 27.4.21 staff and the General Manager have not signed off the timesheets as being correct and approved for processing as per your formalised procedure.

**Conclusion**

The points above are not necessarily exhaustive as they arose from our general financial statement audit rather than a specific systems audit.

The ultimate responsibility for your financial systems, internal controls and financial statements lies with the Executive Committee, so we ask that you consider seriously the matters raised above. Please contact us with your proposed responses to our recommendations and if you have any questions on any issues raised.

This letter is prepared solely for the use of the Executive Committee and senior management of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust and may not be provided to third parties without our prior written permission.

Thanks to yourselves and to staff who assisted us in the completion of our audit work.

Yours faithfully,

**Adele M Maraki C.A.**

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A: PO Box 282, Kaikohe 0440

P: 09 4010198

E: [info@adelemaraki.co.nz](mailto:info@adelemaraki.co.nz)

Appendix 3: PHTTCCTCT Financial Audit Report FY21

Pou Herenga Tai Twin Coast Cycle Trail Trust – Annual Report (October, 2021)  
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**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust  
Performance Report  
For the Year Ended 30 June 2021**

**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust  
Performance Report  
For the Year Ended 30 June 2021**

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PO Box 98, Okaihau • Phone 09 401 0198 • Fax: 09 401 9487 • Email: info@adelemaraki.co.nz

## INDEPENDENT AUDITOR'S REPORT

### To the Trustees of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust

#### Opinion

We have audited the accompanying performance report of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust on pages 3 to 17, which comprise the statement of financial position as at 30 June 2021, the statement of financial performance and statement of cash flows for the year then ended, the statement of accounting policies and other explanatory information.

In our opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust as at 30 June 2021, and its financial performance and its cash flows for the year then ended in accordance with the requirements of the Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) standard issued in New Zealand by the New Zealand Accounting Standards Board (PBE SFR-A (NEP)), relevant to reporting financial position, financial performance and cash flows.

#### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust in accordance with Professional and Ethical Standard 1

International Code of Ethics for Assurance Practitioners (Including International Independence Standards) (New Zealand), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust.

#### Restriction on Responsibility

This report is made solely to the Trustees, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



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#### Other Information: Entity Information and Statement of Service Performance

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and our auditor's report thereon.

Our opinion on the performance report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Trustees' Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

(a) service performance criteria that are suitable in order to prepare service performance information in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standard issued in New Zealand by the New Zealand Accounting Standards Board (PBE SFR-A (NFP));

(b) the preparation and fair presentation of the performance report which comprises:

- the entity information;
- the statement of service performance; and
- the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with PBE SFR-A (NFP), and

(c) for such internal control as the Trustees determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

#### Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the



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aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Adele M Maraki  
Northland  
16 September 2021

## Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust

Approval of Performance Report  
For the Year Ended 30 June 2021

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The Trustees are pleased to present the approved Performance report including the historical financial statements of Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust for year ended 30 June 2021.

APPROVED



Blue Newport

Trustee

Date: 14/09/2021



Richard Green

Trustee

Date: 14/09/2021

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## Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Entity Information For the Year Ended 30 June 2021

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### Legal information

Legal name of entity:	Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust
Other name of entity:	Pou Herenga Tai Twin Coast Cycle Trail Trust
Type of entity:	Charity
Legal basis of entity:	Registered Charity
Charities registration number:	CC55663

### Entity's purpose or mission

Creating connections and lasting memories and to become Aotearoa's top cycle trail experience.

### Entity structure

There are 14 trustees elected by communities adjacent to the trail and two appointed by the Far North District Council, and three paid staff.

### Main sources of the entity's cash and resources

Our main source of funding comes through an annual operational grant from the Far North District Council Official Partner Programme.  
Events run by community & youth programs held on the cycle trail pay a concession per participant.

### Main methods used to raise funds

Third party events held on the Cycle Trail pay a concession per participant.

### Reliance on volunteers and donated goods or services

Our governing body is made up of volunteers.

### Contact type

Physical Address  
Postal Address  
Phone  
Website  
Facebook

### Details

130 Broadway, Kaikohe 0405  
PO Box 487, Kaikohe 0440  
09 4010527  
<https://www.twincoastcycletrail.kiwi.nz/>  
[facebook.com/Twincoast/](https://www.facebook.com/Twincoast/)

### Trustees

Walton Davis	Robert Newport (Blue)	Paul Wihongi
Pita Tipene	Murray Armstrong	Harold Green (Richard)
Dawson Joyce	Anthony Williams	Perry Hati
Neville Lewis	Hone Mihaka (Resigned 15.6.21)	Harry Harrison (Snow)
Sidney Tau (Hirini)	Michael Vujcich	
John Wares (Kim)		

### Date of formation

7th August 2018

### Auditors

Adele M Maraki  
Kaikohe

### Bankers

ASB Bank  
Kerikeri

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

## **Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Statement of Service Performance For the Year Ended 30 June 2021**

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### **Outcomes**

Primary objectives are to create jobs through the design, construction and maintenance of the cycle trail network. To create a high-quality tourism destination and provide on-going employment and economic development opportunities for the regional economies; and to maximise the range of complementary benefits that the cycle trail provides to a wide range of New Zealanders. This includes events, recreation, health and other benefits.

<b>Outputs and measures</b>	<b>Actual this year</b>	<b>Actual last year</b>
Market and promotion of the Trail, Increase the number of official partners by a minimum of 10% year on year Positive feedback from trail users measured through survey Increase overall usage of the trail by 10% year on year	50	50

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

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**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust  
Statement of Financial Performance  
For the Year Ended 30 June 2021**

	<i>Note</i>	<b>2021</b> \$	<b>2020</b> \$
<b>Revenue</b>			
Fundraising, grants and donations	1.1	1,200	1,519
Fees, subscriptions and other revenue from members	1.2	12,102	8,930
Revenue from providing goods or services	1.3	332,831	354,217
Interest, dividends and other investment revenue	1.4	312	-
<b>Total revenue</b>		<b>346,454</b>	<b>364,666</b>
<b>Expenses</b>			
Volunteer and employee related costs	2.1	217,924	206,307
Administration and overhead costs	2.2	124,437	173,328
Other expenses	2.3	16,849	9,782
<b>Total expenses</b>		<b>359,210</b>	<b>389,417</b>
<b>Deficit</b>		<b>(12,756)</b>	<b>(24,751)</b>

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

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**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust  
Statement of Financial Position  
As at 30 June 2021**

	Note	2021 \$	2020 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank accounts and cash	3.1	150,449	167,591
Debtors and prepayments	3.2	8,387	14,655
<b>Total current assets</b>		<b>158,836</b>	<b>182,247</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	28,011	15,360
Investments	3.3	-	21,000
<b>Total non-current assets</b>		<b>28,011</b>	<b>36,360</b>
<b>Total assets</b>		<b>186,847</b>	<b>218,607</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	3.4	50,110	37,483
Unused donations and grants with conditions	3.5	2,942	34,573
<b>Total liabilities</b>		<b>53,052</b>	<b>72,056</b>
<b>Net Assets</b>		<b>133,795</b>	<b>146,551</b>
<b>ACCUMULATED FUNDS</b>			
Accumulated surplus/(deficit)		133,795	146,551
<b>Total Accumulated Funds</b>	5.	<b>133,795</b>	<b>146,551</b>

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust  
Statement of Cash Flows  
For the Year Ended 30 June 2021**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>		
<b>Cash Was Received From:</b>		
Donations, grants, fundraising and other similar receipts	(21,828)	25,158
Fees, subscriptions and other receipts from members	12,102	8,930
Receipts from providing goods or services	332,831	354,216
Interest, dividends and other investment receipts	312	-
Net G.S.T. received	-	12,347
	<b>323,417</b>	<b>400,651</b>
<b>Cash Was Applied To:</b>		
Payments to suppliers and employees	327,402	370,132
Net G.S.T. paid	11,518	-
	<b>338,920</b>	<b>370,132</b>
<b>Net cash flows from operating activities</b>	<b>(15,503)</b>	<b>30,519</b>
<b>Cash flows from investing and financing activities</b>		
<b>Cash Was Applied To:</b>		
Payments to acquire property, plant and equipment	22,639	15,996
Payments to purchase investments	(21,000)	21,000
	<b>1,639</b>	<b>37,996</b>
<b>Net cash flows from investing and financing activities</b>	<b>(1,639)</b>	<b>(37,996)</b>
<b>Net decrease in cash</b>	<b>(17,142)</b>	<b>(7,477)</b>
<b>Reconciliation</b>		
Opening cash	167,591	175,068
Decrease in bank accounts and cash	(17,142)	(7,477)
<b>Closing Cash</b>	<b>150,449</b>	<b>167,591</b>
<i>This is represented by:</i>		
<b>Bank Accounts And Cash At 30 June 2021</b>	<b>150,449</b>	<b>167,591</b>

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

### Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Fixed Assets and Depreciation Schedule For the Year Ended 30 June 2021

Asset	Cost Price	Book Value 01/07/20	Additions Disposals	Gain/Loss on Disposal	Capital Profit	- Depreciation - Mth Rate \$	Accum Deprec 30/06/21	Book Value 30/06/21
<b>Assets</b>								
<b>Motor Vehicles</b>								
Mitsubishi Triton 2014	14,783	11,826				31 30.0% DV	3,548	8,278
<b>Sub-Total</b>	<b>14,783</b>	<b>11,826</b>	<b>0</b>				<b>3,548</b>	<b>8,278</b>
<b>Office Equipment</b>								
HPJ Computer 15	3,134	979				12 50.0% DV	489	2,645
HP Probook 450 G5	3,134	979				12 50.0% DV	489	2,645
HP Probook	1,673	1,117				12 50.0% DV	558	1,115
Spring Buffet Shelf	528	459	989			6 25.0% DV	124	335
<b>Sub-Total</b>	<b>8,477</b>	<b>3,534</b>	<b>989</b>				<b>1,733</b>	<b>6,744</b>
<b>Computers and Software</b>								
Computer Website			11,900			9 50.0% DV	4,453	7,447
<b>Sub-Total</b>			<b>11,900</b>				<b>4,453</b>	<b>7,447</b>
<b>Plant and Machinery</b>								
For Cycle Trail			9,750			1 30.0% DV	244	9,506
<b>Sub-Total</b>			<b>9,750</b>				<b>244</b>	<b>9,506</b>
<b>Total</b>	<b>23,239</b>	<b>15,359</b>	<b>22,639</b>				<b>9,988</b>	<b>15,351</b>

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

## **Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Statement of Accounting Policies For the Year Ended 30 June 2021**

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### **Basis Of Preparation**

Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust will continue to operate in the foreseeable future.

### **Goods And Services Tax**

Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust is registered for GST and the amounts recorded in the Performance Report are exclusive of GST, with the exception of debtors and creditors.

### **Income Tax**

Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **Bank Accounts And Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### **Changes In Accounting Policies**

There have been no changes in accounting policies during the financial year.

*These policies form part of the performance report. The performance report and associated financial statements should be read in conjunction with the attached Independent Auditors Report.*

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**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust**  
Notes to the Performance Report  
For the Year Ended 30 June 2021

1.	Analysis of revenue	2021 \$	2020 \$
1.1	<b>Revenue from fundraising, grants and donations</b>		
	<b>Revenue From Grants And Donations</b>		
	Grants for Events	939	1,391
	Donations/koha from the public	270	128
		<u>1,209</u>	<u>1,519</u>
	<b>Total - fundraising, grants and donations</b>	<b><u>1,209</u></b>	<b><u>1,519</u></b>
1.2	<b>Fees, subscriptions and other income from members</b>		
	Fees and subscriptions from members	12,097	8,628
	Income - Commissions	5	302
	<b>Total fees, subscriptions and other income from members</b>	<b><u>12,102</u></b>	<b><u>8,930</u></b>
1.3	<b>Revenue from providing goods or services</b>		
	Grant- MBIE 11-03 Shelter	-	18,728
	Grant- MBIE OPEX	45,000	45,000
	MSD - Covid 19 Wage Subsidy	-	22,459
	FNDC Grant	255,000	265,000
	Grant - Rotary	-	1,100
	Grants Small Business Tindall	31,631	-
	Mahitahi Hauora - KLAORA 34	1,200	-
	Package Deal Income	-	1,930
	<b>Total revenue from providing goods or services</b>	<b><u>332,831</u></b>	<b><u>354,217</u></b>
1.4	<b>Interest, dividends and other investments revenue</b>		
	Interest income	312	-
	<b>Total interest, dividends and other investments revenue</b>	<b><u>312</u></b>	<b><u>-</u></b>

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

## Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust

### Notes to the Performance Report For the Year Ended 30 June 2021

2. Analysis of expenses	2021 \$	2020 \$
<b>2.1 Volunteer and employee related costs</b>		
ACC levies	2,096	1,249
Protective clothing	376	-
Staff training	43	1,182
Staff Expenses	63	569
Recruitment Costs	-	678
Wages & salaries	211,143	194,559
Holiday Pay	4,312	8,070
IRD Withholding Tax	(99)	-
<b>Total volunteer and employee related costs</b>	<b>217,924</b>	<b>206,307</b>
<b>2.2 Administration and overhead costs</b>		
Bank charges	80	53
Advertising	57	682
Cleaning & laundry	1,526	1,387
Conference & Meeting Expenses	47	150
Consulting fees	4,150	23,298
Entertainment	-	691
Freight & courier	-	30
General expenses	-	161
Health & Safety Costs	12,269	124
Insurance	5,733	1,736
IT costs	389	3,530
Kai Ora Small planting project	1,034	-
Koha Paid	-	190
Licences & registrations	3,190	2,619
Minor Assets	477	798
Motor vehicle expenses	3,247	4,276
Office expenses	1,185	387
Power and gas	2,047	1,872
Package Deals Costs	-	4,624
Printing, postage & stationery	2,763	3,295
Project Small Business Development	24,091	-
Rates	1,676	728
Rent	10,140	7,430
Repairs & maintenance	379	340
Trail Maintenance Claims	611	1,759
Shelter Costs MGR 11-03	-	37,510
Subscriptions	(17)	514
Telephone & internet	1,563	1,321
Travel costs	1,617	114
Trustee Meeting Expenses	2,706	2,485
Trustee Travel Allowance	8,395	5,160
Marketing	35,182	68,064
<b>Total administration and overhead costs</b>	<b>124,437</b>	<b>173,328</b>
<b>2.3 Other expenses</b>		
Accountancy & Xero fees	612	563
Audit fees	4,938	3,035
Interest/debt servicing costs	51	-
Legal expenses	1,260	210
Penalties - I.R.D	-	22
Depreciation	9,988	5,552
<b>Total other expenses</b>	<b>16,849</b>	<b>9,782</b>

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

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**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust**  
**Notes to the Performance Report  
For the Year Ended 30 June 2021**

3. Analysis of assets and liabilities	2021 \$	2020 \$
<b>3.1 Bank accounts and cash</b>		
ASB Bank account	49,816	166,718
ASB Term Deposit 0074	50,000	-
ASB Term Deposit 0075	50,000	-
Petty cash	33	23
Vouchers on Hand	600	850
<b>Total bank accounts and cash</b>	<b>150,449</b>	<b>167,591</b>
<b>3.2 Debtors and prepayments</b>		
Receivables - donations, grants and fundraising	3,046	11,640
GST refunds due from IRD	5,341	-
Prepayments	-	3,016
<b>Total debtors and prepayments</b>	<b>8,387</b>	<b>14,656</b>
<b>3.3 Investments</b>		
Loan - Minerva Steam Boat Trust	-	21,000
<b>Total investments</b>	<b>-</b>	<b>21,000</b>
<b>3.4 Creditors and accrued expenses</b>		
Payables	17,233	15,875
GST payable to IRD	-	6,178
Accrued expenses	17,014	4,031
Accrued wages	3,481	3,329
Holiday Pay Owing	12,382	8,070
<b>Total creditors and accrued expenses</b>	<b>50,110</b>	<b>37,483</b>
<b>3.5 Unused donations and grants with conditions</b>		
Unused donations and grants with conditions	2,942	34,573
<b>Total unused donations and grants with conditions</b>	<b>2,942</b>	<b>34,573</b>

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

**Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust**  
**Notes to the Performance Report**  
**For the Year Ended 30 June 2021**

4. Property, plant and equipment	Opening Carrying Amount	Purchases	Sales and Disposals	Current year Depreciation / Impairment	Gain/loss On sale	Closing Carrying Amount	Current Valuation
<b>This year</b>							
Motor vehicles	11,826	-	-	(3,548)	-	8,278	
Office equipment - cost	(4,943)	989	-	(4,733)	-	(5,687)	
Computers and software	8,477	11,900	-	(4,463)	-	15,914	
Plant and machinery	-	9,750	-	(244)	-	9,506	
<b>Total</b>	<b>15,360</b>	<b>22,639</b>	<b>-</b>	<b>(9,988)</b>	<b>-</b>	<b>28,011</b>	
<b>Last year</b>							
Motor vehicles	-	14,783	-	(2,957)	-	11,826	
Office equipment - cost	(2,348)	-	-	(2,595)	-	(4,943)	
Computers and software	6,264	3,213	-	-	-	8,477	
<b>Total</b>	<b>3,916</b>	<b>16,996</b>	<b>-</b>	<b>(5,552)</b>	<b>-</b>	<b>15,360</b>	

**Significant donated assets - not recorded**

Donated office furniture includes microwave, tables, chairs, desks a filing cabinet (from FNDC). Please note the value of each item would be less than \$500.

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

**Pou Herenga Tai Twin Coast Cycle Trail  
Charitable Trust**  
Notes to the Performance Report  
For the Year Ended 30 June 2021

5. Accumulated funds	<i>Capital Contributions &amp; Distributions</i>	<i>Accumulated Surpluses or Deficits</i>	<i>Reserves</i>	<i>Total</i>
<b>This year</b>				
Capital - opening balance	-	146,551	-	146,551
Surplus/(deficit) - income allocation account	-	(12,756)	-	(12,756)
<b>Closing Balance</b>	<b>-</b>	<b>133,795</b>	<b>-</b>	<b>133,795</b>
<b>Last year</b>				
Capital - opening balance	-	171,302	-	171,302
Surplus/(deficit) - income allocation account	-	(24,751)	-	(24,751)
<b>Closing Balance</b>	<b>-</b>	<b>146,551</b>	<b>-</b>	<b>146,551</b>

**6. Commitments and contingencies**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil).

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

**Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust**  
**Notes to the Performance Report**  
**For the Year Ended 30 June 2021**

**7. Related party transactions**

<b>Description of the Related party relationship</b>	<b>Description of the transaction (Whether in cash or amount in kind)</b>	<b>This year \$ Value of Transactions</b>	<b>Last year \$ Value of Transactions</b>	<b>This year \$ Amount Outstanding</b>	<b>Last year \$ Amount Outstanding</b>
Anton Haagh (Trustee)	Vouchers	0	120		
Dawson Joyce (Trustee)	Vouchers	210	150		
Brian Hepburn (Trustee)	Vouchers	0	90		
Frank Leadley (Trustee)	Vouchers	0	120		
Harry Harrison (Snow) (Trustee)	Vouchers	290	180		
John Law (Trustee)	Vouchers	0	1,420		
John Wares (Kim) (Trustee)	Vouchers	360	210		
Murray Armstrong (Trustee)	Vouchers	100	150		
Neville Lewis (Trustee)	Vouchers	380	210		
Nicole Anderson (Trustee)	Vouchers	0	540		
Robert Newport (Blue) (Trustee)	Vouchers & Gross Fee	3,090	300	100	
Raemon Parkinson (Trustee)	Vouchers	0	120		
Sidney Tau (Hirini) (Trustee)	Vouchers	60	120		
Walton Davis (Trustee)	Vouchers	350	180		
John Vujcich(Trustee)	Vouchers	150	0		
Harold Green(Richard) (Trustee)	Vouchers & Gross Fee	2,895	240	200	210
Rhonda Zielinski (Trustee)	Vouchers	30	30		
Pita Tipenc (Trustee)	Vouchers	330	270		
Paul Wihongi (Trustee)	Vouchers	100	0		
Toay Williams (Trustee)	Vouchers	50			
Tracy Dalton (Staff)	Vouchers	0	160		

**8. Events after the balance date**

As a result of the COVID-19 pandemic, the New Zealand Government imposed various restrictions on the Trust's ability to operate at various times throughout the 2021 financial year. As a result of those restrictions, at the reporting date COVID-19 was present in the community and there were restrictions on the activities of individuals or organisations within New Zealand, with substantial restrictions remaining at the border.

At balance date, the full financial impact of the COVID-19 pandemic is not able to be determined, but it is not expected to be significant to the trust.

*These notes form part of the performance report. The performance report and associated financial and non financial reports should be read in conjunction with the attached Independent Auditors Report.*

## **Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust Notes to the Performance Report For the Year Ended 30 June 2021**

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9. **Additional information**

All Grants/Donations used by July 2021. This year \$7,540 was applied to wages from the Tindal Grant, granted in 2020. (2020): Significant Grants/Donations with Conditions- To be used within a year on or before December 2020- Tindall Foundation - \$13,000- Foundation North - \$21,573

*These notes form part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached Independent Auditors Report.*

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Pou Herenga Tai Twin Coast Cycle Trail Trust AGM held at Opua  
Community Hall on 21 October 2020 starting at 12:15 PM.

Welcome: Blue Newport  
Karakia: Walton Davis  
Mihimihi Walton Davis

Present: Attendees list attached.

**Apologies:** Trustees Pita Tipene, Murray Armstrong, Snow Harrison; Tony Williams; Peri Hati, Hirini Tau, Rhonda Zielinski; Hone Mihaka,

and other interested parties NZCT CEO Janet Purdey. Official Partners: Noeline Invararity of Rail Stay; Joan Loveridge and Terry Sullivan of Pigeon's Nest; Grant and Paula Graham of Wairere Boulders; Lenny and Antoinette Naera of Awesome Adventures Hokianga; FNDC: CEO Shaun Clarke; Mayor John Carter; Other: Nicole Anderson; Sarah Pederson

"Move that the apologies be received."

**Moved:** Walton Davis  
**Seconded:** Neville Lewis  
**Carried** unanimously

**Previous Minutes**

"Previous meeting minutes dated 20 November 2019 were tabled and confirmed as a true record."

**Moved:** Dawson Joyce  
**Seconded:** Walton Davis  
**Carried** unanimously

**Chairman Report** tabled

"Recommend that the Chairman's Report be received."

**Moved:** Blue Newport  
**Seconded:** Richard Green  
**Carried** unanimously

**General Manager Report** tabled

"Recommend that the General Manager's Report be received."

**Moved:** Adrienne Tari  
**Seconded:** Walton Davis  
**Carried** unanimously

Feedback from the floor in response to the Annual Report

- Bruce McNabb of Mulga Bill's asked for clarification of the GAPS Analysis Report prepared by Dr Phil McDermott.
- Ken Mullarkey of Twin Coast Bike Hire asked for clarification on the Far North District Council funding for trail maintenance and operations budgets. Ken also asked for confirmation that when work starts on the Taumarere to Opua section that the railway and cycleway are constructed in parallel with little or no interruption to businesses which support the Cycle Trail.

**Financial Report**

"Move that the Financial Performance Report ending 30 June 2020 for Pou Herenga Tai Twin Coast Cycle Trail Trust be approved."

**Moved:** Kim Wares

**Seconded:** Dawson Joyce

**Carried** unanimously

**Appointment of Auditor**

"That EQ8 (Adele Maraki) Chartered Accountant be reappointed as Auditor for the Pou Herenga Tai Twin Coast Cycle Trail Trust for the 20/21 financial year".

**Moved:** Blue Newport

**Seconded:** Richard Green

**Carried** unanimously

**Election of Officers - Nominations:**

"Move that the existing officers are re-appointed namely, Blue Newport as Chairman, Walton Davis as deputy chairman, Richard Green as Treasurer and the duties associated to the position of Secretary continue to be carried out by the Trust

**Moved:** Jack Poutsma (Left Bank).

**Seconded:** Dawson Joyce

**Carried** unanimously

**General Business**

- Taumarere to Opua section clarification of the impact on the route during any re-alignment of the cycle trail through this section.
- Northland Adventure Tourism (NAX) request for full communications on timeline and work plan.
- Marketing suggestions from the floor on marketing networks and brochures.
- Eco-counters/data query on how this data could be shared with operators.

Karakia: Walton Davis

Meeting Closed: 1:30 PM



Annual General Meeting held on Wednesday 21 October 2020 at Opua Community Hall Beechey St, Opua starting at 12:00 PM

Name	Organisation	Contact details
Michelle Davis	Trustee	02 772 69152
Neville Lewis	Trustee	09 409109
Bruce/Shaun McNeil	Mulga Bells	02102253843
Ken O'Malley	Twin Coast	021 0277 3446
Wendy Fisher	Maina Cove	021 779146
Angie Dayfield	Pohoke	02 75671896
Dawn Joyce	TRUSTEE HOREKE	021 41425521
Kim Wares	Trustee " "	4019662
Jack Pontsma	Left bank.	09 283 5534
Blue Newport	Trustee	0274 905456 Chair@gmail.com
Richard Green	Trustee	0274 357843
Tracy Dalton	Trust staff	021 703182
Adrienne Tari	GM Trust	021 917665
Jill Northcott	Staff Trust	027 292 0998

**6.3 INFRASTRUCTURE AND ASSET MANAGEMENT (IAM) MONTHLY BUSINESS REPORT FOR DECEMBER 2021**

**File Number:** A3571229

**Author:** Tania George, EA to GM - Infrastructure and Asset Management

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

**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To present a summary of Infrastructure and Asset Management activity and information items.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

The Infrastructure and Asset Management Update provides an overview of Infrastructure and Asset Management activity for the period of December 2021.

**TŪTOHUNGA / RECOMMENDATION**

**That the Infrastructure Committee receive the report Infrastructure and Asset Management (IAM) Monthly Business Report for December 2021.**

**TĀHUHU KŌRERO / BACKGROUND**

This report presents a range of performance and interest items focussed on Council Infrastructure.

**MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**

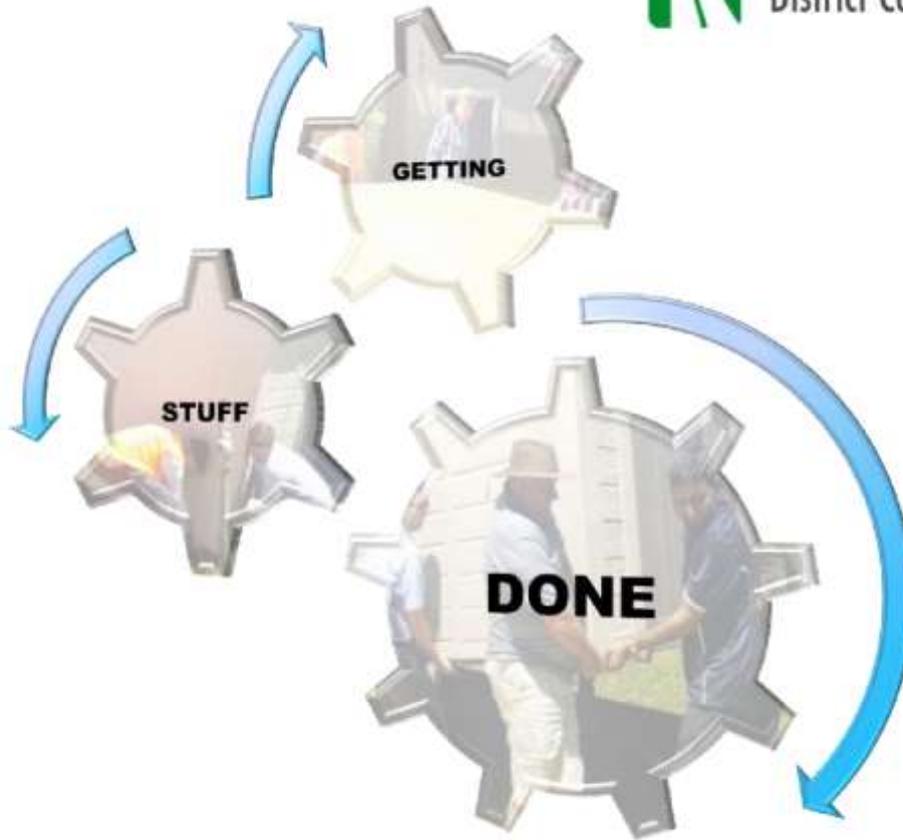
The information is attached in the form of a report.

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

None

**ĀPITIHINGA / ATTACHMENTS**

1. IAM Business Report as at 31 December 2021 FINAL - A3571211 [↓](#) 

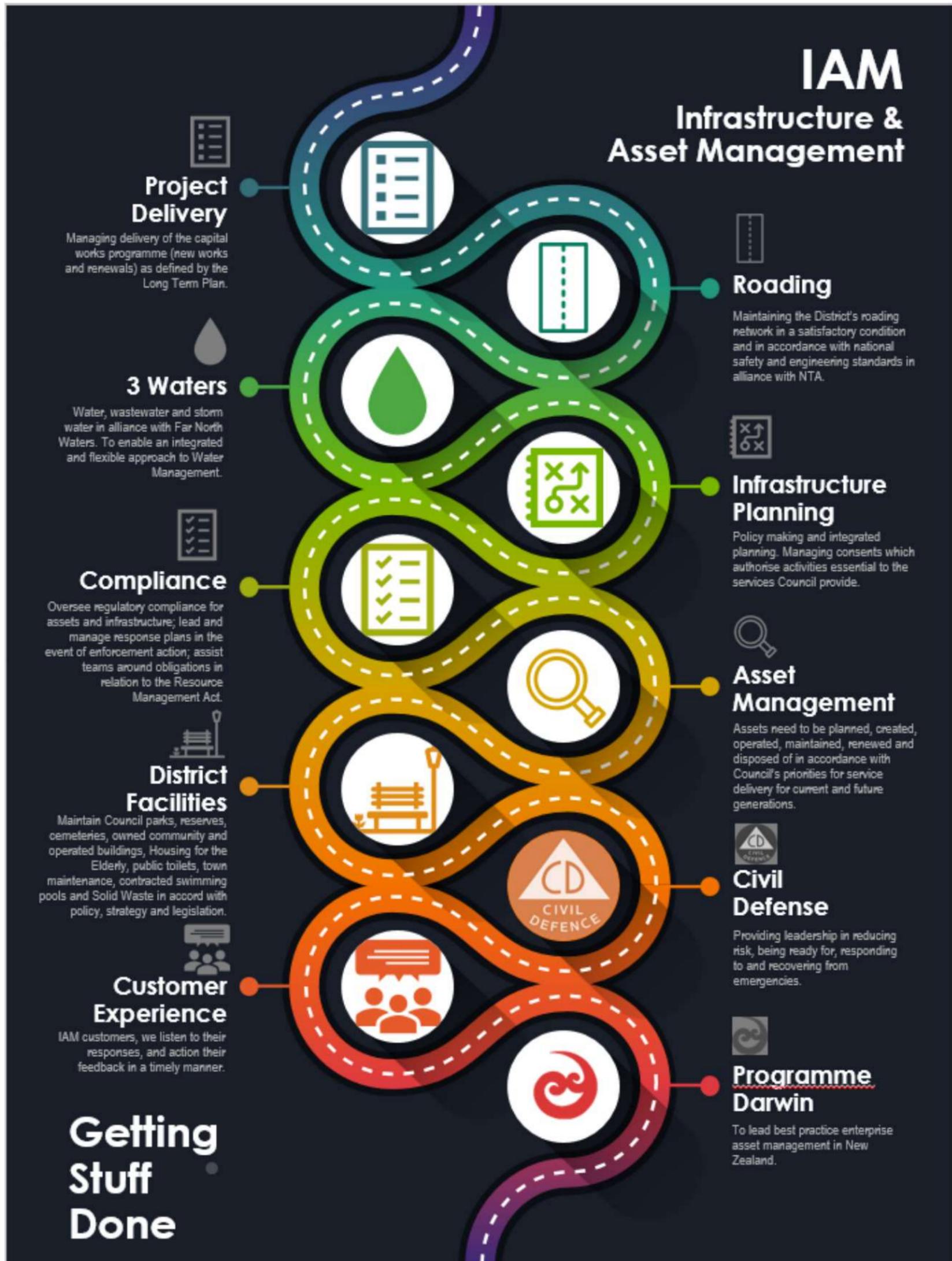


# Infrastructure and Asset Management

## Monthly Business Report

DECEMBER 2021

HE ARA TĀMATA  
CREATING GREAT PLACES  
*Supporting our people*





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## SUCSESSES



### VENTIA

Check out the Ventia report [here](#) – some great work and engagement with the public.

### FULTON HOGAN

More good work by the team at [Fulton Hogan](#).

## CAPITAL SPEND ANALYSIS

### Capital Spend Analysis

as at 31-Dec-2021

LTP Group	YTD (\$000's)		Full Year (\$000's)							
	YTD Actual	Commitments	LTP Budget	Carry Forward Budget	Total Annual Budget	Actual vs Budget %	Total Annual Forecast	Actual vs Forecast %	Forecast vs Budget %	Forecast vs Budget Variance
District Facilities	2,257	2,789	18,730	5,509	24,238	9.3%	20,788	10.9%	86%	(3,450)
Wastewater	649	732	13,047	1,926	14,973	4.3%	10,261	6.3%	69%	(4,712)
Water Supply	576	1,847	6,722	907	7,629	7.5%	6,643	8.7%	87%	(986)
Stormwater	124	152	3,672	311	3,983	3.1%	1,413	8.8%	35%	(2,569)
Solid Waste	106	46	767	155	922	11.5%	756	14.0%	82%	(166)
<b>Project Delivery Team Subtotal</b>	<b>3,712</b>	<b>5,565</b>	<b>42,937</b>	<b>8,808</b>	<b>51,745</b>	<b>7.2%</b>	<b>39,861</b>	<b>9.3%</b>	<b>77%</b>	<b>(11,884)</b>
Roading & Footpaths	5,579	11,389	31,827	4,177	36,004	15.5%	38,747	14.4%	108%	2,744
<b>IAM Total</b>	<b>9,291</b>	<b>16,955</b>	<b>74,764</b>	<b>12,985</b>	<b>87,749</b>	<b>10.6%</b>	<b>78,609</b>	<b>11.8%</b>	<b>90%</b>	<b>(9,140)</b>
Environmental Management	57	5	28	0	28	205.0%	28	205.0%	100%	0
Governance & Strategic Administration	652	832	3,407	1,942	5,349	12.2%	4,334	15.0%	81%	(1,015)
Customer Services	165	469	993	906	1,899	8.7%	1,967	8.4%	104%	68
Strategic Planning	12	0	0	0	0	0.0%	120	9.7%	0%	120
<b>Other Total</b>	<b>885</b>	<b>1,306</b>	<b>4,428</b>	<b>2,848</b>	<b>7,276</b>	<b>12.2%</b>	<b>6,449</b>	<b>13.7%</b>	<b>89%</b>	<b>(827)</b>
<b>Sub Total</b>	<b>10,177</b>	<b>18,261</b>	<b>79,192</b>	<b>15,833</b>	<b>95,025</b>	<b>10.7%</b>	<b>85,958</b>	<b>12.0%</b>	<b>90%</b>	<b>(9,967)</b>
<b>DIA Projects</b>										
Water Supply	6,910	4,644	4,852	8,024	12,876	53.7%	17,267	40.0%	134%	4,392
Wastewater	0	0	0	0	0	0.0%	0	0.0%	0%	0
Stormwater	0	0	0	0	0	0.0%	0	0.0%	0%	0
<b>Total DIA Projects</b>	<b>6,910</b>	<b>4,644</b>	<b>4,852</b>	<b>8,024</b>	<b>12,876</b>	<b>53.7%</b>	<b>17,267</b>	<b>40.0%</b>	<b>134%</b>	<b>4,392</b>
<b>ESEO Projects</b>										
District Facilities	5,881	4,561	44,086	3,098	47,184	12.5%	46,561	12.6%	99%	(623)
Environmental Management	81	0	953	327	1,280	6.3%	1,280	6.3%	100%	0
Roading & Footpaths	3,806	9,330	11,449	3,105	14,555	26.2%	14,555	26.2%	100%	0
<b>Total ESEO Projects</b>	<b>9,768</b>	<b>13,891</b>	<b>56,489</b>	<b>6,529</b>	<b>63,019</b>	<b>15.5%</b>	<b>62,396</b>	<b>15.7%</b>	<b>99%</b>	<b>(623)</b>
<b>Total</b>	<b>26,854</b>	<b>36,796</b>	<b>140,533</b>	<b>30,386</b>	<b>170,919</b>	<b>15.7%</b>	<b>164,721</b>	<b>16.3%</b>	<b>96%</b>	<b>(6,199)</b>

**Comments:**

The 'Total Annual Forecast' is what is expected to be spent by 30 June 2022.

