

AGENDA

Ordinary Council Meeting

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 Tāmati Rākena

Cr John Vujcich

Thursday, 14 November 2024

**Time: 10:00am
Council Chambers
Memorial Ave Kaikohe**



**Te Kaunihera
o Te Hiku o te Ika**
Far North District Council

**Far North District Council
Ordinary Council Meeting**
**will be held in the Council Chamber, Memorial Ave, Kaikohe on:
Thursday 14 November 2024 at 10:00am**

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1 KARAKIA TIMATANGA / OPENING PRAYER

Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Te Hiku o te Ika 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.

[Elected Member - Register of Interests](#)

3 NGĀ TONO KŌRERO / DEPUTATIONS

Asha Andersen representing Transition town regarding the use of chemical sprays in public places.

4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS

5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4945430

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Council confirm the minutes of the Council meeting held 17 October 2024 and 31 October 2024 are a true and correct record.

1) TĀHUHU KŌRERO / 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. [2024-10-17 Council Minutes - A4930559](#)  
2. [2024-10-31 Council Minutes - A4956051](#)  

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.

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

UNCONFIRMED

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**MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON THURSDAY, 17 OCTOBER 2024 AT 10:03AM**

- PRESENT:** Kōwhai-Deputy Mayor Kelly Stratford, Cr Ann Court, Cr Felicity Foy, Cr Hilda Halkyard-Harawira, Cr Babe Kapa (online), Cr Penetaui Kleskovic, Cr Steve McNally, Cr Mate Radich (online), Cr Tāmati Rākena, Cr John Vujcich.
- IN ATTENDANCE:** Kawiti Waetford (Kaiwhakawhiti Reo – Language Interpreter), Andy Nock Chief Executive (Far North Holdings Limited), Community Board Chairs Adele Gardner, Belinda Ward, Chicky Rudkin (online).
- STAFF PRESENT:** Guy Holroyd (Chief Executive Officer), Emma Healy (Chief of Staff), Kevin Johnson (General Manager – Delivery and Operations)(online), Tanya Proctor (Head of Infrastructure), Charlie Billington (Group Manager – Corporate Services), Cath Beaumont (Road Corridor Manager), Jonathan Slavich (Chief Financial Officer), Roger Ackers (Group Manager – Policy and Planning), Jacine Warmington (Group Manager – Strategic Relationships), Carla Ditchfield (Manager – Legal Services), Azman Reuben (Senior Strategic Planner), Ruben Garcia (Group Manager – Community and Engagement), Harley Alexander (Multimedia Strategy & Communications Advisor), Robin Rawson (Parks & Reserves Planner), Aisha Huriwai (Manager – Democracy Services), Marysa Maheno (Democracy Advisor), Nadine Hopkins (Executive Projects Advisor), Imrie Dunn (Democracy Advisor), Nicola Smith (Manager – Libraries & Customer Service).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:03am Kōwhai-Deputy Mayor Kelly Stratford commenced the meeting with a karakia.

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

APOLOGY

RESOLUTION 2024/135

Moved: Kōwhai - Deputy Mayor Kelly Stratford
Seconded: Cr John Vujcich

That the apology received for leave of absence from Kahika-Mayor Moko Tepania and the apology for lateness from Cr Penetaui Kleskovic.

CARRIED

3 NGĀ TONO KŌRERO / DEPUTATION

- Josephine Tamehana Kemp Baker, Rosie Reihana representing Ngāti Kōpaki hapū and Pamela-Anne Ngohe-Simon and Te Rina Wihongi representing Moerewa Community they voiced the concerns of their hapū about the proposed Laundromat in Moerewa and the impact it will have on Te Taiao.
- Gerry Paul gave a verbal update on recent activity at the Turner Centre and proposed a partnership with Council.

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- Jenny Howard spoke to a petition requesting road repairs along Waipapa Road. The petition was received by Kōwhai-Deputy Mayor Kelly Stratford .

Attachments tabled at meeting

- 1 Tabled Petition for Waipapa Road - Document number A4947494 refers

At 10:31am Cr Penetaui Kleskovic arrived to the meeting.

- Dallas King (Ngāti Kaharau & Ngāti Hau Hapū Representative) also representing Te Mauri o Te Wai, spoke in support of public excluded agenda item 8.3 and spoke further on the history of Te Raupo.
- Te Pātukurea Hapū Rōpū (Jo Civil, Arnold Maunsell, Whati Rameka and Rio Greening) spoke in support of item 6.5 and also gave further history on Te Raupo relating to the previous hapū representative deputation, Dallas King.

4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS

- Advised that public excluded agenda item 8.2 has been pulled.

5 INTERIM CHAIRPERSON

5.1 INTERIM CHAIRPERSON

RESOLUTION 2024/136

Moved: Cr Penetaui Kleskovic

Seconded: Cr Tāmati Rākena

That Council appoint Cr Steve McNally as the interim Chairperson should Kōwhai-Deputy Mayor Kelly Stratford need to step out of the room for this meeting.

CARRIED

6.0 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A4909851, pages 6 - 24 refers.

RESOLUTION 2024/137

Moved: Cr John Vujcich

Seconded: Cr Penetaui Kleskovic

That Council confirm the minutes of the Council meeting held 12 September 2024 and Extraordinary Council meetings held 6 September and 24 September 2024 as true and correct record.

CARRIED

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7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.1 COMMUNITY BOARD MINUTES - SEPTEMBER 2024

Agenda item 7.3 document number A4911641, pages 448 - 469 refers.

RESOLUTION 2024/138

Moved: Cr Felicity Foy
 Seconded: Cr John Vujcich

That Council note the following Community Board minutes:

- **17 September 2024 Te Hiku Community Board;**
- **19 September 2024 Bay of Islands-Whangaroa Community Board; and**
- **20 September 2024 Kaikohe-Hokianga Community Board**

CARRIED

*The meeting adjourned from 11:24am to 11:34am
 Cr Felicity Foy left during the adjournment and returned at 11:35am*

8 NGĀ PŪRONGO / REPORTS

8.1 TE PĀTUKUREA KERIKERI WAIPAPA SPATIAL PLAN - PUBLIC ENGAGEMENT ON GROWTH SCENARIOS

Agenda item 6.5 document number A4884394, pages 68 - 338 refers.

RESOLUTION 2024/139

Moved: Cr Hilda Halkyard-Harawira
 Seconded: Cr Tāmati Rākena

That Council approves public engagement to be carried out on the growth scenarios for Te Pātukurea Kerikeri Waipapa Spatial Plan in November 2024 as set out in this report.

CARRIED

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8.2 TEMPORARY ROAD CLOSURE - INTERNATIONAL RALLY OF WHANGĀREI

Agenda item 6.1 document number A4841092, pages 25 - 39 refers.

MOTION

Moved: Kōwhai - Deputy Mayor Kelly Stratford

Seconded: Cr Penetaui Kleskovic

That Council approve the proposed temporary road closure to accommodate the safe operations of the International Rally of Whangārei, subject to a hui with Akerama Marae to undertake meaningful engagement with Hapū representatives and confirm suitable arrangements are agreed.

