



**Far North  
District Council**



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

# **AGENDA**

## **Extraordinary Council Meeting**

**Thursday 18 January 2024**

**Time: 10.00**

**Location: Virtually via Teams**

**Membership:**

Kahika - Mayor Moko Tepania - Chairperson  
Kōwhai - Deputy Mayor Kelly Stratford  
Cr Ann Court  
Cr Felicity Foy  
Cr Hilda Halkyard-Harawira  
Cr Babe Kapa  
Cr Penetaui Kleskovic  
Cr Steve McNally  
Cr Mate Radich  
Cr Tāmāti Rākena  
Cr John Vujcich



**Far North District Council  
Extraordinary Council Meeting  
will be held Virtually via Teams on:  
Thursday 18 January 2024 at 10.00**

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**Te Paeroa Mahi / Order of Business**

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## **1 KARAKIA TIMATANGA / OPENING PRAYER**

Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through Council discussions and decisions the representatives we have elected may govern the Far North District with imagination, skill and wisdom to achieve a fairer and more united Community that enhances the wellbeing of our district and solves the District's problems efficiently and effectively.

## **2 NGĀ 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 Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (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 NGĀ TONO KŌRERO / DEPUTATIONS**

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

## **4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS**

## 5 NGĀ PŪRONGO / REPORTS

### 5.1 UPDATES TO 2024 MEETING SCHEDULE

**File Number:** A4530435

**Author:** Ellie Greenwood, Democracy Advisor

**Authoriser:** Jonathan Slavich, Chief Financial Officer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To update the 2024 Council reserve dates and adopt the 2024 Committee meeting dates.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- On 16 November 2023 Council adopted the 2024 Council formal meeting dates and the reserve meeting dates.
- Committee dates were not included in the 16 November 2023 formal recommendation (only included in report and attachment) and are therefore included in this recommendation formally.
- Reserve dates have been identified as dates to keep for Council business as required (workshops, briefings, training sessions and extraordinary meetings).
- Reserve dates from the day before each Council meeting have been removed to allow time for Council meeting preparation.
- The attached updated calendar outlines dates for formal Council, Committee meetings and reserve days for training and workshops.
- Regional and National dates have been considered in setting these dates.
- Council and Committee formal meetings have been aligned with Maramataka.
- Community Board meetings were confirmed and adopted in 2023 by each Community Board.

#### TŪTOHUNGA / RECOMMENDATION

**That Council:**

**a) adopt the following amended 2024 Reserve dates:**

- **January 30, 31**
- **February 21, 27**
- **March 5, 6, 12, 27**
- **April 2, 9, 24, 30**
- **May 1, 7, 29**
- **June 4, 5, 11, 26**
- **July 2, 3, 9, 30, 31**
- **August 6, 28**
- **September 2, 3, 10, 25**
- **October 2, 8, 9, 15, 30**
- **November 5, 6, 12, 27**
- **December 4, 10**

**b) adopt the following 2024 Committee meeting dates:**

- Te Huia - Executive Review Committee (4 weekly)**
  - **1 February**

- **29 February**
  - **4 April**
  - **2 May**
  - **30 May**
  - **4 July**
  - **1 August**
  - **29 August**
  - **3 October**
  - **7 November**
- ii. Te Kuaka – Te Ao Māori Committee (bi-monthly)**
- **22 February**
  - **22 April**
  - **27 June**
  - **22 August**
  - **31 October**
  - **11 December**
- iii. Te Miromiro – Assurance, Risk and Finance Committee (6 weekly)**
- **28 February**
  - **3 April**
  - **22 May**
  - **24 July**
  - **4 September**
  - **22 October**
  - **3 December**
- iv. Te Koukou-Transport Committee (4 weekly)**
- **20 February**
  - **26 March**
  - **23 April**
  - **21 May**
  - **25 June**
  - **23 July**
  - **20 August**
  - **24 September**
  - **29 October**
  - **26 November**

## 1) TĀHUHU KŌRERO / BACKGROUND

It is good practice across New Zealand for a Council to set its Formal Meeting Calendar a year in advance. In scheduling meetings and the frequency, Councillors should be mindful of the following principles:

- Meetings should be necessary for the good governance of its region or district.
- Meetings should promote the open and public transaction of business at meetings.
- Councillors are considered to be in a part time role of which attendance at formal meetings is only a small portion of the role. Consideration needs to be given to balancing workloads and non-Council commitments.

The proposed schedule includes 'reserve' dates for additional Council commitments such as workshops, training, extraordinary meetings or briefings to enable elected members to plan their varying commitments and in recognition that workshops are a beneficial tool to engage on technical or complex issues where staff require some indication on direction.