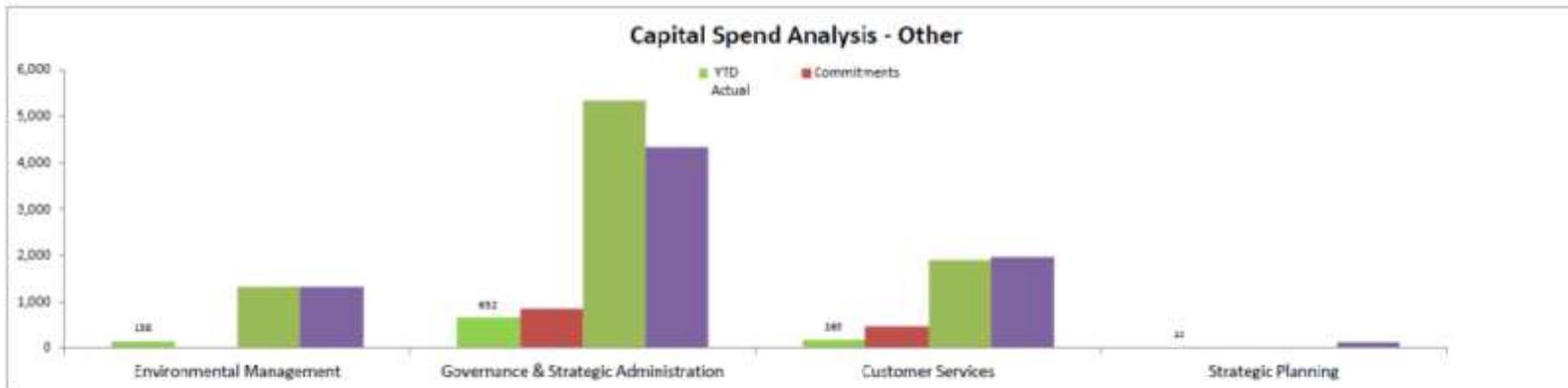
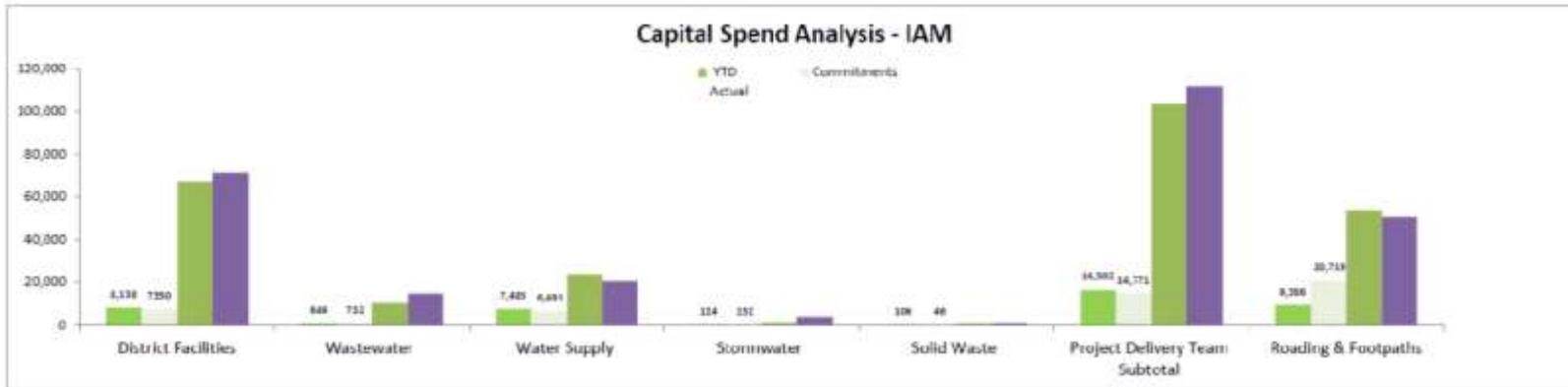
The above completion % are based solely on the actual spend to 31 December 2021.

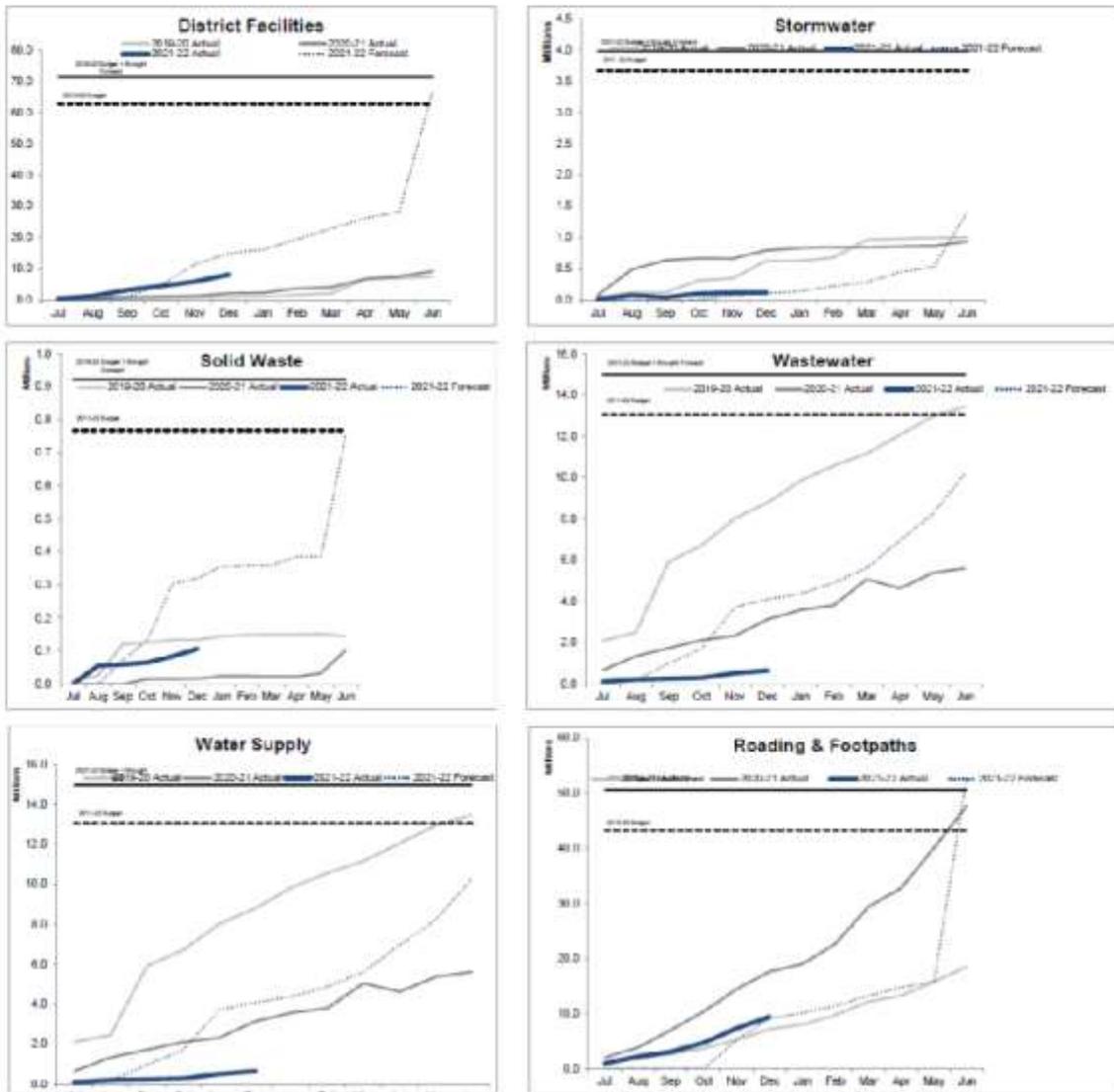
The picture below indicates the position if the commitments that are still to be completed are included in the calculations.

### Capital Spend Analysis

as at 31-December-2021

LTP Group	Actual + commitments against total forecast budget YTD Actual (%)
District Facilities	24.3%
Wastewater	13.5%
Water Supply	36.5%
Stormwater	19.5%
Solid Waste	20.1%
<b>Project Delivery Team Subtotal</b>	<b>23.3%</b>
Roading & Footpaths	43.8%
<b>IAM Total</b>	<b>33.4%</b>
Environmental Management	223.0%
Governance & Strategic Administration	34.2%
Customer Services	32.2%
Strategic Planning	9.7%
<b>Other Total</b>	<b>34.0%</b>
<b>Sub Total</b>	<b>33.4%</b>
<b>DIA Projects</b>	
Water Supply	66.9%
Wastewater	0.0%
Stormwater	0.0%
<b>Total DIA Projects</b>	<b>66.9%</b>
<b>ESEO Projects</b>	
District Facilities	22.4%
Environmental Management	6.3%
Roading & Footpaths	90.3%
<b>Total ESEO Projects</b>	<b>37.9%</b>
<b>Total</b>	<b>38.6%</b>





## TRANSPORTATION

To maintain the District's transport network in a satisfactory condition and in accordance with national safety and engineering standards.

### EXECUTIVE SUMMARY

In late November Waka Kotahi announced that applications are now open for the new "Streets for People" funding, with Expressions of Interests closing on 22<sup>nd</sup> February 2022. The NTA Traffic Safety Team have met with Waka Kotahi to discuss possible application and are currently working on expressions of interest submissions.

The volume of Development Applications received by the Road Safety and Traffic Planning team dipped slightly this month (25 vs. 12 month rolling average of 35), with 23 applications processed. This being expected due to December being a slightly shorter month due to the Christmas shut down. The Road Safety and Traffic Engineering Team are continuing to manage and process new applications, with 23 applications able to be processed during the month.

With Council confirming NLTP funding allocation decisions (4<sup>th</sup> November) the Capital Works team have now undertaken final scheduling and delivery timings of activities approved within the 3-year (2021/24) delivery programme. A full three year programme with delivery risk was provided to Council in December.

Unsealed road improvements included limited short lengths targeted on sections of high summer traffic routes for compaction with water carts and rollers before Christmas, along with vegetation trimming along key corridors that see increased holiday traffic. Grading quantities were notably low, and sealed road pavement repairs increasing, with both FNDC 2x monthly average reflective of seasonality of work and summer road preparation activities.

Corridor Access Request (CAR) applications continue to be processed by the CAR team based in Whangarei. For the month of December 2021, a total of 75 Corridor Access Requests were received of which 53 were processed during the month. Apart from these 89 CAR applications were closed off this month as works have been completed.

Hokianga ferry operations continued to operate during December when New Zealand entered the COVID Protection Framework ("Traffic Lights") with Northland and some other regions at the Red (most restrictive) level including a hard border between Northland and Auckland for a period of time. Revenue was down on previous periods (December 2020) by approximately 30%.

Customer Interaction numbers showed a sharp decrease in the number of requests received during December. Noting this was a shorter month. The largest single reduction month on month is 'Potholes, Edge Breaks, Corrugations'. Pro-rated for the shorter month, this category has reduced in excess of 50% compared with November.

### STREETS FOR PEOPLE FUNDING

In late November Waka Kotahi announced that applications are now open for the new "Streets for People" funding.

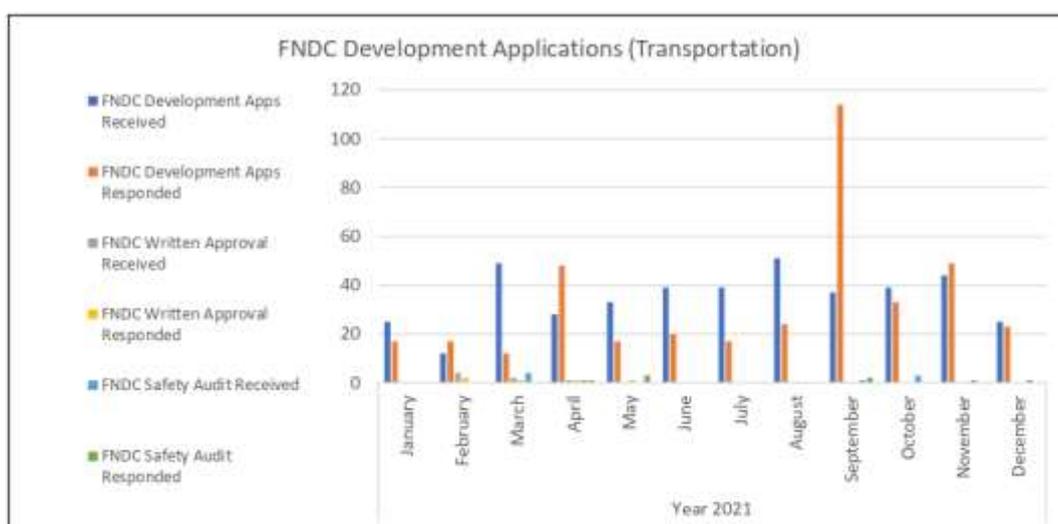
The NTA and Waka Kotahi met on Friday 17<sup>th</sup> December to discuss the funding criteria and targeted project

types to ensure projects selected for submission are appropriate, with initial Expressions of interest for this funding round closing on 22nd February 2022. Currently NTA staff are working on developing Expressions of Interest in all three Councils focused on resource allocation, Council readiness and strategic alignment with both national goals and regional plans.

### DEVELOPMENT APPLICATIONS (Transportation)

The table & graph below provides information on the volume of development applications received for transportation assessment over the past 12 months. 25 applications plus 1 safety audit were received in the month of December (vs. 12 month rolling average of 34), the Road Safety and Traffic Engineering Team were able to process 23 applications during the month.

Year 2021	FNDC					
	Development Apps		Written Approval		Safety Audit	
	Received	Responded	Received	Responded	Received	Responded
January	25	17	0	0	0	0
February	12	17	4	2	0	0
March	49	12	2	1	4	0
April	28	48	1	1	1	1
May	33	17	0	1	0	3
June	39	20	0	0	0	0
July	39	17	0	0	0	0
August	51	24	0	0	0	0
September	37	114	0	0	1	2
October	39	33	0	0	3	0
November	44	49	0	0	1	0
December	25	23	0	0	1	1
	434	431	17	15	12	8



**OKIATO-RUSSELL CYCLE TRACK**

The Bay of Islands Walkways Trust (BOIWT) has proposed a cycle trail between the Okiato Ferry and Russell. The proposed cycle track is comprised of ten sections of trail that provide a connection from the Twin Coast Cycle Trail all the way to Russell over a combination of road reserve, Department of Conservation (DOC) Land, FNDC property and private property.

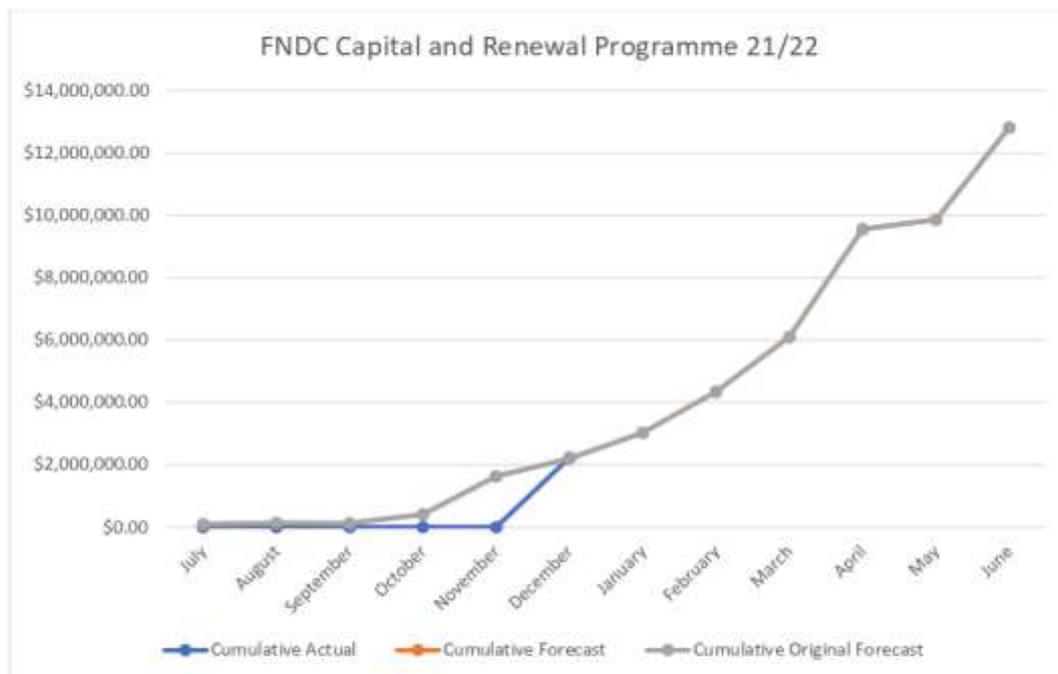
Council legal staff has begun drafting a volunteer agreement for the BOIWT to consider and volunteers have begun the process of gathering the needed documentation, engineering plans and required traffic management plans with a goal of beginning work in late summer.

A Memorandum of Understanding will be created and vetted through the Community Board and Council that outlines both the final cycleway route as well as the longer-term responsibility for the operation and maintenance of the facility.

**FNDC TRANSPORT CAPITAL PROGRAMME DELIVERY**

With Council confirming NLTP funding allocation decisions (4th November) the Capital Works team have now undertaken final scheduling and delivery timings of activities approved within the 3-year (2021/24) delivery programme. A full three year programme with delivery risk was provided to Council in December.

Updates on significant projects currently underway is provided below.



Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update
125 - Footpath Maintenance	New Footpath	Te Hiku Sports Hub	Footpath Loop Te Ahu - Te Hiku Sports Hub Unsubsidised	Physical works contract Tendering underway	Contract award / approval
214 - Sealed Road pavement rehabilitation	Rehabs	KERIKERI ROAD		Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	LR Imp - Bridges and structures	West Coast Road	Replacement - West Coast Road Bridge G01	Site walk over and final sign off. Issue Practical Completion Certificate	Physical works completed
341 - Low Cost Low Risk	LR Imp - Lighting / Signals	Whangaroa Marina Boardwalk extension	Safety - Lighting/Signals Programme	Planning Stage	Planning Stage
341 - Low Cost Low Risk	LR Imp - Other	Scope and locations to be considered on various locations across the District on the roading network	144257 - Detour Route Programme	Planning Stage	Planning Stage
341 - Low Cost Low Risk	LR Imp - Traffic management systems	District wide	Township upgrades	Planning Stage	Planning Stage
341 - Low Cost Low Risk	R2Z - PED Imp	Kerikeri Rd	Safety - Pedestrian Improvements Raised Table Zebra Crossings - Upgrade existing	Project planning stage	Professional services procurement underway
341 - Low Cost Low Risk	R2Z - School Zones	Riverview School (10)	144238 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Springbank, to support Speed Limit Review Program - site to be confirmed	144237 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kairohe East, to support Speed Limit Review Program- site to be confirmed	144234 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kaitaia, to support Speed Limit Review Program- site to be confirmed	144233 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kairohe, to support Speed Limit Review Program- site to be confirmed	144235 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kerikeri Primary, to support Speed Limit Review Program	144236 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Okaihau, to support Speed Limit Review	144239 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway

Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update
		Program- site to be confirmed			
341 - Low Cost Low Risk	R2Z - Speed Management	BOIW Community Board Plan - Town Safety and beautification	144221 BOW Community Board Plan - Town Safety and beautification	Project planning stage	Project planning stage
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Kaitiaki Urban Area, to support Speed Limit Review Program	144226 - Safety - Speed Management via Local Area TM	Project planning stage	Professional services procurement underway
341 - Low Cost Low Risk	R2Z - Speed Management	North Hokianga & Kaitiaki	144218 - Safety - Speed Management	Project planning stage	Project planning stage
341 - Low Cost Low Risk	R2Z - Speed Management	Bay of Islands & Kerikeri	144220 - Safety - Speed Management	Project planning stage	Project planning stage
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Kaitiaki Urban Area, to support Speed Limit Review Program	144229 - Safety - Speed Management via Local Area TM	Project planning stage	Project planning stage
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Ahipara Rd, Ahipara Township, to support Speed Limit Review Program	144229 - Safety - Speed Management via Local Area TM	Project planning stage	Project planning stage
341 - Low Cost Low Risk	W&C - Shared path	Paihia to Waitangi - Shared Path to Te Tii	152045 - New Footpaths / Shared Use	Project planning stage	Project planning stage
Unsubsidised - Raised Facilities		Kaiaumau Road	Kaiaumau Road Traffic Calming	Project planning stage	Professional services procurement underway

**FNDC TRANSPORT MAINTENANCE & OPERATIONS PROGRAMME**

December 2021 Maintenance Achievement tables for December 2021 are provided below.

North 21					South 22				
Northern Area Far North District Council					Southern Area Far North District Council				
Road Length					Road Length				
	<u>427.48</u> sealed				<u>466.05</u> sealed				
	832.86 unsealed				<u>781.83</u> unsealed				
Mthly Average Prev Far North District Council					Mthly Average Prev Far North District Council				
Activity Description	Prev mth	This mth	Months	FYTD	Activity Description	Prev mth	This mth	Months	FYTD
Unsealed Maintenance Gravel (cum)	1795.00	872.00	2446.28	12947.00	Unsealed Maintenance Gravel (cum)	188.00	411.00	1843.42	5669.00
Unsealed Compacted Gravel (cum)	0.00	160.00	1021.94	160.00	Unsealed Compacted Gravel (cum)	0.00	4457.00	1187.64	27350.00
Unsealed Road Grading (km)	420.34	109.76	242.33	1515.71	Unsealed Road Grading (km)	483.52	66.57	198.87	1467.40
Wet Roll and Grade (km)	0.05	0.00	0.85	0.03	Wet Roll and Grade (km)	0.00	9.53	1.12	9.93
Unsealed Road Potholes (ea)	906.00	689.00	1067.42	11861.00	Unsealed Road Potholes (ea)	1268.00	642.00	1505.31	12389.00
Sealed Road Potholes (ea)	362.00	97.00	118.00	1230.00	Sealed Road Potholes (ea)	255.00	88.00	193.86	1005.00
Sealed Road edgebreak (m)	521.00	3.00	204.42	575.00	Sealed Road edgebreak (m)	3.00	175.00	150.56	772.00
Sealed Road Pavement Repairs (sqm)	3724.00	2317.00	1405.36	6850.00	Sealed Road Pavement Repairs (sqm)	1401.00	0.00	616.56	3083.00
Sealed Road Surface Repairs (sqm)	0.00	0.00	7.64	0.00	Sealed Road Surface Repairs (sqm)	0.00	0.00	62.69	1258.00
Water Cutting (sqm)	0.00	0.00	0.00	0.00	Water Cutting (sqm)	0.00	0.00	49.53	0.00
Roadside mowing (km)	187.94	45.60	124.84	788.23	Roadside mowing (km)	79.88	136.23	59.63	399.52
Roadside Spraying (km)	755.54	303.60	143.65	1149.23	Roadside Spraying (km)	457.20	0.00	241.71	817.62
Vegetation Envelope Cleared (km)	7.08	24.89	59.38	182.19	Vegetation Envelope Cleared (km)	1.90	2.05	7.83	42.47
Roadside Drainage Cleared (m)	60.00	2902.00	3148.42	18860.00	Roadside Drainage Cleared (m)	630.00	2175.00	1282.30	17992.00
Roadside Culverts Cleared (ea)	0.00	1.00	62.83	3.00	Roadside Culverts Cleared (ea)	1.00	1.00	134.50	576.00
Culvert Markers Replaced (ea)	16.00	23.00	22.39	52.00	Culvert Markers Replaced (ea)	27.00	15.00	23.78	305.00
Cesspit Grates Cleared (ea)	1.00	11.00	27.75	391.00	Cesspit Grates Cleared (ea)	171.00	233.00	136.69	1356.00
Kerb & Channel Cleaned (km)	1.91	9.11	0.69	11.11	Kerb & Channel Cleaned (km)	0.00	55.56	14.56	55.58
Routine Surface Detritus Removed (#)	0.00	1.00	0.11	5.00	Routine Surface Detritus Removed (#)	422.00	205.00	37.94	1497.00
Overflow Material Removed (cum)	0.00	0.00	0.11	15.00	Overflow Material Removed (cum)	1.00	0.00	0.72	1.00
Routine Signs Maintenance (ea)	119.00	197.00	40.61	439.00	Routine Signs Maintenance (ea)	442.00	199.00	50.72	1623.00

Key points of note for the month include:

- Grading quantities were notably low, with both FNDC 2x monthly average reflective of seasonality of work and summer road preparation activities.
- Gravel volumes remain low while budget confirmation for this activity has been progressing.
- The North Area has high sealed road repair quantities, reflecting improved weather conditions and the commencement of the sealing season.
- All networks have good vegetation control quantities.
- Road signs maintenance activities were high across both contracts.

Unsealed road improvements included limited short lengths targeted on sections of high summer traffic routes for compaction with water carts and rollers before Christmas, along with vegetation trimming along key corridors that see increased holiday traffic. Timing of vegetation control works to ensure the spring growth is captured remains a challenge with vast areas to cover in a relatively short window of time.

Grading quantities were notably low across the network. This reflects the drier conditions experienced further north limiting the benefits achieved by grading dry loose roads, with those networks having invested heavily in grading most of the network in the preceding months.

FNDC's PGF funded seal extension works jobs that were awarded to the Maintenance & Renewal Contractor (FH and Ventia) are now complete. The new seals on Ngapipito Rd (4.8km), Peria Rd (5.5km), and Ruapekapeka Rd (0.5km) are due for 2nd Coat seals in the 2022/2023 summer season, with PGF funds set aside to achieve this essential waterproofing work to protect the significant pavement upgrade investment.

FNDC also has TIF Project approved to seal the 950m of Bayly Rd to the Waitangi Mountain Bike Park entrance. This project on track for completion in mid-February, well before the 31 March 2022 due date

## CORRIDOR ACCESS

Corridor Access Request (CAR) applications continue to be processed by the CAR team based in Whangarei. For the month of December 2021, a total of 75 Corridor Access Requests were received of which 53 were processed during the month. Apart from these 89 CAR applications were closed off this month as works have been completed.

Tabulated below is a summary of the Corridor Access Request applications received this month.

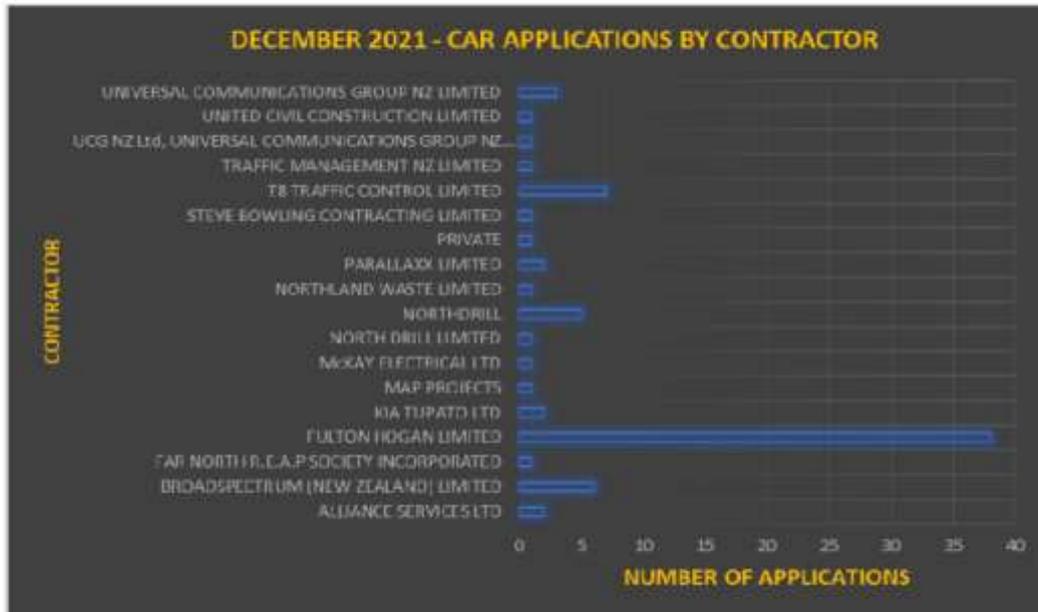
December 2021 - Corridor Access				
Applications Received		Processed	Cancelled	Pending
Type	Applications			
Event	4	3	1	0
Excavation	27	14	12	1
Non-Excavation	43	35	4	4
Emergency	1	1	0	0
<b>Total</b>	<b>75</b>	<b>53</b>	<b>17</b>	<b>5</b>

CAR's pending relates to those submitted in late December and will be attended to in January 2022. A total of 31 CAR's have been cancelled and these include 17 CAR's submitted in December and the remaining 14 submitted earlier. The CAR's have been cancelled for the following reasons:

1. Works on State Highway – CAR to be submitted to NZTA
2. Works have been cancelled by applicant

- 3. Service locates through B4Udig for planning purposes only, no CAR required

The graph below illustrates the CAR applications submitted by organisation. Majority of the CAR applications in December have been submitted by Fulton Hogan.



### HOKIANGA FERRY (KOHU RA TUARUA)

#### Revenue & Patronage

Revenue received from ticket sales for December was down approximately 30% on the previous year.

On 2 Dec, New Zealand entered the COVID Protection Framework (“Traffic Lights”) with Northland and some other regions at the Red (most restrictive) level.

The Government announced that there would be a hard border between Northland and Auckland manned by Police and iwi representatives checking for vaccine passes and/or evidence of negative COVID tests.

Anecdotally, this may have contributed to a lower number of tourists travelling throughout the District than is typically expected in December.

December Revenue:

December 2021	December 2020
\$43,730.87	\$62,111.13

The graph below provides a comparison of revenue received for the first 6 months of this financial year (to 31 December 2021), comparing the previous 3 years for the same period.

Note that the revenue received for 2020/21 financial year was much higher than normal, due to a surge in domestic tourism post-lockdown.



**H&S, Risks and Service Information**

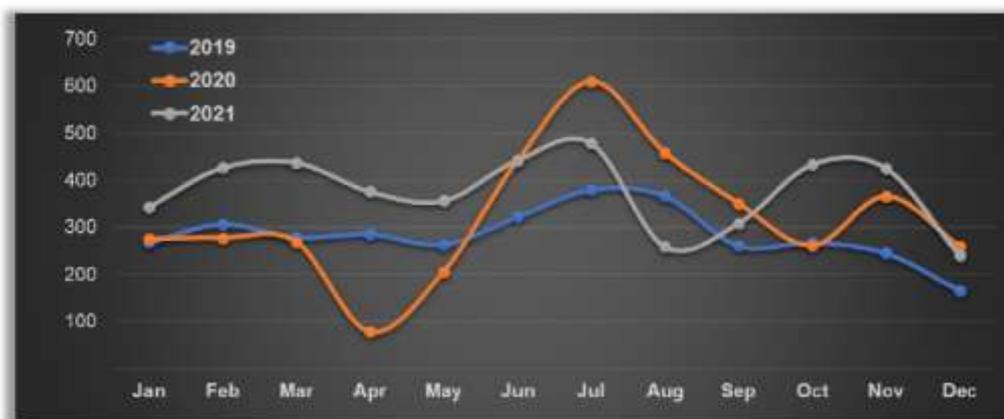
- There were no mechanical or weather-related interruptions to the service during the month.
- There were no incidents, accidents or near misses reported for the month.
- The Contractor is consulting with staff on vaccine requirements based on role-based risk analysis.
- Approximately 97% of scheduled December sailings departed on time.
- There were 8 after-hours emergency callouts during December, compared with 4 for the same month in 2020.

**THE CUSTOMER EXPERIENCE**

The cross-department project to review the customer experience process continues with cross district sharing of ideas and processes. This has been extended further to include more in-depth process mapping and making standard responses available across the region to drive consistency in how we respond to our customers.

**Requests for Service**

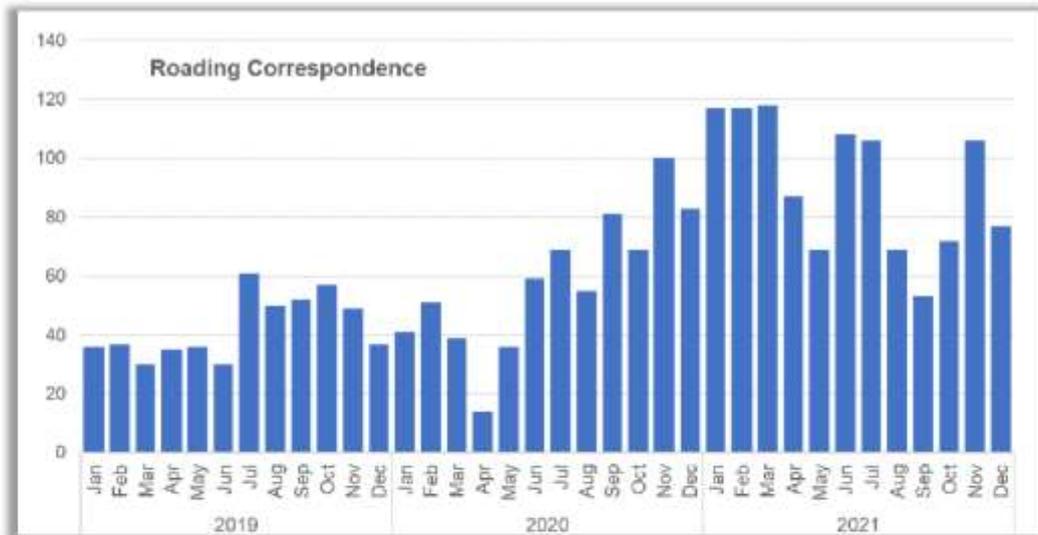
It is pleasing to note the sharp decrease in the number of requests received during December. That said, it was in essence, a three-and-a-half-week month. However, the largest single reduction month on month is 'Potholes, Edge Breaks, Corrugations'. Even pro-rated for the shorter month, this category has reduced in



excess of 50% compared with November. Finally, as Summer progresses, the team will be focussing on what any potential dry climate may bring.

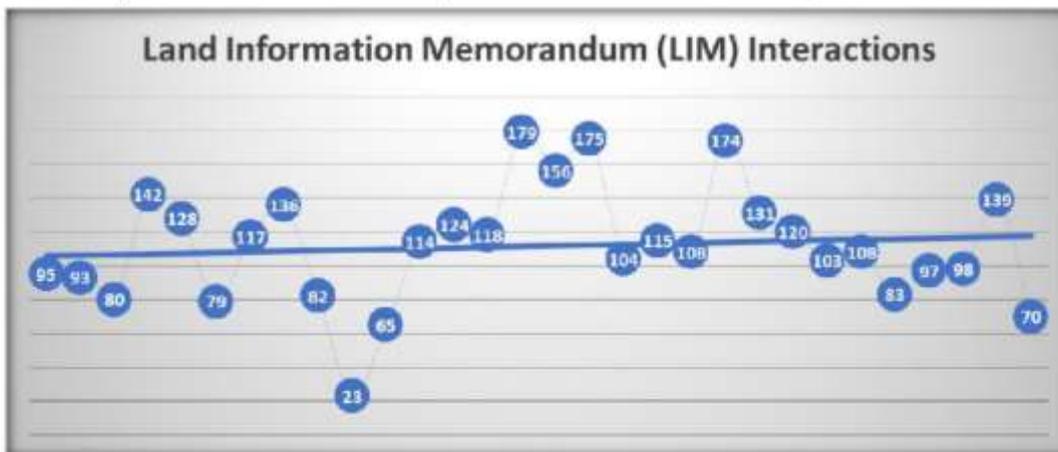
**Highest Single Category**

This hasn't been the case for a number of months but, 'Roading Correspondence' was the highest single category of requests for December. It was over 20% lower than November so it is not sheer numbers that has driven this reduction as much as it is the reduction in the previously mentioned pothole category.



**Land Information Memorandum (LIM)**

As would be expected from the time of year and the short month, the number of LIMs has decreased. Anecdotally, there was an element of catch up received in the first of week January.





## PROJECT DELIVERY

Managing delivery of the capital works programme (new works and renewals) as defined by the Long-Term Plan.

### EXECUTIVE SUMMARY

A steady and productive month with projects awarded ready for construction in 2022.