AMENDMENT

Moved: Cr Felicity Foy

Seconded: Cr Penetaui Kleskovic

And that the Chief Executive confirm any additional costs to Council or reimbursements for future events.

In Favour: Crs Kelly Stratford, Ann Court, Felicity Foy, Hilda Halkyard-Harawira, Babe Kapa, Penetaui Kleskovic, Steve McNally, Tāmati Rākena and John Vujcich

Against: Nil

Abstained: Cr Mate Radich

CARRIED

The amendment became the Substantive Motion.

RESOLUTION 2024/140

Moved: Cr Hilda Halkyard-Harawira

Seconded: Cr Penetaui Kleskovic

That Council approve the proposed temporary road closure to accommodate the safe operations of the International Rally of Whangārei, subject to a hui with Akerama Marae to undertake meaningful engagement with Hapū representatives and confirm suitable arrangements are agreed, And that the Chief Executive confirm any additional costs to Council or reimbursements for future events.

CARRIED

8.3 TEMPORARY ROAD CLOSURE - KERIKERI HALF MARATHON 2024 AND KERIKERI STREET PARTY 2024

Agenda item 6.2 and 6.3 document number A4841616 and A4850625, pages 40 - 53 refers.

RESOLUTION 2024/141

Moved: Cr John Vujcich

Seconded: Cr Ann Court

That Council approve the proposed temporary road closure to accommodate the safe operations of the below:

- a) Kerikeri Half Marathon 2024.**
- b) Kerikeri Street Party 2024.**

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CARRIED

8.4 CLASSIFICATION AND REVOCATION OF A KERIKERI RESERVE (LOT 10 DP 62588)

Agenda item 6.4 document number A4871002, pages 54 - 67 refers.

MOTION

Moved: Cr Ann Court
 Seconded: Cr Steve McNally

That Council:

- a) approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Lot 10 DP 62588 as a Local Purpose (drainage and access) reserve;
- b) approve the initiation of a public consultation process under Section 24 of the Reserves Act 1977 to revoke areas of reserve underlying an existing retaining wall owned by Woolworths Ltd;
- c) appoint Bay of Islands-Whangaroa Community Board to hear any submissions received in response to the consultation processes and to make recommendations to the Council in respect of the reserve classification and revocation; and
- d) that BECA be consulted and provide a report on any implications with the current designation process for the Kerikeri CBD Ring Road.

RESOLUTION 2024/142

Moved: Cr Penetaui Kleskovic
 Seconded: Cr Ann Court

That Council leave to lie the options below:

- a) **approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Lot 10 DP 62588 as a Local Purpose (drainage and access) reserve;**
- b) **approve the initiation of a public consultation process under Section 24 of the Reserves Act 1977 to revoke areas of reserve underlying an existing retaining wall owned by Woolworths Ltd;**
- c) **appoint Bay of Islands-Whangaroa Community Board to hear any submissions received in response to the consultation processes and to make recommendations to the Council in respect of the reserve classification and revocation; and**
- d) **that BECA be consulted and provide a report on any implications with the current designation process for the Kerikeri CBD Ring Road.**

In Favour: Crs Ann Court, Felicity Foy, Hilda Halkyard-Harawira, Penetaui Kleskovic and John Vujcich

Against: Crs Kelly Stratford, Steve McNally and Mate Radich

Abstained: Cr Tāmati Rākena

CARRIED

*The meeting was adjourned from 12:45pm to 1:31pm.
 Cr Penetaui Kleskovic left the meeting during adjournment and joined online.
 Cr Tāmati Rākena left at 1:31pm and returned at 1:33pm.*

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6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS CONTINUED

7.2 KAIKOHE LIBRARY AND CIVIC HUB PROJECT UPDATE

Agenda item 7.1 document number A4899504, pages 345 – 410 refers.

RESOLUTION 2024/143

Moved: Kōwhai – Deputy Mayor Kelly Stratford

Seconded: Cr John Vujcich

That the Council receive the report Kaikohe Library and Civic Hub Project Update.

CARRIED

8 NGĀ PŪRONGO / REPORTS CONTINUED

8.5 PROPOSAL FEE INCREASE FOR PROPERTY FILES AND LIM REPORTS

Agenda item 6.6 document number A4908358, pages 339 - 344 refers.

RESOLUTION 2024/144

Moved: Cr John Vujcich

Seconded: Cr Steve McNally

That Council:

- a) **Approve amendments to the Fees and Charges Schedule 2024/25 to increase fees for Property Files from \$26.00 to \$33.50 and for Land Information Memorandum Reports from \$319.00 to \$395.00.**
- b) **Approve the fee increases for Property Files and Land Information Memorandum Reports to take effect from 11 November 2024, for the remainder of the 2024/25 rating year.**
- c) **Approve a news story being published on the Council website, clearly outlining the fee adjustments and the date that they will take effect, and**
- d) **Instruct the Chief Executive to commence a structured, evidence-based review of fees and charges for Property File and LIM Report services with a view to reporting to Council on any further changes required to cover 100% of costs of providing services for simple and complex/commercial Property File and LIM Report services in preparing the 2025/26 Annual Plan.**

CARRIED

Cr Mate Raddich left the meeting at 2:12pm

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS CONTINUED

7.3 CHIEF EXECUTIVE REPORT - PERIOD JULY - SEPTEMBER 2024

Agenda item 7.2 document number A4912454, pages 411 - 447 refers.

RESOLUTION 2024/145

Moved: Cr Tāmami Rākena

Seconded: Cr John Vujcich

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That the Council receive the report Chief Executive Report - Period July - September 2024.
CARRIED

7.4 MAYOR AND COUNCILLOR'S REPORTS

Agenda item 7.4 document number A4909855, pages 470 - 536 refers.

RESOLUTION 2024/146
 Moved: Cr John Vujcich
 Seconded: Kōwhai - Deputy Mayor Kelly Stratford
That Council note the reports submitted by Kahika-Mayor Moko Tepania, Kōwhai-Deputy Mayor Kelly Stratford, Councillors Ann Court, Hilda Halkyard-Harawira, Babe Kapa, Steve McNally, Tāmāti Rākena and John Vujcich be received.
CARRIED

7.5 COUNCIL OPEN RESOLUTIONS UPDATE OCTOBER 2024

Agenda item 7.5 document number A4909874, pages 537 - 567 refers.