Council resolved in December 2019 not to conduct meetings on 28 October each year in recognition of He Whakaputanga o te Rangatiratanga o Nu Tireni – Declaration of Independence of the United Tribes of New Zealand.

Council had a wānanga (workshop) on 23 November 2022 with esteemed Maramataka expert Matua Rereata Makiha who explained the benefits of following the moon cycles. Meeting dates have been proposed to take place on days aligned for better decision making.

<b>Council (4 weekly)</b>	<b>Te Huia - Executive Review Committee (4 weekly)</b>	<b>Te Kuaka – Te Ao Māori Committee (bi-monthly)</b>	<b>Te Miromiro – Assurance, Risk and Finance Committee (6 weekly)</b>	<b>Te Koukou- Transport Committee (4 weekly)</b>
8 February	1 February	22 February	28 February	20 February
14 March	29 February	22 April	3 April	26 March
11 April	4 April	27 June	22 May	23 April
9 May	2 May	22 August	24 July	21 May
13 June	30 May	31 October	4 September	25 June
11 July	4 July	11 December	22 October	23 July
8 August	1 August		3 December	20 August
12 September	29 August			24 September
17 October	3 October			29 October
14 November	7 November			26 November
12 December				

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

In setting the 2021 meeting calendar Council adopted to hold 10 Council meetings, 29 Committee meetings and held an additional 6 extraordinary meetings.

For the year of 2023 Council adopted to hold 11 Council meetings, 23 Committee meetings and held an additional 8 extraordinary meetings. An additional 4 meetings were set with the addition of Te Koukou Transport Committee.

This report proposes the majority of meetings be held on a 4-weekly cycle. Te Miromiro – Assurance, Risk and Finance terms of reference has been amended to meet a six-weekly meeting schedule. Te Kuaka – Te Ao Māori Committee terms of reference will be amended at the first



Committee meeting of 2024 to meet a bimonthly meeting schedule. Further exceptions are proposed and listed in the table below:

<b>Meeting</b>	<b>Rationale</b>
Council meeting 14 March (5 weeks)	Clash with R&P on 4 <sup>th</sup> week
Council meeting 13 June (5 weeks)	Clash with Whiro moon cycle on 4 <sup>th</sup> week
Council meeting 12 September (5 weeks)	To avoid clash with Whiro moon cycle in October
Council meeting 17 October (5 weeks)	Alignment with Rongo moon cycle
Te Miromiro – Assurance, Risk and Finance Committee meeting 3 April (5 weeks)	Clash with Council meeting on 6 <sup>th</sup> week
Te Miromiro – Assurance, Risk and Finance Committee meeting 22 May (7 weeks)	Clash with Community Boards on 6 <sup>th</sup> week
Te Miromiro – Assurance, Risk and Finance Committee meeting 24 July (9 weeks)	Alignment with Independent Chair scheduling requests
Te Miromiro – Assurance, Risk and Finance Committee meeting 22 October (7 weeks)	Alignment with Independent Chair scheduling requests
Te Koukou – Transport Committee meeting 26 March (5 weeks)	Clash with Community Boards on 4 <sup>th</sup> week
Te Koukou – Transport Committee meeting 24 June (5 weeks)	Clash with Community Boards on 4 <sup>th</sup> week
Te Koukou – Transport Committee meeting 24 September (5 weeks)	Clash with Community Boards on 4 <sup>th</sup> week
Te Koukou – Transport Committee meeting 29 October (5 weeks)	Clash with Community Boards on 4 <sup>th</sup> week
Te Huia – Executive Committee meeting 4 April (5 weeks)	Alignment with request for committee to be on different cycle to other committees
Te Huia – Executive Committee meeting 4 July (5 weeks)	Alignment with request for committee to be on different cycle to other committees
Te Huia – Executive Committee meeting 3 October (5 weeks)	Alignment with request for committee to be on different cycle to other committees
Te Huia – Executive Committee meeting 7 November (5 weeks)	Alignment with request for committee to be on different cycle to other committees

It is proposed that meetings be held on a 4 week cycle with the above variations. All dates are selected in an attempt to align with Maramataka to support good decision making.

Community Boards under legislation set their own meeting dates around Councils. Each Community Board confirmed its 2024 meeting schedule in 2023.

This report recommends that all meetings in the schedule be held at Far North District Council headquarters in Kaikohe. The Far North District Council does not own any suitable buildings

elsewhere. While it is possible, hosting meetings elsewhere comes with an increase in cost and cannot be supported to the same level that is possible at headquarters (i.e livestreaming). If there is a desire to hold meetings elsewhere consideration needs to be given to what value this would add to the decision-making process.