<b>Green</b>	Strong probability the project will be delivered on time, within budget and with acceptable quality.
<b>Amber</b>	Good probability the project will be delivered on time, within budget and with acceptable quality. Schedule, budget, resource, or other changes may be needed.
<b>Red</b>	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources and/or scope

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#### Completed October 2021

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Project Name: Paihia WWTP Upgrade - Alkalinity Adjustment Project  
 Project Phase: Planning and Design – Chemical Dosing

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#### Completed December 2021

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Project Name: Opononi New Water Source - Smoothy Road Bore  
 Project Phase: Pre-Implementation of Stage 2

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**Project Name: Southern Animal Shelter**

**Project ID: 261012**

**Project Phase: Tender**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	Amber	Green	Tender closed 20 <sup>th</sup> December 2021, tender evaluations to commence Tuesday 18 <sup>th</sup> January 2022
<b>Scope</b>	Green	Green	Scope confirmed
<b>Schedule</b>	Green	Green	Schedule confirmed
<b>Cost</b>	Amber	Amber	Cost will be identified during tender evaluation process
<b>Project Risk</b>	Amber	Amber	Weather, contractor availability, material availability, increase in material costs, Covid-19, removal of remaining outbuildings from site, security of materials on site prior to and during construction
<b>Monthly Summary:</b>			
Tender closed on GETS 20 <sup>th</sup> December 2021, tender evaluations commence on 18 <sup>th</sup> January 2022			
<b>Key Project Risks</b>	<b>Mitigation of Risk</b>		
Funding	Ensure detailed planning is carried out to capture all detail require, learnings from Construction of Northern Animal Shelter is an advantage in making sure all aspects are captured		
Non-compliance	Current structures non-compliant, existing building to be demolished and new kennels to be constructed to comply with Animal Welfare Acts.		
<b>Key Project Milestones</b>	<b>Expected</b>	<b>Status</b>	<b>Comment</b>
Confirm concept plan	End September	On track	Concept Plan Confirmed
Final Design	Mid December	Confirmed	Building Consent Granted
Tender Award	Mid-June 2021	Delayed	Tenders closed 20 <sup>th</sup> December 2021, tender evaluations to commence 18 <sup>th</sup> January 2022
Construction	Mid to Late July 2021	Delayed	Construction expected to commence March 2022
<b>Project Budget Status</b>			
<b>Approved Budget</b>		<b>Actual Spend to Date</b>	<b>Forecast Total Spend</b>
\$1,907,816.00		\$89,991.78	\$1,907816.00

**Project Name: TIF Toilets**

**Project ID: 141539, 141537, 141538, 141581**

**Project Phase: Procurement/Construction**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	Green	Green	<b>Mitimiti:</b> Construction is completed at Mitimiti & CCC achieved; Toilet is Operational
	Green	Amber	<b>Opononi:</b> Construction is completed at Opononi & CCC achieved; Toilet is Operational
	Red	Amber	<b>Waitangi:</b> Private sewer line is old and requires replacement, sourcing financial & legal options to upgrade so we can deliver toilet block. Waitangi Trust believe the cost to upgrade sits entirely with FNDC.
	Green	Amber	<b>Haruru Falls:</b> Construction is completed and handover to operations completed, Toilet is operational
<b>Scope</b>	Amber	Green	<b>Waitangi:</b> Scope is clear and approved by Stakeholders, however sewer line upgrade was not part of original scope <b>Mitimiti:</b> Construction complete. <b>Opononi:</b> Construction complete. <b>Haruru:</b> Construction complete.
<b>Schedule</b>	Amber	Green	Projects currently tracking behind programme due to consultation and legal agreement delays. An extension of time has been granted from MBIE until Dec 2021, Covid has also played its part in the programme delays.
<b>Cost</b>	Amber	Green	Mitimiti, Opononi & Haruru completed within or under budget any savings will go to Waitangi. Waitangi has not yet been out to market, but QS shows we have a shortfall, but we may have savings at other sites which can be re-allocated to Waitangi
<b>Project Risk</b>	Amber	Green	Covid will cause large delays to all programmes of work which have already been delayed due to legalising access to all sights. These projects will not be completed in the timeframes initially set out and there is no opportunity to bring them inline, so we have accepted this and asked for funding extensions.  Waitangi Toilet will require Archaeological monitoring and there is potential for delays during the construction programme at this known historical site. Services connections at Waitangi look problematic and will be costly to resolve.
<b>Monthly Summary:</b>			
Waitangi – To provide cost surety we will provide a revised procurement plan which will look at Direct Award to preferred supplier. This will be presented to Tender Panel when completed. Time extension from TIF was approved and we have until Dec 2022 to complete project.			
<b>Key Project Risks</b>		<b>Mitigation of Risk</b>	
Covid lockdown will lead to programme delays.		Accept & Monitor.	
Waitangi Toilet - Budget		Budget shortfall may be able to be address with savings from other TIF Toilet builds	
Waitangi Toilet – Service Connections		Water, Sewer & Power costs out of line with QS, further budget implications	
<b>Key Project Milestones</b>		<b>Expected</b>	<b>Status</b>
Waitangi Tender		October 2021	On hold until funding shortfall address
Delayed due to sewer line issues			
<b>Project Budget Status</b>			
Approved Budget		Actual Spend to Date	Forecast Total Spend
\$1,070,000 (combined)		\$829,072.42	\$1,070,000 (combined)

**Project Name: Kaitaia Water – Sweetwater Bore and Pipeline**

**Project ID: WAP0256**

**Project Phase: Concept Stage**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	Amber	Amber	Physical Works contract for SP1 was awarded to Ventia and the Contract was signed on 03 June 2021. SP2 Notice to Proceed was issued to Ventia on 06 September 2021. Physical Works on SP1 started by Ventia on 29 July 2021. Extension of Time requested until 04 May 2022 due to Covid Level 4 lockdown delay and increased SP2 project scope.  Construction has progressed well with approximately 10900m of pipe installed by means of directional drilling along Bonnetts Road, Gill Road and Sandhills Road and open trench installation over the private farmlands.
<b>Scope</b>	Green	Green	Scope was amended to allow for new alignment of pipeline route as SP2.
<b>Schedule</b>	Amber	Amber	Physical Construction completion date scheduled for May. Commissioning scheduled for May/June 2022.
<b>Cost</b>	Green	Green	Estimate at Completion is within approved budget.
<b>Project Risk</b>	Amber	Amber	Easement Agreement with Elbury Holdings.  Drilling activities and trenching work is SP2 ground conditions.  Covid 19 outbreaks and Level Changes and delay to get access to Elbury Holdings farm – Delay costs and Extension of Time Requests.  Dry conditions - fire outbreak.

**Monthly Summary:**

- Monthly COVID-19 Alert System which influenced the Physical Construction activities during December:
  - 2 December 2021: All of NZ and Far North moved to the COVID-19 Protection Framework (aka traffic light system).
  - Construction is currently operating at RED.
- Construction works for December 2021 progressed slowly with some obstructions and hard sandstone encountered whilst Horizontal Directional Drilling (HDD). Approximately 1,800m of pipe was installed in December. This brings the total in the ground to 10,900m. Ventia had 2 Drill Rigs on site which both encountered obstructions of tree roots and hard-pan sandstone.
- Works at the bore sites progressed with the Pump Station pumps and pipework being assembled into position and the buffer tanks inlet pipework assembled into position. Concrete slabs for the buffer tank ladders were formed.
- Top Energy has upgraded the Bird Road power lines and has installed power poles through to the end of Bird Road. They will be back in January to string the site overhead lines and pull the underground cable through the ducting.
- Work has started from both ends on the Elbury Holdings farm starting on Wednesday 24th with drilling from the Sandhills Road end and in December from the Bird Road end with pipes being welded and stored for trenching to start in January 2022. The team will meet the Kings weekly prior to works in their property to go through the construction methodology and operational plan and activities for the following week.
- Access agreement was reached with NgāiTakoto which has also been signed by the QEII trust. An Iwi Representative has attended site for a pre-use walkover and is happy to be kept in the loop.
- Russell Garton of Garton and Associates and Northland Valuers were appointed in parallel to provide a compensation assessment of the required easement over the Elbury Holding Limited property. Site assessment was completed in December and awaiting the valuation reports early in 2022.

Key Project Risks	Mitigation of Risk
Covid-19	<ul style="list-style-type: none"> <li>• Covid-19 outbreaks reduces the number of available suppliers and has a time delay and cost impact. The contractor must ensure that all Level Protocols are in place and that extra procedures are in place with all sub-contractors and suppliers.</li> <li>• Financial impact of Level 4 and Level 3 days.</li> </ul>
Water restrictions	<ul style="list-style-type: none"> <li>• There is a risk that Council may choose to restrict water for construction purposes during a drought. This is to minimise the reputation risk of the community being under water restrictions and the Contractor using water for drilling purposes.</li> </ul>
Property and Easements agreements: Elbury Holdings	<ul style="list-style-type: none"> <li>• Continued focus to project team to resolve</li> <li>• Formal process using Local Government Act</li> <li>• Independent Valuers to do valuations</li> </ul>
Project Completion Date - Not in Time to complete for potential summer drought in 2022. Completion date is scheduled for May 2022 with the current Extension of Time Requests under valuation.	<ul style="list-style-type: none"> <li>• Fast-track scheduling</li> <li>• Tracking long lead items</li> <li>• Allowance to be made for additional emergency supply costs should the pipeline not be ready and Kaitaia experience another drought. Bore to be operational by then. Watercare discussion for temporary WTP.</li> </ul>
Property Access Management and Stakeholder Management - separate induction requirements and SMP required 3 weeks in advance over Elbury property	<ul style="list-style-type: none"> <li>• Prepare media plan and key messaging</li> <li>• Traffic Management Plan</li> <li>• Site Management Plan to be prepared in advance</li> <li>• Emergency Response Plan</li> <li>• Proper induction from all staff and sub-contractors.</li> </ul>
Drilling work through hardpan areas and underneath air strip.	<ul style="list-style-type: none"> <li>• Investigations were done but no drilling was done underneath airstrip. Proposed way forward is to do the actual directional drilling and the manage risks thereafter.</li> </ul>

Piling for Pipe Bridge. Ventia to place an order for the piling casings before steel prices rise. Risk that the piles may go further than design depths before setting, re-quiring additional lengths of casing.		<ul style="list-style-type: none"> <li>WSP confirmed testing and that the 62m allowed for does not include for any additional length to account for piles which may go further than design depths.</li> <li>Design depths are based on results CTP testing. As such there is a risk, all be it low, that the piles may go further than design depths.</li> </ul>	
Dry summer conditions and fire outbreaks in region and sand erosion due to high winds.		<ul style="list-style-type: none"> <li>Weekly toolbox talks with contractor to minimise risk of causing fire outbreaks.</li> </ul>	
Key Project Milestones	Expected	Status	Comment
Practical completion	04 May 2022	Planned	Revised Baseline Programme submitted after receipt of SP2 design by Ventia. Programme approved by Project Team.
Extension of Time Requested	02 May 2022	In review by ETC and ER	Additional Pipe length in SP2 and Covid Level 3 & 4 delays
Extension of Time Requested	tbc	NTE submitted	NTE of Notification of delay to get access to Elbury Holdings farmland. Ventia and its subcontractor FNR have made every effort to mitigate the delay and minimise downtime.
Project Budget Status			
Approved Budget		Actual Spend to Date	Forecast Total Spend
\$15,372,350		\$6,024,769	15,352,129

**Project Name: Kerikeri WWTP & Reticulation**

**Project Phase: WWTP Construction**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	Plant - The plant is operational, and all documents were handed over to Far North Waters. The reticulation project is complete and Practical Completion was issued 20 August 2021. Handover to FNDC Asset Management and Operations are completed. Awaiting documentation to be signed.
<b>Scope</b>	<b>Green</b>	<b>Green</b>	Completed
<b>Schedule</b>	<b>Green</b>	<b>Green</b>	Plant – complete Reticulation - Practical Completion Certificate issued. The Defects Liability period for United Civil ends on 20 August 2022.
<b>Cost</b>	<b>Green</b>	<b>Green</b>	Both contracts complete.
<b>Project Risk</b>	<b>Green</b>	<b>Green</b>	Defects in reticulation defects period. Feedback from property owners an ongoing risk.
<b>Monthly Summary:</b>			
<p><b>Plant</b> - The plant has been performing well and producing compliant effluent from a biological aspect. All Health and Safety and Operational issues are being actioned by FNW. FNW's to ensure plant continues to produce compliant effluent. Final Completion Certificate was issued to Broadspectrum after defects liability period ended on 23 October 2021.</p> <p><b>Reticulation</b> - The physical works on the reticulation project is completed and Practical Completion Certificate was issued to United Civil on 20 August 2021. Handover to FNDC Asset Management and Operations are completed. Awaiting documentation to be signed.</p>			
<b>Key Project Risks</b>		<b>Mitigation of Risk</b>	
Reverse sensitivity around new WWTP and infrastructure and adhere to consent conditions.		Assess design odour control efficiency during operations. Away from any public activities of properties Managed by FNW.	
High ongoing operational costs to run plant		Being assessed by FNW to optimise efficiency.	
Defects to Low Pressure Sewer System		Defects liability period until August 2022.	
<b>Key Project Milestones</b>	<b>Expected</b>	<b>Status</b>	<b>Comment</b>
Final Completion of Wastewater Reticulation	20/08/22	Pending	Practical Completion issued 20 Aug 2021. Defects Liability Period until 20 Aug 2022.
Decommission existing Kerikeri WWTP	tbc	Pending	Budget to be confirmed.
<b>Project Budget Status</b>			
Approved Budget	Actual Spend to Date		Forecast Total Spend
<i>Finance to provide</i>	<i>Finance to provide</i>		<i>Finance to provide</i>

**Project Name: Monument Hill Deep Bore Project**

**Project Phase: Stage 2 Drilling - Construction**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	Stage 1: Bore Design and Quality Testing (Complete) Stage 2: Sustainable Yield Assessment & Consenting to provide a sustainable supply of highly secure potable water for the Kaikohe community (In progress) Stage 3: Reticulation and Electrical Design (In progress) Consent Application – Project Team has met with the Waikotihe Trust on 12 December 2021 to discuss the deep bore resource consent application. Approval received to submit application subject to certain monitoring conditions. Detail design for stage 3 is underway and the Procurement Plan has been approved for direct award. Physical Construction of Stage 3 planned to start in March 2022.
<b>Scope</b>	<b>Green</b>	<b>Green</b>	The physical works for stage 3 will entail installing a pump and laying a trenched pipe to connect to the Monument Hill Water Treatment Plant. Electrical upgrades at the water treatment plant and public infrastructure will be required. Detail design is in progress.
<b>Schedule</b>	<b>Red</b>	<b>Red</b>	Consent Application to be submitted at end of January 2022. Stage 3 design is in progress and construction start date is planned for March 2022. Covid lockdown have delayed the project. Stimulus Grant program scheduled completion extended until <b>June 2022</b> .
<b>Cost</b>	<b>Green</b>	<b>Green</b>	Project on budget.
<b>Project Risk</b>	<b>Amber</b>	<b>Amber</b>	Landowner agreements to be finalised. Sustainable yield delivery of around 350m3/day lower than expected. Consent obtained from Waikotihe Trust subject to certain conditions. Timeline subject to approval of Resource Consent. Covid Lockdown level restriction is delaying the project.

**Monthly Summary:**

FNDC has decided on the preferred pathway with respect to moving the project forward and developing a consenting strategy encompassing the new and the existing bores:

- An increased annual take;
- More resilient bore takes utilising the existing bores and the deeper bore with summer/winter usage; and
- With minimal impact on the spring flows.

The project team has met with the Waikotihe Trust to explain the modelling that was done and also to get consent to submit the Resource Consent application to use both existing and new bore for delivery. Approval was received subject to certain conditions that was accepted by FNDC.

Detailed design for stage 3 has progressed and the mechanical design for the headworks and construction and manufacturing drawings are 95% complete. The physical works for stage 3 will entail installing a pump and laying a trenched pipe to connect to the Monument Hill Water Treatment Plant. Electrical upgrades at the water treatment plant and public infrastructure are required to deal with the new flows and treatment regime. The actual construction will start after tender evaluation and is planned to start in March 2022.

Key Project Risks	Mitigation of Risk
Consent from Waikotihe Trust to proceed with Application and permanent works - Impact of Bore on groundwater might restrict project.	Approval of Draft consent conditions by the Waikotihe Trust.
Landowner agreements to be finalised	Conditions and expectations from Landowner are being assessed by FNDC and communication is ongoing.
Water Quantity	The sustainable yield from new bore determined to be around 350m3/day. This is lower than expected.
Water Quality	WWLA performed water quality tests on exploratory bore and did not smell and was clear. The dissolved iron concentrations were identified as a water quality risk and needs to conform to DWSNZ standards.
Existing Water Treatment Plant	Amendment to existing Water Treatment Plan and electrical requirements to new setup remains a cost and timing risk. Detail design is in progress and project team is working with Far North Waters to get best solution.
Delay for Resource Consent outcome and complete project before summer 2022 and DIA deadline of 30 June 2022.	Detailed programme to be compiled. Awaiting Waikotihe consent before we can apply, busy reviewing draft conditions. Budget availability from 3 Water Resilience programme

Key Project Milestones	Expected	Status	Comment
WWLA to lodge the resource consent application after receiving the consent from the Waikotihe Trust	End of January 2021	Pending	Delayed because of Covid restrictions.
Resource Consent outcome	8 to 12 weeks after submission		On the assumption that it will be a non-Notified application.
Priced Schedules from Ventia	End of February 2022	Awaiting detail design, drawings, schedules and specifications from WWLA	Expecting 24 January 2022
Tender evaluation	Middle March 2022		
Construction Start	Middle March 2022		
Completion and commissioning	June 2022		

Project Budget Status		
Approved Budget	Actual Spend to Date	Forecast Total Spend
\$1 180 000	\$400 000.00	\$1 180 000



**Project Name: Opononi New Water Source - Smoothy Road Bore** **Project ID: 571008**

**Project Phase: Pre-Implementation of Stage 2**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	All physical work completed, and land has been acquired and process finalised. Easement to be finalised
<b>Scope</b>	<b>Green</b>	<b>Green</b>	Completed
<b>Schedule</b>	<b>Green</b>	<b>Green</b>	Completed
<b>Cost</b>	<b>Green</b>	<b>Green</b>	Completed within budget
<b>Project Risk</b>	<b>Green</b>	<b>Green</b>	None
<b>Monthly Summary:</b> All works completed.			
Key Project Risks		Mitigation of Risk	
Maintenance of Top Energy lines by FNDC		Tree line needs to be maintained to prevent damages to overhead lines.	
Key Project Milestones		Expected	Comment
Project Completed			
Project Budget Status			
Approved Budget		Actual Spend to Date	Forecast Total Spend
\$946,665		Finance to provide	Finance to provide



**Project Name: BOI Sports Complex**

**Project Phase: Concept Stage**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	The planning stage and design stage is underway. From here (pending consents) the project will move into delivery stages, focussing on a staged design delivery and targeting early construction activities which can be commenced as a priority.
<b>Scope</b>	<b>Green</b>	<b>Green</b>	To manage the development and delivery of a Waipapa Sport Hub on the land acquired. The development must meet stakeholder, community, and sporting code requirements as well as budget constraints.
<b>Schedule</b>	<b>Amber</b>	<b>Amber</b>	Resource Consent applications to the NRC and FNDC were submitted on the 11 November 2021 . Resource consent from the NRC was granted on the 13 December 2021. We are awaiting confirmation that the FNDC consent has been publicly notified. Notified Resource Consents take around six months to process, depending on the complexity, significance and the level of contention involved. This will impact the overall programme. Should consent be granted, there is the risk of the decision being appealed. Works cannot commence until any appeals have been addressed and consents have been confirmed. One neighbour has indicated that they may appeal the decisions. We are working together with them to address their concerns. An additional resource consent will be required for the water take once the water bore investigations have been completed.
<b>Cost</b>	<b>Green</b>	<b>Green</b>	The project is running within budget.
<b>Project Risk</b>	<b>Amber</b>	<b>Amber</b>	<ul style="list-style-type: none"> <li>• Notifiable Resource Consent processing times and requests for additional information / submissions</li> <li>• Any changes to approved concept layout would be a risk to the project.</li> <li>• Meeting procurement objectives results in a longer procurement process.</li> <li>• Covid 19 Level 4 delays to SH10</li> </ul>

**Monthly Summary:**

**SH10**

- Is due to be completed January 2022 based on the availability to procure material
- Chorus switch over is completed.

**On Site:**

- The water bore has been completed and the pumps have been procured for the next phase, water testing and water consents. (There is plenty of supply)

**Resource Consent:**

- Awaiting public notification of the FNDC application – expected to be notified during the week beginning 17 January 2022.
- The NRC application was granted on the 13 December 2021.

**Communications & Engagement**

- Direct engagement with stakeholders (including adjacent neighbours) to inform design changes and resource consent documentation. Individual meetings have been offered to adjacent neighbours and interested parties on lodgment of the resource consents, but no one has yet taken up this offer.
- The Planner and Landscape Architect met with the neighbour who indicated that they may appeal the decisions. We will continue to work with them to attempt to mitigate their concerns, namely relating to landscaping.
- In early December, Ngāti Rēhia facilitated a workshop with Working Group members and FNDC staff to develop the name of the facility. The output name is Te Puāwaitanga; A home of belonging, play and growth.

Key Project Risks		Mitigation of Risk	
Notifiable Resource Consent		The consent duration	
Covid or natural disaster (Civil defence emergency) disruptions		Adaptable Business Continuity plans	
Market capacity to deliver		Procurement planning to determine market capability and resilience.	
Detail Design		Adequate resources capable and able to deliver on time.	
Community Engagement		Agreement of a Working Group to steer Matters.	
Downstream Impact – Ongoing future operation		Value Engineering during design	
Supply Chain – getting services and materials needed		Early procurement	
Programme Governance – Conflict of Interest		Set up Mitigation Plans	

Key Project Milestones	Expected	Status	Comment
Initiation	03/08/2020	Completed	
Resource Consent	Nov 2021 – June 2022	Planning	FNDC RC lodged as a notified consent – awaiting public notification and submissions. NRC RC consent granted.

Concept Design	Jul 2021	Completed	
Developed Design	Nov 2021 - March 2022		Procurement phase and scope finalisation
Detailed Design	Nov 2021 – March 2022		
Building Consent	March 2022		BC application can be submitted but won't be released until the RC has been approved
Procurement	March 2022		
Construction	tbc		RC will dictate the construction start as well as earthworks season
<b>Project Budget Status</b>			
Approved Budget		Actual Spend to Date	Forecast Total Spend
\$9,499,669		\$607,371	\$8,898,298

**Project Name: Kerikeri Domain Revitalisation**

**Project Phase: Concept Stage**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	<p>Project has moved into construction documentation for all areas. First projects moving into construction.</p> <p>Demolition of existing basketball court and Skatepark completed. Stormwater infrastructure nearing completion.</p> <p>Skatepark construction commenced. Soft opening of lower bowl area and timber vert ramp took place Friday 10<sup>th</sup> December. Surrounding landscape has been made good.</p> <p>Basketball construction commenced. Basketball court asphalt laid with fencing 50% complete. Perimeter paths and tidying up of site well advanced. Furniture being delivered to site.</p> <p>Playground Construction Documentation delayed due to additional specialist scope of attenuation stormwater required by FNDC. Awaiting survey of recently completed works to refine final documentation. In discussion with Procurement team regarding contractor engagement. Documentation to be completed in January.</p>
<b>Scope</b>	<b>Green</b>	<b>Green</b>	<p>Scope has been agreed by key stakeholder groups and has been developed into a concept layout plan that speaks back to the master plan for the reserve.</p> <p>The various elements identified in the concept layout design have been designed.</p>
<b>Schedule</b>	<b>Amber</b>	<b>Amber</b>	<p><b>Demolition</b> - Demolition completed by TARMAC.</p> <p><b>Skatepark Construction</b> - Skatepark construction well advanced. Soft opening of lower bowl area and timber vert ramp occurred Friday 10<sup>th</sup> December. Skate bowl and street skate section under construction for completion in March</p> <p><b>Basketball</b> - Basketball construction commenced. Pavement poured. Asphalt laid. Fencing and BB hoops underway. Construction to be completed in February. Site coordination with Circle D Construction and Buildflex ongoing to coordinate the two site builds</p> <p><b>Playground</b> - PLAYCO design fixed. Structural and Civil documentation currently in progress to be completed in January. Delayed due to additional stormwater attenuation documentation and new survey work undertaken of newly built works.</p> <p>Program delayed due to COVID and lockdown. There will be delays on the delivery of the playground due Level 4 shut down on projects in AKL affecting Kerikeri delivery / Install.</p> <p>Likely commencement of works as early as possible pending contractor availability.</p> <p><b>Park path and softscape</b> - Park path associated with Basketball and Skatepark nearing completion. Playground shared path to be completed with this contracted works. Rest of loop on HOLD</p> <p><b>BBQ areas</b> - Project on HOLD</p> <p><b>Fitness Equipment</b> - Project on HOLD</p> <p><b>Lighting</b> - Project on HOLD</p>
<b>Cost</b>	<b>Red</b>	<b>Red</b>	<ul style="list-style-type: none"> <li>• Discussion taking place with FNDC and working party group. MBIE funding not adequate to meet vision of Kerikeri Domain.</li> <li>• Project committed to delivery of Basketball court, Skatepark and Playground and associated paths</li> <li>• Latest COVID levels will have an effect on materials pricing and deliverable dates. Contractor availability may also affect pricing</li> </ul>
<b>Project Risk</b>	<b>Amber</b>	<b>Amber</b>	<ul style="list-style-type: none"> <li>• COVID. Lockdowns and financial and program implications</li> <li>• Major changes to the concept layout plan would be a risk to the project.</li> <li>• Meeting procurement objectives result in a longer procurement process.</li> <li>• Budgets not meeting the current market for construction</li> <li>• Lead times and market competition for obtaining materials and equipment</li> <li>• Working with contractors that are not experienced in large builds.</li> <li>• Site build. Uncertainties (e.g., earthworks) relating to existing site</li> <li>• Infrastructure required that was not allocated for in original budget</li> <li>• Contractor availability for Playground construction. Short program may influence pricing. No competition</li> </ul>
<b>Monthly Summary:</b>			
<ul style="list-style-type: none"> <li>• Skatepark construction well advanced</li> <li>• Basketball court construction well advanced</li> <li>• Pathway construction well advanced</li> <li>• Playground civil/structural under detailed documentation to be completed and procurement to start January.</li> </ul>			
<b>Key Project Risks</b>			<b>Mitigation of Risk</b>
COVID – Delay to program and escalation of costs			Maintaining good communication with contractors and stakeholders
Budget not aligned to vision. Hidden site costs e.g. earthworks			Reviewing works to attain the best overall outcome for the Kerikeri Domain as a whole
Market capacity to deliver			Procurement planning
Community Engagement - Community buy in is KEY, the community might argue			Agreement of a Working Group to steer matters

they did not want it in the first place			
Downstream Impact – Ongoing future operation costs		Value Engineering during design	
Supply Chain – getting services and materials needed		Early procurement, Covid Levels will affect the delivery dates	
Key Project Milestones	Expected	Status	Comment
Initiation	03/08/2020	Completed	Initiation
Community Scoping	Aug-Jan 2021	Completed	Community Scoping
Developed Design	Feb-Apr2021	Completed	Developed Design
Detailed Design	May-Aug 2021	Completed	Detailed Design
Procurement	July 2021-Jan 2022	Ongoing	Playground construction procurement to commence once documentation completed
Construction	Aug-2022	Ongoing	
Project Budget Status			
Approved Budget	Actual Spend to Date		Forecast Total Spend
\$ 3M	\$ 1.7M - Design fees, Construction		\$ 3M

**Project Name: Freese Park Coastal Erosion – Design and Consenting**

**Project Phase: Consultation**

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Green</b>	<b>Green</b>	Consultation has been completed. Decision made regarding design approach based on outcome of consultation and engineering & planning advice.
<b>Scope</b>	<b>Green</b>	<b>Green</b>	While still in scope, the consultation phase has required more time than anticipated. Archaeological assessment has been completed which is outside the scope. Progressing this project beyond resource consent lodgement is outside the scope. However, we are likely to have sufficient budget to assist in progressing agreements with the property owner at 9 Freese Park Rd and to advance the design towards detailed design.
<b>Schedule</b>	<b>Amber</b>	<b>Amber</b>	Delay due to set up of initial hui with hapu. Also, some delay due to Covid Lockdown.
<b>Cost</b>	<b>Green</b>	<b>Green</b>	Additional time on consultation has led to a cost over-run on this item but we currently feel that this can be accommodated within the wider project budget. There are out of scope items required to complete this project that have been highlighted in correspondence – these out-of-scope items will require additional funding. See footnote below.
<b>Project Risk</b>	<b>Green</b>	<b>Green</b>	As per below

**Monthly Summary:**

The project team made the decision to move forward with the rock rip rap + planting option (Option 1B) which would be a 'hold the line' option and include 2 stair accessways. This was after reviewing planning, engineering advice, considering the proprietary block wall option and the outcome of the consultation.

Developed design underway and the archaeological assessment has been completed in draft.

We are aiming to lodge resource consent in Feb 2022.

As mentioned in the previous IAM's report, a Council report on the Freese Park project was prepared and submitted for the December meeting. However, due to the volume of reports going to Council, it has been deferred until the February 2022 meeting.

Key Project Risks	Mitigation of Risk
Integrated erosion management solution cannot be agreed upon	Early and clear consultation with key stakeholders including owners of properties bordering the public spaces.
Delay in programme due to issues with Resource consenting.	Early discussions with NRC. Preliminary planning assessment to identify potential planning constraints.
COVID lockdowns result in delays to project	Build contingency into programme. Respond to project needs via virtual means where possible.

Key Project Milestones	Expected	Status	Comment
Presentation to Council of work to date including options considered and proposed consultation strategy.	Mid May	Completed	Approval to proceed to Engagement phase
Consultation completed – issue Consultation Report	November	Completed	
Provide project update and report on outcome of consultation to elected members	December	Deferred	Report deferred to the February 2022 Council meeting.
Lodge Resource Consent	February	Underway	Preparation underway

Project Budget Status		
Approved Budget	Actual Spend to Date	Forecast Total Spend
\$199,404	\$139,365	\$199,404

**TOURISM INFRASTRUCTURE FUND**

**August 2019 TIF R4 Projects:**

Project	Status	Notes
1a Waipapa Toilet Capacity Upgrade (Soakage Field)	Completed	Construction is complete. Optimisation of the soakage system continues. Final report and final invoice have been submitted to MBIE.
1b Waitangi Jetty Toilet Capacity Upgrade (BOI Yacht Club)	Completed	Completed.
2 Pungaere Road Seal Extension	Completed	Completed.
3 Cable Bay Carparks	Approved with Funding Agreement	Toilet Carpark Construction has been awarded. Final design is completed on all carparks. Pricing pending for remaining carparks. MBIE have extended completion date to 31 March 2022.
4 Taipa Beach Pohutukawa Protection	Completed	Completed.
5 Paihia Beach Toilet Enhancement (Outdoor Shower/Drainage)	Completed	Completed.
6 Stone Store Lighting	Approved with Funding Agreement	Contractor is working with Heritage New Zealand to coordinate installation. Additional meeting scheduled late January, early February to finalise installation plan.
7 Freedom Camping Operational Plan Study Grant	Approved with Funding Agreement	Final report is with FNDC for approval process.
8 District Boat Ramp Operational Plan Study Grant	Completed	Completed.

August 2019 TIF R4 Funding				
Project	Community	FNDC	MBIE	Total
1a Waipapa Toilet Capacity Upgrade (Soakage Field)		\$120,000	\$254,600	\$424,600
1b Waitangi Jetty Toilet Capacity Upgrade (BOI Yacht Club)	\$50,000			
2 Pungaere Road Seal Extension		\$793,584	\$793,584	\$1,587,168
3 Cable Bay Carparks		\$238,136	\$238,136	\$476,272
4 Taipa Beach Pohutukawa Protection		\$8,000	\$8,000	\$16,000
5 Paihia Beach Toilet Enhancement (Outdoor Shower/Drainage)		\$14,300	\$14,300	\$28,600
6 Stone Store Lighting		\$13,750	\$13,750	\$27,500
7 Freedom Camping Operational Plan Study Grant		\$37,500	\$37,500	\$75,000
8 District Boat Ramp Operational Plan Study Grant		\$37,500	\$37,500	\$75,000
	<b>Totals</b>	<b>\$50,000</b>	<b>\$1,262,770</b>	<b>\$1,397,370</b>

**April 2021 TIF R5 Projects:**

Project	Status	Notes
1a SMART CITIES: Smart Lighting (Wi-Fi)	Approved with Funding Agreement	The Wi-Fi network hardware is being reviewed by the 'Nothing but Net' team, to align with the district-wide Wi-Fi initiative. Installation of the Paihia and Russell Wi-Fi is now targeted for completion March 2022.
1b SMART CITIES: Smart Bins	Approved with Funding Agreement	Smart Bin locations have been confirmed for Paihia, Russell, Kawakawa, Opononi and Pukenui wharf. Wrap designs have been approved. Due to Covid issues there has been shipping delays and the delivery date has been pushed out to early 2022.
2 Lake Manuwai Toilet	Approved with Funding Agreement	Contract awarded to Supplier for a 2-pan dry vault toilet and a changing room. All stakeholders have been consulted. Targeted completion is for May 2022.
3 Te Paki Stream Toilets	Approved with Funding Agreement	Contract awarded to supplier for a 3-pan dry vault toilet. Project completion is targeted for May 2022.
4 Cape Reinga Road (Te Paki i-Site) Dump Station	Approved with Funding Agreement	Facility is fully operational. Blessing ceremony carried out with the assistance of Ngati Kuri, prior to opening. Road signage to be erected by approved contractors January/February 2022. Concession application for use of the DoC land has been approved by the local Doc office and sent to Wellington for signoff.
5 Sealing of Bayly Road (Waitangi Mountain Bike Park)	Approved with Funding Agreement	Pavement design and construction drawings are completed. Contractor cleared the site for uninterrupted summer holiday traffic and will re-establish and resume pavement construction in late January. This Project is planned for completion before end of March 2022, by Ventia.

April 2021 TIF R5 Funding				
Project	FY	FNDC	MBIE	Total
1 SMART CITIES: Smart Lighting (Wi-Fi)	2021/22	\$93,153	\$93,153	\$186,306
2 SMART CITIES: Smart Bins	2021/22	\$53,763	\$ 53,762	\$107,525
3 Lake Manuwai Toilet	2021/22	\$86,840	\$86,840	\$173,680
4 Te Paki Stream Toilets	2021/22	\$128,150	\$128,150	\$256,300
5 Cape Reinga Road (Te Paki i-Site) Dump Station	2021/22	\$57,750	\$57,750	\$115,500
6 Sealing of Bayly Road (Waitangi Mountain Bike Park)	2021/22	\$222,750	\$222,750	\$445,500
	<b>Totals</b>	<b>\$642,406</b>	<b>\$642,406</b>	<b>\$1,284,81</b>

**NEW CONNECTIONS AND FNDC CONSENT REVIEW**

Activity	Dec 2021	YTD '22	YTD '21	
Applications for new Water and Wastewater connections 	9	77	52	9 requests to connect to Council water and wastewater services were received in December 2021. Year to date Council has received 77 applications (compared to 52 last year)
FNDC Resource Consent Applications Reviewed by IAM	All 23	234	316	IAM's development engineer and consents technician review all consents and provide comment on how to minimise/mitigate impacts on Council infrastructure.
LIMs Assessed	All 84	725	986	IAM's consents technician input into Land Information Memorandums by completing soil reports and assessing development contributions.



## ENGINEERING STANDARDS

The Far North District Council (FNDC) Engineering Standards (ES) sets out the processes and standards that are expected to be followed and met whenever any development project or Engineering work is undertaken within the District. The ES recognizes that the District Council and other network operators will become the owners and operators of roads and other infrastructure, which are created and vested in the land development process.

### EXECUTIVE SUMMARY

The FNDC New Engineering Standards (ES) is developed from WDC draft engineering standards.

#### Key issues on the draft ES:

- Limited resources available due to competing priorities to progress the ES to the final state.
- Some District reference documentation e.g., policies, manuals and processes that feeds into the Draft ES are either in draft state, expired or have yet to be published.
- The ES could potentially increase operations and maintenance cost.

#### Document

Link: [Engineering Standards Far North District Council \(fndc.govt.nz\)](https://fndc.govt.nz/Engineering-Standards-Far-North-District-Council/)

#### ES Table of Content

- Chapter 1 – General.
- Chapter 2 – Chapter 2: Site Development Suitability (Geotechnical and Natural Hazards).
- Chapter 3 – Transportation.
- Chapter 4 – Stormwater and Drainage.
- Chapter 5 – Wastewater.
- Chapter 6 – Water Supply and Reticulation.
- Chapter 7 – Public Spaces and Landscape Development Works.
- Chapter 8 – Electricity, Telecommunications and Gas.
- Appendices



**INTRODUCTION**

The Far North District Council Draft Engineering Standards (ES) has been significantly updated since the 2009 version. The Draft ES has been developed from the Whangarei District Council Draft ES together with other changes tailored with respect to the Far North. The Far North Developers serves as the audience for the new FNDC ES. Intensive integration with internal FNDC departments, Far North Waters, Northland Transport Alliance, Practitioners, The Public, Northland Regional Council and Disability Action Group is required to successfully progress the new FNDC ES to a Final state.