RESOLUTION 2024/147
 Moved: Kōwhai - Deputy Mayor Kelly Stratford
 Seconded: Cr John Vujcich
That Council receive the report Council Open Resolution Update October 2024.
CARRIED

7 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/148
 Moved: Kōwhai - Deputy Mayor Kelly Stratford
 Seconded: Cr Felicity Foy
That the public be excluded from the following parts of the proceedings of this meeting.
The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to	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

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	enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
8.3 - Purchase of Land - 300 Rāwene Road, Rāwene	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.4 - Coopers Beach Youth Camp - Remission Request	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.5 - Council Public Excluded Open Resolutions Update October 2024	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<p>And that the following are permitted to remain in the Public Excluded part of the meeting:</p> <ul style="list-style-type: none"> - Community Board Chairs Adele Gardner, Belinda Ward, and Chicky Rudkin - Kawiti Waetford Kaiwhakawhiti Reo – Language Interpreter <p style="text-align: right;">CARRIED</p>		

CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

At the conclusion of the public excluded portion of the meeting Council confirmed all decisions contained in the part of the meeting held in public excluded remain in public excluded.

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8 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

At 3:13pm Cr Tāmari Rākena closed the meeting with a karakia.

11 MEETING CLOSE

The meeting closed at 3:13pm.

The minutes of this meeting will be confirmed at the Ordinary Council Meeting held on 14 November 2024.

.....
CHAIRPERSON

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31 October 2024

**MINUTES OF FAR NORTH DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON THURSDAY, 31 OCTOBER 2024 AT 4:00 PM**

PRESENT: Kōwhai - Deputy Mayor Kelly Stratford, Cr Felicity Foy, Cr Hilda Halkyard-Harawira, Cr Babe Kapa, Cr Penetaui Kleskovic, Cr Steve McNally, Cr Mate Radich, Cr John Vujcich.

IN ATTENDANCE: Te Miromiro – Assurance, Risk and Finance Committee Chair Graeme McGlenn, Deloitte Staff Bennie Greyling and Darren Naicker, Te Hiku Community Board Chair Adele Gardner.

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Charlie Billington (Group Manager – Corporate Services), Angie Thomas (Team Leader – Accounting Services), Emma Healy (Chief of Staff), Aisha Huriwai (Manager - Democracy Services), Roger Ackers (Group Manager – Planning and Policy), Jonathan Slavich (Chief Financial Officer), Harley Alexander (Multimedia Strategy & Communications Advisor), Marysa Maheno (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kōwhai-Deputy Mayor Kelly Stratford commenced the meeting with a karakia at 4:00 pm

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

APOLOGY

RESOLUTION 2024/149

Moved: Cr John Vujcich
Seconded: Cr Penetaui Kleskovic

That the apologies received from Kahika-Mayor Moko Tepania, Cr Ann Court and Cr Tāmāti Rākena be accepted and leave of absence granted.

CARRIED

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3 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/150
 Moved: Kōwhai - Deputy Mayor Kelly Stratford
 Seconded: Cr Steve McNally

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
5.1 - Adoption of Annual Report and Auditors Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

and that the following people be allowed to stay during the public excluded part of the meeting:

- **Te Miromiro – Assurance, Risk and Finance Committee Chair Graeme McGlenn**
- **External Deloitte Staff Bennie Greyling and Darren Naicker**
- **Te Hiku Community Board Chair Adele Gardner**

CARRIED

CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

At the conclusion of the public excluded discussion Council confirmed the following decision contained in the part of the meeting held in public excluded be restated in public meeting as follows:

Adoption of Annual Report and Auditors Report

That Council:

- a) adopt the Annual Report and Annual Report Summary for the year ended 30 June 2024;
- b) agree that Kōwhai-Deputy Mayor Kelly Stratford as acting Mayor sign the representation letter to the auditors on behalf of Council and;
- c) agree that the Chief Financial Officer is authorised to make any non-material and minor grammatical or wording changes that may be required.

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4 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Kōwhai-Deputy Mayor Kelly Stratford closed the meeting with a karakia.

5 MEETING CLOSE

The meeting closed at 4:20PM.

The minutes of this meeting will be confirmed at the Extraordinary Council Meeting held on 14 November 2024.

.....
CHAIRPERSON

6 NGĀ PŪRONGO / REPORTS

6.1 SETTING OF 2025 MEETING SCHEDULE

File Number: A4946263

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide 2025 Council and Committee meeting and workshop dates to Council for adoption.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The attached draft calendar schedules formal Council and Committee meetings.
- Reserve dates have been identified as dates to keep for Council business as required (workshops, briefings, training sessions and extraordinary meetings).
- Seeks confirmation of member availability until Local Government Election 11 October 2025.
- Regional and national dates have been considered in setting these dates.
- Council and Committee formal meetings have been aligned with Maramataka.

Council (4 weekly)	Te Huia - Executive Review Committee (4 weekly)	Te Kuaka – Te Ao Māori Committee (4 weekly TBC)	Te Miromiro – Assurance, Risk and Finance Committee (6 weekly)	Te Koukou- Transport Committee (4 weekly)
13 February	11 February	27 February	19 February	25 February
13 March	6 March	27 March	8 April	25 March
10 April	3 April	30 April	14 May	29 April
8 May	1 May	22 May	24 June	20 May
5 June	29 May	19 June	6 August	17 June
3 July	26 June	24 July	16 September	22 July
31 July	29 July	14 August		12 August
28 August	21 August	11 September		9 September
25 September	18 September	9 October		

TŪTOHUNGA / RECOMMENDATION

That Council:

- a) adopt the proposed 2025 calendar as attached;
- b) note the below 2025 Reserve dates:
 - January 22
 - February 26
 - March 4, 5, 11, 26
 - April 1, 2
 - May 6, 21, 27, 28
 - June 3, 18, 25
 - July 1, 23

- **August 13, 19, 20, 26**
- **September 10, 17, 23**
- **October 8**

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 also 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.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The attached schedule continues the meeting structure and frequency from the later part of the 2024 formal meeting schedule.

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. All dates are selected in an attempt to align with Maramataka to support good decision making.

Te Kuaka meetings have been held every 8 weeks. We have however recommended 4 weekly meetings to provide greater opportunity for input from Te Kahu o Taonui. Initial feedback from Te Kahu o Taonui is that 4 weekly is too frequent so more likely to be confirmed as 8 weekly or quarterly frequency on these proposed dates. We are awaiting them to confirm availability.

Further exceptions are proposed and listed in the table below:

Meeting	Rationale
11 Feb – Executive Review Committee	Delayed one week to avoid clash with Waitangi week.
19 February – Assurance, Risk and Finance	Delayed one day to avoid clash with Community Board meeting.
29 April – Transport and Infrastructure Committee	Delayed one week to avoid being held within a 3 day week due to public holidays.
30 April – Te Ao Māori Committee	Delayed one week to avoid being held within a 3 day week due to public holidays.
14 May – Assurance, Risk and Finance Committee	Delayed one day to avoid clash with Community Board meeting.
22 July – Transport and Infrastructure Committee	Delayed one week to avoid clash with LGNZ Conference.
24 July – Te Ao Māori Committee	Delayed one week to avoid clash with LGNZ Conference.

29 July – Executive Review Committee	Delayed one week to avoid clash with Committee meetings.
6 August – Assurance, Risk and Finance Committee	Delayed one day to avoid clash with Community Board meeting.

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 2025 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. **Draft 2025 Meeting Calendar - A4954376**  

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	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 not reviewed this report.