Please note, additional time may be required outside of this schedule for extraordinary, urgent matters. Staff are committed to providing as much notice as possible and that business, where possible, is restricted to the days adopted as part of this schedule. If and when dates are not required staff will endeavour to provide timely cancellations.

### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To adopt a schedule of meetings and reserve days for the 2024 calendar year.

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

There is a cost in supporting meetings, and these are covered within operational budgets.

The cost in supporting meetings varies depending on the number of staff in attendance, the location and the duration of the meeting. These costs are charged out across the organisation making it difficult to report an exact “per meeting” figure.

While the frequency of meetings is proposed to increase from previous years the total number of meetings requiring support from staff are reduced.

### **ATTACHMENTS**

1. **Full Formal Meeting Calendar - A4530704** [↓](#) 

**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>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 matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
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 particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The CFO has reviewed this report.



Formal Meetings																												
2024																												
	January	February	March	April	May	June	July	August	September	October	November	December																
Sat						1							Sat															
Sun						2							Sun															
Mon	1 NEW YEAR'S			1 EASTER MONDAY		3 KING'S BIRTHDAY	1					2	Mon															
Tue	2 NEW YEAR'S			2 RESERVE	RTC	4 RESERVE	2 ZONE 1	RESERVE		3 RESERVE	1	RTC	3	Tue														
Wed	3			3 TMARF	1 RESERVE	6 RESERVE	CMBIND CB'S	3 RESERVE		4 RESERVE	TMARF	2 RESERVE	4	Wed														
Thu	4	1	THEC	4 THEC	2 THEC	8		4 THEC	1	THEC	6		3	THEC	Thu													
Fri	5	2		1 NAT COUNCIL	6	3 NAT COUNCIL	7		6 NAT COUNCIL	2			4	1	8	5	Fri											
Sat	6	3		2	8	4	8	8	3	7			2	7	8	6	Sat											
Sun	7	4		3	7	5	9	7	4	8			3	8	9	7	Sun											
Mon	8	5		4	8		10	NAT COUNCIL (online oatohup)	8				4	MAYORAL FORUM	9		Mon											
Tue	9	6	WAITANGI	5	RESERVE	9	RESERVE	7	RESERVE	11	RTC	RESERVE	8	RESERVE	10	RESERVE	10	Tue										
Wed	10	7		6	RESERVE	CMBIND CB'S	10		8				11	RESERVE	CMBIND CB'S	6	RESERVE	11	TKTAM	RTC	Wed							
Thu	11	8	COUNCIL	7	R&P ONLINE	11	COUNCIL	9	COUNCIL	13	COUNCIL	11	COUNCIL	12	COUNCIL	10		7	THEC	12	COUNCIL	Thu						
Fri	12	9		8	YEM	12		10		14		12	TBC TOATB	9		13		8	MARUATA	13		Fri						
Sat	13	10		9		13		11		15		13		10		14		9		14		Sat						
Sun	14	11		10		14		12		16		14		11		15		10		15		Sun						
Mon	15	12		11		15		13		17		15		12		16		11		14	NAT COUNCIL (online oatohup)	11		18	16	Mon		
Tue	16	13	THCB	RTC	12	RESERVE	16	THCB	14	THCB	18	THCB	16	THCB	17	THCB	16	THCB	15	RESERVE	12	RESERVE	17	THCB	19	Tue		
Wed	17	14		13		17		15		18		17		14		18		13		18		13		18		Wed		
Thu	18	15	BOIWCB	14	COUNCIL	18	BOIWCB	16	BOIWCB	20	BOIWCB	18	BOIWCB	16	BOIWCB	19	BOIWCB	17	COUNCIL	14	COUNCIL	19	BOIWCB	20	BOIWCB	19	Thu	
Fri	19	16	TBC TOATB	KHCB	15		19	KHCB	17	MARUATA	KHCB	21	KHCB	19	KHCB	19	NAT COUNCIL online conference briefing	KHCB	20	NAT CONCIL	KHCB	TBC TOATB	18	YEM	15	20	KHCB	Fri
Sat	20	17		16		20		18		22		20		17		21		16		21		16		21		21	Sat	
Sun	21	18		17		21		19		23		21		18		22		17		22		17		22		22	Sun	
Mon	22	19		18		22	TKTAM	20	YEM	24		22		19		23		18		23		18		23		23	Mon	
Tue	23	20	TKTC	19	ZONE 1	THCB	23	TKTC	21	TKTC	25	TKTC	23	TKTC	20	MARUATA	TKTC	24	TKTC	22	THCB	TMARF	19	ZONE 1	THCB	24	24	Tue
Wed	24	21	RESERVE	20		24	RESERVE	22	TMARF	28	RESERVE	24	TMARF	21	LONG AGM	YEM	NTWK HUI	25	RESERVE	23			20		25	CHRISTMAS	Wed	
Thu	25	22	TKTAM	21	BOIWCB	25	ANZAC DAY	23		27	TKTAM	25		22	TKTAM	26		24	BOIWCB	21	BOIWCB	28	BOXING DAY		26	26	Thu	
Fri	26	23		22	MARUATA	KHCB	TOATB	26		24	TBC TOATB	28	MATARIKI	26	YEM	23		27	MARUATA	25	KHCB	22	TBC TOATB	KHCB	R&P	27		Fri
Sat	27	24		23		27		25		29		27		24		28		24		28		23		28		28	Sat	
Sun	28	25		24		28		26		30		28		25		29		25		29		24		29		29	Sun	
Mon	29	ANNIVERSARY	MAYORAL FORUM	MARUATA	26		29		27	MAYORAL FORUM				28	MAYORAL FORUM	30		28	MAYORAL FORUM	30		HE WHAKAPUTANGA	25		30		30	Mon
Tue	30	RESERVE	27	MARUATA	28	TKTC	30	RESERVE	28				30	RESERVE	27			30	RESERVE	29	TKTC	28	TKTC	31		31	Tue	
Wed	31	RESERVE	28	TMARF	27	RESERVE		29	RESERVE		31	RESERVE	CMBIND CB'S	28	RESERVE			31	RESERVE	30	RESERVE	27	RESERVE				Wed	
Thu		29	THEC	28				30	THEC					29	THEC			31	TKTAM	28	NAT COUNCIL							Thu
Fri				29	GOOD FRIDAY			31						30				31		29	NAT COUNCIL						Fri	
Sat				30										31													Sat	
Sun				31																							Sun	