The FNDC ES scope is as follows:

- Requirements for the assessment and reporting of site suitability and for the design and control of earthworks.
- Future roads and infrastructure (including accessways) associated with land development, subdivision and road improvements/upgrades within the District.
- Requirements for design and construction of stormwater conveyance systems.
- Gravity and/or pumped (including Pressure Sewer) wastewater reticulation networks to be vested to Council. Private wastewater reticulation systems that are to discharge into a Council wastewater reticulation system. Private wastewater networks and on-site treatment and disposal systems.
- Requirements for design and construction of all extensions and connections to the District Council’s water reticulation system.
- Minimum requirements (and some best-practice examples) for the design and construction of landscaping development works for land development and subdivision on reserves and streetscapes.
- Requirements for network utilities that are not owned or managed by the District Council: electricity, telecommunications/data and gas.

**ES REVIEW STATUS & MILESTONES**

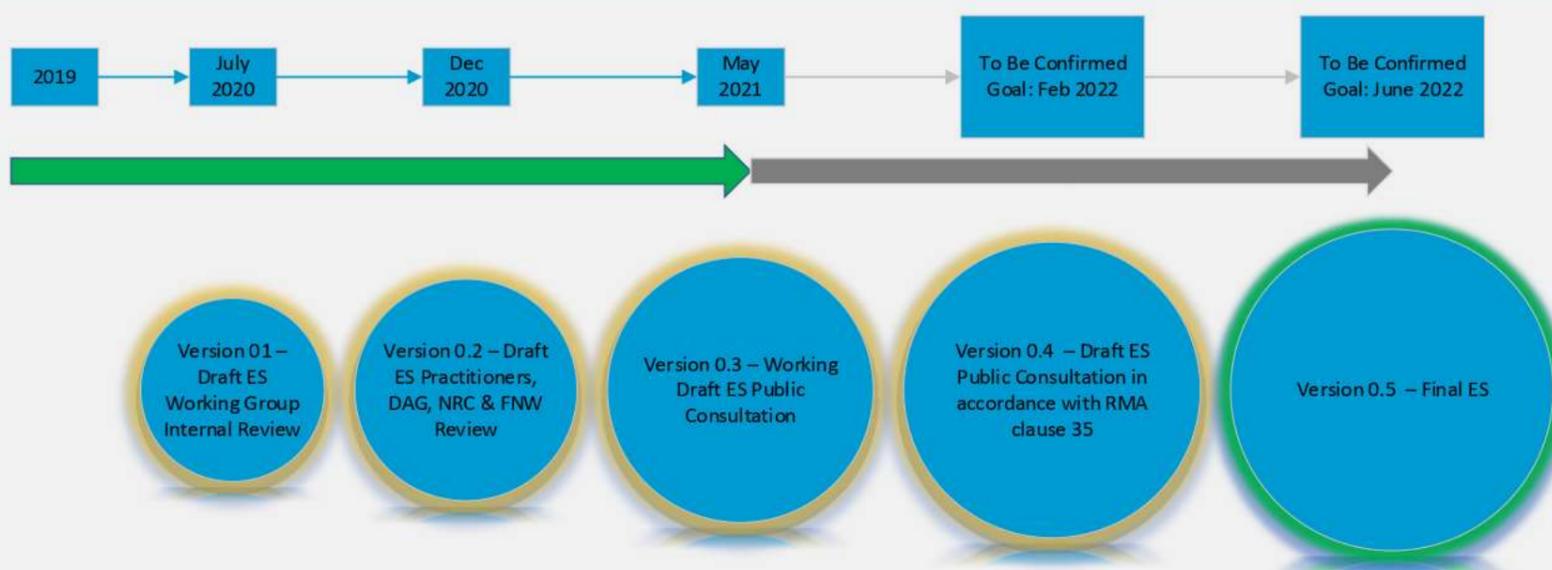


Figure 1 Key Milestone Flowchart

Date Finalized	Version	Comment
2019	WDC Draft ES	Adopted WDC Draft ES
July 2020	Issue 0.1	Draft ES – June 2020 version was produced. Document was review by FNDC internal working group and external consultant. Actions was recorded based on the review feedback.
Dec 2020	Issue 0.2	Draft ES – Dec 2020 version was produced. FNDC ES Review was handed to IAM Engineering Team. The Draft ES was sent for review to the Far North practitioners, FNW, FNDC internal, Disability Action Group and NRC. Actions was recorded based on the review feedback.
May 2021	Issue 0.3	Working Draft ES – May 2021 version is produced. The Working Draft ES will be sent out for public consultation. The Working Draft ES will be available to the public on the FNDC website. Review period is between 17 May – 14 June 2021.

**Note:**

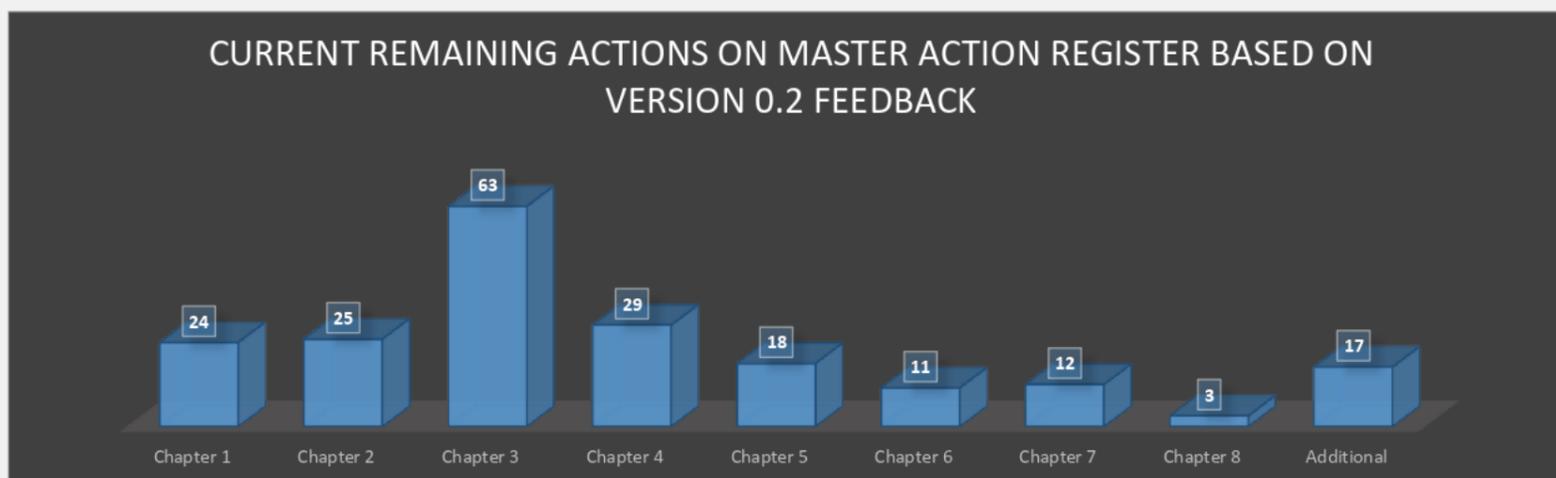
The Engineering Standards will be incorporated by reference in the proposed district plan. Making available a working draft allows for ongoing exchanges and refinement designed to maximise the integration of the technical document with the new district plan provisions.

A future step (Version 0.4) in the continuous improvement process will involve public notification of the Engineering Standards as ‘material to be incorporated by reference’ in the proposed district plan. This will take place in accordance with the provisions of Clause 35 of Schedule 1 of the Resource Management Act 1991 and will invite comments on the final draft version of the Engineering Standards. This step will take place prior to the statutory notification of the proposed District plan and will ensure that there is public awareness of this opportunity for comment and further refinement.

To be confirmed. Goal Feb 2022	Issue 0.4	Draft ES – May 2021 version is produced. The Draft ES will be sent out for public consultation in accordance with the provisions of Clause 35 of Schedule 1 of the Resource Management Act 1991. Review period to be confirmed.
To be confirmed. Goal June 2022	Issue 0.5	Final FNDC ES

**ES SCOPE OF WORK**

**Remaining Actions**



**Issues: References that are in draft, expired or do not exist within FNDC**

Item	Reference	Description
1	1.4.5 Quality Assurance and Quality Control. 1.6.5.5 Testing. 5.1.4.3 District Council Documents. 4.1.4.3 District Council Documents. 6.1.4.3 District Council Documents	QA/QC Manual 2010.
2	1.5.1.3 The Role of the IQP & Throughout the document.	Independent Qualified Person (IQP) Assessment Process
3	1.6.5.1 Health and Safety	Health and Safety Policy, Contractors Health and Safety Handbook and H&S002 Potential Site-Specific Hazards Associated with the Project.
4	1.1.4.3 District Council Documents	H&S006 - Office Workplace Health and Safety Inspection Form
5	1.1.4.3 District Council Documents	Policy #0074 - Uncompleted Works Bond
6	2.1.3.3 District Council Documents.	Good ground guidance document not finalised
7	2.1.3.3 District Council Documents. 2.2.2.2 Reference Documents.	Acid Sulphate Soil Planning Policy Basic Guide 2015.
8	2.1.3.3 District Council Documents	Land Hazard Maps
9	2.1.3.3 District Council Documents	Land Instability Maps
10	2.1.3.3 District Council Documents	Policy #0129 - Stabilisation Systems for Land Development
11	2.1.3.3 District Council Documents. 2.2.2.2 Reference Documents.	Coastal Structure Plan - Slope Instability Hazard Potential and Effluent Disposal Potential:
12	2.1.3.3 District Council Documents. 2.2.2.2 Reference Documents. 4.1.4.3 District Council Documents	Stormwater catchment management plans.
13	4.1.4.3 District Council Documents	Approved Materials List - Public Spaces and Landscape Works
14	4.1.4.3 District Council Documents. 5.1.4.3 District Council Documents	Approved Materials List - Wastewater and Stormwater
15	5.1.4.1 Statutory	FNDC Trade Waste Bylaw 2009.
16	5.1.4.3 District Council Documents. 6.1.4.3 District Council Documents	Standard for Wastewater Pumping Station Electrical Engineering Systems
17	6.2.12.4 Backflow Prevention	Backflow Prevention Policy and Code of Practice
18	6.1.4.3 District Council Documents	Approved Materials List - Water Services
19	6.1.4.3 District Council Documents	Specification for Installation of Watermains
20	6.1.4.3 District Council Documents	Specification for the Installation of Service Connections
21	6.1.4.3 District Council Documents. 6.1.7.1 Work on Existing Water Mains. 6.3.1. Licensed and Registered Contractors	Specification for Registered and Licensed Contractors for Water Supply. The FNDC Hygiene Code of Practice for All Personnel working on the Water Production and Distribution System is in draft state and last worked on in 2004.
22	6.1.4.3 District Council Documents.	FNDC new water bylaw
23	7.1.4.3 Other Relevant Documents	Development contribution policy
24	7.1.4.3 Other Relevant Documents	Fencing contribution policy

Other Issues		
Item	Reference	Description
25	1.4.2 Developer's Representative	<i>The Developer shall nominate a specialist representative to liaise with the District Council, who should be a licensed cadastral surveyor, resource management/planning consultant, or chartered professional engineer, suitably experienced in <b>all phases of resource consent, and available for site visits within 24 hours of being so requested by the District Council.</b> A suitably qualified and experienced person in a related field may be nominated subject to acceptance by the District Council.</i>
26	1.4.4 a Insurance	High Public Liability Insurance is proposed.
27	3.2.6. Road Classifications and Design Criteria	Road classifications could change due to the One Network Road Classification
28	3.1.5. Reference Documents	NTA Website under construction
29	Table 4.2 Minimum Design Summary	Attenuation to 80% of pre-development flow is required when the developer Discharge to a natural flow and secondary flow path, Direct nuisance to other property and people, Discharge to council stormwater and roading network where identified downstream flooding exists.
30	Throughout the document	FNDC previously advised developers that TP 10 is not a FNDC excepted design document. This document is referenced throughout the Draft ES.
31	5.1.7. Connection to Existing Wastewater Scheme	Area of Benefit is not available to the public
32	7.2.6.1 Introduction	1.2m grass berm is added to the road corridor and trees planted in 25m c/c spacing that will increase operational and maintenance cost.
33	Working Draft ES - May 2021	Correlation between District Plan and the New Engineering Standards.



## PROGRAMME DARWIN

To lead best appropriate practice enterprise asset management in New Zealand.

**Mā te kimi ka kite, Mā te kite ka mōhio, Mā te mōhio ka mārama**

Seek and discover. Discover and know. Know and become enlightened.

Learning is a journey. It starts with a conscious effort to seek knowledge. Upon seeking, you will surely discover a brand-new thing or see a familiar object in a totally new light. Eventually, the things you know will lead you to become wise beyond your years. Seek. Discover. Know. Be enlightened.



### EXECUTIVE SUMMARY

The risk status of the programme has remained stable over the reporting period. An updated Delivery Roadmap for the AMS Project has been drafted on the back of the configuration schedule that was developed by INFOR. The data cleansing and migration process has been paused and is scheduled to continue sometime in the new year. The project team is currently focused on work related to the alignment of the current Financial Fixed Assets processes and data to the new IPS Suite. An analysis completed by the AMS Project team estimated the timeline for the delivery of Phase 1 to be Q3-2024, pushing the date out with 21 months from the initial reckoning of Q4-2022; the validity of the duration was statistically tested. Three alternative options to bring forward the September 2024 delivery date, was presented to the SLT during November and after some discussion the third alternative was adopted. The four options (status quo plus three alternatives), with a recommendation to adopt option four, were then presented to Elected Members at the Council Meeting on 16 December 2021. Estimated costings, for each of the options, were included in the paper to EMs. After much deliberation EMs agreed *“that the item is left to lie on the table”* and voted on an amendment *“That Council request a working group be established and a terms of reference be developed, in collaboration with CEO and relevant staff, reporting to the ARF Committee for governance oversight of Programme Darwin”*.





Far North District Council  
*Te Kōwhiri o Tai Tokerau ki te Raki*

HE ARA TĀMATA  
CREATING GREAT PLACES  
*Supporting our people*

## Programme Darwin Status Report

← Programme Details

<b>Reporting Period</b>	December 2021	<b>Report Date</b>	13 December 2021
<b>Programme Sponsor</b>	Andy Finch (GM – IAM)	<b>Programme Manager - EAM</b>	Chris Grobler

← Programme Vision & Mission

**Vision:** Leading best appropriate practice enterprise asset management in NZ  
**Mission:** Lifting the understanding and delivery of asset management across the organisation

← Status Indicators

<b>Overall</b>	→	The risk status of the programme has remained stable over the reporting period.
<b>Benefits</b>		No change; remains the basis of performance framework for 2024 and outyears.
<b>Capability</b>		Challenges remain with project delivery resourcing across the Process and Stakeholder streams, including the availability of asset subject matter experts to contribute to the Technology workstream.
<b>Leadership</b>		Programme leadership remains stable. The Programme Steering Group supports the sub-projects towards common alignment with the Programmes strategic goals.
<b>Budget</b>		Considering the estimated new timelines, a request for additional funding was submitted to Council on 16 December 2021.
<b>Roadmap</b>		Revised timelines, deliverables and expectations detailed in the November <u>2020</u> update to Elected Members were reviewed. Better evidence for the velocity, at which data cleansing is being performed, has been gathered. An updated Roadmap was developed on the back of the feedback received from the AMS Project on its projected rollout schedule for Phase 1. The prospect of completing the data cleansing and migration work within the initial estimated duration is highly improbable. A more likely timeline now extends the delivery of Phase 1 to September 2024. Three alternative options, to reduce the delivery timeline, have been evaluated by the PSG and SLT, and a preferred option was recommended to Elected Members at the December Council Meeting. The item remains on the table and a Working Group will be established in 2022 to decide on the best course of action for the programme.
<b>Risk</b>		Several variables relating to resourcing and the rate of delivery contribute to the volatility in the programme. Also, the proposed Three Waters Reform Programme is creating uncertainty within the delivery team.

← State of Play

Last Month	Next Month(s)
<p><b>Programme:</b> The four Phase 1 options, articulating different time, cost, and effort scenarios, was presented to the EMs in December, however Council agreed to let the item lie on the table and requested the establishment of a working group comprising three EMs, the CEO, and relevant staff.</p> <p><b>Workstream</b></p> <ul style="list-style-type: none"> <li><b>Technology:</b> Team has temporarily pivoted away from Data Cleansing &amp; Migration work towards work on the fixed asset register.</li> <li><b>Process:</b> Re-evaluated funding bid for the appointment of a Workstream Lead. Asset condition assessments progressing and new WinCan application functioning as planned.</li> <li><b>Transformation:</b> Change management plan to be developed for Programme.</li> <li><b>Stakeholders:</b> Work has started on building web pages as a point of information and reference for internal stakeholders.</li> </ul>	<p><b>Programme:</b> A working group comprising three EMs, the CEO and relevant staff will be established.</p> <p><b>Workstream</b></p> <ul style="list-style-type: none"> <li><b>Technology:</b> Team will continue focus on the fixed asset register work to maximize the current availability of the Fixed asset Accountant to assist the team.</li> <li><b>Process:</b> Re-evaluate funding bid for the appointment of a Workstream Lead. Asset condition assessments to continue.</li> <li><b>Transformation:</b> Programme change management and communications information to be published on TK3.</li> <li><b>Stakeholders:</b> Re-evaluate funding bid for the appointment of a Workstream Lead. Continue <i>ad hoc</i> engagement with data supply chain partners on Darwin journey.</li> </ul>

← Programme Workstreams

Name	Type	Status	Programme Comment
<b>TECHNOLOGY:</b> Integrated Asset Management System (IPS Suite)	Project		Full operational use of the IPS Suite will only be possible once all the data loads have been migrated (Q3-2024), and the system has been configured (towards the end of 2027). The status reflects the updated schedule from the AMS project based on the revised timelines for Data Cleansing & Migration work. The team continues to experience delays within the data migration process due to competing BAU tasks. The status of the project is expected to remain Amber over the next quarter.

← Programme Workstreams			
Name	Type	Status	Programme Comment
<b>PROCESS:</b> Asset Life Cycle, Processes, Condition Assessments, Data & Analytics	Operational		Paper drafted to secure funding that will allow for the recruitment of a Workstream Lead, placed on hold until a revised schedule is adopted by PSG. The delivery of the pilot LAMP has been moved out past September 2024. Condition survey work is progressing well. An interdisciplinary meeting was held to ensure the proposed approach and tooling, for the capturing of field data, will provide for an efficient process, correct asset fields and reliable data. Discussions have concluded with Sewer Equipment Company Australia (SECA) for the procurement of WinCan, which has been adopted as the preferred solution to capture and manage condition data for gravity SW and WW systems.
<b>TRANSFORMATION:</b> Roles & Responsibilities, People & Culture Change Management	Improvement		Initial survey completed (FieldForce4). Original transformation plan will not be pursued as Tony McCartney (PraCvus) has stepped away from the programme. A new plan is to be developed by Helen Ronaldson and Alison Carnaby once clarity is gained on the approved Option to move the Programme forward. Andy Dowdle was appointed to the programme to caretake the change management effort.
<b>STAKEHOLDERS:</b> Upwards, Downwards, Outwards & Sideways	Improvement		The paper drafted to secure additional funding, allowing for the recruitment of a Workstream Lead, placed on hold until a revised option/schedule is adopted by EMs. Stakeholder engagement plan to be drafted on the back of the reinvigorated stakeholder register.

← Programme Milestones				
Milestone	Baseline Date	Actual Date	Status	Comment
Identify Stage completed	N/A	Continues		The programme of work agreed for Phase 1a will partially deliver on Council’s business requirements. Phase 1b will see the standing-up of an Asset Management System that is ready to be configured over Phase 2. Delivery plans to be workshopped with the stakeholder groups over the coming months, this work is dependent on the appointment of the Process Improvement Workstream Lead.
Define Stage completed	31/12/2022	Continues		Operational demands on project resources along with discovered issues relating to data quality, data mapping and data transformation have delayed progress. Also, the deliverables for the Process and Transformation workstreams have not been scoped. The expertise of a Business Analyst will be essential to provide a high-level estimate of the quantum of work and execution effort that will be required to deliver on the scope of work for particularly the Process and Transformation streams.
Execute Stage completed	30/12/2023	Continues		Delivery date extended to reflect the adaptation needed once the Process and Transformation teams are to come online. Also, the updated options paper presented to EMs for additional funding requires Council approval before a new delivery timeline can be adopted.
Product Review Stage completed	Beyond 2023	Continues		Project & workstream delivery will be staggered over 2024-2027 to ensure each value release builds on prior releases.

← Top Programme Issues					
Ref #	Explanation & Cause	Priority	Action Required	Owner	Date Raised
5	Operational commitments impede staffs’ availability to participate in workshops or contribute to Darwin, resulting in sub-optimal progress. Also, some workstream lead positions remain vacant, hindering progress.	1	Require SLT assistance to identify additional resourcing to come onboard. These key-person dependency issues are expected to continue throughout the life of the programme.	PrgM – EAM GM – IAM	May 2020

← Top Programme Risks							
Ref #	Description	Probability	Impact	Trend of Risk Rating	Mitigations	Owner	Review Date
11	Program resourcing constraints (i.e., vacancies in the Process and Stakeholder workstream lead roles) may lead to an adjusted risk profile.	Possible	Major	Stable	The SLT was made aware of this risk and assistance requested to resolve the same.	PrgM – EAM	Jan 2022
15	Three waters reform investigations/ negotiations impact both progress and team willingness to advance program.	Possible	Major	Stable	Programme leadership commitment and Programme Governance Group oversight.	PrgM – EAM	Jan 2022

← Programme Financials				
	Approved Budget	Spend to Date	Forecast Cost to Complete	Commentary
Capex	\$274,531	\$135,058	Depending on the Option adopted by EMs.	Excludes budgets related to the AMS Project and Asset Condition Assessment Programme.
Opex				-
<b>Totals</b>	<b>\$274,531</b>	<b>\$135,058</b>		-

## INFRASTRUCTURE PLANNING

The following provides an overview of the infrastructure Planning team's work programme, including three-waters and transport planning projects, collaboration and engagement activities and key consent applications and

### EXECUTIVE SUMMARY

#### Three-Waters

- The resource consent application for the Ōpononi WWTP was publicly notified and approximately 160 submissions in opposition to the application have been received.
- The consent for the Puketotara stream water-take that supplies Kerikeri has been granted. The new consent allows for more flexibility in when we take water and how much water we take at certain periods of the year. When making the application we were specifically concerned about periods when KIC couldn't provide sufficient water to meet Kerikeri's demand (cyanobacteria or network issues), and demand increasing as Kerikeri's population increases which means that the Puketotara is relied on more frequently; the new consent should address these concerns. This consent has been granted for 35 years.
- Interstage monitoring has begun at the Ahipara wastewater treatment plant in support of the discharge to land investigations currently underway. This additional monitoring will provide greater information on the performance of the treatment plant and allow FNDC to find out if an upgrade would be required to safely discharge the treated wastewater onto the Kaitaia Golf Course.

#### Transport

- Staff are working closely with the NTA to handover Integrated Transport Plan projects and activities for operational implementation. Significant progress is already being made on several of the first three-year projects as reported in the Transport section of this report.
- The team is working with Strategic Planning and Policy team to deliver key transport legislation including the Parking Policy and Bylaw, New Road Use Bylaw and numerous other transport-related policy reviews, all of which are signaled for action in the Integrated Transport Plan. Reporting has commenced for Council and Strategy and Policy Committee consideration in February 2022.
- Work continues on preparation of a Business Case Point of Entry (PoE) application to Waka Kotahi New Zealand Transport Agency for subsidy of Integrated Transport Planning activities. These will provide the necessary structure for decision making on future transport project selection and delivery.



INFRASTRUCTURE PLANNING PROJECTS

TRANSPORT PROJECTS 

Asset	Project	Collaboration	Project Summary and key dates	Project update
<b>District Wide Transport</b>	Integrated Transport Plan	Northland Transportation Alliance (NTA)	The final step to close off the Integrated Transport Strategy and Plan (ITS and ITP) is to formally hand it over for implementation.	The Activation Handover Report is almost complete and now awaits the completion of the Benefits Realisation Plan prior to issue to the delivery team at the NTA. We will retain a programme management function to ensure the identified benefits are being achieved and reported back to the community via Council reporting.
<b>District Wide Transport</b>	Integrated Transport Planning	Waka Kotahi (NZTA)	This project delivers a business case covering the many essential planning activities identified in the ITP. It's needed to ensure we deliver the right physical projects in the medium and long term.	Following advice from Waka Kotahi (NZTA) we have consolidated 14 discrete but interrelated transport planning activities into a single application for subsidy of Business Case development. This has earned us 'Probable' subsidy of \$1.2m. We continue to work closely with Waka Kotahi to have the project confirmed as approved. A document called a Point Of Entry is the key and we have substantially completed it. Finalisation meetings are planned early next year. In case we don't gain approval, local share funding as allocated in the LTP will be used to fund reduced scope business cases.
<b>Kerikeri Area Transport Network</b>	Kerikeri Area Transport Network Plan	SPP Strategy Development	The districts number 1 transport priority in the ITP. This project is to undertake the next steps towards delivery of a fit for purpose futureproof multimodal network integrated with land uses.	Staff are working with Waka Kotahi to restructure our subsidy application into the district wide 'Integrated Transport Planning activity (after our initial application for a standalone project was declined). This will ensure that multi-modal and land use / urban form objectives can be better incorporated. On 24 November, the Infrastructure Committee received the report and plans for the Kerikeri Waipapa Transport Network business plan. The business case approach will refresh and validate fully integrated solutions to the wider Kerikeri/Waipapa area. Preparation of a business case is a condition of funding subsidy for NZTA, as well as a council requirement and process, established to ensure that public funds are wisely invested in assets and infrastructure.
<b>District Wide Transport</b>	Low Cost Low Risk Capital Works	Northland Transportation Alliance (NTA)	Preparation of ITP Project Briefs to guide NTA in delivery of Low Cost Low Risk Transport Capital Works that have been approved for subsidy by Waka Kotahi (NZTA).	Significant progress has already been made on several of the first three year projects identified in the Transport Activity Management Plan and detailed in the Transport section of this report. Project Briefs continue to be developed and reviewed in meetings with Waka Kotahi (NZTA) and the NTA.
<b>Policies &amp; Bylaws</b>	Parking Policy and Bylaw	SPP Strategy Development Comms	The current Parking and Traffic Control Bylaw will automatically be revoked on 17 June 2022 so this project creates a replacement. It also answers the need identified in the ITP for Council to have a Parking Policy to provide clear direction on parking which is highly topical and prevalent throughout the ITP.	The team is working closely with Strategic Planning and Policy team to deliver key transport legislation including the Parking Policy and Bylaw, New Road Use Bylaw and numerous other transport-related policies, all of which are necessary to provide clear direction for implementation of the Integrated Transport Plan. The Parking Bylaw report to Council has been drafted and is undergoing legal review prior to submission for adoption in February 2022. Staff engagement on a draft parking policy is complete, however the Elected Members workshop originally scheduled for October 2021 was deferred due to higher priority workshop topics. A Parking Policy options report has been drafted for S & P committee consideration in February. Options will focus on whether or not Elected Members wish to Workshop a draft Parking Policy.

WASTEWATER PROJECTS 

Asset	Project	Collaboration	Project summary and key dates	Project update
<b>Kaitiāia WWTP</b>	Discharge Resource Consent	Iwi	To renew the resource consents for the Kaitiāia WWTP. The resource consent application has been lodged with NRC and is on hold until resource consent conditions have been agreed between FNDC and iwi representatives.	Staff and iwi representatives last met in November to discuss and agree consent conditions that could be included in the consent that will mitigate some of the effects that the discharge has on cultural values. These conditions might include, for example, the requirement that FNDC fund riparian planting at the discharge site, organise and attend annual hui, and allow for Cultural Health Monitoring to take place.
	WW Discharge to Land Investigation	Iwi; Te Hono; Engagement Team	To engage with iwi and landowners for the purpose of agreeing a preferred site for the discharge of treated wastewater and to develop a discharge concept design for that site by mid-2023.	Engagement with mana whenua representatives from Te Rūnanga o Te Rarawa, Te Rūnanga o Ngai Takoto, Ngāti Kahu (Oturū Marae and Te Paatu marae reps), Te Rūnanga Nui O Te Aupōuri continues. Preparation for landowner engagement that is scheduled to commence in early 2022 progressed in collaboration with Engagement and Corporate Services (Property Officer) staff.
<b>Kaikohe WWTP</b>	Discharge Resource Consent	Iwi; Te Hono; Engagement Team	To renew the resource consents for the Kaikohe WWTP. The resource consent application has been lodged with NRC and is on hold with the support of iwi/hapu representatives for further engagement.	Engagement with iwi representatives from Te Rūnanga Ā Iwi Ō Ngāpuhi, and hapu representatives from Te Uri o Hua, Ngāti Whakaeke, and Ngāti Tautahi is progressing with hui at which it has been agreed that a formal working group will be established. Terms of Reference are being worked on between FNDC and mana whenua and include the sharing of monitoring and compliance data.

Asset	Project	Collaboration	Project summary and key dates	Project update
	WW Discharge to Land Investigation	Iwi; Te Hono; Engagement Team	To engage with iwi and landowners for the purpose of agreeing a preferred site for the discharge of treated wastewater and to develop a discharge concept design for that site by mid-2023.	The work associated with this project will be included in the Terms of Reference of the working Group being established for the Discharge Resource Consent. Material was prepared for presentation once the working group is finalised, to introduce the topic of WW disposal to land and to initiate discussion regarding how the working group wishes to investigate this option.
<b>Kāeo WWTP</b>	Discharge Resource Consent	Iwi; Te Hono; Engagement Team; Community	To renew the resource consents for the Kaeo WWTP. The application will be lodged before the end of July 2022.	The Engagement Team has supported and endorsed the Community Stakeholder and Engagement Plan (CSEP). Engagement with key stakeholders and the wider community is being planned for early 2022. Most technical reports required to support the application have been procured with delivery in the first quarter of 2022.
	WW Discharge to Land Investigation	Iwi; Te Hono; Engagement Team; Community	To develop an understanding of whether discharge to land is practicably, economically, and environmentally viable in Kaeo.	The feasibility stage of investigations has been completed. This stage includes desktop level investigations and a high-level economic assessment. These investigations have found that discharge to land is practicably feasible with an estimated 28 Ha of land required. However, the costs would be high meaning it may be economically unviable. Engagement with iwi, and the general community will begin in the new year to determine interest in the project. A report to the infrastructure committee will then go ahead in the first half of 2022.
<b>Hihi WWTP</b>	Discharge Resource Consent	Iwi	To renew the resource consents for the Hihi WWTP. The application will be lodged before the end of August 2022.	Staff and hapū representatives met in December to discuss resourcing a Cultural Impact Assessment to support the resource consent application. Fieldwork for the ecological and odour assessments is scheduled for January. A performance assessment is underway. A hydrodynamic study was completed in December to support a public health risk assessment that will be undertaken in January.
	WW Discharge to Land Investigation	Iwi; Te Hono; Engagement Team; Community	To develop an understanding of whether discharge to land is practicably, economically, and environmentally viable in Hihi.	The feasibility stage of investigations has been completed. This stage includes desktop level investigations and a high-level economic assessment. These investigations have found that discharge to land is practicably feasible with an estimated 8 Ha of land required. However, this would be at a high cost, therefore likely to be economically unviable using targeted rates. This would also be an additional cost to the upgrades being planned for the Hihi WWTP.
<b>Ōpononi WWTP</b>	Discharge Resource Consent	NRC	To renew the resource consents for the Opononi WWTP.	The application's submission period ended 17 December 2021 and approximately 160 submissions were received in opposition to the application. A date for the hearing has not yet been set.
<b>Kohukohu WWTP</b>	Discharge Resource Consent		To renew the resource consents for the Hihi WWTP.	A Cultural Impact Assessment is required to complete the application to allow it to be publicly notified. This was expected before the end of 2021, however, there have been many delays on this aspect of the project mainly owing to Covid restrictions delaying hui for the involved hapū groups.
<b>Ahipara WWTP</b>	WW Discharge to Land Investigation	Kaitaia Golf Club; Iwi; Engagement Team; Community; External Consultants	To investigate the potential for discharging treated wastewater from the Ahipara WWTP to the Kaitaia Golf Club as a form of irrigation.	Kaitaia Golf Club approached FNDC in February 2021 to discuss this opportunity. The practical feasibility of this has been confirmed with on-site testing. A concept design is now being developed with two main workstreams: Irrigation design and a review of the wastewater treatment plant. Interstage monitoring has begun to gain an improved understanding of the Ahipara wastewater treatment plant. This will allow FNDC to determine whether upgrades are needed in order to safely discharge the treated wastewater onto the Kaitaia Golf Course. Engagement with the Kaitaia Golf Club, iwi, and the general community will follow to assess interest in the projects continuation.
<b>Network Hydraulic Models</b>	Network Model updates	External consultants	TIF funding enabled a new model to be built for Paihia. DIA funding is awarded for new/updated WW models in Taipā, Hihi, Kaikohe, Kaitāia, Kawakawa, Kerikeri, Rangiputa, Whatuwhiwhi. Project completion will be May 2022.	The model for Paihia is complete. Stage 1 Data Review and Gaps Analysis reports are being reviewed to determine extent of additional data required for model build stage. Flow gauging units have been deployed in networks that will have new/updated models and will remain in situ until February 2022. Critical asset survey work is ongoing, including arranging additional pump station drawdown testing. Offers of Service to undertake Stage 3 (model build and calibration) have been received and are being assessed with a view to finalise prior to Christmas.
<b>Scheme Demand Forecasting</b>	WW Demand Forecasting	External consultant; Development Engineering	In 2021 staff procured a demand forecasting methodology tool (excel spreadsheet) into which scheme specific data could be input alongside other relevant data such as demographic forecasting information, to enable future demands on our schemes to be modelled.	Demand forecast modelling is complete for Paihia and Kaitaia, and is currently being developed for the community of Kerikeri. This is set to be complete by the end of 2021. Following the development of the Kerikeri demand forecast, Kaikohe will likely be the next one to be undertaken.



WATER SUPPLY PROJECTS

Asset	Project	Collaboration	Project Summary and key dates	Project update
<b>Water Supply Schemes</b>	Treated Water Supply Bylaw	SPP – Donald Sheppard as Project Manager	To draft for adoption a new Treated Water Supply Bylaw for FNDC prior to the revocation date (16.10.2021) of the previous FNDC Water Supply Bylaw	The bylaw was adopted in September 2021.
<b>Network Hydraulic Models</b>	Network Model updates	External consultants	TIF funding enabled a new model to be built for Paihia. DIA funding is awarded for new/updated WS models in Kaikohe, Kerikeri, Kaitaia. Project completion will be May 2022 and the funding project deadline is June 2022.	The model for Paihia is complete. Stage 1 Data Review and Gaps Analysis reports are being reviewed to determine extent of additional data required for model build stage. Flow gauging units have been deployed in networks that will have new/updated models - this will be removed in December. Critical asset survey work is ongoing. Offers of Service to undertake Stage 3 (model build and calibration) have been received for a number of networks and are being assessed with a view to finalise prior to Christmas.
<b>Scheme Demand Forecasting</b>	WS Demand Forecasting	External consultant; Development Engineering	In 2021 staff procured a demand forecasting methodology tool (excel spreadsheet) into which scheme specific data could be input alongside other relevant data such as demographic forecasting information, to enable future demands on our schemes to be modelled.	Demand forecast modelling is complete for Paihia, Kaitaia, and is currently being developed for the community of Kerikeri. This is set to be complete by the end of 2021. Following the development of the Kerikeri demand forecast, Kaikohe will likely be the next one to be undertaken.
<b>Puketotara Water Take</b>	Renewing the resource consent for the Puketotara Water Take	External consultants. NRC	To renew the resource consents for the Puketotara water take that supplies Kerikeri WTP. The consent will allow for more flexibility in the take and allow for more resilience over low-flow periods.	The consent has been granted. The new consent allows for more flexibility in when we take water and how much water we take at certain periods of the year. When making the application we were specifically concerned about periods when KIC couldn't provide sufficient water to meet Kerikeri's demand (cyanobacteria or network issues), and demand increasing as Kerikeri's population increases which means that the Puketotara is relied on more frequently; the new consent should address these concerns. This consent has been granted for 35 years.



STORMWATER PROJECTS

Asset	Project	Collaboration	Project Summary and key dates	Project update
<b>Kerikeri &amp; Kaitaia Urban SW Catchment</b>	Discharge Resource Consent	NRC	To obtain urban stormwater consents for Kaitaia and Kerikeri.	Due to changed (now) operative requirements of the Proposed Northland Regional Plan urban areas now require Stormwater Consents. Currently working with NRC and developing a scope of what is required.



## INFRASTRUCTURE COMPLIANCE

Oversee regulatory compliance for assets and infrastructure; lead and manage response plans in the event of enforcement action; assist teams around obligations in relation to the Resource Management Act.

The following provides an overview of infrastructure compliance with NRC issued resource consents including current abatement notices.

