



**Far North  
District Council**



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

# **AGENDA**

## **Supplementary Reports Ordinary Council Meeting**

**Thursday, 22 September 2022**

**Time: 10:00am**  
**Location: Council Chamber**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

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



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## 7 REPORTS

### 7.7 REQUEST FOR HALL DELEGATIONS

**File Number:** A3514967

**Author:** Sheryl Gavin, Manager - Corporate Planning & Community Development

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To submit a request from the Kaikohe-Hokianga Community Board for delegations over community halls in the Kaikohe-Hokianga ward.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council has received a request from the Kaikohe-Hokianga Community Board to be delegated full responsibility for Council-owned community halls in the Kaikohe-Hokianga community. The request excludes the Kaikohe Memorial Hall and community-owned halls on community-owned land.
- Council has an operative Halls and Facilities Strategy 2015 (the Strategy) and an operative Community Halls Policy 2016 (the Policy). Both documents speak to the role of Community Boards in relation to halls, but neither are explicit on the role of the Community Board. Both documents should be reviewed to strengthen roles and responsibilities and strategic intent.
- Halls are included in the civic amenities for which Council has delegated authority to Community Boards. Community Boards are to appoint management committees for local reserves, cemeteries, halls, and community centres where recommended by staff.
- The request by the Kaikohe-Hokianga Community Board has been assessed by Council Officers. This report considers three options:  
Option 1: Granting the Community Board's request  
Option 2: Reviewing the Policy and the Strategy before submitting the request back to Council.  
Option 3: Maintain the status quo.

#### TŪTOHUNGA / RECOMMENDATION

**That Council:**

**Instruct the Chief Executive Officer to review the Halls and Facilities Strategy 2015 and the Community Halls Policy 2016 within the next 12 months in collaboration with all Community Boards.**

**Council delegations to Community Boards in relation to community halls be considered by Council when these documents have been adopted.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

In June 2019 the Kaikohe-Hokianga Community Board passed a resolution to amend its strategic statement previously updated at the May 2019 meeting by adding the following words:

##### Delegations

*The board seeks to be delegated full responsibility for community halls (except for Kaikohe Memorial Hall). As governance skills, policies, and systems, are developed, further delegations will be sought. The board will work with the other community boards to achieve a consistent approach amongst them.*

The request was discussed by the Community Board Working Party, and a process for managing requests such as these was developed and agreed. The agreed process requires the Community

Board to complete a form clearly stating the request along with context and rationale to support the request. On 6 October 2021 the attached form was received. The resolution and completed form form the basis of this report.

Since receiving the request discussions have taken place with the Chairperson of the Kaikohe-Hokianga Community Board to seek clarification of what the Board wanted to be able to do that it could not already do. This remains unclear, so it is assumed that the Board wishes to take on all operational activities including asset management, and the procurement and delivery of maintenance and renewal goods and services.

Halls that are the subject of this request are:

Council owned on Council land	Council-owned on Crown land
<ul style="list-style-type: none"> <li>• Kohukohu Hall</li> <li>• South Hokianga War Memorial Hall</li> <li>• Kaikohe Senior Citizens Hall</li> <li>• Horeke Hall</li> <li>• Okaihau Hall</li> <li>• Rawene Hall</li> </ul>	<ul style="list-style-type: none"> <li>• Taheke Community Centre</li> </ul>

Community-owned buildings on community owned land (Ngawha, Waimamaku and Umawera) are excluded from the request, as is the Kaikohe War Memorial Hall.

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

### Related strategy and policy

Council adopted a Halls and Facilities Strategy (the Strategy) in 2015 following substantial community engagement and input from Community Boards. A Community Halls Policy (the Policy) was then adopted in 2016.

Council’s policy on the management and operation of community halls is:

- Council will take responsibility for the maintenance of the external envelope of the building, building compliance (BWOFF), insurance, maintenance of effluent fields, water supplies, car parks, and fences of any halls that it owns.
- Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments, and purchase of replacement equipment such as stoves etc.
- Local hall committees are responsible for insurance of chattels such as chairs, tables, and crockery. This is to be funded from user fees, local fundraising, and/or grants from the Community Board or other funders.
- Hall committees are not-for-profit legal entities (or sit under the umbrella of one) to ensure there is a high level of accountability and transparency, and to maximise the opportunity to access external funding.

Hall Committees are to report annually to the relevant Community Board on the level of facility use, income received, and any investment they may have made in the facility.

Although the Policy states that Community boards have delegated responsibility for community buildings that provide a space for social interaction, the day-to-day role of the Community Board is not detailed in any meaningful way.

The stated intent of the Policy is to ensure that current and future needs for halls and similar facilities are met, and that communities take an active role in facilitating the provision of accessible, safe, and well-maintained facilities. More specificity of roles and responsibilities, and reference to any

applicable standard operating procedures would make the Policy more useful on a daily basis for Council, Community Boards, community management committees, and staff.

### **Operational activities**

Asset management, maintenance and renewal are functions within the mandate of the Chief Executive Officer. Activities include:

- Tri-annual condition assessments
- Assessment and delivery of renewal and upgrade programmes
- Development, procurement, and delivery of maintenance programmes
- Development of business cases and project briefs as applicable.
- Liaison with hall committees as required
- Reactive maintenance work.

### **Option 1: Approval of delegations**

That Council delegates to the Kaikohe-Hokianga Community Board the repair, maintenance, hirage and use of the public halls within the local ward, excluding the Kaikohe Memorial Hall and any other hall classified as a strategic or district-wide hall.

Council cannot delegate the procurement of goods and services to the Community Board, but it could ask the Community Board to have more involvement in the asset management by agreeing work programmes. This would require Community Boards to review condition assessments and work with Council officers to develop an annual work programme for each facility. This is similar to the process for incorporating footpath and lighting priorities in work programmes, and could be put in place without a resolution of Council.