COUNCIL
Te Miroiro - 6 weekly
Te Koukou + - 4 weekly
Te Kuaka + - 4 weekly
Te Huta - 4 weekly
CB's X 3 - 4 weekly
RESERVE DAY'S

EXTERNAL
LONG AG
Zone 1 NFT
Mayoral forum
YEM
National Council
MARUATA
LONG R&P
Combined CB
TOATB
DAQ not included
HOLIDAY'S
RTC



## 5.2 TEMPORARY ROAD CLOSURE - WAITANGI WEEKEND 2024

**File Number:** A4532901

**Author:** Fraser Hoani, Road Corridor Manager - TMC

**Authoriser:** Calvin Thomas, General Manager - Northland Transportation Alliance

### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this paper is to obtain Council approval for a temporary road closure.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Northland Transportation Alliance manage temporary road closures for events as Councils roading and transport department.
- The task of approving Road Closures, specifically for the safe operation of Events, cannot be delegated by Council.
- Advertising of each event will take place approximately 42 days before proposed event and 1 week before the event in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965
- Without Council approval the Waitangi Day commemoration event cannot take place.

### TŪTOHUNGA / RECOMMENDATION

**That Council approve the proposed temporary road closure to accommodate the safe operation of the Waitangi Day commemoration weekend event.**

### 1) TĀHUHU KŌRERO / BACKGROUND

#### Waitangi weekend - Te Tii Marae: Sunday 4<sup>th</sup> February 2024 to Tuesday 6<sup>th</sup> February 2024

Waitangi weekend commemorations will be showcased with a large marquee for people to sit and enjoy food from the food stalls and the entertainment showcased on site, for the start of the long Waitangi weekend.

Road closures and times:

- 3 days from 4th - 6th February 2024, 7am to 6pm.
- Te Kemara Avenue from Tahuna Road and Te Karuwha Parade.

#### Waitangi Day: Tuesday 6<sup>th</sup> February 2024

To assist Police and security on site, ensure safe operations for the day and provide security for VIP operations. Reduce friction between vehicles and pedestrians, directing travellers to parking areas and shuttle buses at the Bledisloe Domain, and Haruru Falls. Shuttles will transfer members of the public to and from Waitangi Marae and grounds for the Day.

Road closures and time:

- 6th February 2024 (Waitangi Day) - one day, 4am to 6pm.
  - Te Kemara Avenue
  - Te Karuwha Parade
  - Tau Henare Drive
  - Tahuna Road
  - Ngatirahiri Road

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

The Public Notice for the proposed temporary road closures has been advertised in the Northern News, Chronicle, Northland Age and FNDC Website at least 42 days before this event and 7 days leading up to this event.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To enable the Waitangi Weekend Commemorations to take place.