### EXECUTIVE SUMMARY

*Whāia e koe te iti kahurangi ki te tūohu koe, me he maunga teitei*

Pursue excellence – should you stumble, let it be to a lofty mountain

The primary goal of the Compliance function within IAM is to identify requirements and goals from a risk compliance and assurance perspective. It is also to provide sound expert advice and oversight with regards to risk mitigation and potential opportunities. Regulatory compliance, changes and adaptation are significant and a top priority. Guided by Far North District Council's values, this function's overarching goal is to use science, data, legislative requirements, and Mātauranga Māori to support decision making, to build transparency and trust and to create collective wisdom when addressing present and future risks to the organisation's Infrastructure and Assets.

### WATER SAFETY PLANS PROJECT

Risk workshops were facilitated by Jacobs NZ Ltd (JNZL) in early December. JNZL are now compiling risk registers and improvement plans. The first of eight Water Safety Plans will be submitted in late January. The balance to be submitted before March. The project is on time and under budget. The Project Manager has started planning for implementation of changes required by the drinking water framework.

### DRINKING WATER STANDARDS

Submissions on the first set of water services regulations are open from 17 December to 28 March 2022. More information can be found at [Taumata Arowai - Citizen Space](#). The following documents are open for consultation.

- ▶ Drinking Water Standards
  - Drinking Water Quality Assurance Rules
  - Drinking Water Aesthetic Values
  - Drinking Water Acceptable Solution for Roof Water Supplies
  - Drinking Water Acceptable Solution for Spring and Bore Water Supplies
  - Drinking Water Acceptable Solution for Rural Agricultural Water Supplies
  - Drinking Water Network Environmental Performance Measures

## CURRENT ABATEMENT NOTICES

Asset	Non-Compliance	Action Underway
Opononi WWTP	<ul style="list-style-type: none"> <li>The abatement notice was issued in Apr 2016 due to the plant evidencing non-compliance with the E. coli limits.</li> </ul>	The preferred upgrade strategy which derived from the 'Issues and Options' report was: chemically assisted solids removal, UV disinfection, with an external ammonia removal package, including the maintenance of harbour discharge. This upgrade strategy has supported the resource consent renewal application and has been put forward in the Long-Term Plan.
Kaitaia WW Network	<ul style="list-style-type: none"> <li>The abatement notice was issued in April 2016 due to unconsented network overflows.</li> <li>Unconsented network overflows</li> </ul>	Screens have been installed at the overflow location and programme of work is underway to reduce frequency of overflows. An Action Plan has been created to prioritise the creation of a Leak Detection Plan as a result of the planned zonal monitoring.
Awanui Riverbank	<ul style="list-style-type: none"> <li>Erosion of riverbank sediment into Awanui River above Kaitaia water take weir causing sediment discharge</li> </ul>	DIA funding of \$215,000 has been earmarked for stabilising the riverbank adjacent to the weir. Site investigation and preliminary engineering advice has been commissioned.
Ahipara WWTP	<ul style="list-style-type: none"> <li>Leachate levels exceeding consented limit of 10m<sup>3</sup> per day</li> </ul>	FNW has obtained funding for new automated monitoring equipment which will enable greater control of the leachate discharge.
Russell WWTP	<ul style="list-style-type: none"> <li>Outstanding monitoring data and maintenance records</li> </ul>	IAM Team Lead liaising with NRC and FNW about current abatement notice.  Asset Managers have scheduled several improvements; -Inlet Works (screen) UV Unit Replacement,-New or Refurbished disposal bores,-Pond liner replacement.
Mill Bay Odour	<ul style="list-style-type: none"> <li>Discharge of odour from a pumpstation at Mill Bay. Issued 20 December 2021</li> </ul>	IAM Team Lead investigating odour complaints in the Mill Bay Area. Options to resolve the issue will be investigated once the root cause of the odour is determined.

WATER AND WASTEWATER RMA COMPLIANCE REPORT – DECEMBER 2021

Sites	Asset Group	December Status	Comment
Kaitaia		● Compliant	
Kaikohe		● Compliant	
Kawakawa		● Compliant	
Kerikeri		● Compliant	
Okaihau		● Compliant	
Opononi		● Compliant	
Paihia		● Compliant	
Rawene		● Compliant	
Russell		● No data	<ul style="list-style-type: none"> <li>• Liaising with FNW to obtain data on bore take. This consent is for firefighting and public toilets and is not a potable supply.</li> </ul>
Ahipara		● Condition 10 - Faecal Coliforms Condition 2 - Leachate	<ul style="list-style-type: none"> <li>• Council is investigating land disposal options at Ahipara.</li> <li>• Funding has been found to purchase equipment for automated leachate monitoring. This will enable more precise control.</li> </ul>
Hihi		● Compliant	<ul style="list-style-type: none"> <li>• The project to upgrade plant is in its initiation phase.</li> <li>• The downstream NH4-N exceeded 1.6g/m3. There was a similar breach in January 21 suggesting this is caused by summer low flows. This can be addressed in the design of the new treatment plant.</li> <li>• Special summer E.Coli monitoring has commenced as required by consent conditions.</li> </ul>
Kaeo		● Compliant	
Kaikohe		● Compliant	<ul style="list-style-type: none"> <li>• Consent renewal application has been lodged.</li> <li>• Upstream monitoring results for NH4 – N breached consent conditions. Operator reports cattle present in stream.</li> </ul>
Kaitaia		● Compliant	
Kawakawa		● Compliant	<ul style="list-style-type: none"> <li>• Total suspended solids (TSS) trending up. Trend will be monitored.</li> </ul>
Kerikeri		● Compliant	
Kohukohu		● Compliant	
Opononi		● Condition 19 – E.Coli.	<ul style="list-style-type: none"> <li>• Wetland restoration completed in October. E.coli has reduced from 10863 MPN to 3076 MPN but is not yet in compliant range &lt;3000MPN.</li> <li>• Resource Consent renewal in process.</li> </ul>
Paihia		● Compliant	<ul style="list-style-type: none"> <li>• Note due to a high actual NH4-N reading in October the 50%ile and 90%ile have trended up. To remain compliant actual NH4 – N will need to trend down over the next 12 sample results.</li> <li>• Desludging is proposed for this year</li> </ul>
Rawene		● Compliant	
Rangiputa		● Compliant	
Russell		● Non-compliant	<ul style="list-style-type: none"> <li>• <u>Water Quality compliant this month</u></li> <li>• Non-compliance relates to outstanding reporting and monitoring.</li> <li>• IAM Team Lead liaising with NRC and FNW about current abatement notice. An infringement notice was received on 14 Jan 22 in relation to a high E.Coli result immediately after a UV unit fault in Oct 21.</li> <li>• Asset Managers have scheduled several improvements; Inlet Works (screen), UV Unit Replacement, New or Refurbished disposal bores, Pond liner replacement.</li> </ul>
Taipa		● Non-compliant	<ul style="list-style-type: none"> <li>• Desludging of lagoon 2 in October temporarily affected processing of ammonia. The ammonia trend has improved from 28.1g/m3 in October to 9.89g/m3 in December. The consent limit is 5g/m3.</li> <li>• All other parameters were compliant and E.Coli and coliform results have improved significantly since desludging.</li> </ul>
Whatuhiwhi		● Condition 8 – TSS	<ul style="list-style-type: none"> <li>• Faecals and E.Coli trending up. FNW investigating options for replacing aerator and desludging. Seeking methodology, timeline and cost from provider. Due for desludging in 23/24 year. UV's being serviced January 2022.</li> </ul>



## ASSET MANAGEMENT

Assets need to be planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery for current and future generations.

The following provides an overview of key projects and deliverables the Asset Management Team are working towards. These are being delivered in conjunction with 'business as usual' work such as RFS's, operational matters and minor projects.

### EXECUTIVE SUMMARY

December saw the run up to the Christmas and New Year break for the team with continued drive and focus on key activities.

To highlight a few key activity areas:

- A drive and focus on completion of either business cases, scopes, or statement of works for projects in the Capital Delivery programme
- A focus on moving forward the Stormwater Strategy
- Further tweaks to projects for the Annual Plan
- Packages of work and tenders for the Condition Assessment Programme for FY21/22

*Sustainable asset management is key to realising the Far North District Council's (FNDCs) vision of Creating great places and Supporting our people.*



Buildings & Structures



Drainage



Parks & Recreation



Roads & Transport Services



Sewerage Infrastructure



Water Infrastructure



Key: <span style="color: green;">● Complete</span> <span style="color: orange;">● In progress</span> <span style="color: red;">● Parked</span>							 Stormwater	 District Facilities	 Wastewater	 Water	 Roading	
Activity	Asset Group	Status				Expected Completion	Comment					
		Concept	Plan	Deliver	Handover							
<b>Strategies / Plans / Policies</b>												
Combined Asset Management Plan (3 Waters and District Facilities)	All	●	●	●	●	FY21/22	A combined draft Asset Management Plan for 3 Waters and District Facilities is complete. The AMP is now in use across the Asset Management team.					
Annual Plan (AP)	All	●	●	●	●	FY21/22	Workshops for the AP kicked-off in September and work on both the Capital and Operational programmes will continue through until December 2021. Adoption of the plan will be in June 2022.					
Stormwater Strategy		●	●	●	●	FY21/22	<p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>Finalise the Project Concept Form</li> <li>Do options paper for Strategy and Policy Committee (aiming for <b>March 2022 meeting</b>)</li> <li>Engage with the community                             <ul style="list-style-type: none"> <li>Develop engagement plan</li> <li>Identify key affected parties</li> </ul> </li> <li>Full Elected Member workshop</li> <li>Draft Strategy</li> <li>Draft Action Plan</li> <li>Internal workshop</li> </ul>					
<b>Asset Identification / Condition Assessments</b>												
Prioritised Scheduled Asset Condition Assessments	All	●	●	●	●	FY21/31	Packages of work for District Facilities Playgrounds Safety and Compliance District-Wide, Heritage Buildings and Objects and Sculptures have been put out to Tender. Works to be awarded in February 2022. A package of work for CCTV is underway with a Procurement Plan being finalised before Christmas.					
<b>Other</b>												
Asset Management System	All	●	●	●	●	FY21/23	Data Transformation continues with full operational use of INFOR ('Go Live') is now expected for September 2022 ( <b>please refer to Programme Darwin for full details</b> ).					
Data Cleanse / Tidy Up	All	●	●	●	●	Ongoing	A continual process as part of the AMS					
3 Waters Reform Workstream	All	●	●	●	●	Ongoing	As part of the central Government announcement, a number of people across Council are involved with the transition workstreams for the reform. The Asset Management team has a number of stakeholders involved in this process and will continue to do so for the next 2 years.					
Stormwater modelling requirements		●	●	●	●	FY21/23	As per the SW Catchment Management Plan (CMP), the models for SW will take in excess of 2 years for full implementation updates, although a large number will be updated as part of the DIA programme noted below.					
Water modelling requirements		●	●	●	●	FY21/24	Funding to update the 3 Waters models was secured through the 3 Waters DIA funding reform. Gap analyses are largely complete and flow monitoring is underway. RFPs for the model build/update phase have been received and are being assessed with a view to finalise engagement before Christmas.					
Wastewater modelling requirements		●	●	●	●	FY21/24	As above					



## DISTRICT FACILITIES

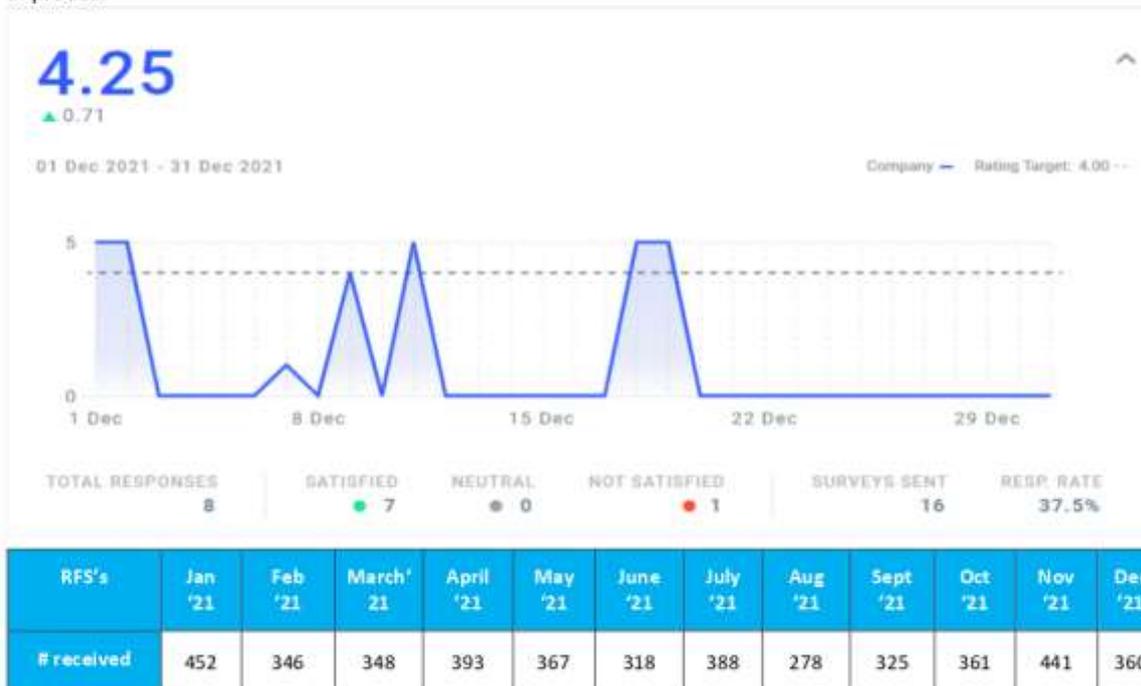
Maintain Council parks, reserves, cemeteries, owned community and operated buildings, Housing for the Elderly, public toilets, town maintenance, contracted swimming pools and Solid Waste in accord with policy, strategy and legislation.

### EXECUTIVE SUMMARY

- Covid continues to affect service delivery. Vaccine mandates have started to impact some contractors who have lost staff as a result of this. Transport delays have slowed delivery of supplies and spare parts, which has caused difficulties.
- Audits of town maintenance and mowing have been stepped up in response to complaints over the length of grass in some areas esp. reserves. Some of these complaints are due to lack of understanding of the level of service at lower grade reserves, other complaints are a result of vigorous spring growth.
- A joint application between Northland Waste and FNDC to the Glass Packaging Forum has secured \$35,000 of funding to upgrade the glass storage bunkers at the Russell refuse transfer station/landfill. This will improve the quality of glass recovered as well as improve transport efficiency.

### ASK NICELY – CUSTOMER EXPERIENCE PROGRAMME

Efforts to improve communication with customers is starting to pay off and customer satisfaction has consequently improved.



**HEALTH AND SAFETY UPDATES**

**Recreational Services**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	April '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '20
Near Miss	0	0	0	0	0	1	0	0	0	0	0	1
Vehicle / machinery near miss	1	3	0	1	3	0	0	0	0	1	1	0
Non-serious harm	2	1	1	0	0	1	2	0	0	2	0	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	1	0	0	0	0	0	0	3	0	0	0
Public Altercation	0	0	0	0	0	0	0	0	0	1	0	0
Chemical Spill	0	0	0	0	0	0	0	0	0	0	1	0

**Near Miss:** Vehicle driver stung by bee while driving.

**OCS (Cleaning contractor for Council buildings)**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	April '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Near Miss	0	1	0	0	0	0	0	0	0	0	0	0
Vehicle / machinery near miss	0	0	0	0	0	0	0	0	0	0	0	0
Non-serious harm	0	0	0	0	0	0	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0	0	0	0	0

**Waste Management (Southern RTS and CRC's)**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	April '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Near Miss	0	0	0	0	1	0	1	1	0	0	0	0
Non-serious harm	0	1	0	1	0	0	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0	0	0	0	0

**Northland Waste (Northern RTS and CRC's)**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Near Miss	0	0	0	0	0	0	0	0	0	0	0	0
Non-serious harm	2	1	1	4	1	3	0	0	0	0	1	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
LTI	0	0	1	1	1	0	0	0	0	0	0	0
Vehicle / Machinery accident	1	0	0	0	0	0	0	0	0	0	0	0

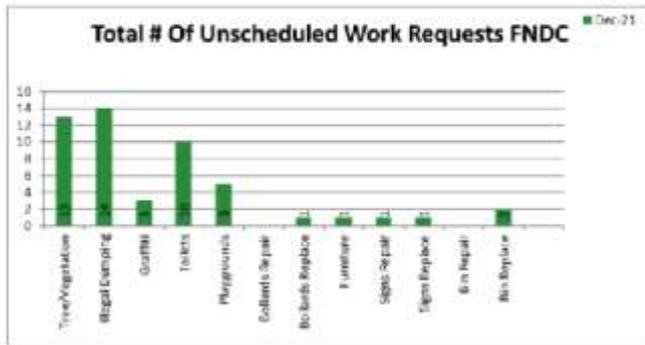
**Northland Waste (Russell RTS and landfill)**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21
Near Miss	0	0	0	0	0	0	0	0	0	0	0	0
Non-serious harm	0	0	0	0	0	0	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0	0	0	0	0

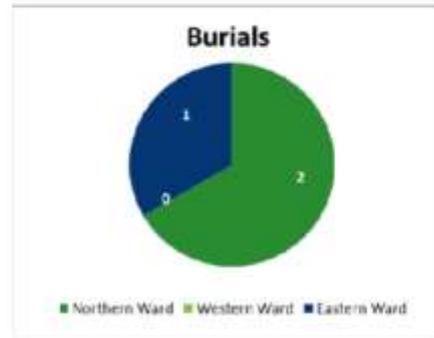
**CBEC Eco Solutions (Waste Education Contract)**

ACCIDENT TYPE	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21
Near Miss	0	0	0	0	0	0	0	0	0	0	0	0
Non-serious harm	0	0	0	0	0	0	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0	0	0	0	0

RECREATIONAL SERVICES



Number of unscheduled works requested by FNDC



Number of burials at Council public cemeteries

RSL Internal Audits

	Target	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Average
Mowing	95	99.5	100.0		97.7	98.0	100.0	99.5	99.1		98.0	97.2	98.1	98.6	99.2
Lidging	95	98.9	100.0		100.0	99.4	98.1	95.0	100.0		97.6	98.8	100.0	93.8	99.3
Gardens	95	92.6	100.0		98.6	99.1	92.2	100.0	100.0		98.6	97.2	100.0	98.6	99.2
Playgrounds	95	97.6	100.0		100.0	99.4	92.9	98.8	93.7		96.4	100.0	98.8	100.0	99.3
Town Maintenance	95	98.4	91.7		98.8	97.2	95.7	95.2	99.1		98.4	98.8	95.1	98.0	98.1
Toilet Maintenance	95	97.4	98.7		96.4	96.8	96.2	93.7	96.1		95.2	96.8	100.0	98.4	97.3
Cemeteries	95						100.0	100.0	100.0				95.9	100.0	99.0
Furniture	95	100.0	100.0		100.0	99.4	100.0	100.0	100.0		100.0	100.0	99.0	100.0	99.5
<b>Total Internal</b>	<b>95</b>	<b>98.4</b>	<b>97.9</b>		<b>98.6</b>	<b>98.3</b>	<b>97.6</b>	<b>96.9</b>	<b>98.7</b>		<b>97.7</b>	<b>98.5</b>	<b>98.3</b>	<b>97.8</b>	<b>98.7</b>

RSL internal Town Maintenance contract audits

Council Audit of RSL

	Target	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Average
Mowing	95										100.0	100.0	100.0	100.0	100.0
Prdging	95										98.3	100.0	100.0	100.0	99.2
Gardens	95										99.3	97.9	100.0		98.6
Playgrounds	95										100.0	100.0	98.8		100.0
Town Maintenance	95										96.6	99.3	100.0		98.0
Toilet Maintenance	95										91.2	92.1	99.8	100.0	91.7
Cemeteries	95										100.0	100.0	100.0		100.0
Furniture	95										99.0	100.0	100.0		99.5
<b>Total Internal</b>	<b>95</b>										<b>96.9</b>	<b>97.9</b>	<b>99.9</b>	<b>100.0</b>	<b>98.7</b>

FNDC internal Town Maintenance contract audits

## CEMETERIES

### Kerikeri Cemetery

New concrete plot and ash berms are to be installed in the newer section of the cemetery to extend the available sites.

### Russell Cemetery

Site is being scoped to determine locations of new plot berms to increase available plots.

## PARKS AND RESERVES

### Long Beach, Russell

Council is working with the NTA and Heritage NZ (HNZ) as several koiwi (human bones) have been exposed along Long Beach, Russell. Works to remove the bones, will be carried out by HNZ in conjunction with the local Hapu. A powhiri planned earlier for November at Kororareka Marae has been postponed until in the new year due to the impact of COVID and boundary restrictions. A tentative start date of February 14<sup>th</sup> has been provided for this work.

Our contractors were requested to place geotextile cloth and sandbags at the direction of HNZ to try to minimise erosion to the koiwi while waiting on the excavation works planned for the new year. The area has been temporarily fenced off.



*Erosion control work – Long Beach Koiwi Site, Russell*

### Paihia-Opua Walkway track closure

The boardwalk section of the Paihia-Opua walkway is currently closed due to a rotted-out bridge pile on the footbridge crossing the tidal river. The Communications team have notified locals and visitors of the closure and its

potential impacts to the busy walkway.

Barriers have been erected at each end of the boardwalk to stop the public being able to access the section of the track and signage is being progressed informing track users of the situation. On several occasions prior to the Xmas break these barriers were vandalised and removed by the public in attempts to continue to use this track. The bridge section of the walkway spanning the river has also been removed in an effort to ensure public safety and stop people continue to use the damaged facility.



*Rotten bridge section of boardwalk removed - Paihia-Opua Walkway*



*Barriers erected on section of walkway affected by track closure*

Potential repair options are being scoped by the Asset Management Team.

**Charlies Rock Track Closure**

The entry into this track off Waipapa Landing Road has been washed out on multiple occasions and the track is currently closed.

Our contractors have had to remove all of the underground culverts, effectively leaving the track as an open stormwater drain and making the site unsafe for use. Work is being planned with the Communications Team to notify locals and visitors of the closure and its potential impacts to the busy track to a popular summer swimming hole.



*Charlies Rock track closure*

It's unfortunate that this track will be closed for some time and potential repair options are currently being scoped by the Asset Management Team.

**Vegetation Control**

There are a growing number of sites, typically unmaintained reserves, where neighbouring property owners, and or concerned locals, are complaining about the number of noxious weeds and invasive plant species growing within the reserves. The general feeling appears to stem from the expectations that private property owners are responsible for the control and eradication of noxious weeds etc from their own properties and yet Council reserves are not maintained and contribute to the continuation of the issue.

There is currently no operational budget to tackle this issue and this extends across the entire district.

**Waima Historic and Scenic Reserve**

Heritage New Zealand has brought to council attention a Historic and Scenic Reserve situated on Mission Oak Road, Waima. FNDC hold a control and management appointment over the reserve. The reserve is not currently listed on council asset register. Investigations are underway to add this site to the asset register. The reserve will need a considerable amount of work to bring the site to a maintainable standard.



Map of Waima Scenic and Historic Reserve

**PLAYGROUNDS**

The shade sails have been reinstalled at Jaycee Park Playground, Centennial skate park, Kaitaia and Jonson Park, Kawakawa. The Kerikeri Domain shade sail is planned to be reinstated January 2022. Delays in the reinstatement at Kerikeri was due to project work being carried out in and around the Kerikeri Domain.

**TREE MANAGEMENT**

On-going issues with trees continue to be reported, mainly associated with leaf drop, dead/hanging branches and nuisance trees. Trees are being removed if it is proven they are a risk to people and / or property or their health is in such a decline, that death is inevitable.

**Pohutukawa Trees - SH12, Opononi**

Work to install barriers below the notable Pohutukawa trees was stalled due to not being able to secure the use of a Hiab. This work will be progressed in January 2022.

**Redwoods, Kerikeri**

Arborist Consultants, Arborlab (an Auckland based company) completed their inspection of the two stands of Kerikeri Redwoods pre-Christmas. The final report and recommendations are expected late January early February.

**District-wide Palm Issues**

Works on priority one palms has been approved and are in the process of being actioned.

**Kaikohe Mainstreet trees**

Four trees along Kaikohe main street require maintenance due to growth, proximity to building and obstruction of community patrol cameras. An arborist will be engaged to assess and determine necessary tree maintenance to ensure the natural growth & health of the trees, while considering potential risk to people and or property.



*Kaikohe Mainstreet tree/s proximity to buildings and obstructing community patrol cameras*

## PUBLIC TOILETS

All toilets continue to display current COVID QR codes and as a result of the on-going nature of COVID, perspex covers will be installed to better protect and reduce the time needed to replace the QR codes.

### **Stone Store - Koropiro Pa Walkway, Kerikeri public toilets**

Portaloos are still in place while DoC decides what they need to do at this site. An option being considered by DoC is to include the toilets pump station into the new Kerikeri low pressure wastewater system.

## TOWN MAINTENANCE

### **Williams Road Paihia**

An area outside the Williams Road public toilets and carpark has been the site of recent H&S concerns due to members of the public tripping on the uneven surfaces / kerb block lip. An option to install a seat and tidy up the hazards was considered and approved to rectify the issues.



*Williams Rd potential trip hazard location*

**Rawene Township**

Spraying in Rawene township has been suspended while discussions continue with Council and the Hokianga Spray Committee. The impacts have resulted in poor edge control and kerb and channel clearance. Recreational Services are currently weed eating areas of concern while alternative measures are being investigated. The Rawene Cemetery is a particular area of concern and discussions are underway to have this area exempted from being a no spray location.



*Rawene Township gardens edge control and Clendon Esplanade kerb and channel*

**KAITIAKI RANGERS**

Although MBIE Responsible Camping funding was not available this year, Council contributed \$5000 towards a DOC supported scaled down Kaitiaki Rangers programme to oversee the Karikari Peninsula and Taipa area from mid-December to mid-January and if possible, over the Northland Anniversary and Waitangi weekends. To date, the information received confirmed the programme was hugely successful in managing mainly 'freedom camping' issues.

**ANNUAL DOMAIN COMMITTEE INFORMATION**

Letters have been sent to the Domain Committees requesting their 2020/21 annual information before their annual grant can be uplifted. It is planned that this information will be presented to the appropriate Community Board's March / April meetings.

**ENCROACHMENTS****General**

Encroachment issues continue to be received however due to priorities and resourcing issues many of these are suspended. District Facilities are aware of the following:

Location	Ward	Background	Status
Okiato / Deeming Road, Russell	Eastern	Site meeting held with NZ Walking Commission.	Suspended
Wharau Road Reserve	Eastern	Waiting on legal information before deciding on next steps.	WIP
Te Wahapu, Russell	Eastern	Areas of encroachment being investigated.	Suspended
Heron Hill, Kerikeri	Eastern	A historical situation where a boatshed and boat ramp built over an esplanade reserve. Site visit needed.	Suspended
Major Bridge Drive, Russell	Eastern	Boatsheds constructed on council reserve.	Suspended
Doves Bay Road, Kerikeri	Eastern	As per a RC application, several structures have been identified as being built on Council reserve land.	Suspended
Hansen Road, Kerikeri	Eastern	Details to be confirmed with Monitoring and Compliance team	Suspended
Scenic Reserve, Paihia	Eastern	Historic Issue: Private dwelling located a courtyard and other structures on Council reserve.	Suspended
Korora Park, Ahipara	Te Hiku	As part of a project proposed for the upper park, several buildings including gardens have been built on the park.	Suspended
Cable Bay	Te Hiku	Buildings, gardens, steps and a shower built on an open space legally described as 'Road'. Discussions continue as to when these matters will be addressed.	WIP
Hihi Bay Road	Te Hiku	Complaint from a neighbour concerning another resident who has placed several horticulture tunnels on reserve land.	WIP
Waterfront Drive, Houhora	Te Hiku	Earthworks and plantings have been happening at the end of this road without the approval of Council and / or input from Heritage NZ. It appears much of this work has been and continues to be on Road / reserve and into the waterway resulting in damage / destruction to archaeological features etc.	TBC
Koutu, Opononi	Western	Issues with access to the Koutu boulders has identified that several property owners may have included public accessways as part of their private property.	Suspended
Otiria	Western	Issues with access to the Otiria waterfall has identified that several property owners may have included public accessways as part of their private property.	TBC

## SOLID WASTE

### Russell Refuse Transfer Station / Landfill

A joint application between Northland Waste and FNDC to the Glass Packaging Forum has secured \$35,000 of funding to upgrade the glass storage bunkers at the Russell refuse transfer station/landfill. This will improve the quality of glass recovered as well as improve transport efficiency.

### Extending the Range of plastics accepted at FNDC sites.

Expanding the range of plastics accepted at FNDC sites to include coloured #2 plastics (janitorial) and #5 plastics (ice cream containers, some yogurt pottles etc) has been well received by the public **Whangae Road Clean up.**

A clean up of large-scale illegal dumping off Whangae road was carried out under difficult circumstances. The rubbish was thrown into a very steep bush clad gully and the contractors had to be lowered on ropes to load rubbish into fertiliser sacks. A Hiab truck then hoisted out the sacks of rubbish. The dumping and subsequent clean-up was covered in the local newspaper and FNDC was portrayed positively. The main message was anti-dumping and emphasised how much of the material could have been recycled at no cost.

#### **Vaccine Mandate**

Waste Management has mandated vaccines for their staff due to demand for this from their customers who are either legally obliged to insist on vaccinated contractors or have adopted this policy for other reasons. This has resulted in some staff shortages which they are working hard to rectify.

### **ECO SOLUTIONS REPORT - DECEMBER 2021**

Ecosolutions winds up early in December as schools and businesses are busy and focused on the upcoming holiday season.

**Schools** - We made beeswax lunch wraps for all the students in Mission Place as Xmas presents for whanau. The students were excited to learn the process and understand why we need better alternatives to plastic wrap for food.

**Communities** - We wrapped up the year by presenting EcoStar Award to our organisations that have been increasing sustainability in their workplace. Nga Wawata, REAP, Anne West, River Kids, Doubtless Bay Kindi, and Mission place were grateful having their hard work recognised. We estimate these organisations have increased the waste they have diverted from landfill by 48 wheelie bins this year!

EcoSolutions have also updated the Far North Recycling Guide and are working on a new recycling infographic for the Recycling Transfer Stations.

We attended a meeting around reducing waste and emissions with DoC, and assisted DoC to identify areas to improve sustainable practices in their campgrounds and offices. We have offered assistance to increase composting facilities and have arranged the installation of carbon cycle compost bins in one campsite as a trial.

**Businesses** - A fruitful meeting was had with the Ngawha Innovation Park regarding collaboration for waste systems at the park during construction and when the park is operational as well as meeting with all Hearts in Kaikohe with regards to creating a compost hub in Kaikohe.

**EcoStar** - We are looking forward to offering compost collection to EcoStar organisations in Kaikohe, Kerikeri and Paihia, this month we have updated the recycling guide and offered a recycling infographic which outlines what can be recycled for free, and how to join the compost connection! DoC has signed on as EcoStar businesses for all their offices and campgrounds in the far North which is a massive win. A fruitful meeting was had with the Ngawha Innovation Park regarding collaboration for waste systems at the park during construction and when the park is operational.

**Community Compost Connection** - The first round for the Community Compost Connection has been completed.

**Para Kore** - We are pleased to welcome five new Para Kore kaitiaki into our team and are looking forward to increasing our presence in the Hokianga and Kaikohe, and an increase in a Te Ao Maori view in our education.

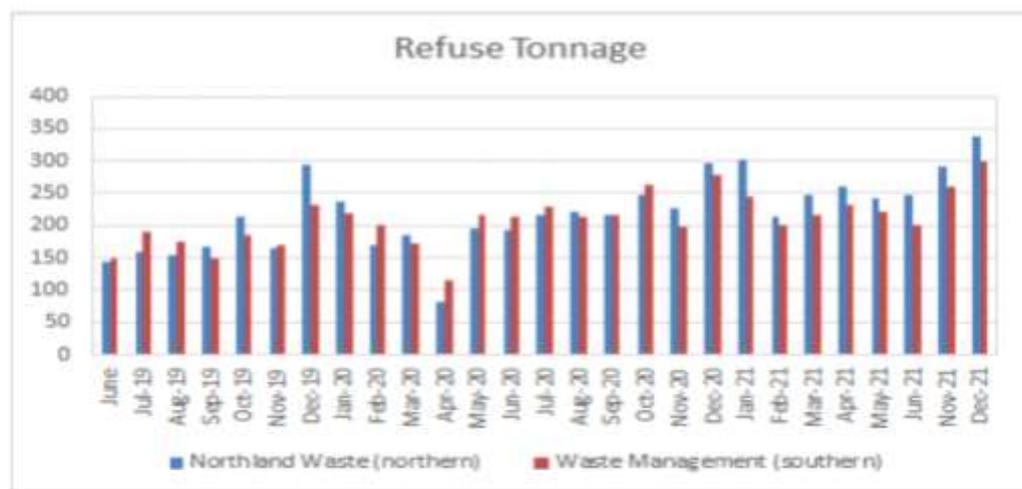
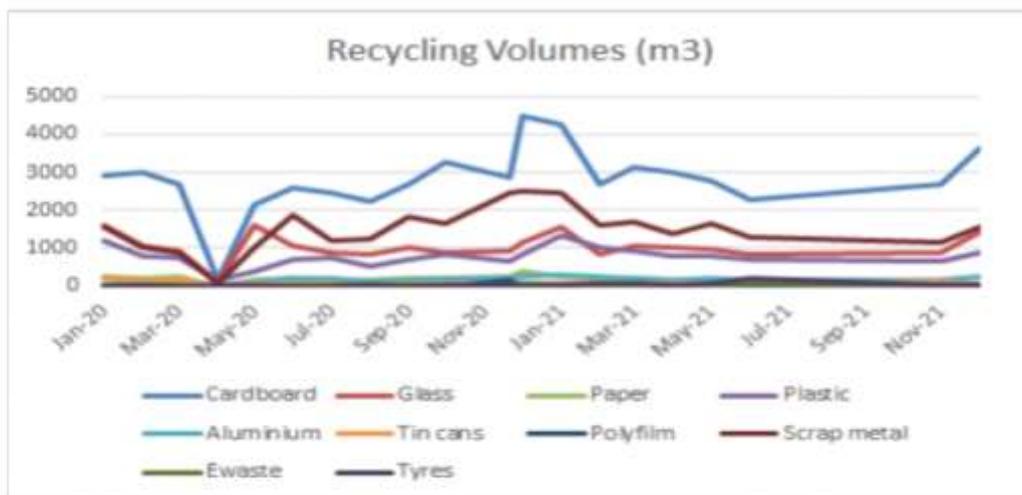


### **LITTER INFRINGEMENT ACTION**

#### **DECEMBER**

No fines were issued, sent to Court, waived or paid in November 2021. Therefore, there is no report/information to provide.

SOLID WASTE STATS



## SWIMMING POOLS

All the pools were open during December, with Kaikohe being the last one in the week leading up to Christmas.

Despite the recruitment and training of new staff and upskilling existing or returning staff to Senior qualification levels the pools have still been short staffed leading to planned closures at Kerikeri and Kaikohe.

Have received several complaints about vaccine only entry but most have accepted and have been very good with the staff.

One lovely post on face book, complimenting Kerikeri lifeguards.

Early birders at Kaitaia also complimentary re staff this year.

### **Kaitaia Pool**

Kaitaia was open as scheduled all month except for an Early closure 27<sup>th</sup> December following Threats from a member/s of Public leading to the pools being closed 1 hour early.

Dive pool pump not working fully, staff managing situation with chemicals and daily brushing of walls in dive pool.

### **Kerikeri Pool**

Kerikeri pool was open for the whole month excluding the closures scheduled by Hapori due to staff shortages, % full days and several part days totalling the equivalent of 7.8 days over the course of the month.

The following works remain pending:

#### **FNDC**

- Repurposing a drought response water tank to increase the storage capacity and therefore efficiency of top ups and backflushes. The current staff are accustomed to the existing system and have not had any issues
- Repairs to the electrical mains switchboard as replacement parts are unable to be sourced due to COVID delivery issues. The contractor has now registered for Site Wise and is booked to do this work in December.

#### **Hapori**

- Chemical Shed door – Job booked Dec
- Adjusting Change room doors – Job booked Dec
- Small leak in one pipe in plant room – Awaiting Spa & Pool Kerikeri in New year

### **Kaikohe Pool**

The Kaikohe pool was due to open 19 December, however weather delays with painting and issues with further leaks in sparges and water balancing delayed the opening until 11am on 23<sup>rd</sup> December. The pool is painted, and new photos are now on the FNDC website.

The repair of the shut off valves and manifolds has been unable to be completed during December.

### **BOI Rec Centre – Sport Northland Grant**

The Sport Northland Grant remains un-paid. The agreement requires quarterly financial and non-financial reporting from Sport Northland of which none has been supplied since the commencement of this agreement in May 2020. This has been raised several times with Sport Northland since 1 September 2021 however, to date no report has been forthcoming.