With the exception of allowing Community Boards to have more involvement in developing work programmes (which could be put in place now), it is unclear what else Community Boards want to be able to do. This is therefore not the recommended option.

### **Option 2 (recommended): Review the Strategy and Policy**

More clarity about roles and responsibilities would be of significant benefit to Council, Community Boards, the communities that use the facilities, and Council staff. This is a workstream that would be undertaken with the incoming Council and Community Boards. Once clear it would be a relatively simple task to define appropriate processes to ensure the more effective operation, maintenance, and long-term sustainability of community halls. Once the refreshed Strategy and Policy are adopted Council review delegations for community halls with the benefit of a stronger framework to guide decision-making and clarity about who does what.

Depending on work programmes this work could be completed within six to 12 months. Note that substantial input from Community Boards will be required along with an appropriate level of public consultation.

### **Option 3: Status quo**

That Council decline the request from the Community Board. Council officers do not believe this is a viable option. It is agreed that in some cases community halls are not well maintained, and that maintenance programmes are not transparent. There is indeed work to be done in this space to ensure clarity of roles and responsibilities are clear and that strategy and policy statements enable effective decision-making for these important community facilities.

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

Significant time has passed since both the Halls and Facilities Strategy and the Community Halls Policy were adopted. With a move towards localism and community empowerment, and at the start of a new triennium, it would be an appropriate time for these documents to be reviewed, potentially with the dialogue being led by the new Community Board Coordinators. This would enable the

delivery of more consistent outcomes across the District and eliminate many of the pain points experienced regularly by Council, Community Boards, Council staff and those who use the facilities.

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

There are no immediate financial implications.

#### **ĀPITIHINGA / ATTACHMENTS**

- 1. Request for Hall Delegations - A3899212**  

**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>	see community halls as important to their sense of place and connection.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Board delegations and the Local Government Act 2002 Halls and Facilities Strategy 2015 Community Halls Policy 2016
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The matter presented in this report relates to the Kaikohe-Hokianga ward via its representative Community Board.
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 matter is of relevance to Māori as members of communities that make use of community halls.
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).	Groups and individuals who use community halls regularly.
State the financial implications and where budgetary provisions have been made to support this decision.	None
Chief Financial Officer review.	CFO has reviewed the report



### Request for Community Board Delegation

 <p><b>Far North District Council</b> Te Kaunihera o Tai Tokerau Ki Te Raki</p>	<p>Request for delegations to be completed prior to being submitted as part of a resolution at the relevant Community Board meeting.</p>
<p><b>Requestor Name:</b></p>	<p>M. Kie</p>
<p><b>Request Description</b> (Please include as much information as you can)</p>	<p>1) What delegation do you want the board to have? Halls - full delegations</p> <p>2) Is it for only your board, or all boards? Either way</p> <p>3) What triggered this request? Resolution of CB.</p> <p>4) What outcome are you seeking by having this delegation? Better halls strategy</p>

## 8 INFORMATION REPORTS

### 8.4 PROGRESS REPORT: THE REINTRODUCTION OF DEVELOPMENT CONTRIBUTIONS IN THE FAR NORTH DISTRICT IN ALIGNMENT WITH THE 2024-34 LONG TERM PLAN

**File Number:** A3589460

**Author:** Roger Ackers, Manager - Strategy Development

**Authoriser:** Darren Edwards, General Manager - Strategic Planning and Policy

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To report back to Council on the progress against the indicative project schedule for the reintroduction of development contributions in alignment with the 2024-34 Long Term Plan.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report provides an update to elected members on the progress made towards the reintroduction of development contributions with the 2024-34 Long Term Plan.

#### TŪTOHUNGA / RECOMMENDATION

**That the Council receive the report Progress Report: The Reintroduction of Development Contributions in the Far North District in Alignment with the 2024-34 Long Term Plan.**

#### TĀHUHU KŌRERO / BACKGROUND

On 16 December 2021 Council approved that a new development contributions policy be adopted with the 2024-34 Long Term Plan and that staff report on the progress against the indicative project schedule as captured in the 16 December 2021 report on development contributions.

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

A new development contributions policy is included in the list of Chief Executive Officer delivery priorities. A revised action plan was presented to the 11 August 2022 Council meeting. This is aligned with the delivery of the wider priorities that are focused on closing the service gap and a reset of the Far North Waters Alliance.

The first task in the revised plan is as follows and is currently underway:

- *Complete an internal stocktake of evidence that is required to inform a list of new projects to be included in asset management plans for waters (as required by the Department of Internal Affairs (DIA) by July 2023), transportation, parks, reserves, and community facilities.*

The initial findings from this stocktake have found the following;

- There is evidence in the form of asset management planning documents for roading and community facilities to potentially inform a list of new projects attributed to growth that could be included in planning process for the 2024-34 Long Term Plan and therefore could be included in section 201A schedule of assets in a new development contributions policy.
- It is unlikely that there will be enough detailed evidence to support the inclusion of new growth related waters (storm, waste, water) projects in Asset Management Plans ready for July 2023 due date as per the DIA requirements for new water entity.

Staff from across the Council are participating in an integrated planning workshop on 6 October 2022. This will further inform the stocktake of evidence as per task one of the revised plan.

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

There are no financial or budgetary implications that will result from Council receiving this report.

**ĀPITIHINGA / ATTACHMENTS**

**Nil**

**9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<p><b>9.9 - Kawakawa to Opua Cycleway - Update and Next Steps.</b></p>	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>9.10 - New Lease for Commercial Property - 13 Homestead Road, Kerikeri</b></p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>