2025 Formal Meeting Calendar																												
	January	February	March	April	May	June	July	August	September	October	November	December																
Sat		1	1																								Sat	
Sun		2	2					1																				Sun
Mon		3	3					2	KINGS BIRTHDAY				1															Mon
Tue		4	4	RESERVE DAY	1	RESERVE DAY		3	RESERVE DAY	1	RESERVE DAY		2	THCB														Tue
Wed	1	NEW YEARS	5	RESERVE DAY	2	RESERVE DAY		4		2			3		1													Wed
Thu	2	NEW YEARS	6	WAITANGI DAY	6	THERC	3	THERC	1	THERC	5	COUNCIL	3	COUNCIL														Thu
Fri	3		7		7		4		2		6		4		1													Fri
Sat	4		8		8		5		3		7		5		2													Sat
Sun	5		9		9		6		4		8		6		3													Sun
Mon	6		10		10		7		5		9		7		4													Mon
Tue	7		11	THERC	11	RESERVE DAY	8	TMARFC	6	RESERVE DAY	10	THCB	8	THCB	5	THCB	9	TKTIC	7	TKTIC								Tue
Wed	8		12		12		9		7		11		9		6	TMARFC	10	RESERVE DAY	8	RESERVE DAY								Wed
Thu	9		13	COUNCIL	13	COUNCIL	10	COUNCIL	8	COUNCIL	12	BOIWCB	10	BOIWCB	7	BOIWCB	11	TKTAMC (TBC)	9	TKTAMC								Thu
Fri	10		14		14		11		9		13	KHCB	11	KHCB	8	KHCB	12											Fri
Sat	11		15		15		12		10		14		12		9													Sat
Sun	12		16		16		13		11		15		13		10													Sun
Mon	13		17		17		14		12		16		14		11													Mon
Tue	14		18	THCB	18	THCB	15	THCB	13	THCB	17	TKTIC	15	TKTIC	12	TKTIC	16	TMARFC	14									Tue
Wed	15		19	TMARFC	19		16	KHCB	14	TMARFC	18	RESERVE DAY	16	RESERVE DAY	13	RESERVE DAY	17	RESERVE DAY	15									Wed
Thu	16		20	BOIWCB	20	BOIWCB	17	BOIWCB	15	BOIWCB	19	TKTAMC	17	TKTAMC	14	TKTAMC	18	THERC	16									Thu
Fri	17		21	KHCB	21	KHCB	18	GOOD FRIDAY	16	KHCB	20	MATARIKI	18		15													Fri
Sat	18		22		22		19		17		21		19		16													Sat
Sun	19		23		23		20		18		22		20		17													Sun
Mon	20		24		24		21	EASTER MONDAY	19		23		21		18													Mon
Tue	21	THCB	25	TKTIC	25	TKTIC	22		20	TKTIC	24	TMARFC	22	TKTIC	19	RESERVE DAY	23	RESERVE DAY	21									Tue
Wed	22	RESERVE DAY	26	RESERVE DAY	26	RESERVE DAY	23		21	RESERVE DAY	25	RESERVE DAY	23	RESERVE DAY	20	RESERVE DAY	24											Wed
Thu	23	BOIWCB	27	TKTAMC	27	TKTAMC (TBC)	24		22	TKTAMC (TBC)	26	THERC	24	TKTAMC	21	THERC	25	COUNCIL	23									Thu
Fri	24	KHCB	28		28		25	ANZAC DAY	23		27		25		22													Fri
Sat	25		29		29		26		24		28		26		23													Sat
Sun	26		30		30		27		25		29		27		24													Sun
Mon	27	NORTHLAND ANNIVERSARY		31			28		26		30		28		25													Mon
Tue	28				29	TKTIC	27	RESERVE DAY			29	THERC	26	RESERVE DAY	30	THCB	28	HE WHAKAPUTANGA	25									Tue
Wed	29				30	TKTAMC	28	RESERVE DAY			30		27															Wed
Thu	30						29	THERC			31	COUNCIL	28	COUNCIL														Thu
Fri	31						30						29															Fri
Sat							31						30															Sat
Sun													31															Sun

COMMUNITY BOARDS
THCB - Te Hiku Community Board
BOIWCB - Bay of Islands-Whangaroa Community Board
KHCB - Kaikohe-Hokianga Community Board
COMMITTEES
THERC - Te Huia-Executive Review Committee
TKTAMC - Te Kuaka-Te Ao Māori Committee
TMARFC - Te Miromiro-Assurance, Risk and Finance Committee
TKTIC - Te Koukou-Transport and Infrastructure Committee
RESERVE DAYS (26)

6.2 REVIEW OF COMMUNITY GRANT POLICY 2018

File Number: A4816389

Author: Lizzie Graham, Policy Advisor

Authoriser: Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval to revoke the Community Grant Policy 2018 and to adopt the Community Board Funding Policy 2024.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Grant Policy 2018, which guides the allocation of community funding from Community Boards, is due for review.
- The current Policy has become outdated due to changes in available funds and evolving community needs.
- The proposed Community Board Funding Policy aims to address these changes and align with current funding structures and community needs.

TŪTOHUNGA / RECOMMENDATION

That Council:

- a) revoke the Community Grant Policy 2018**
- b) adopt the Community Board Funding Policy 2024**

1) TĀHUHU KŌRERO / BACKGROUND

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17 (Agenda item 8.3, document number A1726482, pages 53-57). During this review, four separate Policies were identified to be amalgamated into a single Policy covering Community Grants, namely the Community Grant Policy.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted (Agenda item 4.2, document number A1888944, pages 33-54).

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board (Resolution 2018/15). Amendments were made to enable Community Boards to distribute the placemaking funds.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, the Local Grant Fund has been rebranded as the Community Board Grant Fund, and the Pride of Place Fund has been created.

- The Pride of Place Fund is intended to support smaller communities to enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can involve township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.
 - Given these changes, the Community Grant Policy needed to be reviewed.

Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

Under Section 10 of the Local Government Act 2002, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including specific grant programmes tailored to local needs and priorities related to the "four wellbeing's".

Central government has recently announced that it may amend the Local Government Act 2002, including the purpose of local government. If this occurs, staff will review all policies and make recommendations to Council to amend accordingly. However, currently there is no Bill before parliament and Council must continue to adhere to existing legislation.

Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:

- representing, and acting as advocates for, the interests of their communities
- communicating with community organisations and special interest groups within the community.

The Community Boards in the Far North District have delegated authority from Council to make grants from their allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, Community Boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have completed a separate research report (attachment 1) reviewing the Community Grant Policy. A summary of the report is provided below; for more information, please refer to the full report.

The review has identified that the Community Grant Policy (attachment 2) is outdated and does not accurately reflect the available grant funds or address the issues and opportunities with allocating grants.

The Community Grant Policy covers three main grant types: Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnerships Fund. However, several changes in available funds have rendered the policy outdated. The Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, and the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the Pride of Place Fund has been introduced to support community enhancement projects.