HEALTH & SAFETY

Kerikeri Swimming Pool							
Accident Type	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	March '22	April '22
Near miss	0	1	0				
Non serious harm.	0	0	0				
Serious harm	0	0	0				
LTI	0	0	0				
Vehicle / Machinery accident	0	0	0				
Incident Only	0	0	3				

December narrative

- 2 dive pool incidents - patrons over estimating swimming ability and needed help to exit pool. Discussed the need to question their ability fully before allowing them to use dive boards.
- Fecal incident found at end of day, no down time.

Kaitia Swimming Pool							
Accident Type	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	March '22	April '22
Near miss	0	1	1				
Non serious harm.	0	0	0				
Serious harm	0	0	0				
LTI	0	0	0				
Vehicle / Machinery accident	0	0	0				
Incident only	0	2	3				

December narrative

- Young girl had a temper tantrum and was removed from the pool
- Large rock thrown from pump track over roof and landed in the toddler pool
- Outside wall of main building damaged by vandals
- People located in cars parked in the nearby carpark were drinking and being disrespectful. They also left a child under 5 unaccompanied and attempted to pass the child over fence. Police were called and the people eventually left after abusing staff. The pool was closed at 5.30pm due to threats to the lifeguards.

Kaikohe Numbers							
Accident Type	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	March '22	April '22
Near miss	0	0	0				
Non serious harm.	0	0	0				
Serious harm	0	0	0				
LTI	0	0	0				
Vehicle / Machinery accident	0	0	0				

**COMMUNITY / COUNCIL FACILITIES**

**OCS Audits**

LOCATION	Jan '21	Feb '21	Mar '21	April '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Kaikohe Headquarters - Lockwood	97.4	97.4	96.1	97.0	95.6	96.4	95.79	0	97.0	98.0	97.5	98.0
Kaikohe Headquarters – Annex and upstairs	97.3	96.8	95.1	96.1	96.6	96.1	96.0	0	96.0	98.0	97.0	98.1
Kaikohe Headquarters – Publications	92.1	97.5	97.1	97.0	96.5	97.2	97.3	0	0	98.0	98.0	98.0
John Butler Centre – Level 2	97.5	98.1	97.2	96.7	96.3	96.5	95.79	0	97.0	97.0	98.0	97.0
John Butler Centre – Level 1	98.2	98.2	97.2	97.9	97.2	97.4	95.6	0	98.0	98.0	98.0	98.0
John Butler Centre – Ground floor	98.1	98.0	97.47	96.0	96.3	97.3	96.7	0	97.0	99.0	97.5	99.0
Rawene Service Centre	NA	97.6	NA	97.0	NA	NA	NA	0	0	NA	0	0
Kaero Service Centre and Library	98.2	97.4	NA	NA	NA	NA	96.0	0	95.0	99.0	0	99.0
Procter Library	97.3	96.1	96.0	96.8	95.7	95.1	95.58	0	96.0	99.0	97.0	97.0
Paihia Library	96.4	97.0	NA	96.3	95.6	95.9	95.37	0	0	NA	98.0	98.0
Kaikohe Library	94.3	91.9	97.1	96.0	96.8	97.3	97.6	0	0	NA	98.0	0
Bay of Islands Information Centre	95.9	NA	NA	96.1	NA	NA	95.7	0	0	99.0	96.0	97.0
Hokianga Information Centre	NA	97.8	NA	96.8	NA	98.1	NA	0	0	NA	98.0	99.0

**HOUSING FOR THE ELDERLY**

Council own and maintain 147 Housing for the Elderly Units at 12 locations within the district. District Facilities staff are in the process of establishing a programme of 'asset' inspections to be carried out every 4 months. Current vacancy information is below:

		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
# units vacant Ready for refurbishing		1	0	3	0	3	0	3	1	0	1	2	2
	North			Oxford Puckey		Oxford St		Oxford Puckey			Oxford		Puckey
	West	Waima		Kaikohe		Rawene		Rawene	Kaikohe			Rawene (2)	
	East					Kawakawa							Kerikeri
# unit Upgrades in progress	TOTAL	8	8	8	11	7	5	5	5	3	4	3	5
	North	Awanui (2), Oxford	Awanui (2), Oxford	Awanui (2), Oxford	Awanui (2) Oxford Puckey	Awanui (2) Puckey	Awanui	Awanui	Puckey		Oxford		
	West	Rawene, Kaikohe (2), Omapere Kohukohu	Waima, Rawene, Kaikohe (2), Omapere	Waima, Rawene, Kaikohe (2), Omapere	Waima Rawene (2) Kaikohe (3) Omapere	Waima Rawene Kaikohe Omapere	Waima Kaikohe Omapere	Waima Kaikohe Omapere	Waima Kaikohe Omapere	Waima Omapere	Waima Omapere	Waima Omapere	Rawene (2) Waima Omapere
	East						Kawakawa	Kawakawa	Kawakawa	Kawakawa	Kawakawa	Kawakawa	Kawakawa
# units completed (returned for tenanting)	TOTAL	0	1	1	1	2	3	0	3	2	1	0	0
	North			Ahipara	Oxford		Awanui, Puckey		Oxford Awanui	Puckey	Oxford		
	West		Kohukohu			Kaikohe (2)	Rawene		Kaikohe	Kaikohe			
	East												

**Waima - Unit 2**

This unit experienced a leak from washtub and shower base. Unit inspected and found remaining work needed to shower lining, new vinyl & some minor repairs. Quotes to be received by mid-February 2022.



*Unit 2, Waima washtub removed, damaged wall lining, and flooring replaced*

**COUNCIL / COMMUNITY BUILDINGS**

**Raihara Storage, Kaikohe**

The lease over this facility has been extended to February 2022 to allow sufficient time to remove all items stored inside including several IT and CDEM items/drought equipment.

**Pioneer House, Kaitia**

A meeting with the Te Ahu Museum Trust and Council was held to discuss the future occupation by the Trust of Pioneer House going forward. Discussions will be needed in the new year as it was not ascertained what the future needs are for occupying Pioneer House.

**Annual Community Hall Information**

Letters have been sent to the Hall Committees requesting their 2020/21 annual information. Further requests and reminders continue. It is planned that this information will be presented to the Community Board's March / April meetings.

#### Cherry Park House

An investigation is underway determining whether a BWOFF is required or not. Discussions will also be had as to the status of their occupancy and the future direction / use of Cherry Park House.

### BUILDING WARRANT FITNESS COMPLIANCE (BWOFF)

Council manage the BWOFF compliance of 18 sites spread across the district. Facility uses range from Community Halls, Councils Offices, sports complex and others.

#### BWOFF status for DECEMBER

Site Name	Ward/Area	Address	Expiry date	Testing frequency	STATUS
Oruru Community Hall	NORTHERN	<b>SITE CLOSED</b>	<b>SITE CLOSED</b>	<b>SITE CLOSED</b>	<b>SITE CLOSED</b>
Procter Library	EASTERN	Cobham Road	11-Dec	Monthly/Annual	Compliant
Kerikeri Sports Complex	EASTERN	27 Waipapa Rd	5-Dec	Monthly/Annual	Compliant
Rawene Service Centre	WESTERN	Parnell St	31-Oct	Monthly/Annual	Compliant
Kaitaia Resource Recovery Centre	NORTHERN	Tahuna Rd	27-Oct	Monthly/Annual	Compliant
FNDC Kaikohe HQ	WESTERN	Memorial Ave	31-Jul	Monthly/annual	Compliant
Lindvart Park Pavilion	WESTERN	Penny Cress	16-Jul	Monthly/ Annual	Compliant
Awanui Sports Complex	NORTHERN	94 State Highway 1	30-Jun	Monthly/Annual	Compliant
Totara North Hall	NORTHERN	Totara North School Road	1-May	Monthly/Annual	Compliant
Kaero Community Hall	EASTERN	State Highway 10, Kaero	30-Apr	Monthly /Annual	Compliant
Opononi RSA Hall	WESTERN	15 State Highway 12	30-Apr	Monthly /Annual	Compliant
Mangonui Hall	NORTHERN	130 Waterfront Drive	30-Apr	Monthly /Annual	Compliant
Rawene Community Hall	WESTERN	9 Parnell St	30-Apr	Monthly /Annual	Compliant
Herekino Hall	NORTHERN	Kaitaia-Awaroa Rd	30-Apr	Monthly /Annual	Compliant
Russell Community Hall	EASTERN	17 The Strand	30-Apr	Annual	Compliant
Kaikohe War Memorial Hall	WESTERN	Memorial Ave	30-Apr	Monthly /Annual	Compliant
Waipapa Hall	EASTERN	Waipapa Loop Rd	28-Mar	Monthly/Annual	Compliant

### LEASES

Leases will be managed by the new Property Officer and a handover is underway. District Facilities will be responsible for Agreements and any repairs and maintenance associated with finalised leases.

### AGREEMENTS

December updates:

- COMPLETED: 2021-22 Hundertwasser Trust Agreement re the Hundertwasser toilets, Te Hononga toilets / shower, car park and reserve
- COMPLETED: Awanui Progressive Ratepayers Incorporated (APRI) - agreement concerning the reserve /wharf use etc.: completed
- COMPLETED: Coastal Kayakers – building has been removed. The area now requires to be reinstated and will proceed in the new year.
- Ruapekapeka – LTO with DOC / Trust re land for the purpose of establishing a toilet: with Legal Services progressing
- Whangaroa Marina Trust – supply of water agreement to the public toilets: ready for signing
- Northland College Swimming Pool MOU – discussions to be progressed in the new year
- Volunteer Agreements – Terry Greening and Te Kaha Place walkway, Russell Landcare and Waitangi proposals: progressing

## PROVINCIAL GROWTH FUND (PGF) ROADING

### EXECUTIVE SUMMARY

In August of 2020 MBIE granted \$20.7 million to undertake works on three strategic roads in the Far North District. The projects are split in two, with Peria Road and Ngapipito Road combined into one package (Priority 1 Routes) and Ruapekapeka Road being the other. Planning commenced immediately, with early site investigation and testing setting the projects up for the best outcomes from the start.

All three projects are being delivered with a staged programme; design for initial stages will allow earlier construction, with design of subsequent sections continuing concurrently. Early enabling works set the project teams up well to achieve construction deadlines.

At Peria Road, the seal extension works have been completed and the bridge strengthening works has commenced. The slip repair work is due to start in February.

At Ngapipito Road, the final section has been sealed and all that is outstanding now is the final culvert replacement that will take place once consent is granted in the New Year.

Ruapekapeka Road, Stage 2 construction is well underway with earthworks and drainage crews making great progress.

### SUMMARY – DECEMBER

#### ***Priority 1 Routes***

##### ***Peria Road***

Peria Road is a 6.3km seal extension and associated works. It is being delivered through the existing NTA North Area Road Maintenance Contract by Fulton Hogan.

The seal extension at Peria Road was split into 5 sections, with all five now sealed. Widening for safety improvements have been undertaken this month.

Geotechnical designs and pricing for 2 slip repair sites is well underway. A significant slip on Fairburn Road reduced the road to a single lane in October. This is technically outside of the scope of work for the PGF project, but we continue to work closely with the NTA to ensure this slip is repaired early in the New Year.

##### ***Bridge upgrades***

The bridge strengthening works has commenced, including the 'full deck replacements' on 4 bridges, and the 'specialist structure improvements' on a further 4 bridges on this priority 1 route from SH1 Fairburn Road to SH10 Oruru Road.

Package 1 (deck replacement works) has commenced with the construction of the new deck panels onsite, and the installation is programmed for February 2022, with planning being undertaken now regarding the road closures.

##### ***Ngapipito Road***

Ngapipito Road is a 5km seal extension and associated works. It is being delivered through the existing NTA South Area Road Maintenance Contract by Ventia.

Despite the poor weather experienced this spring, all sections have now been sealed, achieving the December milestone. There is one final large culvert to be replaced, however, we're waiting for the consent and hoping to continue that in the New Year.

### ***Ruapekapeka Road***

Stage 1 – Physical works are now complete for stage 1, during December contractors dis-established site.

Stage 2A – In December physical works have largely focused on the positioning of the retaining wall. The design and layout of the wall relies on adequate pavement width, some of these sections have required more pavement width which has resulted in additional work to bench the wall further back from the road. Mass blocks have been stockpiled onsite so the positioning, installation, and filling of these continues on a daily basis. The large boulders excavated from the bank are awaiting relocation, some of the insignificant rocks have been authorised by the trust to be broken up and removed or reused on site where possible.



Large rocks waiting to be inspected to confirm relocation

The installation of culverts has commenced with the largest 2100 diameter installed in December. NRC inspections have been ongoing throughout these works, confirming no environmental issues or breaches have been raised.

Consultation with affected landowners is going well as vegetation & fence clearing along the sides of the road continues, temporary fences have been installed in collaboration with individual landowner/farming requirements.



2100 diameter culvert pipe installed



Retaining wall mass blocks

Stage 2B includes the State Highway 1 intersection improvements, this scope of work has been separated from the seal extension contract. The design of the intersection improvements has been completed; this includes road widening for a northbound right turning bay into Ruapekapeka Road. Physical work is expected to start in March 2022. The design includes shifting the roadside stream slightly back to allow room for the road widening.

## PROGRAMME OVERVIEW

### Priority 1 Routes

We will not achieve the completion milestones due to Covid impacts, including material supply delays for bridge strengthening works and specialist contractors for slip repair works are based outside of the Northland Region.

A request has been made for a variation to the funding agreement to extend this date to **30 June 2022**.

► Priority 1 Routes Programme Milestones			
Deliverable	Original Completion Date	Variation Completion Date	Status
<ul style="list-style-type: none"> <li>Funding Agreement executed by both parties.</li> <li>Investigation and design underway.</li> <li>Stage 1 construction underway. Enabling works (vegetation clearing, earthworks, widening and drainage) commenced before 1 September 2020.</li> </ul>	August 2020	Achieved	
<ul style="list-style-type: none"> <li>ECl agreement in place</li> <li>Stage 1 investigation and design complete</li> </ul>	30 September 2020	Achieved	
<ul style="list-style-type: none"> <li>Stage 2 design complete</li> <li>Stage 2 construction underway</li> </ul>	31 December 2020	15 March 2021 - Achieved	
<ul style="list-style-type: none"> <li>Stage 2 construction complete</li> </ul>	31 March 2021	30 November 2021	
<ul style="list-style-type: none"> <li>Final completion of surfacing MSQA reporting and monitoring paperwork</li> </ul>	30 June 2021	30 December 2021	

**Ruapekapeka Road**

We have requested a variation that relates to the completion dates for Stage 2 works. This includes moving the completion dates for Stage 2 Construction complete, and Final completion of surfacing to **April 2022**. In addition to the milestone variation, we have also formalised the funding reallocation request.

▶ Ruapekapeka Road Programme Milestones			
Deliverable	Original Completion Date	Approved Variation Completion Date	Status
<ul style="list-style-type: none"> <li>Funding Agreement executed by both parties</li> <li>Investigation and design underway</li> </ul>	August 2020	Achieved	Green
<ul style="list-style-type: none"> <li>ECI agreement in place</li> <li>Stage 1 investigation and design complete</li> <li>Stage 1 construction underway. Enabling works (vegetation clearing, earthworks, widening and drainage) commenced before 1 September 2020.</li> </ul>	30 September 2020	Achieved	Green
<ul style="list-style-type: none"> <li>Stage 2 design complete</li> <li>Stage 2 construction underway</li> <li>MSQA reporting and monitoring paperwork</li> </ul>	31 December 2020	28 February 2021 - Achieved	Green
<ul style="list-style-type: none"> <li>Stage 1 construction complete</li> <li>MSQA reporting and monitoring paperwork</li> </ul>	31 December 2020	30 October 2021	Green
<ul style="list-style-type: none"> <li>Stage 2 construction complete</li> <li>MSQA reporting and monitoring paperwork</li> </ul>	31 March 2021	30 November 2021	Red
<ul style="list-style-type: none"> <li>Final completion of surfacing</li> <li>MSQA reporting and monitoring paperwork</li> </ul>	30 June 2021	30 December 2021	Red

**FINANCIAL OVERVIEW**

▶ Priority 1 Routes	
Total Claimed to Date	\$ 9,703,797
Total Contract Value	\$14,200,000
▶ Ruapekapeka Road	
Total Claimed to Date	\$ 2,290,000
Total Contract Value	\$6,500,500

The Redevelopment of Strategic Roads - Priority 1 Roads Project has identified savings in both the 'bridge strengthening' and 'intersection improvements' scope of work. This 'surplus budget' has been identified for

reallocation to support the budget deficit identified for the Redevelopment of Strategic Roads - Ruapekapeka Road Project.

### KEY RISKS AND OPPORTUNITIES

The following risks have been identified for Peria Road and are being actively managed:

1. Covid-19 Alert Levels – Recent alert level changes and lockdowns will impact on programme deliverables, material supplies and increased costs.
2. Material supply delays and increased cost associated with the bridge strengthening works (deck replacements), which includes reinforcing steel in large quantities. We have asked our designers to quantify these materials early and investigate with suppliers prior to engaging contractors.
3. Damage from storm/rainfall events – Recent rainfall events in Peria and Ngapipito Road have caused slips and washouts requiring repair works.

The following risks have been identified for Ruapekapeka Road and are being actively managed:

1. Covid-19 Alert Levels – Recent alert level changes and lockdowns will impact on programme deliverables, material supplies and increased costs.
2. Utilities assets (potential risk of relocation of Fibre Optic Cable and Power Poles) – Identify early during set-out and survey phase.
3. Stakeholder expectations (landscaping, parking, artwork etc.) - Communicate the scope and budget limitations and work with stakeholders to identify priorities and opportunities during design and construction.
4. Archaeological Discovery – The projects kaitiaki provides cultural monitoring onsite and an archaeologist has been engaged if any discoveries are made. Accidental discovery protocols are in place. The process for initially deciding if the bones are of significance appears to be efficient, which will minimise any unnecessary delays.

### STAKEHOLDER COMMUNICATION

Landowner consultation is ongoing along Ruapekapeka Road. Some properties are significantly affected by the proposed works, these landowners have provided approval as 'affected parties' to complete the consenting process. Discussions will continue throughout project delivery to keep residents updated on the construction programme.

The project delivery team has been setup to work collaboratively, the team includes project management, engineer’s representatives, design support and contractors. The contractors have formed good relationships with the Kaitiaki and the Northland Regional Council representative, and several on-site visits have already progressed.

Consultation has continued this month with Te Ruapekapeka Trust regarding the location of the new Pou and the general layout of the SH1 intersection design.

### BROADER OUTCOMES

The following figures reflect the broader outcomes we’re achieving with this project.

	Total people working	Total created roles	Total expected future jobs
Priority 1 Routes	52	42	12
Ruapekapeka Road	25	21	30

## TE HIKU O TE IKA REVIATLISATION

### EXECUTIVE SUMMARY

The \$7M Te Hiku Revitalisation Project has been funded by the Shovel Ready Infrastructure Projects. This fund aims to provide an immediate boost to industries who have been greatly impacted by COVID-19.

This project consists of multiple smaller projects, including new shared paths, cultural art structures, playground and park improvements, streetscape works in Kaitaia, Awanui and Ahipara.

Overall, the project aims to provide:

- An immediate extra demand for design services for local / national consultants and surveyors, all of whom are facing reduced workloads due to Covid-19.
- Local suppliers – concrete plants, quarries for aggregate material, building materials merchants, native wood for carving, local eco-sourced plants, design and signage suppliers for the info plaques and art pieces in the streetscapes and along the shared paths.
- A substantial portion of work in terms of size and cultural significance for the local iwi in the area, artists and carvers – Māori employment from local iwi and apprentice artists and carvers.
- A wide range of construction work suiting local contractors and supply chains, local contractors are encouraged to employ unskilled workers to upskill – concrete layers, labour for plantings, labour to establish recreation equipment within open spaces, machinery operators, new apprentice concrete layers, engineering and designers for specific design of the cycle trail location etc.
- Continuity of work for council technical staff.

This scope of works has been funded with the expectation that the project be completed by November 2022 (Variation to the funding agreement with MBIE has been approved).

### SUMMARY – DECEMBER

With only 16 working days in the month of December it was a busy time trying to get as much completed as possible. The BBQ installations were completed in December. These have been very popular but we did run out of time for the plumber to install the water taps nearby and the general public are requesting rubbish bins too.

### KAITAIA UPDATES

#### SEATING

Some of the tables allotted to the new market square were put into position for those who visit the Saturday markets to enjoy.

*Concrete tables positioned in the no parking spaces in front of the old warehouse building*



**KAITAIA PUMP TRACK**

Due to covid restrictions we were unable to run our opening of the Kaitaia pump track which meant we had an online competition to win the skateboards and helmets. Mayor Carter and Councillor Foy came to the pump track to draw the lucky winners. Pictured below is one of the girls who won it proudly surrounded by her whanau.



*Mayor Carter and Councillor Foy presenting the skateboard and helmet to lucky winner and her family.*

**AWANUI UPDATES**

One of the students from Te Rangi Aniwaniwa, Cody Paparua, who had participated in the Akau workshop listening to the stories of old from local kaumatua was engaged to create this mural in Awanui. It was a team effort with Kiri and son Grayson Clarke assisting in the design and creation of it.



The storage containers were then covered in art sharing more of the history of this township known as Awanui.



**AHIPARA UPDATES**

Once the Ahipara Pump track was well underway and being enjoyed by the community it was evident we needed seating for the parents & families. We had 4 bird seats that were originally ordered for the town square in Kaitaia so we used them at Korora Park along with 4 new tables. A couple of them make the most of natural shade while the others in the open will be waiting for the umbrellas to arrive next year.



*Left to right: Tables placed under natural shade of the nearby trees*



*Two tables and four bird seats with a viewing position of track*

**BBQS FOR AWANUI, AHIPARA & KAITAIA**

The installation of the new BBQs have been popular with many comments on Facebook pages. The only BBQ not yet installed is Allen Bell park and we are timing the installation when the new park equipment gets installed in February 2022.



*Korora Park BBQ under existing gazebo*



*Foreshore Road, Ahipara BBQ*



Councillor Foy at the Awanui Reserve BBQ



Jaycee Park BBQ, Kaitaia

### PROGRAMME OVERVIEW

The current programme aligns closely with the deliverables specified in the project agreements shown in the following table, however we have still not spent the funds we had planned at this time. Much of this is due to the designers, surveyors and engineers being unable to meet our timeframes with their current workloads combined with Covid Lockdown delays.

▶ Te Hiku O te Ika		
Deliverable	Completion Date	Status
• The agreement executed by both parties. Project is 'shovel ready'	30/10/2020	Green
• Surveying, detailed plans and preparation for works at Ahipara, Awanui and Kaitaia.	28/02/2021	Green
• Awanui carpark & playground underway • Ahipara carpark and playground underway	30/05/2021	Green
• Market square completed	31/01/2022	Red
• Awanui carpark and playground completed	31/01/2022	Yellow
• Streetscaping completed Awanui and Kaitaia	31/01/2022	Green
• Pump track completed in Kaitaia and Ahipara	31/01/2022	Green
• Ahipara walkways, Ahipara Streetscaping and Ahipara carpark and playground completed • Recipient to provide evidence to the Ministry that the previous instalment has been spent.	31/03/2022	Green
• Kaitaia River walkway and cultural art erected	30/4/2022	Yellow
• Awanui Boardwalk completed	31/08/2022	Green
• Kaitaia Town square complete	30/09/2022	Yellow
• All works completed and project finishes	30/11/2022	Green

## FINANCIAL OVERVIEW

▶ Te Hiku O te Ika	
<b>Contract</b>	
<b>December Claim Amount</b>	<b>\$281,899.66</b>
Total spend to date	\$2,343,159.70

## KEY RISKS AND OPPORTUNITIES

The following risks have been identified for Te Hiku Revitalisation Project and are being actively managed:

### 1. Covid-19 Alert Levels

Recent alert level changes and lockdowns will obviously impact on programme deliverables, material supplies and potentially higher costs for physical works. The Far North area had extended lock down periods in November and our Northland region is the only one in red in the entire country.

### 2. Professional Services

The workloads of engineers for detailed design is high and they are unable to meet our demands for the timeframes we are requesting. The delays are flowing down to procurement plans, quotes and engaging contractors to carry out the project work.

### 3. Cultural Artworks

The iwi have had some internal issues which has had a flow on effect to the production timeframes for some of our cultural gateway work. With the extended covid lockdown periods in the 2021 year and supplier issues, there is a high risk the cultural gateways may not be erected by our March deadline. We will also rely on engineers to come back with designs approved by NZTA/NTA in some places and Top Energy to move power poles in Ahipara.

### 4. Social Procurement Process

The kaupapa of the social procurement outcomes has proved to be challenging in terms of the extra time and follow up the project managers are required to do with less experienced businesses carrying out the contract works for these projects. It has highlighted the need for business management support that potentially is an opportunity for the Te Hiku Development Trust or Amotai to follow up.

### 5. Financial reporting

The lack of financial data passed on at the end of each month is becoming a challenge when trying to accurately report to MBIE regarding the expenditure of the Kanoa funding for the project. Project managers are having to estimate expenditure for MBIE reports, which is not desirable.

## BROADER OUTCOMES

This project is all about achieving Broader Outcomes for the Far North community, with aims for specific outcomes detailed in the following section. The project team have spent a significant amount of time undertaking consultation prior to the project starting to understand and manage expectations. There are also regular updates in the local newspaper.

### **Social Procurement**

One of the biggest drivers for this project is achieving social procurement outcomes. All companies and individuals engaged to date are Northland based, and are predominantly from the Far North. The project is still governed by FNDC's procurement policies, and threshold values for supplier selection are adhered to.

Continued management of social procurement processes will ensure these outcomes are achieved.

***Local Iwi partnerships***

The project working group includes local Kaumatua who liaise with local Iwi for creation of cultural art installations. We are trying to arrange regular meetings to keep abreast of progress for all gateways.

***Upskilling the local workforce***

FNDC and the project team have set up an initiative to assist local, smaller contractors achieve Sitewise accreditation who don't currently meet this prequalification criteria. To date, 25 contractors have registered for this assistance and 14 have achieved Sitewise since last November. In addition to allowing them to work on this project, this accreditation will prequalify them for future continued work with FNDC. Through this process these contractors will be upskilled specifically in the Health and Safety at Work Act and their systems and processes will improve, resulting in safer workplaces. In addition we have put 32 people through Working at Heights, MEWP and Management and Handling of Hazardous Substances.

As a continuation to this, contractors unfamiliar with FNDCs reporting and financial requirements will be coached to ensure their systems support timely payment of claims and accurate reporting.

## CIVIL DEFENSE EMERGENCY MANAGEMENT

Providing leadership in reducing risk, being ready for, responding to and recovering from emergencies.

### NATIONAL EMERGENCY MANAGEMENT AGENCY UPDATE (NEMA)

The **NEMA Regional Partnerships unit** underwent a change process in 2021. The change was informed by a stakeholder survey that was conducted among CDEM Groups to determine their expectations of NEMA.

The change decisions included the establishment of a new Regional Engagement Team, including the establishment of several new positions in the team.

The change process has now culminated in a re-set of the NEMA engagement approach towards CDEM Groups, drawing from the findings obtained through the stakeholder survey. In association with the future engagement approach the allocations of the Regional Emergency Management Advisors (REMAS) were also concluded, recognising that individually new staff bring unique qualities and relevant work experience that will complement collective capability.

NEMAs future engagement approach will aim to focus on both strategic and operational levels, in accordance with their capacity and Group needs. The engagement approach will be reviewed regularly, with the first review by the end of the first quarter in 2022 to take account of observations gained since its implementation as well as changing circumstances with individual Groups and NEMAs capacity. There-after it will be reviewed quarterly to take account of new Group dynamics or needs. To help give effect to the intended approach, NEMA will draw on the collective capacity of the Regional Engagement Team and where applicable, the wider organisation.

Two REMAs will be assigned to each CDEM Group as follows:

1. A 'Focal Point': -as the primary contact for the CDEM Group, this person will maintain relations at all levels. Working with the Group Manager, they will lead planning for and coordinate the delivery of NEMAs engagement.
2. A 'Support': - this person will take an active involvement in the Group at either advisory or operational level to support the engagement – as agreed with the Focal Point.

Depending on the need, NEMA may also assign other staff as part of their engagement plan for a specific Group. The re-set will be concluded by 1 February 2022. This means the transition of REMA focal points will happen over this time; some will be concluded sooner than others depending on practical and other considerations.

**A letter has been sent from NEMA to Mayors and Chief Executive Officers** of Local and Regional Authorities providing a brief overview of the Regulatory Framework Review (Trifecta) Programme and outlining engagement proposals and timelines as part of the engagement process to inform both policy advice for the Minister and the review of the National CDEM Plan. (Letter attached)



**National Emergency Management Agency**  
Te Rākau Whakamarumaru

8 December 2021

Tēnā koutou katoa

I am writing to provide you with a heads-up about upcoming engagement for the Regulatory Framework Review (Trifecta) Programme. Please share this letter with people working in emergency management in your organisation, as appropriate.

The Trifecta Programme seeks to build a modern, inclusive, fit-for-purpose, and enduring framework for the emergency management system. It brings together three projects:

- a new Emergency Management Bill
- review of the National Civil Defence Emergency Management Plan (CDEM Plan) and accompanying Guide
- a Roadmap for the National Disaster Resilience Strategy

On 15 November, Cabinet agreed to a number of proposals including replacing the current Civil Defence Emergency Management Act with a new Emergency Management Act. Other policy proposals included will be announced by the Minister for Emergency Management when the Cabinet paper is proactively released. We will share this as soon as it is publicly available.

**Upcoming engagement**

We are consulting with stakeholders across the emergency management system to progress the Trifecta Programme. Over the next two months, we will engage with a range of stakeholders at regional and local authority level. This will include local authority Mayors, Regional Council Chairs, Civil Defence Emergency Management Joint Committees, CEG representatives, along with regional and local emergency management offices. This may mean that some individuals receive consultation materials from us twice.

We are wanting to engage particularly about roles and responsibilities, iwi and Māori participation, lead and support agencies, lifeline utilities, and protections for disproportionately impacted people. This engagement will feed into the final policy advice for the Minister in early 2022, so that it can be included in the Emergency Management Bill and inform our review of the CDEM Plan.

Building on current engagement with CDEM Group Managers, we will circulate draft policy proposals to the wider group noted in the paragraph above in early January 2022 for your feedback.

In the week of 17 January 2022, we will host multiple options for online sessions to introduce the proposals, answer your questions, and receive any initial feedback. A schedule for these sessions will be sent in the coming weeks before Christmas.

Written comment on the proposals is due by 11 February 2022. We will provide details about how to provide written feedback when we circulate the consultation materials in early January.

Thank you in advance for your participation in this engagement. We appreciate this is a challenging time with multiple Central Government reforms underway, ongoing responsibilities for the COVID-19 response, and it being a busy holiday period. It is important that policy proposals are informed by

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your voices, and there will be further opportunities for engagement on non-legislative reform throughout 2022.

Thank you also to those of you who have been involved with this work to date. Your contributions have been critical in the development of the draft policy proposals and we will continue to build on what we have heard so far in the upcoming engagement.

**Further information**

Further information on the Trifecta Programme is available at <https://www.civildefence.govt.nz/codem-sector/regulatory-framework-review-trifecta-programme/>

We have recently published an A3 one-pager that provides a high-level overview of the Programme and its three projects. This document is available at the above link under 'Programme Resources'.

If you have any questions about the Programme please email [t.rifecta@nema.govt.nz](mailto:t.rifecta@nema.govt.nz)

Ngā mihi nui



Adam Allington

Meneti, Wāhanga Kaupapahere, Te Rōkū Whakamaunatū  
Manager, Policy Unit, National Emergency Management Agency

## NORTHLAND CDEM GROUP UPDATE

A review of the Northland CDEM Group Plan carried out by the CDEM Group professionals has been completed. The review process included a key stakeholder workshop, a five-week public consultation period, the inclusion of a new section for Māori Engagement, and a series of amendments being made to the plan. As prescribed in the Civil Defence Emergency Management Act, s. 49, the proposed plan was sent to the Minister for Emergency Management for comment. The Ministerial and NEMA feedback and recommendations received have been included in the final document.

The Minister, Hon Kiritapu Allan, acknowledged the inclusion of a section in the plan specifically for Māori Engagement and commended the Group's enthusiasm and commitment to CDEM with a view to the pending work on new legislation in the emergency management sector.

Copies of the Northland CDEM Group Plan are available on the Northland Regional Council website or by accessing the following link:

<https://www.nrc.govt.nz/media/luegn013/northland-civil-defence-emergency-management-group-plan-2021-2026.pdf>

The Governments approach to COVID-19 and the Omicron Variant Response is ongoing and still developing and (at the time of this report) details are still to be confirmed and a national protection framework is still to be announced. Both COVID-19 and the Omicron Variant will become an endemic threat which will continue to impact the most vulnerable within our communities particularly in Northland.

The Northland Lifelines Group is undertaking an Infrastructure Climate Change Risk Assessment. (CCRA) Project. A tender process has been undertaken and Request for Proposal (RFP) was sent to four suppliers with 3 responding. The successful tenderer being Tonkin and Taylor Ltd.

The CCRA is intended to cover the direct climate change impacts on lifeline utility assets and services (exposure, vulnerability, and risk), not the consequential impacts on communities. The information provided through this project will inform detailed community impact assessments being undertaken by the Far North, Kaipara, and Whangarei District Councils.

Tonkin and Taylor have integrated the lifelines group requirements with lessons identified whilst undertaking the Bay of Plenty Lifelines CCRA, to best achieve an efficient method that delivers on Northland Lifelines desired outcomes.

- Phase 0: Project kick off and wider project management
- Phases 1 & 2: Undertaking the spatial risk assessment
  - Risk assessment design
  - First pass spatial exposure assessment
  - Detailed spatial risk assessment
- Phase 3: Undertaking the non-spatial risk assessment
- Phase 4: Report detailing the methodology and results

Continued and ongoing Iwi engagement and participation with the Te Hiku Delta Response Group in response to COVID-19 has been undertaken to encourage and assist with personal, community and Marae preparedness.

Meetings have also been undertaken with Te Kahu o Taonui (TKoT) representatives and the Group Manager – Community Resilience that identified the need of enabling whānau improved access to welfare support during emergencies. This meeting helped shape the scope and focus area – initially being the Far North.

The aim is to identify what welfare support services are available from key stakeholders during emergencies, what the triggers are to make support available, determine why whānau/families may not have been able to access support when required, what the potential solutions are, and how agencies can enable this support during emergencies.

The workshop will have representation from multiple supporting agencies, as well as essential representation from key Far North stakeholders, providing on-the-ground situational insights.

The key outcomes from this workshop are:

- to develop an information sheet of solutions identified.
- to provide better networks of key stakeholders with the relative agencies, and
- an improved level of access to welfare support for whānau/families.



The Northland CDEM Group were requested to support Fire Emergency New Zealand at a wildfire at Kaimaumau on 19 December. An urgent call was received by the CDEM on-call duty officer on Sunday 19 December at 2000hrs advising immediate evacuation of the village was required due to a change fire behaviour and an out-of-control wildfire threatening the village. Civil Defence Officers activated the Kaimaumau Community Response Plan which allowed the community to follow their predetermined emergency response to evacuate the community. Civil Defence was able to provide support with immediate welfare needs for those displaced for the 4 days of the initial evacuation and have provided ongoing support to Fire Emergency New Zealand's tactical response and the community as the situation has developed and further evacuations have been ordered as the fire has reached pre-determined trigger points.

**Kaimaumau Fire Stats – as of date of report**

**Land Status:** The land involved is public conservation land – jointly managed between local Iwi Ngai Takoto and Department of Conservation. Also involved is private property including Iwi owned land, commercial orchards, and grassland farms.

**Coverage area:** 2401ha

**Fire Perimeter:** 50 Km

**Number of on the ground Firefighters:** x 75

**Incident Management Team:** x 70

**Helicopters:** x 11

**Heavy Machinery:** x 9 (Bulldozers and Excavators)

**Participating Agencies and Stakeholders:** include - Fire Emergency New Zealand, NZ Police, Northland Civil Defence, Department of Conservation, New Zealand Defence Force, NZ Urban Search and Rescue, Far North District Council, Kaimaumau Community, Waiharara School, Wharemaru hapu o Kaimaumau, Te Iwi o Ngai Takoto, Whakawhiti Ora Pai, Top Energy, Waka Kotahi.

**Community Response Planning** remains a priority for the Northland CDEM Group and is a key part of "Readiness" in the Northland CDEM Group Plan - 2021-2028. (Section 6) The urgent and immediate response required by emergency services to evacuate the entire Kaimaumau village due to the threat to life and property by fire on 19<sup>th</sup> December has again highlighted the value of Community Response Plans, particularly when an unplanned and rapidly developing event occurs.

The key aim of community response planning is to:

- Help the community identify and manage hazards applicable to them
- Promote personal and community resilience
- Assist communities to prepare for an initial emergency response
- Connect communities to the Northland CDEM Group.