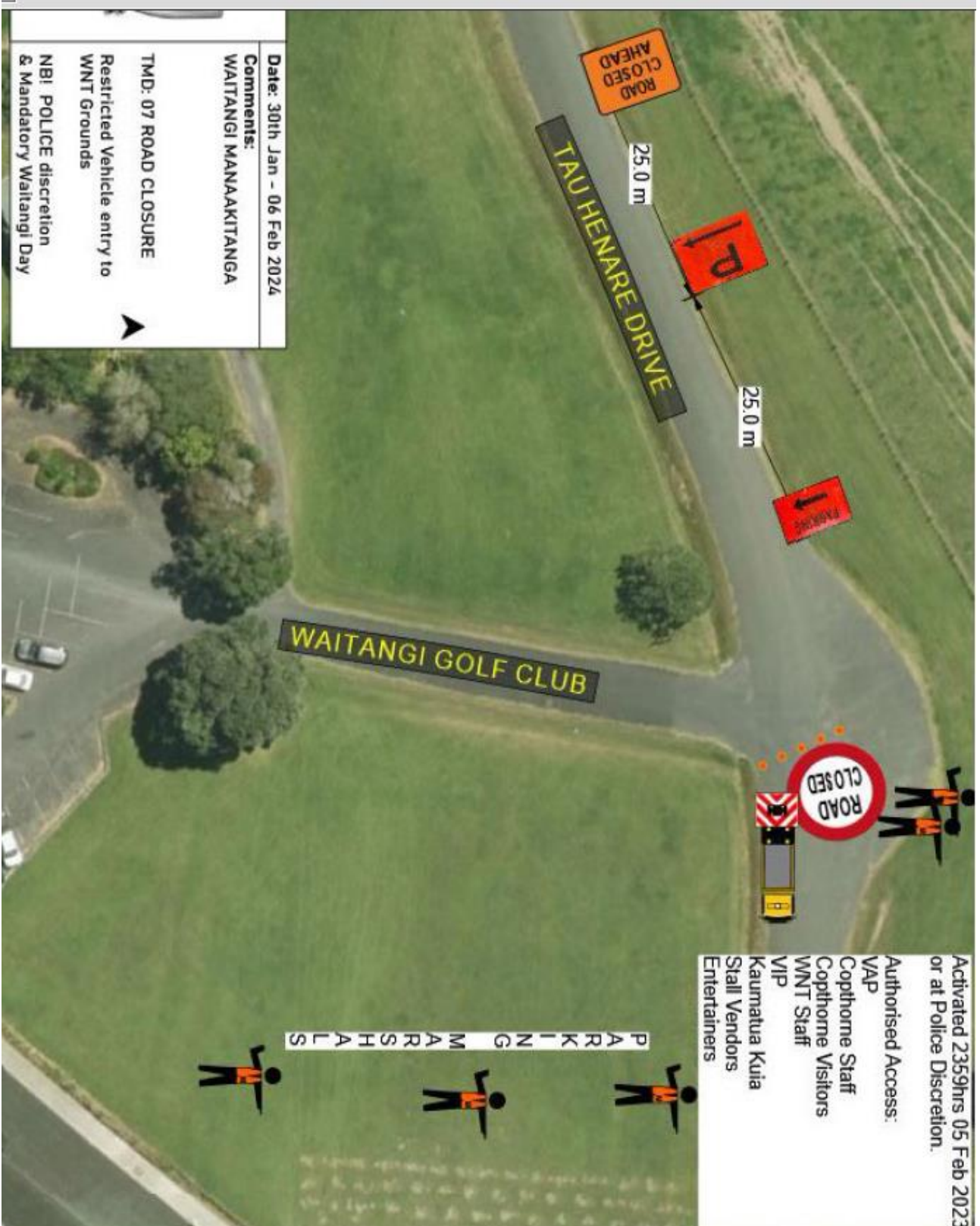
**3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no budgetary implications.

**ĀPITIHINGA / ATTACHMENTS**

Nil











**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>	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.	For the purpose of holding on any road any vehicle races or trails, or any processions, carnivals, celebrations, sporting events, or other special events, the controlling authority may, subject to the provisions of these regulations, close the road to ordinary vehicular traffic for a period or series of periods of not more than 12 hours each in any consecutive 24 hours.
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.	Local relevance
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No specific implications for Maori have been identified.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	N/A
State the financial implications and where budgetary provisions have been made to support this decision.	No budgetary implications
Chief Financial Officer review.	The Chief Financial Officer has not reviewed the report

**6 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**7 TE KAPINGA HUI / MEETING CLOSE**