The Policy includes application and reporting guidelines for each grant type, but feedback from Community Boards and Council's auditors has highlighted ambiguities in these guidelines, necessitating clearer and more transparent criteria. The policy also does not align with the strategic plans of the Community Boards, which outline their vision, mission, and priorities for three-year terms.

As part of this review the following changes are recommended which follow best practice guidelines and reflect the changes in available funds:

- Revoking the Community Grant Policy
- Making a new policy, the Community Board Funding Policy
- Revising the legislative context, strategic alignment, and objectives sections in the current policy to reflect current legislation and strategic priorities
- Updating the background section of the current policy to outline the funds available.
- Redrafting the policy wording for clarity

- Updating the definitions section with clear and concise definition
- Creating a new section for general policies covering guidelines on eligibility criteria, the application process and reporting and accountability requirements
- Adding sections for the Community Board Grant Fund and Pride of Place Fund.

Community Boards have played a crucial role in the review of the Community Grant Policy through workshops and feedback sessions. The Community Boards provided valuable insights into its issues and opportunities with the current policy and their feedback emphasised the importance of updating the policy.

As part of the discussions at these meetings, the boards recommended the following amendments to the policy which have been incorporated into the draft Community Board Funding Policy (attachment 3).

- Clarification of the Pride of Place fund description.
- Clarification of project report requirements
- Amendments to criteria for projects which are not eligible for funding.
- A query regarding the use of the term “Tangata Whenua” in Section 3 of the policy. Te Hono provided advice confirming that "Tangata Whenua" is the appropriate term, and its definition has been clarified.

The following resolutions were made at each community board in September 2024 in relation to this review.

On 17 September 2024 the Te Hiku Community Board resolved to recommend that Council revoke the Community Grant Policy and adopt the Community Board Funding Policy.

On 19 September 2024 the Bay of Islands/Whangaroa Community Board resolved to recommend that Council revoke the Community Grant Policy and adopt the Community Board Funding Policy.

On 20 September 2024 the Kaikohe/Hokianga Community Board resolved to recommend that Council revoke the Community Grant Policy and adopt the Community Board Funding Policy.

Staff have prepared a draft Community Board Funding Policy (attachment 3).

The Community Board Delegations will need to be updated following the adoption of the new Policy. This update will be incorporated into the general review of delegations scheduled to take place later this year.

Options:

Option One: Revoke the Community Grant Policy 2018 and Adopt the Community Board Funding Policy (recommended option)

Revoking the Community Grant Policy 2018 and adopting the Community Board Funding Policy will reflect changes in available funds and ensure alignment with the Council's strategic objectives and community outcomes as outlined in the Long-Term Plan and Community Board Strategic Plans.

Advantages	Disadvantages
Provides clear guidelines for funding applications and allocation Aligns funding decisions with strategic objectives and community outcomes	None identified

Streamlines administrative processes and enhances transparency.	
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Option Two: Maintain status quo/ Do nothing

The Community Grant Policy 2018 will remain in place, with no changes made to current processes.

Advantages	Disadvantages
None identified	Existing policy is outdated and does not reflect available funds Lack of alignment with Community Board Strategic Plans Potential inefficiencies and inconsistencies in grant allocation processes.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Revoking the Community Grant Policy and Adopting the proposed new Community Board Funding Policy will:

- Provide consistent and streamlined policy guidance for allocating community funding
- Ensure the Policy aligns with current available funds (including the new Pride of Place Fund) and community needs
- Enhance transparency and clarity in funding application and reporting guidelines.

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

Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets. This resourcing is expected to remain consistent with what is currently required to implement the existing policy.

Also, the Community Board Funding Policy does not determine the available funds for the Community Boards, these amounts are decided through the Annual Plan and Long-Term Plan process.

ĀPITI HANGA / ATTACHMENTS

1. Attachment 1- Review Research Report Community Grant Policy 2018 - A4819917 [↓](#) 
2. Attachment 2- Community Grant Policy 2018 - A4819921 [↓](#) 
3. Attachment 3- Community Board Funding Policy - A4918433 [↓](#) 

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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	In line with the Significance and Engagement Policy, the adoption of the policy will have little effect on financial thresholds, ratepayers, or levels of service. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Legislation: Local Government Act 2002, section 10 and 52.</p> <p>Long-Term Plan Community Outcomes:</p> <ul style="list-style-type: none"> • Proud, vibrant communities. • Communities that are healthy, safe and connected. • Prosperous communities supported by a sustainable economy.
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.	<p>This proposal has District-wide relevance as it affects the allocation of community funding by all Community Boards within the Far North District.</p> <p>To ensure that the views of the Community Boards were sought and incorporated in the review, workshops and feedback sessions were conducted with all three Community Boards.</p> <p>By engaging with the Community Boards at multiple stages of the review process, their perspectives have been thoroughly considered and incorporated into the proposed policy.</p>
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 Community Board Funding Policy will have positive implications for Māori in the Far North district, by ensuring that funding proposals actively involve Tangata whenua in their development.
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 persons likely to be affected include community groups, local organisations, and residents who rely on community funding for their initiatives. Their views have been considered through the workshops and feedback sessions conducted with Community Boards, who represent a diverse range of community interests.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Research Report

Community Grant Policy

1 Purpose

To describe and discuss the review of the Community Grant Policy, and to explore opportunities for amendments to that policy.

2 Context and Situation

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17. During this review, four separate Policies were identified to be amalgamated into a single policy covering Community Grants, namely the Community Grant Policy to match best practice.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted.

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board. In order to enable Community Boards to distribute the placemaking funds, the Community Grant Policy required amendment.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been removed and the Pride of Place Fund has been created.

The Pride of Place Fund is provided to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.

Given these changes, there is a need to review the current Community Grant Policy.

2.1 Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including community boards and specific grant programmes tailored to local needs and priorities related to the "four wellbeing's".

Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:

- representing, and acting as an advocate for, the interests of its community
- communicating with community organisations and special interest groups within the community

The Community Boards in the Far North District have delegated authority from Council to make grants from the allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, community boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2.2 Community Grants in Aotearoa New Zealand

Throughout Aotearoa New Zealand, community grants play a vital role in fostering local development and supporting initiatives that enhance community wellbeing. Councils across the country, have developed their own frameworks for administering community grants, tailored to local needs and priorities. Key principles such as transparency and strategic alignment are often emphasised in these grant policies to ensure effective allocation of community funds.

3 Objectives

- To review the existing policy guidance for Council-administered community grants
- To determine whether the Community Grant Policy is the most appropriate way to address issues and opportunities related to the Pride of Place Fund
- To determine whether the Community Grant Policy has the most appropriate form or should it be amended

4 Problem and Opportunity Statement

4.1 Scope

The scope is limited to the funding administered by Community Boards in the Far North District. A Community Grant Policy can include guidance on grant types available, eligibility criteria for applicants, the application process, methods for funding allocation, and reporting requirements.

4.2 Out of Scope

Funds administered by bodies other than Community Boards are out of scope.