The Community Response Plan for Kaimaumau was reviewed by residents supported by CDEM in July 2021. Amendments and updates to the plan were made after the communities' response to the March 2021 Kermadec tsunami warning and lessons learnt from that event.

It has enabled the Kaimaumau / Waiharara Community, Iwi and Hapu to play an integral part in providing agreed supporting roles to Fire Emergency New Zealand in the management and ongoing effort to suppress and ultimately extinguish this fire.

Community / Iwi/Hapu roles and responsibilities have included:

- Providing advice on local services to support the Incident Management Team
- Community Patrols in restricted active fire areas
- Providing cultural advice to the Incident Management Team
- Assistance with accommodation options
- Catering Support
- Welfare Support

Overall, the response to this incident has been community and Iwi/Hapu led, supported by CDEM and agencies groups. It is likely that this model of involving community in tactical and logistical planning will be adopted by Fire Emergency New Zealand at future large-scale fires across New Zealand.

As the transition from response to recovery progresses, the community and Iwi/Hapu will be involved in the long-term recovery management plan.

**Emergency Warnings and Advisories** requiring Northland Civil Defence to monitor or support in December:

- COVID19 Variant/ Omicron Variant Response - ongoing
- Kaimaumau Wildfire - ongoing

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## APPENDICES



## DIA FUNDED PROGRAMME

The majority of these projects are reported in the relevant work sections above. This table provides a summary of all the projects in this programme of work. Please note for the DIA has allowed an extension of time for the spending of these funds through to June 2022 but there can be no further extensions beyond this.

	Project	Opex	Capex	Progress	Commentary
1	Awanui River Weir	X		Planning	Scoping and Design complete with procurement approvals now complete. Consent activity agreed and physical works beings scheduled
2	Enhanced Water Leak Repairs	X		In Progress	Programme established for Spring/Summer is underway with a first focus on Rawene
3	Ex Res Chlorine Measurement	X		Planning	Procurement approach determined and plan will be approved in new year. Hardware purchase and 3 plant installs should be covered by this funding. Other installs required for regulatory purposes by 1 July 2022 will be completed under Alliance contract
4	Monument Hill Deep Bore		X	In progress	Bore Design and Quality Testing Complete. Sustainable Yield Assessment & Consenting in progress (scheduled Oct21). Reticulation and Electrical Design largely complete; consent application drafted for review
5	Kaitaia Water - Sweetwater		X	In Progress	This is a DIA contribution to the overall FNDC project. Both pipeline and bore works continue with project completion now scheduled for May 2022. DIA funds fully utilised
6	Kawakawa Water Take Consent		X	In Progress	Further testing is required to determine if there is a path to amend this consent. Final results available for assessment in Jan
7	Kerikeri Clarifier		X	In progress	Scope is complete and now with delivery for procurement and execution. Procurement plan being finalised. Closed tender process to be employed which will slow delivery but expectation is that the DIA funds will be spent prior to June 2022
8	Leak Detection Equipment		X	Complete	To support Project 2, this equipment has been purchased
9	Network Model Review Lead	X		Complete	After unsuccessful recruitment, Stellar Projects were appointed to run this activity through to 31 May 2022
10	Network Model Updates	X		In Progress	These updates will occur across 3 stages – Gap Analysis for all 3W networks, Data gathering and them model build or update. Gap analysis is complete and flow monitoring now underway – wastewater in place with water to follow. Offers of Service for model build/update now contracted
11	Okaihau Bore		X	Complete	Physical works associated with the bore were completed in April
12	Operational Data Management Software	X		In Progress	Water Outlook has been chosen as the supplier of choice for this software. Project progressing with an expected full implementation by Jan 2022 due to delays with some data access. Software agreement and purchase finalised in Dec
13	Paihia Water Intake Screen		X	In Progress	Amended activity plan defined and physical works scoped by FNW, work to be completed in Dec has pushed into the new year
14	Regional allocation		X	In Progress	Regional initiatives as agreed with other Northland entities. Some funds have been diverted to support work in 3W reform transition workstreams
15	Water Main Renewals		X	Planning	For accelerated water main renewals as identified by leak detection and condition surveys. Some funds from this have been redirected to project 18 to allow increased de-sludging activity
16	Water Safety Plan Lead	X		Complete	Water Safety Lead on board since March 2021
17	Water Safety Plan updates	X		In Progress	The project has entered its final stage of delivery with procurement complete and contract signed to update WSPs for all eight water treatment plants. Progressing well with risk workshops occurring in Dec. first draft WSP has been received for review
18	Wetland Remediation	X		In Progress	Priority sites identified and de-sludging work is beginning. Opononi wetland cells clearing is complete. Funds transferred from project 15 will allow increased desludging work to occur where this is hampering wetland effectiveness - Taipa and Rawene complete with Rawene wetland now underway
19	3W Reform Transition	X		In progress	Funds from two projects have been diverted after DIA approval to establish this project from Dec 2021. This allows Council staff to participate in transition workstreams while providing funds for professional services to assist in work completion





## SOCIAL PROCUREMENT



### EXECUTIVE SUMMARY – DECEMBER



### FUNDING INITIATIVES PROJECTS - NOVEMBER



**Animal Shelters - Northern Shelter**

**Otiria Rugby Club - (Pamela-Anne Ngohe-Simon)**

**Animal Shelters - Southern shelter -**

- NRC Consent granted 7th April 2021. Resource Consent was granted 7th July 2021

- Building Consent Granted 20 October 2021
- Amended Elemental Costings Received 5th October 2021
- Dwelling and two outbuildings relocated from site
- Demolition of remaining structures and site clean-up still to be carried out
- Tender Award for Construction delayed, now scheduled for early February 2022
- Construction now scheduled to start early March 2022
- Construction now scheduled for completion early November 2022.

#### **Kawakawa Safety and Streetscape Improvement Project - (SPL)**

Project Status: Delivery phase

- All works were paused during L4 & first L3 lockdown. Works continue under strict safety protocols under current L3.
- Road art painting started
- Planters built
- Flags - may not be delivered due to budget constraints
- Ongoing comms to FNDC comms team with updates on post lockdown works
- Tubes for monitoring installed, first round of reporting completed. One section broken due to poor road surface.

Next Milestone:

- Works in central section of town – some items to be cut due to budget restraints
- Asphalt raised table install - delayed till mid Dec due to lockdown border restrictions – specialist crews coming up across Auckland border (lockdown permitting) - first application for cross border working for crew turned down, in process of re-applying.

#### **Kerikeri Domain Improvements - (SPL)**

- Resource consent - Approved and conditions met.
- Skate Ramp Decommissioning - Removed from site to Moerewa.
- Demolition and site preparation to design levels- Completed by TarMac. Site levels contoured and filled to match new design levels
- Stormwater infrastructure delayed due to supply issues of materials resulting from Level 3/4 Auckland lockdowns. Works programmed in for Mid-November
- Skatepark Construction - Circle D Construction (Dave Crabb) works commenced. Multiple concrete pours undertaken and timber ramp almost complete.
- Basketball - Local Māori Contractor (Buildflex) works commenced. Subbase prep, foundations and boxing underway.
- Playground - PLAYCO design fixed and procurement underway. Will be delayed due to Covid Lockdown. Civil & structural documentation to be completed in November to procure contractor. New Year build targeted. Play shade sails design and under fabrication.

- All Furniture associated with Skatepark Basketball court and playground ordered with delivery December.
- Park path and softscape - Park path associated with Basketball, Skatepark and Playground under construction. Rest of loop on HOLD.
- BBQ areas -on HOLD.
- Fitness Equipment -on HOLD
- Lighting - on HOLD

**Lindvart Park/Sportsville Kaikohe - (Griffiths)**

- The project remains in the preconstruction phase with Civil documentation complete and Building Consent lodged on 4 November for the Civil and Infrastructure works. The enabling works package has been delayed from starting due to budget deliberations with KDS board, FNDC and Wider team. The board have agreed to reduce scope of the project in order to reduce overall cost - as such a 430m2 area of the building has been removed from the projects scope. Discussions on the reduction of scope have progressed with MBIE and they are supportive of the outcome. This design change is being incorporated and developed design is nearing completion. Building consent lodgment for the main building is due to be lodged Feb 2022.

**Mangonui Waterfront Development - (FNHL)**

- Consents in place. Contract awarded to United Civil Construction Ltd. Construction of gravel path and pedestrian crossing complete. Installation of street lights in carpark and at pedestrian crossing are scheduled for November, along with piling for the Boardwalk. Completion now scheduled for Jan 2021. Most of the boardwalk construction works will be done via a barge. This will reduce disruption to road users and pedestrians.

**Moerewa Safe Streets - (SPL)**

Project Status: Delivery Phase

- Ongoing comms to FNDC comms team with updates on post lockdown works
- Tubes for monitoring installed and first report received
- Asphalt raised table install - delayed till mid Dec due to lockdown border restrictions – specialist crews coming up across Auckland border (lockdown permitting) - first application for cross border working for crew turned down, in process of re-applying.

Next Milestone:

- Asphalt raised table install - Dec
- Crossing installation

**Ngawha Innovation Park - (FNHL)**

- Earthworks and civil works continue to date. The month of October recorded the highest rainfall in history this year and this has affected the earthworks on the park, on all 3 sites. The Horticulture Hub being the worst affected; not being able to move much earth. Regent Training Centre has had the floor slab completed and structural steel framing has started. The Innovation Hub has had floor

slabs completed and timber and steel framing constructed offsite. Installation will start in November. NorthTec foundations have been poured and slab prepared. The Corrections site has had minor earthworks underway. Design work continues on Berries packhouse, Olivado Pack House and corrections site. Building materials are still being disrupted by Auckland's COVID-19 restrictions, but overall, good progress was made on the building sites in October and we are hoping for a dry November for earthworks.

#### **Northern Adventure Experience Ltd - (TBIG)**

**Opua Cycle Trail:** Resource Consent concept design and documentation is complete with Resource Consent applications to be lodged; however, the design has been rejected by Bay of Islands Vintage Rail (BOIVR). The NAX Working Group met on 27 Oct and agreed to Council's proposal for BOIVRT to provide an OOS to carry out a concept design endorsed by Engineers for Council's consider. The OOS is expected 5 Nov.

Investigations into an alternative route via Whangae Rd and Oromahoe Rd have commenced. UCC have been instructed to scope & price improvements to the roads. Minimal scope likely to be restricted to re-grading where required, formation of rest areas & signage. Due 10 November.

Haigh Workman have carried out a preliminary scoping exercise for an off-road cycleway from Old Whangae Rd to join Whangai Rd (links Kawakawa with alternative route to Opua. HW to provide a fee OOS to carry out the remaining design works for the proposed Old Whangae Rd Track for Council approval.

Further design works remain on hold pending Council decision.

The current works proceeding on the Cycle Trail are:

High level investigation and concept for an alternative route via Whangae Rd

**Te Raupo Rd:** Maintenance gravelling & passing bay works are complete. Bridge design for Bridge T49 replacement in progress. Topographical Survey was undertaken with remaining design for final road form to follow. BOIVRT have been requested to provide a proposed concept vehicle/rail crossing design for Te Raupo Rd to provide ongoing resident access once the rail is restored as part of the Cycle/shared path concept design scope. Ongoing consultation with Te Raupo residents is being led by Suzie Hati-Scott.

#### **Paihia Waterfront Development - (FNHL)**

Detailed design currently being peer reviewed. Dredging tender closed, with award dependent on main ROI timing. ROI for the main contract released and evaluation underway. Due to the effects of lockdown and summer tourism season, physical works will commence in Q1 of 2022. While there is some slippage of our internal programme, overall we are on track to meet the 2023 completion date.

#### **Pukenui Wharf - (FNHL)**

Consents granted and construction underway. Pukenui and Unahi tenders awarded to Total Marine Ltd. Piling of main wharf structure almost complete. Has taken longer than expected due to method of pile set verification required by engineer. Second barge has arrived onsite which will accelerate pace of work, scheduled for December completion.

#### **Rangitane Boat Ramp - (FNHL)**

Detailed Design Underway. EPA fast track consenting application lodged in September with consent to be issued in December. Reports from ecologists, engineers and landscape architect show no adverse effects arising from the development. Residents Association are yet to hand over the jetty consent, so at this stage

it won't be constructed as part of the main project. Discussions on-going. Construction scheduled for Jan 2022 to Sep 2022.

#### **Strategic Roads - Priority 1 Routes - (HC)**

**Peria Rd** - The final section of Peria Road has now been sealed.

There is still work to do to complete the project though, including the installation of guardrails on a number of sites identified by the safety audit, and the bridge strengthening works which will start with 'full deck replacements' on 4 bridges, followed by 'specialist structure improvements' on a further 4 bridges on this 'priority 1 route' from SH1 Fairburn Road to SH10 Oruru Road. Geotechnical designs and pricing for 2 slip repair sites is well underway. There has now been a significant recent new slip on Fairburn Road that has reduced the road to a single lane as a result of the heavy rain event in October. This is technically outside of the scope of work for the PGF project, but we will work closely with the NTA to ensure this slip is repaired as quick as possible.

**Ngapipito Road** - Good progress has been made on this 5 km seal extension project when you consider the poor weather conditions experienced in October. We managed to seal the first 1.5km section in October. Pavement construction and sealing will continue in November, with completion of the full length still on track for December 2021. There has also been a number of slips on this project as a result of the heavy rain events in recent months, but we have managed to repair these during construction.

#### **Strategic Roads - Ruapekapeka Road - (HC) Stage 1**

Weather has prevented the recommencement of earthworks on site in October. We have resource consent approval to place more fill material on DOC land and the site of a future carpark extension development planned by the Trust. Contractors will be back on site in November to complete the earthworks and final pavement construction/sealing of this section of the project.

**Stage 2** - The tender has now been awarded to United Civil, with commencement of physical works programmed for mid-November. The delivery mechanism for Stage 2 utilised the NZTA Northland Delivery Framework (NDF) Lot 2 Suppliers, via a closed tender for construction. The tender documents were peer reviewed by the Northland Transport Alliance, NZTA and Council.

Consultation with affected landowners has continued this month and we have written approval from ALL affected landowners. The consent has been lodged with letters of support from affected parties.

Stage 2 includes the State Highway 1 intersection improvements, but this scope of work has been separated from the seal extension contract. The design of the intersection improvements has been completed. The consent application for the intersection has been lodged.

Waka Kotahi (NZTA) have requested that they lead the delivery of the Intersection Improvements works. The benefits of doing this include a faster consenting process, the delivery/quality/consenting risks would sit with NZTA (it will be their asset when completed) and they can fast track the construction work through their NOC maintenance contract.

Ongoing liaison has continued with Te Ruapekapeka Trust, with the focus now moving to finalising the design of the new Pou structure and associated works at the SH1 Intersection.

#### **Tai Tokerau Kaikohe Safe Streets - (SPL)**

Project Status: Delivery Phase

- Ongoing comms to FNDC comms team with updates on post lockdown works

- Asphalt raised table install - delayed till mid Dec due to lockdown border restrictions – specialist crews coming up across Auckland border (lockdown permitting) - first application for cross border working for crew turned down, in process of re-applying.

#### Next Milestone

- Monitoring Nov, Dec
- Asphalt raised table install – Dec

#### **Te Ha o te Ao - (Jitka Hyde)**

Agreement of Works has been signed. Welder was appointed and asked to order the steel pole so preparation can start. Safety barrier contractor indicated the availability is now in January due to lockdowns and border restrictions to the North. Another contractor was contacted for a quote and earlier installation possibility. Bruce from Buildall who was pre organized to do the onsite work became unavailable due to the length of time taken in getting MoU and Contracts for Work signed. Chris is dealing with another construction company for the foundations. Due to the length of time in liaising with Waka Kotahi, the continuous Covid lockdowns, challenges in the supply chain and port congestion, it is resulting in increases in raw material costs from original quotes obtained, with some revised quotes increasing considerably. We are in the process of updating the original budgets with the new quotes to determine the shortfall (if any) in funding.

#### **Te Hiku o te Ika Revitalization - (HC) –**

The current programme aligns closely with the deliverables specified in the project agreements, however we have still not spent the funds we had planned at this time. Much of this is due to the designers, surveyors and engineers being unable to meet our timeframes with their current workloads. MBIE have approved a variation to the funding agreement to move out milestones and the completion date of the project to November 2022.

#### **Kaitaia**

As a result of the revitalisation project, Kaitaia has been named one of two finalists in the Small Town category. Award ceremony delayed until Covid level allows. A 30 second promo has been created for use by Keep New Zealand beautiful.

Artworks provided by Kiri & Grayson Clarke have proved so popular there have been requests to have more on the Northern side of the old Warehouse Building. Concept designs approved, installation scheduled for October. As a result of the visibility and popularity of their artworks, Kiri & Grayson have secured additional commissions outside of the Te Hiku project. Combined with knowledge gained from attending MSD courses, they have been able to create a viable business for their artworks, and importantly have been able to come off the benefit.

#### **Ahipara**

Our first Pump-Track has been constructed, with the associated landscaping programmed for completion in early November. Foreshore Road Footpath stage 1 has been completed, with section 2 (Panorama Rd to Wreck Bay Rd) design now completed and will commence procurement in November.

9 out of 22 bird seats have been installed by Procrete who are working under the guidance of Stonecraft construction. Remainder will be installed once Covid lockdown levels allow.

#### **Awanui**

Wet weather has delayed installation of tables, but will continue when it improves.

Porthole artwork has been installed. Gate artworks (3) has been installed. Landscaping mostly complete.

#### **General**

Playground equipment has been ordered for all 3 locations, with a 10-12 week lead time based on Auckland returning to level 3.

Social procurement outcomes. All companies and individuals engaged to date are Northland based, and are predominantly from the Far North. The project is still governed by FNDC's procurement policies, and threshold values for supplier selection are adhered to.

FNDC and the project team have set up an initiative to assist local, smaller contractors achieve Sitewise accreditation who don't currently meet this prequalification criteria. To date, 25 contractors have registered for this assistance and 14 have achieved Sitewise since last November. In addition to allowing them to work on this project, this accreditation will prequalify them for future continued work with FNDC. Through this process these contractors will be upskilled specifically in the Health and Safety at Work Act and their systems and processes will improve, resulting in safer workplaces. In addition we have put 32 people through Working at Heights, MEWP and Management and Handling of Hazardous Substances.

#### **Unahi Jetty - (FNHL)**

Detailed design complete, Resource Consent granted, Exemption Building Consent granted. Tender awarded to Total Marine Services Ltd. They are planning on employing Stonecraft as local subcontractors. Pukenui and Unahi to be awarded to the same contractor to save on establishment costs. Precast deck panels and headstocks delivered to site. Site blessing for demolition. Barge mobilised to site ready to demolish the wharf (scheduled to start in October 2021). Project works to start with demolition in October 2021, and be completion delayed by one month to Feb 2022.

#### **Waipapa Sports Complex - (SPL)**

The works on state highway 10 are progressing well, looking to complete by December 21. The Budget adjustment have been presented to the Working Group and have been acknowledged. It has been requested that a paper be prepared for council to validate the budget and scope for December meeting. Notified Resource Consent is underway.

Monthly Highlights:

##### **SH10**

- Installation to telecom chambers and pull pits.
- Booking of cutover of services .
- Driveway constructed.

##### **Resource Consent**

- This will be due for approval in January/February 2022.
- Once RC is issued, then field construction can commence.
- Pricing to for detailed design is underway.

##### **Communications & Engagement**

- An update to the website has been made following feedback from the Working Group.
- Signage brief received.



## FNDC 21/22 CAPTIAL AND RENEWAL PROGRAMME

Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update	Risk	Risk Comments
125 - Footpath Maintenance	New Footpath	Footpath Loop Te Ahu - Te Hiku Sports Hub Unsubsidised	Footpath Loop Te Ahu - Te Hiku Sports Hub Unsubsidised	Physical works contract Tendering underway	Contract award / approval	2	Delays experienced in design / construction / approval resulting in this project not being completed fully this financial year
212 - Sealed Road Resurfacing	Sealing Chip seal	Network Wide	Chip sealing	Construction underway	Construction underway	3	No Delivery risks identified that would result in non-delivery this financial year
213 - Drainage Renewals	Drainage	Various locations - Sealed Rd Pavement Rehab drainage renewal	drainage renewals			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	Management/Investigation and MSQA				3	No Delivery risks identified that would result in non-delivery this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	PAWARENGA ROAD		Physical works completed		3	No Delivery risks identified that would result in non-delivery this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	WAIKARE ROAD		Investigation / Design underway	Detailed design completed.	2	Project deferred to a future financial year
214 - Sealed Road pavement rehabilitation	Rehabs	KINGS ROAD		Investigation / Design underway	Construction underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	KOHUKOHU ROAD		Investigation / Design underway	Detailed design completed.	2	Project deferred to a future financial year
214 - Sealed Road pavement rehabilitation	Rehabs	NGAWHA SPRINGS ROAD		Investigation / Design underway	Investigation / Design underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	SUMMERVILLE AVENUE (KAITAIA)		Investigation / Design underway	Investigation / Design underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	ORURU ROAD		Investigation / Design underway	Detailed design completed.	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	ORURU ROAD		Investigation / Design underway	Detailed design completed.	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	WAIMATENUI / MATARUA ROAD		Investigation / Design underway	Detailed design completed.	2	No Delivery risks identified that would result in non-delivery this financial year
214 - Sealed Road pavement rehabilitation	Rehabs	KERIKERI ROAD		Investigation / Design underway	Investigation / Design underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
215 - Structures Component Replacement	Bridge	Heavy Bridge renewals (full network)	7/21/214 - General Bridge Repair 2021/24	Physical works contract Tendering underway	Contract award / approval	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
215 - Structures Component Replacement	Bridge	Scour Protection Works (Full Network)	7/21/215 - Scour Protection Works 2021/24	Physical works contract Tendering underway	Contract award / approval	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
216 - Bridge and Structures Renewals	Bridge	TBC	Retaining Wall renewals			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
216 - Bridge and Structures Renewals	Bridge	Kaitaia-Awaroa Road(Kaitaia-Awaroa Road Culvert D41 )	7/21/202 - Kaitaia-Awaroa D41 & Kahikatoa M35 Upgrades	Physical works contract Tendering underway	Contract award / approval	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
216 - Bridge and Structures Renewals	Bridge	Kahikatoa M35	7/21/202 - Kaitaia-Awaroa D41 & Kahikatoa M35 Upgrades	Physical works contract Tendering underway	Contract award / approval	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
216 - Bridge and Structures Renewals	Bridge	Puhata Road(Puhata Road Bridge D50)	7/21/203 - Puhata Road Bridge D50 Replacement	Detailed design completed.	Physical works contract Tendering underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	Assoc Improvements	Associated Improvements	144142 - Associated Improvements			2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Barriers	Installation of safety barriers (guardrails) at high priority sites	152020 - Roadside Barriers (Guardrails) and Associated Improvements	Construction underway	Construction underway	3	No Delivery risks identified that would result in non-delivery this financial year

Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update	Risk	Risk Comments
341 - Low Cost Low Risk	LR Imp - Bridges and structures	West Coast Road Bridge G01	152014 - Bridges and Large Culverts Replacement - West Coast Road Bridge G01	Site walk over and final sign off. Issue Practical Completion Certificate	Physical works completed	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Delineation Improvements	Various Sites in FNDC area. Refer list in SharePoint.	144250 - Sight Rails / Coroner Upgrade Programme	Project planning stage	Professional services procurement underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - HRRI	Tokerau Beach Road/ Inland Road	144214 - Safety - Urban/Rural Intersection (HRRI)	Investigation / Design underway	Investigation / Design underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - HRRI	Reef View/Foreshore Road	144213 - Safety - Urban/Rural Intersection (HRRI)	Investigation / Design underway	Investigation / Design underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - HRRI	Pukepoto Road/Lake Road	144212 - Safety - Urban/Rural Intersection (HRRI)	Investigation / Design underway	Investigation / Design underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - HRRI	Uncontrolled Intersections Implementation	144215 - Safety - Urban/Rural Intersection (HRRI)	Investigation / Design underway	Investigation / Design underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Lighting / Signals	Boardwalk extension Whangaroa Marina	144253 - Safety - Lighting/Signals Programme			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Lighting improvements	Scope and locations to be considered on various locations across the District on the roading network	152015 - Lighting Improvements	Physical works completed	Physical works completed	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Other	Scope and locations to be considered on various locations across the District on the roading network	144268 - Wharf supporting infrastructure			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Other	Prioritised projects include - Waitangi, Paihia, Haruru Falls, Opononi, Kohukohu, Horeke	144258 - Access Improvements			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Other	Scope and locations to be considered on various locations across the District on the roading network	144257 - Detour Route Programme			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	WAIKARE ROAD	152007 - Resilience Improvements 2021/22 - Waikare Road			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Powell Road RP209	152019 - Resilience Improvements 2018/21 - Powell Road	Physical works completed	Physical works completed	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Beach Road, Mangonui	152002 - Resilience Improvements 2021/22 - Beach Road, Mangonui	Professional services procurement underway	Investigation / Design underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Gills Road, Awanui	152004 - Resilience Improvements 2021/22 - Gills Road, Awanui	Project planning stage	Professional services procurement underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Kaitaia Awaroa	152005 - Resilience Improvements 2022/23 - Kaitaia Awaroa	Project planning stage	Professional services procurement underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Manawaora Road	152006 - Resilience Improvements 2022/23 - Manawaora Road		Project planning stage	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Pawarenga Road	152010 - Resilience Improvements 2023/24 - Pawarenga Road			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Aucks Road, Okiato - Russell	152003 - Resilience Improvements 2021/22 - Aucks Road, Okiato - Russell	Detailed design completed.	Physical works contract Tendering underway	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Kohukohu Road	152008 - Resilience Improvements 2023/24 - Kohukohu Road			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Resilience improvements	Hupara Road	152011 - Resilience Improvements 2023/24 - Hupara Road			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Seal extensions	Kaimaumau Road RP8759-9933	144145 - New Road Sealing - Seal Extensions			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Seal extensions	Aurere Beach Road RPO-543	144147 - New Road Sealing - Seal Extensions			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year

Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update	Risk	Risk Comments
341 - Low Cost Low Risk	LR Imp - Seal extensions	Arawhata Road RP285-1329	144144 - New Road Sealing - Seal Extensions			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Seal extensions	Kokohuia Road RP164-1560	144146 - New Road Sealing - Seal Extensions			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Signage / pavement marking	District wide	144281 - Wayfinding Signage			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	LR Imp - Traffic management systems	District wide	144272 - Township upgrades			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - HRRR	Kaitaia (Need a RAB_RSAP/DL requirements)	144209 - Safety - Urban/Rural Intersection (HRRR)			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - HRRR	Te Ahu Ahu Rd Route (SSI)	144199 - Safety - High Risk Rural Roads (HRRR)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - HRRR	Rawene (SH12 to SH1 via Car Ferry) (SSI)	144201 - Safety - High Risk Rural Roads (HRRR)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - HRRR	Kaitaia-Awaroa Ahipara-Mangamuka (Hokianga Harbour) SNP	152001 - Safety - High Risk Rural Roads (HRRR)	Investigation / Design underway	Investigation / Design underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - HRRR	Ahipara Sandhills SNP	152000 - Safety - High Risk Rural Roads (HRRR)	Investigation / Design underway	Investigation / Design underway	2	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - PED Imp	Raised Table Zebra Crossings - Upgrade existing - 436 Kerikeri Rd	144244 - Safety - Pedestrian Improvements	Project planning stage	Professional services procurement underway	2	Delays experienced in design / construction / approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	Riverview School (10)	144238 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Springbank, to support Speed Limit Review Program - site to be confirmed	144237 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kaikohe East, to support Speed Limit Review Program- site to be confirmed	144234 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kaitaia, to support Speed Limit Review Program- site to be confirmed	144233 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kaikohe Christian, to support Speed Limit Review Program- site to be confirmed	144235 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Kerikeri Primary, to support Speed Limit Review Program	144236 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - School Zones	School Zones Okaihau, to support Speed Limit Review Program- site to be confirmed	144239 - Safety - School Zones (& Safer Journeys for Schools)	Investigation / Design underway	Investigation / Design underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	BOIW Community Board Plan - Town Safety and beautification	144221 BOIW Community Board Plan - Town Safety and beautification			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Kaikohe Nth Urban Area, to support Speed Limit Review Program	144226 - Safety - Speed Management via Local Area TM	Project planning stage	Professional services procurement underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	North Hokianga & Kaitaia	144218 - Safety - Speed Management			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	Bay of Islands & Kerikeri	144220 - Safety - Speed Management			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	Threshold Treatment Signage, to support Speed Management Program.	144222 - Safety - Speed Management			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Kaitaia Urban Area, to support Speed Limit Review Program	144229 - Safety - Speed Management via Local Area TM			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year

Category	Subcategory	Location	Project Title	Monthly status update	Next months expected status update	Risk	Risk Comments
341 - Low Cost Low Risk	R2Z - Speed Management	#REF!	151999 - Safety - Speed Management via Local Area TM	Project planning stage	Professional services procurement underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	R2Z - Speed Management	LATM - Ahipara Rd, Ahipara Township, to support Speed Limit Review Program	144229 - Safety - Speed Management via Local Area TM			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	W&C - Cycle ways	Connect cycle and pedestrian pathways to parks and reserves around Kawakawa	144184 - Cycleways - BOIW Community Board Plan (Links to TCCT)			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	W&C - Cycle ways	Better Cycle Trail signage needed for route connections & safety	144183 - Cycleways - BOIW Community Board Plan (Links to TCCT)			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
341 - Low Cost Low Risk	W&C - New Footpath	SH11 Kaipatiki Road to York Road	152021 - BOI-Whangaroa Ward: SH11 Kaipatiki Rd to York Rd	Physical works completed	Physical works completed	3	No Delivery risks identified that would result in non-delivery this financial year
341 - Low Cost Low Risk	W&C - Shared path	Paihia to Waitangi - Shared Path to Te Tii	152045 - New Footpaths / Shared Use			1	Delays experienced in programme approval resulting in this project not being completed fully this financial year
Resilience - Unsubsidised	Resilience	West Coast Rd, Panguru	West Coast Rd, Panguru Road Raising	Project on hold	Project on hold	2	Delays experienced in design / construction / approval resulting in this project not being completed fully this financial year
Seal Extension - Unsubsidised		Brass Road, Ahipara	Design & Construct			3	No Delivery risks identified that would result in non-delivery this financial year
Seal Extension - Unsubsidised		Parapara Toatoa Road, Taipa	Design & Construct			3	No Delivery risks identified that would result in non-delivery this financial year
Unsubsidised - Raised Facilities		Kaimaumu Road	Kaimaumu Road Traffic Calming	Project planning stage	Professional services procurement underway	1	Delays experienced in programme approval resulting in this project not being completed fully this financial year



**VENTIA – CONTRACT 7/18/101  
ROAD MAINTENANCE AND  
RENEWALS - MONTHLY REPORT**



**EXECUTIVE SUMMARY**

Another year done and dusted and as everyone has said a challenging one for all. I won't talk COVID anymore this year I promise. I write this on the last working day for the majority of our FNDC South Maintenance team. A satellite crew will be working over the Holiday period monitoring and maintaining the network. With the Christmas Moratorium in place from 23rd Dec to 5th Jan for more significant works.

December feels like it is over before we even got started forgetting that a few milestones were completed in this period. Starting with our round of Wet, roll and grade activities on the higher priority unsealed roads to the welcome of the residents in these areas as well as passing motorists. These ensure corrugations are reduced for a longer period than standard summer grading. Sometimes corrugations can reappear within days of trimming thanks to driver behaviours i.e. speed (Purerua Rd as an example) or the type of vehicle (front wheel drive and the right foot!). Two other significant achievements were knocked over in December with Ngapipito Rd and Ruapekapeka Seal Extensions now fully sealed.

Bayly Rd seal extension is nearing the point of being able to receive a pavement overlay which will commence mid to late January. One day of reseals completed in Kerikeri with another batch of site's programmed for late January.

The last 10% of works were completed following the labour weekend storm. With some community work completed in Moerewa along Otiria Rd for good measure.

If you are reading this before Christmas Ventia wishes you a Merry one with lots of food, company and laughter. If you are reading later on, Happy New Year and welcome to 2022. 😊



## WORK PROGRAMME

A total of 2065 individual work items were completed throughout the month of December which 1731 were routine find and fix issues, 568 was cyclic or part of annual rounds, 97 were programmed works, 7 were renewals/capital projects, and 34 were callouts or emergency response works.

January 2021 forward works programme has been submitted in RAMM.

## ROUTINE WORKS COMPLETED

Routine maintenance activities completed in December:

1. 110 sealed potholes repaired
2. 690 unsealed potholes repaired
3. 88 km of unsealed roads graded equating to 10% of the total unsealed network.

## DRAINAGE MAINTENANCE AND RENEWALS

Drainage maintenance activities completed in December:

4. 4 Culvert ends cleared
5. 2805m of heavy water tabling
6. 0m of light water tabling
7. 33.5 m Culvert pipes replaced/new
8. 8 Culverts flushed



*Rangitane Loop Rd – Culvert  
Flushing – Before/After*

## ROUTINE INSPECTION REPORT

Our 3 inspectors have been going very well keeping up with the task of inspecting each road before its inspection date. For the third month in a row none have missed a due date.

**Sealed** - There are currently 0 sealed inspections running overdue.

**Unsealed** - There are currently 0 un-sealed inspections running overdue. Due to lockdown

**Drainage** - There are currently 0 drainage inspections running overdue.

	Contractors Monthly Inspections (km)	
	North Area	South Area
Week 1		316.449
Week 2		335.274
Week 3		536.097
Week 4		119.725
Week 5		
<b>Total</b>		<b>1307.544</b>

**ORDERED WORKS**

A few odd jobs picked up in the short month, firstly – a massive granddad pine on Oetztman Rd was felled to the ground that had a cracked trunk.

Wet, roll and grades were carried out on the usual list in December with a sample of the finished product to the right.

Mackie and Selwyn attended to some urgent Bridge Repairs on Quarry Rd, Kaikohe.



*Oetztman Rd – Granddaddy pine removal*



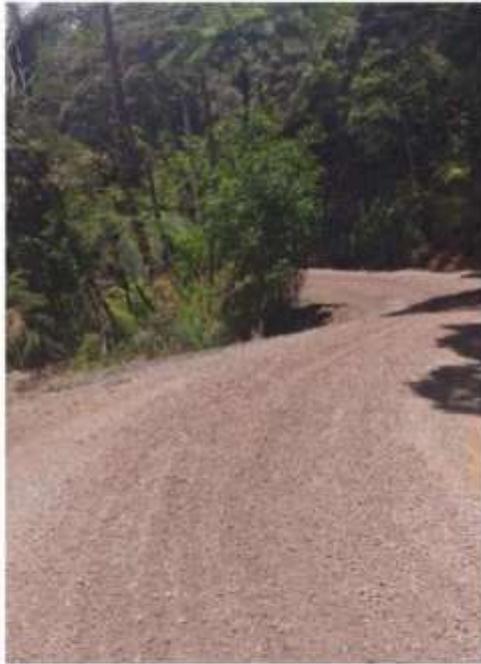
*Quarry Rd, Kaikohe – Bridge Repairs to edging and running boards*



*Hautapu Rd – Wet Roll Grade*

### METALLING TOTALS

386.6m<sup>3</sup> of maintenance meal was applied to the unsealed network.



*Oramahoe Rd*



*Mangakaretu Rd*

### ROAD FURNITURE ACTIVITY

- 31 new signs installed or replaced (damaged or missing)
- 16 signposts replaced/new
- 81 signs re-re-erected or straightened
- 68 signs/posts cleaned
- 43 posts painted

On the last day before break up the team completed a new sight rail on Wahamiti Lane in Otiria.



*Mill Rd, Kawakawa – Replaced post*

## PAVEMENT REHABILITATIONS

### Seal Extensions

#### Ngapipito Rd – RP3500 – 8435 (PGF)

The final section of pavement was sealed at the Kaikohe end of the seal extension. With the pavement works now complete we turned our attention to the guardrail installation and drainage works on the peripheries.



Ngapipito Rd – New Headwall



#### Ruapekapeka Rd – RP4500 – 5800

Much the same as Ngapipito Rd a coat of bitumen was applied to a beautifully stabilised pavement in early December. With bulk earthworks finished in late November the job has come up excellent. The only thing left in the new year is a sweep, linemark and some signs.

**Kings Rd, Paihia**

All footpath works and subsoil installation were completed in early November with the plan unchanged on pavement works commencing after the New Year.

**Bayly Rd**

70m of 375mm culvert plus 8 scruffy domes were installed in December, tree removal accompanied the clearing and subsoil installation. This leaves the dish channel and pavement construction for January with a target of completing the project by early February. When driving by you will now notice a big change in the intersection layout making it safer and easier to enter/exit Bayly Rd.



Other sites on the sealed pavement rehab list are – Waikare Rd, Kerikeri Rd and Ngawha Springs Rehabs. These re all at various stages of design/approval.

**RESURFACING**

With 35% of the reseals now completed for the year things have been progressing well. Still a large volume to complete but the programme is for completion by end of March with a lot of sites nearer to the centre of the network left to seal.

As mentioned in last month’s report with the boarder now open, we have a commitment from the Auckland based surfacing team that they are booked in for two weeks in March.



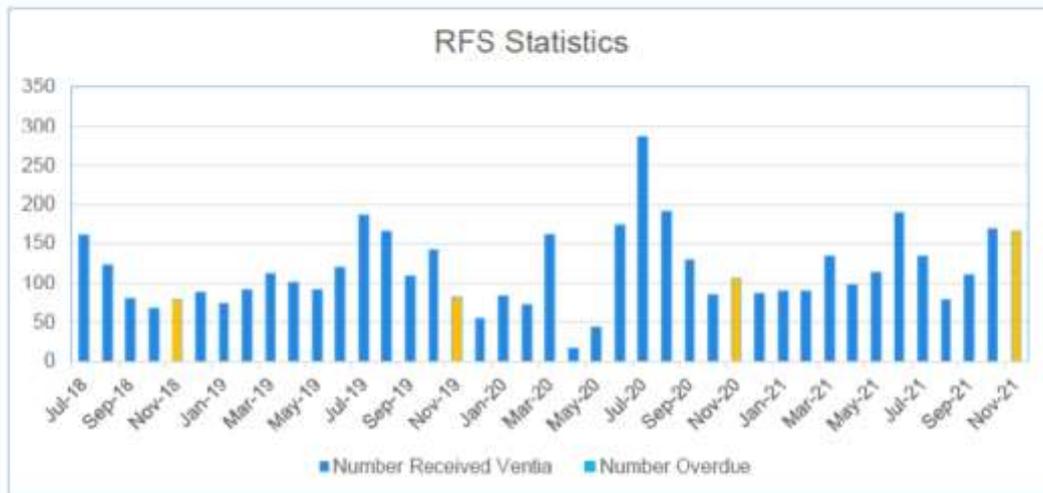
**ROAD ACCIDENT REPORT**

No accidents to report this month.

**CUSTOMER SERVICE ISSUES/COMPLAINTS**

As with most months the data is a month behind due to timing. So, in terms of RFS’s in November it was another big month keeping the team busy, the main reasons for the high volume leads to unusually wet

weather. Ventia received 167 service requests during November and had 0 overdue. The below graph shows the number of RFS's received by our branch each month during the NTA contract and any overdue.



**COMPLIMENTS**

We received the following compliments in December

**RFS 408xxx8**

*Thank you Cheryl for the completion of this work on Wahamiti Lane. It has made a huge difference to those of us who are residents on this lane and to those who regularly visit the cemetery.*

*Kind regards*

*SR*

**RAMM ISSUES**

We experienced several Pocket RAMM and RAMM database issues, all reported to RAMM support and resolved after testing and resyncing of tablets.

**HEALTH AND SAFETY**

With it being a short month and limits on gathering sizes we have been preparing our back to work toolboxes for each team – returning on Monday 10<sup>th</sup> January.

**TRAINING**

**On the training front**

A couple of the team achieve licence upgrades as per below. With a large volume of licence upgrades recently the team is becoming more resilient and skilled at the same time.

- Roger successfully passed his Class 4 full license.
- Sharon passed her Class 4 Learners.

**ENVIRONMENT**

In December we had no notifiable incidents to report.

**ANNUAL ROUTINE ACTIVITY ACHIEVEMENT**

Routine and cyclic rounds start at the financial year.

Biennial Painting of All Rails to funding	5% completed - on hold due to funding
Biennial Parapet Painting of Bridges to funding	0% completed - on hold due to funding
Annual Cleaning of EMP's	28% completed
Annual Sucking of All Sumps commence in Feb 22	0% completed – Round to
Biannual sweeping to commence in Nov 21	35% completed – 1st round
Urban Vegetation Spraying	60% completed - first round
Rural Vegetation Spraying	54% completed - first round



*Whaakauru Valley Rd – Emergency call out*

**COMMUNITY ENGAGEMENT**

Today (22/12/21) we finished running in asphalt millings to the Waitangi Bike Park to tie into the new sealed Bayly Rd in the New Year. Some nice photos to follow in next month's report.

It was a busy month for animal encounters for the team and ended up in a competitive What's App session on who could find the most one day.



**FNDC TENDERED WORKS/OTHER**

With Ngapipito Rd pavement completed the Construction team moved onto a new subdivision in Waipapa off Klinac Lane. Say gidday if driving by. Works involves forming a new pavement and earthworks/drainage works.



## FULTON HOGAN - NORTH AREA MAINTENANCE NETWORK CONTRACT 7/18/100 MONTHLY REPORT



### SUMMARY

Attached is the Fulton Hogan monthly report for December 2021.

### REHABS

Project	Completed This month	Programmed Next Month
<b>2020/21 Projects:</b>		
Pawarenga Rd Rehabilitation 2020-21	Practical completion snag list.	
West Coast Rd Flood Mitigation 2019-20		Drainage job.
Church Rd Seal Extension 2020-21	Awaiting post construction safety audit recommendation for guardrail.	
Peia Rd Seal Extension 2020-21	Guardrail widening's completed.	Commence slip repairs (TBC).
<b>2021/22 Projects:</b>		
Oruru Rd Rehab RP 7692-8310	Commenced rock wall construction.	Complete rock wall construction.
Oruru Rd Rehab RP 13450-13800	Completed clearing, earthworks and drainage.	Commenced pavement works.
Kohukohu Rd Rehab RP9824-11181		Design option required to complete drawings.
Summerville Rd Rehab RP0-184	Commenced drainage design.	Finalise drainage design.
Brass Rd Seal Extension RP15-1725	Clearing completed, drainage started.	Continue drainage, tree trimming.
Parapara-Toatoa Rd Seal Extension RP62-920	Commenced clearing & drain clearing.	Complete clearing and start drainage.

### MAINTENANCE SUMMARY

#### Unsealed Maintenance

- Grading 198,717 km
- Potholes 433 ea
- Maintenance Metal 2,824 m<sup>3</sup>

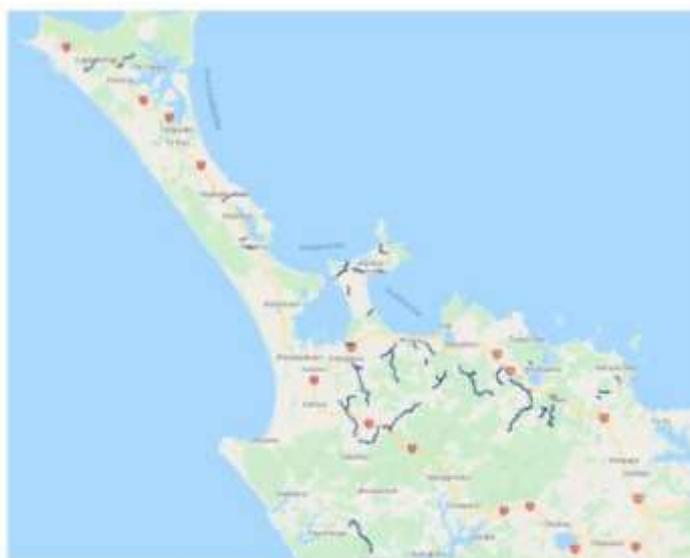
- Heavy Metal Overlay 160 m3
- Envelope Mowing 0.004km

**Sealed Maintenance**

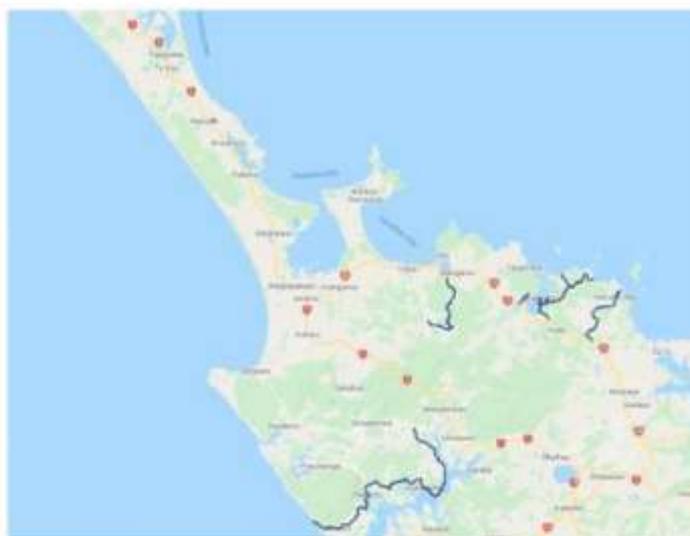
- Potholes 50 ea.
- Edge break 1.5 m
- Berm mowing 123 km

**Drainage**

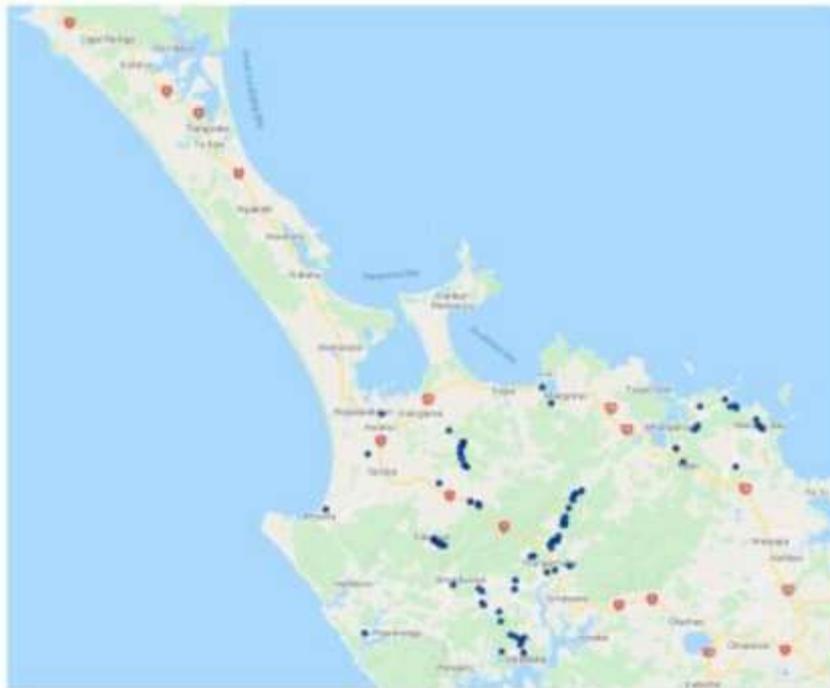
- Routine Maintenance 12 ea.
- Heavy water tabling 7.5 km



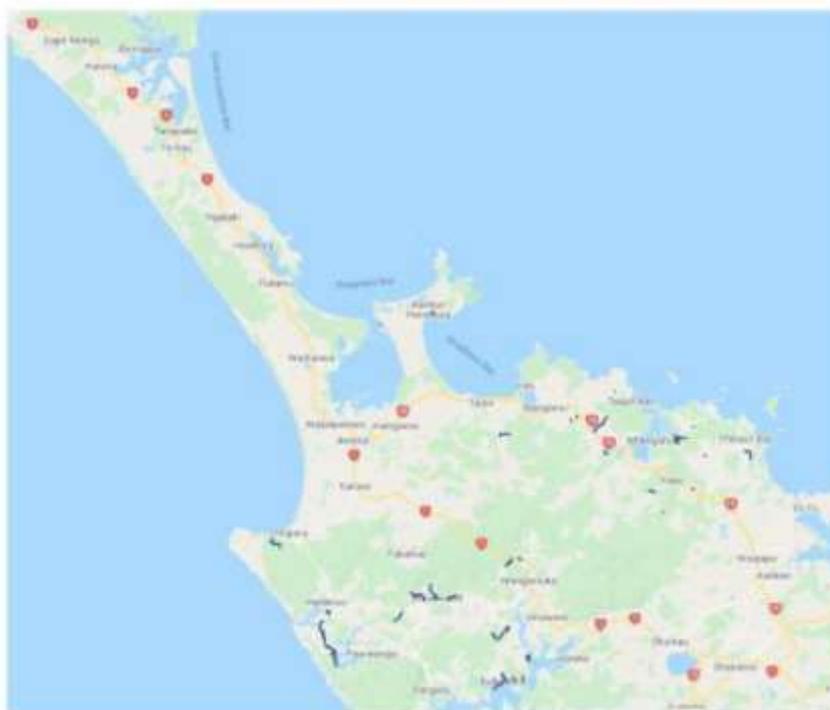
**Figure 1: Routine Maintenance Grading Completed December 2021**



**Figure 2: Routine Mowing Completed December 2021**



**Figure 3: Routine Potholes Completed December 2021**



**Figure 4: Maintenance Metal & Heavy Metal December 2021**



Figure 5: Peria Rd Seal Extension Guardrail Widening



Figure 6: Peria Rd Seal Extension Guardrail Widening



Figure 7: Oruru Rd Rehab & Rockwall Preparation



Figure 8: Oruru Rd Rehab & Rockwall In Progress



**Figure 9: Parapara Toatoa Rd Seal Extension Drainage Works**



**Figure 10: Parapara Toatoa Rd Seal Extension Drainage Works**



**Figure 11: Parapara Toatoa Rd Seal Extension Drainage Works**



Figure 12: Brass Rd Seal Extension Clearing



Figure 13: Brass Rd Seal Extension Clearing



Figure 14: Brass Rd Seal Extension Clearing



Figure 15: Brass Rd Seal Extension Clearing



Figure 16: Kaimaumu Rd Seal Extension



Figure 17: West Coast Rd Bridge Approach



Figure 18: West Coast Rd Bridge Approach

## HEALTH & SAFETY

No injuries this month.

Type	# during period	# to date	Days since last incident
Lost time injury (LTI)	0	2	415
Medical Treatment Case (MTC)	0	1	25
First Aid Injury (FAI)	0	0	1222

## QUALITY AND TRAINING

### *Environmental non-compliance notices issued*

- Nil non-compliances to report.

### *Notice to Contractor issued*

- NTC 90 Kaimaumu Rd Traffic Calming Speed Cushions
- NTC 91 Kaimaumu Rd Seal Extension
- NTC 92 Incident Response Reporting Template
- NTC 93 2021-22 Financial Year Confirmed Budget Allocations

### *Training*

- Nil

### *RAMM Issue for the month*

- Nil

### *RFS Report*

- Not received from Council

## FEEDBACK

**Date: December 2021**

**Subject: Positive Feedback**

**Service Lane (by Warehouse Kaitaia)**

CE of He Korowai Trust is extremely impressed with the work on the service lane.

## JANUARY PROGRAMME

Maintenance activities programmed for January 2021 relate to routine sealed and unsealed maintenance activities such as sealed and unsealed potholes, signs and drainage. Grading and metaling are deferred until weather conditions provide more favourable conditions.

Ordered works activities include the following:

- Peria Road Seal Extension Slip Repair Subcontractor Agreement & Planning
- Oruru Road Rehab 1 Rock wall construction
- Oruru Road Rehab 2 Pavement commencement
- Parapara Toatoa Rd Seal Extension – Clearing
- Brass Rd Seal Extension – Drainage and tree trimming

NZ TRANSPORT AGENCY (WAKA KOTAHI) - NORTHLAND ACTIVITY UPDA 

No updates for December 2021

NOVEMBER

Activity	2021-24 NLTP	Completion	Progress	Commentary
State highway maintenance, operations and renewals	\$91,550	0%	Amber	Waka Kotahi and the NOC contractor has agreed on the final program. A total of 168 lane kilometres will be delivered, which is more than the previous year. The construction season has started in September and a total of five kilometres of the program has been delivered which includes a rehab site. Weather has had a delay to the program but we are confident that we will complete the 21/22 program.
Low Cost / Low Risk	\$5.3M	95%	Green	<p><b>Far North District Council Projects</b></p> <p>SH10 Bush Point works - repairs to be carried out this year.</p> <p>SH12 Omapere to Opononi (3km) - Detailed Design for Stage 1 completed and survey completed for whole route. Awaiting confirmation of funding to proceed to physical works.</p> <p>SH1 Kawakawa Pedestrian Crossing - A preliminary design has been completed for a raised platform and pedestrian crossing to the east of the township. Waka Kotahi are working with FNDC Innovative Streets Project team and awaiting confirmation of funding to implement the design.</p> <p>Mangamuka Gorge: Currently open to all traffic. Final works are to be undertaken this spring.</p> <p><a href="#">SH1 Mangamuka Gorge   NZ Transport Agency</a></p>
SH1: Dome Valley Safety Improvements	\$31.7M	Early 2022	Green	<p>Work continues in stages 3 and 5, either side of the Dome peak. This work is planned to be completed in early 2022</p> <p><a href="#">SH1 Dome Valley   NZ Transport Agency</a></p>
Northland speed review		2022	Green	<p>Public engagement on 11 corridors of state highway (9 in Northland, 2 in north Auckland) closed in June 2021.</p> <p>Summary of the engagement process and feedback: <a href="#">Northland and north Auckland speed reviews engagement summary (nzta.govt.nz)</a></p> <p>Our intention is to now progress to the next stage of speed reviews on the corridors next year. This will involve formal consultation with the public, iwi and key stakeholders. Consultation will begin from mid-February, when we will be releasing detailed proposals about reductions in speed on these corridors which have been formed from through previous community engagement and technical assessments. These speed reviews form part of our work towards Vision Zero – an Aotearoa where no one is killed or seriously injured on our roads.</p>
SH1 Whangārei to Wellsford Standard Safety Intervention (Road to Zero)	\$4M	Underway	Green	<p>Pre-implementation underway for Central (Port Marsden Highway to Schultz Road) and Southern (Piroa Stream Bridge to Wellsford). Conversations with key stakeholders, communities and affected landowners are underway, including engagement efforts with the Waipū community regarding intersections near the township. Some light construction (flexible median barriers, wider centrelines) may commence early 2022, with main construction expected to commence mid-2022 (subject to funding and approvals).</p> <p><a href="#">SH1 Whangarei to Wellsford   NZ Transport Agency</a></p>
SH1 Warkworth to Wellsford		Route protection	Green	<p>On 25 March Auckland Council granted resource consents, subject to conditions, for the Warkworth to Wellsford project. Waka Kotahi confirmed the NoR on 11 May 2021. The appeal period for the NoR closed on 1 July 2021 and several appeals have been filed with the Environment Court.</p>

Activity	2021-24 NLTP	Completion	Progress	Commentary
				<p>Both resource consent and NoR appeals will now progress via usual Environment Court process. Once the Environment Court process has concluded Waka Kotahi will provide further information on the outcome of this process.</p> <p>Completing the route projection phase for this project will provide long term certainty for property owners, adjacent communities and the wider region. Waka Kotahi does not anticipate any works on the corridor commencing this decade.</p> <p><a href="#">SH1 Warkworth to Wellsford</a></p>
<p><b>SH1 Whangārei to Te Hana</b></p> <p>1. Whangārei to Port Marsden Highway - NZ Upgrade Programme</p> <p>2. Port Marsden Highway to Te Hana</p>		TBC		<p>The Government has instructed Waka Kotahi to implement a new option for the corridor that focuses on safety improvements along the existing state highway, and the construction of a new rail line to Northport.</p> <p>The new option will support Northland’s economic growth, improve supply chain resilience, reduce emissions and improve road safety. The current proposal to upgrade State Highway 1 to four lanes will not continue.</p> <p>Waka Kotahi and KiwiRail are now working together to further develop these projects for consideration by ministers. This will include confirming the scope, costs and timelines for the re-scoped projects, as well as carrying out economic analysis. The significant work already completed for the four-laning project will inform this development work.</p> <p>Waka Kotahi is preparing an engagement report, based on recent feedback on safety and consultation on the Whangārei to Port Marsden Highway project last year.</p> <p><a href="#">SH1 Whangārei to Port Marsden Highway safety improvements</a>   <a href="#">Whangarei to Te Hana</a>   <a href="#">NZ Transport Agency</a>   <a href="#">Whangarei to Port Marsden Highway</a></p>
<b>SH1 Loop Road Safety improvements</b>	\$49.65M	TBC	Amber	<p>With the recent changes to the NZ Upgrade Programme, the next steps for completing the southern works (new two-lane bridge and southbound taper lane) for the Loop Road project are currently being worked through.</p> <p>The Loop Road intersection will continue to operate as a single lane roundabout until a new bridge over Otaika Stream is constructed to take the additional southbound lane.</p> <p>Waka Kotahi are working through the final design and property requirements</p> <p><a href="#">SH1 Loop Road Safety Improvements</a></p>
<b>SH10 Kaeo bridge</b>	\$40M	Early 2024	Green	<p>Construction has commenced, with initial works focused on preloading and earthworks on the western approach and widening the road at the site of the planned roundabout to give crews space to work on the eastern abutment.</p> <p>Traffic will be one-way through the site for the duration of the project, except for this Christmas period, when traffic will flow as normal across the old bridge.</p> <p><a href="#">Kaeo Bridge</a>   <a href="#">NZ Transport Agency</a></p>
<b>SH10 Waipapa corridor improvements</b>	\$24.5M	Early 2022	Green	<p>Minor defects remain to be worked through, including modifications to the traffic islands at the northern end of SH10 to improve traffic flow around northbound right turning vehicles.</p> <p><a href="#">SH10 Waipapa Corridor Improvements</a>   <a href="#">NZ Transport Agency</a></p>
<b>SH1/11 Kawakawa intersection improvements (NZ Upgrade Programme)</b>	\$6M	Late 2021	Green	<p>Traffic is flowing through operating roundabout and works are complete. Completion event with Minister scheduled for 2 February. Cultural design elements (pou, wall carvings) have been designed and constructed with local iwi, Ngāti Hine.</p> <p><a href="#">SH1/SH11 Kawakawa intersection improvements</a>   <a href="#">Waka Kotahi NZ Transport Agency (nzta.govt.nz)</a></p>



## 3 WATERS OPERATIONS

Water, wastewater and storm water in alliance with Far North Waters. To enable an integrated and flexible approach to Water Management.

### EXECUTIVE SUMMARY

- **RFS:** 293 Request for Service (RFS) call outs in December, down from 336 in November, 295 in October and 300 in September
- **HR:** Our Water Quality Manager, Two Electricians and Two projects' Supervisors started in December.
- **Preventive maintenance:** 76% (68 of 89 jobs completed)
- **Reactive Renewals:** A total of 18 RRW's were raised in the month of December
- **Sewer Spill:** Rawene, upstream the WWTP: Incident occurred on the 15<sup>th</sup> when low flow has been reported on the into Rawene WWTP, large spill only located on the 20<sup>th</sup>, very difficult access, it took Two long days to clear the line and to clean the spill. Has been reported to NRC, visit on site, report completed. Several recommendations have been raised and are now in place. Another spill occurred, on the 17<sup>th</sup> when driving past, a sewage spill was identified by field staff at Tokarau Beach, report being completed early Jan 2022.
- **Optic fibre strikes:** Wed 1<sup>st</sup>, Chorus line damage when carrying out new sewer connection Davis Rd. Tues 7<sup>th</sup>, Chorus line damage when installing new water connection. For both Chorus strikes the area and been 'swept' and services identified. When excavating found that the identification tape/plastic marker were not positioned over cables which were damaged.

### OPERATIONS & MAINTENANCE – WATER, STORMWATER AND WASTEWATER RETICULATION

- **Third party damage:** Tues 7th, a contractor conducting direction drilling cause significant damage to the main sewer line at Beechy St Opua. Repairs were carried out over several days and services restored, final reinstatement of roading and pavement to be completed in the New Year.

- **Road Runner PS:** Both pumps at this station previously failed, the temporary pump (previously installed) has been removed and the new pumps installed.
- **Water & Wastewater Flow Monitoring:** Works associated with the FNDC contractors conducting the recording of flow using detection monitor/recording devices is nearing completion. Final additional drawdowns at Pump Stations (approx. 20) now to be conducted in Jan 2022 with the removal of the monitoring devices to follow Jan/Feb 2022.
- **1 Davis Cres Paihia:** Previous sewer spill from the gully trap on the property likely caused due to mainline being at capacity during wet weather events. Property owner has requested that something is done as is an ongoing issue. Request received from FNDC engineering to supply quote to install an inline gully Non-Return Valve. Quote completed and submitted.

**Water & Wastewater Treatment**

- **Kerikeri WTP:** During the week of the 20th, the clarifier was empty of cleaning. Due to on-going issue of filtration backwash frequency decreasing to the point of daily backwashing, the decision to fully empty and clean the clarifier was undertaken, which has resulted in backwashes now extend to twice weekly cycle with the addition of water conservation heading into the holiday demand period.
- **Taraire Hill WTP and Opononi WTP:** The membrane plant had its annual servicing deferred early in the year due to the unavailability of service agent Masons contractors ( Covid lockdown in Auckland), and this has now been completed with Masons servicing the membrane plants (2 skids). Manson will also be submitting a service report in the new year that will indicate the life expectancy of the membranes as preparation for the schedule 7-year service due in 2023.
- **Paihia WTP:** Intake manhole repair by the Ventia Projects team. Carbon dosing unit project has gone out to tender

**All other plants running with only standard operational issues**

**TRAINING SCHEDULE**

Asbestos Awareness (B), Certified Handler and Class 2 Licence (for one staff member) was completed in December.



**Upcoming Training**

**JANUARY**

- Confined Space
- Dangerous Goods Endorsement
- Basic Computer

## FEBUARY

- Advanced Excel
- NEBOSH (1/3/21)

## HEALTH AND SAFETY

Safety Lag Indicators													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Injury - LTI	0	0	0	0	0	0	-	-	-	-	-	-	0
Injury - MTI	1	1	0	0	0	0	-	-	-	-	-	-	2

## Risks and Opportunities

- Risk - Mobile plant and vehicles VOC's - Ongoing
- Covid-19 Traffic Light System

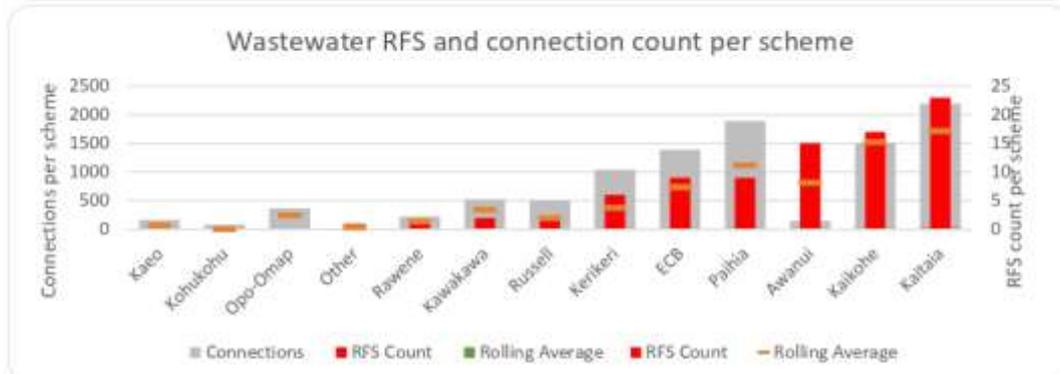
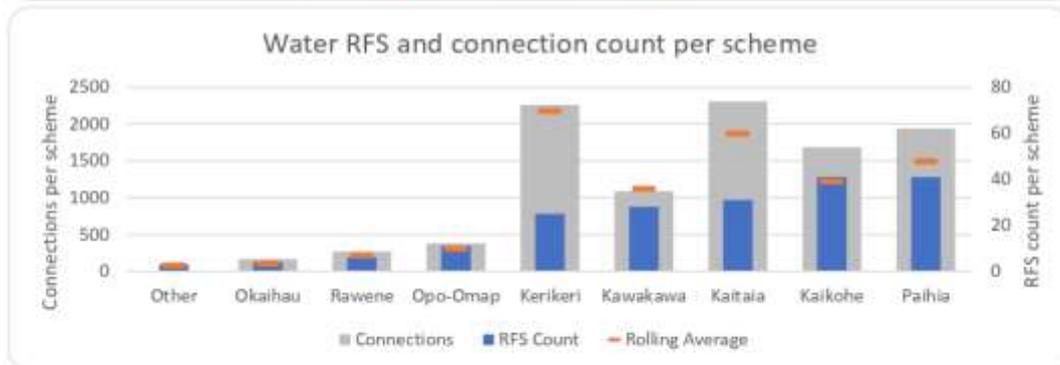
## Key Activities:

- Health and Safety all staff meeting not held – team toolboxes held instead
- Regional HSE monthly meeting has been moved to a team's meeting
- Health and Safety Committee monthly meeting hold on the 22nd

Incident Date	Severity	Description
1/12/2021 12:00pm	Utility Strike	Whilst opening the ground to find the existing sewer main, fibre optic cable was struck at approx. 150mm below the surface.
7/12/2021 12:00pm	Utility Strike	Whilst digging for a new water connection, a fibre cable was struck.

## CUSTOMERS

The request for service (RFS) total for December was 293, including 16 stormwater RFS. This is down from 336 in November, 295 in October and 300 in September. This includes 89 RFS's for the North region, and 197 for the South region. The total for December 2019 was 360, and December 2020 was 422.



**DIA REPORT – DECEMBER 2021**

<b>Sewerage Overflows Attend / Resolve KPI DIA/LTP/Alliance</b>	<b>Water Urgent Attend/Resolve KPI DIA/LTP/Alliance</b>
Total Sewerage Overflow Submissions	"Water-Urgent" Submissions
<b>10</b>	<b>3</b>
Median Attend Time (Hours) DIA 6 (22a) LTP 3.1.3 TARGET <= 2hrs	Median Attend Time (Hours) DIA 3a (30a) LTP 2.1.3 Target <= 2hrs
<b>1.65</b>	<b>.75</b>
Median Resolve Time (Hours) DIA 7 (22b) LTP 3.1.3 TARGET <= 4hrs	Median Resolve Time (Hours) DIA 3b (30b) LTP 2.1.3 Target <= 4hrs
<b>3.77</b>	<b>5.87</b>
<b>Sewerage Overflows Attend / Resolve KPI % LTP/Alliance</b>	
Attend KPI Met (%) LTP 3.1.5 Target >= 95%	
<b>40</b>	
Resolve KPI Met (%) LTP 3.1.5 Target >= 95%	
<b>30</b>	
<b>Sewerage Non-Urgent Attend/Resolve KPI Alliance</b>	<b>Water Non-Urgent Attend/Resolve KPI DIA/LTP/Alliance</b>
Total "Sewer Non-Urgent" Submissions	"Water Non-Urgent" Submissions
<b>9</b>	<b>125</b>
Sewer Non-Urgent Median Attend Time (Hours) Target <= 24hrs	Median Attend Time (Hours) DIA 3c (30c) LTP 2.1.3 Target <= 48hrs
<b>2.02</b>	<b>7.43</b>
Sewer Non-Urgent Median Resolve Time (Hours) Target <= 48hrs	Median Resolve Time (Hours) DIA 3d (30d) LTP 2.1.3 Target <= 72hrs
<b>3.78</b>	<b>13.73</b>
<b>Dry Weather Overflows per 1000 Connections DIA/LTP/Alliance</b>	<b>Water Other - Water Connections Alliance</b>
No of Dry Weather Overflows	"Water Other" Submission Connections Only
<b>1</b>	<b>1</b>
Dry Weather Overflows per 1000 Connections DIA a (20) LTP 3.1.1 Target <= 12/annum	Water Other Resolve Time (Hours) Connections Only Target <= 24hrs
<b>.0863</b>	<b>26</b>
<b>Sewerage Customer Satisfaction KPI DIA/LTP/Alliance</b>	<b>Water Customer Satisfaction (Quality/Continuity of Supply) DIA/LTP</b>
No of Sewerage Faults/Complaints	Water Quality/Continuity Faults
<b>24</b>	<b>30</b>
Complaints per 1000 Connections DIA 8 (23) LTP 3.1.4 Target <= 150/annum	Total Water Quality Faults per 1000 DIA 4 LTP 2.1.4 Target <=100/annum
<b>2.07</b>	<b>2.95</b>

**PROJECTS**

- Projects Division had zero health and safety incidents this month.
- Work volumes are an issue, we have only received a Rawene De Sludge job for planned work for the 2021-2022 financial year. Rawene Stage 2 Sludging we have now received however we are yet to receive any other work from this year's LTP.
- Approval for work to get water treatment plants compliant is still an issue.



**RISK and ASSETS**

- The 3 Waters business is continuing to operate under Traffic Light Red Level restrictions, with relatively minimal difficulty. The Alliance Pandemic Operating Plan has been amended to reflect the new Traffic Light System
- December saw a slight reduction in the PM attainment with 76% of PM's being closed off. It is suspected that the paperwork for a number of the December PM's is still to be returned, despite the maintenance works having been completed.
- A review of PMs for the 2021 calendar year has resulted in an overall PM attainment of 89%. A total of 1088 out of 1217 PM's were completed and closed off during the year.
- PM tasks have now been created for all water storage reservoirs throughout the district. The first work orders relating to water reservoirs will be issued in February 2022.
- The new Kerikeri Wastewater Treatment Plant assets have now been included in MEX at an individual level and PM tasks established for the plant based on the plant Operation and Maintenance Manuals provided at handover.
- Progress has been made, and will continue, on rationalising the asset information currently within MEX in relation to the district wastewater treatment plants. This will enable the development of PM tasks and the issue of work orders for each plant to be generated.



COMPLIANCE

Sites	Asset Group	Status		Comment
		Compliant	Detail	
Ahipara			Condition 10 - Faecal Coliforms Condition 2 - Leachate	<ul style="list-style-type: none"> <li>Council is investigating land disposal options at Ahipara.</li> <li>Funding has been found to purchase equipment for automated leachate monitoring. This will enable more precise control.</li> </ul>
Hihi			Non - Compliant	<ul style="list-style-type: none"> <li>The project to upgrade plant is in its initiation phase.</li> <li>The downstream NH4-N exceeded 1.6g/m3. There was a similar breach in January 21 suggesting this is caused by summer low flows. This can be addressed in the design of the new treatment plant.</li> <li>Special summer E.coli monitoring has commenced as required by consent conditions.</li> </ul>
Opononi			Condition 19 – E.Coli.	<ul style="list-style-type: none"> <li>Wetland restoration completed in October. E.coli has reduced from 10863 MPN to 3076 MPN but is not yet in compliant range &lt;3000MPN.</li> <li>Resource Consent renewal in process</li> </ul>
Russell			Non-compliant	<ul style="list-style-type: none"> <li>Water Quality compliant this month</li> <li>Non-compliance relates to outstanding reporting and monitoring.</li> <li>IAM Team Lead liaising with NRC and FNW about current abatement notice.</li> <li>Asset Managers have scheduled several improvements: Inlet Works (screen) UV Unit Replacement, New or Refurbished disposal bores, Pond liner replacement.</li> </ul>
Taipa			Non-compliant	<ul style="list-style-type: none"> <li>Desludging of lagoon 2 in October temporarily affected processing of ammonia. The ammonia trend has improved from 28.1g/m3 in October to 9.89g/m3 in December. The consent limit is 5g/m3.</li> <li>All other parameters were compliant and E.Coli and coliform results have improved significantly since desludging.</li> </ul>
Whatuwhiwhi			Condition 8 – TSS	<ul style="list-style-type: none"> <li>High TSS caused by algae. Compliance Lead discussing option for algacide with NRC</li> <li>Faecals and E.Coli trending up. FNW investigating options for replacing aerator and desludging. Seeking methodology, timeline and cost from provider. Due for desludging in 23/24 year. UV's being serviced January 2022.</li> </ul>

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. TAN - Total ammoniacal nitrogen | 5. BOD – Biological oxygen demand  |
| 2. TN – Total nitrogen             | 6. MAV – Maximum acceptable values |
| 3. DO – Dissolved oxygen           | 7. THM – Trihalomethanes           |
| 4. TSS – Total suspended solids    | 8. TP – Total Phosphates           |

## 6.4 INFRASTRUCTURE COMMITTEE ACTION SHEET UPDATE JANUARY 2022

**File Number:** A3571263

**Author:** Rhonda-May Whiu, Democracy Advisor

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Infrastructure Committee with an overview of outstanding decisions from 1 January 2020.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- The focus of this paper is on decisions made by the Infrastructure Committee.
- Action sheets are also in place for Council and Community Boards.
- All actions for the Infrastructure Committee from 1 January 2020 have been completed.
- There are no outstanding or overdue actions for the Infrastructure Committee.

### TŪTOHUNGA / RECOMMENDATION

**That the Infrastructure Committee receive the report Action Sheet Update January 2022.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

There are no outstanding or overdue actions for the Infrastructure Committee. All actions for the Infrastructure Committee from 1 January 2020 have been completed.

### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

### Take Tūtohunga / Reason for the recommendation

To provide the Infrastructure Committee with an overview of outstanding committee decisions from 1 January 2020. There are no outstanding or overdue actions for the Infrastructure Committee. All actions for the Infrastructure Committee from 1 January 2020 have been completed.

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

There are no financial implications or need for budgetary provision in receiving this report.

### ĀPITIHINGA / ATTACHMENTS

Nil

**7 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**