4.3 Feedback from Community Boards

In reviewing the Community Grant Policy, several issues and opportunities were identified by the Community Boards. The issues and opportunities identified included:

- A need for clear and transparent guidelines for both the application requirements and reporting requirements
- A need for better alignment with Community Board strategic plans and wider Council outcomes
- Communication before and after grant decisions needs to improve to enhance community engagement and ensure understanding of funding outcomes by applicants
- A need to enhance the Community Boards' understanding of the Community Grant Policy.

These issues and opportunities underscore the importance of refining the Community Grant Policy to provide better guidelines on the allocation of community funding by community boards. This will ensure transparent, equitable and efficient allocation of funds.

4.4 Auditors Advice

Council auditors, Deloitte, have provided key recommendations into improving grant funding management practices within the Council. These recommendations included:

- Once a grant resolution is made; it constitutes a legal obligation for the Council to disburse funds. This underscores the importance of making resolutions based on substantiated information rather than being contingent on future applications
- All grant resolutions must be supported by comprehensive and accurate documentation. This includes relevant timeframes, quotes, or estimates to validate the Council's legal obligation to allocate funds as per the resolution
- The importance of timely utilisation of grant funding within the current financial year wherever possible
- For projects extending over multiple financial years, considering separate applications for each fiscal period. This approach would help streamline administrative processes and ensure clarity in financial reporting
- Community Boards should conduct regular reviews of past grant resolutions.

The Community Grant Policy requires updating in response to these recommendations from Deloitte to ensure compliance with financial requirements.

5 Review of Community Grant Policy 2018

The Community Grant Policy 2018 aims to provide a guide for the allocation of community funding from Community Boards. The Policy provides context and guidance on distributing funds across three main grant types: Local Grant Fund, Infrastructure Grant Fund and Community Facility Partnerships.

There have been several changes to the funds available. Specifically, the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, while the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the introduction of the Pride of Place Fund represents a new funding mechanism aimed at supporting communities to enhance the look and feel of their communities. Given these changes in available funds, the Policy is no longer fit for purpose.

The Policy also includes guidance on the application and reporting requirements for each grant type. However, feedback from Community Boards and Council auditors has highlighted ambiguities within these guidelines. This feedback signals a need for clearer, more transparent criteria to ensure adequate distribution and effective utilisation of community funds.

Also, each community board has a strategic plan which covers a term of 3 years and outlines their vision, mission, and priorities. The Community Grant Policy does not include any mention of these strategic plans. Any new policy will need to ensure alignment with these strategic plans.

Considering the changes in funds and issues raised, the existing policy is no longer fit for purpose. Therefore, the Community Grant Policy requires updating to clarify guidelines, remove outdated references and incorporate provisions that reflect the removal of certain funds and the introduction of new funding mechanisms such as the Pride of Place Fund.

As part of this review the following amendments are recommended which follows best practice guidelines and reflects the changes in available funds:

- The name of the policy be changed from *Community Grant Policy* to *Community Board Funding Policy* to better reflect the scope and purpose of the funding.
- The background section is edited to outline the available funds.
- The policy wording is re-drafted, so it is easier to read.
- The definitions section is updated to include clear and concise definitions of key terms used in the policy.
- The legislative context, strategic alignment and objective sections are updated to ensure they reflect current legislation and strategic priorities.
- A new section is created to outline general policies.
- Sections covering the Community Grant Fund and Pride of Place Fund are created.

Staff have prepared a draft revised Policy which makes the changes listed above.

6 Discussion

6.1 Is a policy still the most appropriate way to manage council administrated community grants in the Far North district?

The review has identified that a policy is still the most appropriate way to manage community grant funding. Having a policy in place provides the necessary structure, guidelines, and transparency essential for equitable distribution and effective utilisation of funds across various community projects and initiatives. By updating the policy, the Council and Community Board can ensure it continues to meet legislative and financial requirements and support community and council outcomes.

6.2 Is the current policy the most appropriate form of policy?

The review has identified that the current policy is outdated and does not align with the funding options that are available. The policy requires updates to ensure outdated information is removed and address recommendations from the auditors.

7 Conclusion

This research report had identified that the Community Grant Policy should be amended to ensure it reflects the available funds adequately and addresses the issues and opportunities identified. An updated policy will ensure equitable and transparent allocation of community funds throughout the Far North District that aligns with council outcomes.



A large white circle is centered on the page. Inside the circle, the words "COMMUNITY GRANT POLICY" are written in a bold, blue, sans-serif font, stacked vertically. The text is flanked by two horizontal blue lines, one above and one below, which have small decorative flourishes at their ends.

2018

Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

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Introduction

This policy is an amalgamation of the following policies:

- Community Grant Fund – Local (# 3209)
- Community Facility Partnerships (# 3210)
- Community Assistance Framework (# 3213)
- Community Grant Fund – District (# 3214)

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also creates partnerships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

The three grant types available are the Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnership Grant Fund.

Local Grants are for projects that have a Ward or community focus. The Infrastructure Grant Fund is provided to contribute to capital infrastructure projects. Community Facility Partnerships are for major projects identified as part of Council's Annual or Long Term Planning processes.

As part of the Long Term Plan (LTP) 2018-28, Council allocated additional funding to Community Boards for Place-Making projects and additionally allocated funding for the Infrastructure Grant Fund for funding community infrastructure projects (years 1 to 3 of the LTP) and has allocated the decision making to Combined Community Boards.

Objectives

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1 – Local Grant Fund

Policies

1. The Ward's Community Board will allocate the Local Grant Fund and/or the Place-making Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Local Grant Fund and/or the Place-making Fund
3. Applications are required for either the Local Grant Fund and/or the Place-making Fund and are to be made on the official [Local Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Incomplete, late, or non-complying applications will not be processed.
5. Priority will be given to community organisations and social enterprises.
6. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
11. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - provide infrastructure or contribute significantly to placemaking;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
12. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;

- activities deemed objectionable or that promote unhealthy behaviours;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
13. The Community Board may, by resolution, allocate funding (including the Place-making Fund) directly to key projects identified in their strategic plans or to annual community events in their Ward. Should this create new assets with on-going operational costs, the grant approval is subject to either the Council budget holder or the Board itself agreeing to fund these on-going costs. The maximum amount funded from the Local Community Grant Fund in any financial year shall not exceed \$20,000. Additionally, the Community Board may allocate Place-making Funds up to the full allocation in any financial year.
14. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
15. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
16. The project report must identify:
- a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outcomes and main benefits of the activity.
17. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
18. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
20. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2 – Infrastructure Grant Fund

Policies

1. The Council through the combined Community Boards will allocate the Infrastructure Grant Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. The Infrastructure Grant Fund is for one-off projects. One or more projects may be successful each year.
3. Applications are required to be made on the official [Infrastructure Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Applications are to be called for as soon as practicable after 1 September each year.
5. Incomplete, late, or non-complying applications will not be processed.
6. Priority will be given to social and community enterprises that contribute to community wellbeing.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned properties must comply with Council's Policies including Health and Safety Policies and any other requirements as specified in the agreement.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Successful projects will:
 - provide new infrastructure;
 - provide the most direct benefit to the widest part of the identified community
 - provide open access to the identified community
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - have applied for funding from sources outside of Council
 - be consistent with or contribute to Council's Community Outcomes;
 - be likely to be economically sustainable in the long term; and
 - be family-friendly and, where possible, accessible to the mobility impaired.
11. The following are not eligible for funding:
 - repair or replacement of existing infrastructure
 - operational expenditure
 - retroactive projects
 - wages or salary
 - commercial activities, unless of direct benefit to the community;
 - projects/infrastructure outside of the district
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.

12. All recipients of funding are required to enter into an agreement with Council that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that has received funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
14. The project report must identify:
 - The organisation to which funding was granted;
 - Description of the project, with photographs attached;
 - Council funding received, with receipts or explanatory notes attached;
 - The applicant's contribution to the project; and
 - Overall outcomes and main benefits of the project.
15. Projects that occur over the period of more than one year must submit a progress report every six months to update Council on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Council staff will prepare a project report to Community Boards for completed projects.
18. Projects that have been funded by the Infrastructure Grant Fund in the past, while not prohibited from applying to the fund again, will automatically rate lower than projects that are new to the fund. Projects funded in the previous funding year will not be eligible.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.

Section 3 – Community Facilities Partnerships

Policies

1. As part of Council's Annual Plan/Long Term Plan process, Council will determine the level of the Community Facility and Services Funds for each financial year.
2. Applicants seeking funding are to be referred to the General Manager Corporate Services or Strategic Planning and Policy by 31 October each year for potential inclusion in Council's Long Term Plan/Annual Plan.
3. Applications for funding may be for capital works, operational expenditure, or a combination of both.
4. The applicant must:
 - provide a detailed business plan demonstrating ongoing viability
 - provide budgets and/or annual accounts
 - demonstrate that they have the appropriate capability to deliver to the level as agreed
 - demonstrate that they are willing to consider collaboration and partnering where appropriate.
5. Council staff will review applications for completeness and compliance with the objectives of this policy. Incomplete, late, or non-complying applications will not be considered as part of Council's planning process. The following are ineligible for funding:
 - Conference attendance;
 - Retroactive funding;
 - Activities deemed objectionable or that promote unhealthy behaviours;
 - Projects outside of the Far North District;
 - Political organisations;
 - Commercial applications, unless of direct benefit to the community;
 - Projects on private property, unless of direct benefit to the community;
 - Projects/services normally provided by an agency/organisation outside of Council;
 - Applicants that have failed to successfully submit a Project Report within the last five years.
6. Council will be a partner rather than a primary funder. Funding will be limited to a 50% contribution towards the total costs stated of the project, which may include voluntary labour and/or funding received from other sources. Funding recipients will be encouraged to pursue alternative funding options to achieve the best result for the activity.
7. Applicants will be advised of the outcome of the process in June, after the final plan has been adopted. All payments will take effect from the financial year commencing in the July following submission of the application. The timing of payment of funds will be negotiated by Council and the recipient on a project-by-project basis.
8. At Council's discretion, funding awarded may be for a one off amount, or may cover multiple years.
9. GST is only paid to those organisations that are GST registered.
10. All funding recipients may be subject to an audit. The audit may include finance, level of service, service quality, and inclusiveness of service.
11. Ongoing projects may require interim progress reports on a basis to be agreed in advance with the applicant.

12. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports are required to be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.

13. The project report must identify:

- The organisation to which funding was granted;
- Description of the activity, including highlights and numbers participating, with any photographs attached;
- Council funding received, with receipts or explanatory notes attached;
- The applicant's contribution to the activity;
- Overall outcomes and main benefits of the activity.


 HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Community Board Funding Policy

Adopted:
Last updated:

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Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also develops and maintains strategic relationships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

There are two contestable grant funds available through the Community Boards: The Community Grant Fund and the Pride of Place Fund (previously Placemaking Fund).

The Community Grant Fund is for projects that have a Ward or community focus, this can include events, wananga and projects that are not about creating fixed assets for community use.

The Pride of Place Fund is provided to support local communities to enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community fixed assets, entranceways, cycle and walkways, river and streamside landscaping, picnic tables and seats, signs and artworks.

Application

This policy applies to the grants awarded by the Community Boards of the Far North District Council.

Definitions

The following definitions apply to this Policy:

- **Applicant**- Any individual or organization applying for funding under this policy.
- **Contestable Fund**- Where a fixed amount of money is available that applicants can compete for a portion of.
- **Community Board**- A local board established by the Far North District Council to represent and make decisions on behalf of specific wards within the district.
- **Council** – means the Far North District Council.
- **Tangata whenua**- iwi, or hapu, that holds mana whenua over a particular area.
- **Placemaking**- A people-centred approach to the planning, design and management of public spaces.
- **Policy** – means the Council's adopted Community Board Funding Policy.
- **Ward**- A geographical area within the Far North District, represented by a Community Board.

Legislative Context

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The

Community Board Funding Policy aligns closely with this purpose by directing grant funding towards projects that enhance community outcomes and wellbeing.

Strategic alignment

The policy will contribute to achieving the outcomes set out in the following strategic documents:

- Local Government Act 2002.
- The Far North District Council's Long Term Plan.
- The Far North District Council's Community Board Strategic Plans

Objective

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1- General

Policies

1. The Ward's Community Board will allocate the Community Grant Fund and/or the Pride of Place Fund in a manner consistent with the objective of this policy, the Community Outcomes as stated in the Long Term Plan, the Community Board Strategic Plans and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Community Grant Fund and/or the Pride of Place Fund.
3. Applications are required for the Community Grant Fund and the Pride of Place Fund and are to be made on the official [Application Form](#) and be accompanied by all information requested on the application form.
4. Priority will be given to community organisations and social enterprises.
5. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
6. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
7. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies, including providing written evidence that Council approves of the project.
8. If a proposal creates new Council assets with on-going operational costs, the grant approval is subject to the Council budget holder agreeing in writing to fund these on-going costs.
9. If a Community Board wishes to allocate funding to a project which will be undertaken by Far North District Council Staff, a report must be provided prior to the approval of funding by the appropriate team within Council confirming budget details, timeline and capacity to undertake the work.
10. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
11. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
12. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that received community funding, recipients are required to

complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.

14. The project report must identify:
 - a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outputs/outcomes and main benefits of the activity.
 - f. How the recipient acknowledged the funding received to the wider community.
15. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
18. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2- Community Grant Fund

Policies

1. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
2. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);

Please Note: Schools who receive the bulk of their funding from central government are eligible to apply for events/projects that sit outside of the daily curriculum or school hours and are open to the community)

 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
3. The Community Grant Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Section 3- Pride of Place Fund (Previously Placemaking Fund)

Policies

1. Proposals should meet the following criteria:
 - have long term outcomes;
 - provide a significant public benefit to their community;
 - demonstrate that they have actively involved Tangata whenua and the local community in the planning and development stages of the proposal.
 - demonstrate they have engaged with relevant council staff and if new council asset(s) are being created as part of the proposal, provide evidence of written approval from council asset managers for ongoing management of the asset.
2. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - contribute significantly to placemaking;
 - provide evidence that they have actively involved Tangata whenua and local community in the proposal.
3. The following are not eligible for funding:
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);

Please Note: Schools who receive the bulk of their funding from central government are eligible to apply for events/projects that sit outside of the daily curriculum or school hours and are open to the community)

 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
4. The Pride of Place Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Monitoring and Implementation

- Implementation of the policy will be monitored by the Council.
- This policy will be reviewed in response to issues that may arise, every three years, at the request of the Council, or in response to changes to legislative or statutory requirements (whichever occurs first).
- Amendment to this policy following a review may be subject to a public consultative process

6.3 REVIEW OF DEVELOPMENT CONTRIBUTIONS POLICY

File Number: A4920716

Author: Briar Macken, Manager - Strategy & Policy

Authoriser: Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval to develop a new Development Contributions Policy.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council is required by legislation to have a development and financial contributions policy.
- The policy must be reviewed every three years and is due for review.
- Council's current Development Contributions Policy (Policy) does not require development contributions.
- A review identified, the Policy is not clear and does not summarise the requirement to collect financial contributions under the District Plan.
- Since implementing the current Policy, the Far North is now experiencing population growth.
- Staff have identified infrastructure that is required to service that growth, namely three waters assets.
- In 2023, under the three waters reforms, Council was not able to require development contributions on three waters assets.
- However, on 17 February 2024, the Government repealed the Three Waters legislation. Council now has the ability to collect development contributions for three waters assets under the Local Government Act 2002.
- Staff recommend Council develop a new development contributions policy.

TŪTOHUNGA / RECOMMENDATION

That Council:

- a) note, the Development Contributions Policy has been reviewed**
- b) approve, to develop a new development contributions policy by September 2025**

1) TĀHUHU KŌRERO / BACKGROUND

Under section 102 of the Local Government Act 2002, Council must have a policy on development and financial contributions. Under section 106 of the Local Government Act 2002, the policy must be reviewed at least once every 3 years and is due for review.

Council's current Development Contributions Policy (Policy) (attachment 01) was made in 2015 and was last reviewed as part of the 2021-31 LTP Revenue Review process.

In the Long-Term Plan 2021-31, Council made a commitment to reintroduce development contributions as part of an amendment to the Long-Term Plan.

On 16 December 2021, Council approved the development of a new Policy be adopted with the 2024-34 Long Term Plan.

In 2023, under the three waters reforms, Council was not able to require development contributions on three waters assets. Instead, Water Infrastructure Contributions were to be set and administered by Wai Tāmaki ki Te Hiku.

In 2023, Council did not have sufficient evidence to require development contributions for roading, reserves, and community infrastructure. Therefore, a new policy could not be adopted with the 2024-27 Long-Term Plan.

However, on 17 February 2024, the Government repealed the Three Waters legislation. Council now has the ability to collect development contributions for three waters assets under the Local Government Act 2002.

On 14 March 2024, Council approved the development of a draft financial contributions chapter to be included in the District Plan (resolution 2024/19 refers¹).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have completed a separate report to capture the review of the Policy (attachment 02). For further information please refer to the full report.

Council's role relating to development and / or financial contributions.

Under section 10 of the Local Government Act 2002, the purpose of local government is to "... promote the social, economic, environmental, and cultural wellbeing of communities, in the present and for the future". Development and financial contributions can play an important role in keeping growing communities supplied with infrastructure that supports their wellbeing, attractiveness, and ongoing vitality in an efficient and cost-effective way.

Development contributions

Development contributions are a funding tool available to Councils facing growth-related costs in their district. Development contributions are used by many councils across New Zealand for a range of infrastructure affected by growth.

Development contributions are charges that may be levied under the Local Government Act 2002 that enable councils to "...recover from those persons undertaking development a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term".

Development contributions are set in a council's Development Contribution Policy made under the Local Government Act 2002. Development contributions may be required upon the granting of a resource or building consent (or a certificate of acceptance), or a service connection authorisation.

Financial Contributions

The Resource Management Act 1991 (RMA) allows councils to require a financial contribution to achieve the sustainable management purpose of the RMA.

Financial contributions generally address the direct impacts of a particular development, and their purpose is to help pay for measures that will avoid, remedy, or mitigate adverse effects on the environment, or offset adverse effects in some other way. Whether a development represents "growth" may be of limited relevance when determining if a financial contribution should be required.

Review findings

Development contributions

To decide whether to charge development contributions, Council should consider the following:

- Is the district experiencing growth, or do population projections suggest growth soon?
- Will (or has) that growth require(d) Council to incur capital expenditure to service it?
- Is the capital expenditure for network infrastructure, reserves, or community infrastructure?
- Will the revenue raised be greater than the costs of preparing a policy and administering it?

The review has identified that population growth is occurring across the district (2.1% in 2023) and is predicted to peak at 83,200 in 2049.

¹ [Council meeting 14 March 2024](#)

The gap analysis (attachment 03) identified that it is possible for Council to collate the necessary growth planning information for a development contributions policy for three water and roading assets. There is not sufficient evidence available for reserves and community infrastructure. However, several current projects across Council will improve the evidence base.

Staff are confident that Council has sufficient information to identify three waters asset costs associated with growth for Kawakawa, Kaikohe, and Kerikeri. If Council decides to create a Development Contributions Policy that requires development contributions, further research is required to identify three waters asset costs associated with growth in other areas of the district.

Traffic modelling has identified that 30-year growth predictions may impact on congestion in the Kerikeri CBD. The Kerikeri CBD Bypass is currently the only identified project to potentially reduce future congestion in Kerikeri CBD.

This roading improvement will benefit the wider Kerikeri area. Further analysis is required to identify the proportion of the Kerikeri CBD Bypass project that is attributable to growth and to determine whether the estimated revenue raised will be greater than the costs of preparing a policy and administering it.

Financial Contributions

Financial contributions must be summarised in the Development Contributions Policy. This summary can be brief, and should reference the plan provisions, including the purposes that the environmental / financial contributions are collected for.

Under the Operative Far North District Plan, Council currently has the ability to require financial contributions for the retention of esplanade areas and car parking provisions associated with non-residential activities.

The current Policy does not refer to financial contributions.

The Proposed Far North District Plan (PDP) does not require financial contributions. Financial contributions provisions within a district plan must be adopted through a plan change process under Schedule 1 of the RMA, which provides for rights of submission and appeal to the Environment Court. On 14 March 2024, Council approved the development of a draft financial contributions chapter to be included in the District Plan. Staff have been actively progressing developing a financial contributions chapter.

Due to time constraints and ensuring meaningful engagement with tangata whenua, it is not possible to include the variation to the PDP as part of the current hearing schedule, instead staff would look to doing a variation post Council decisions. Further research and engagement with Council will be required to decide on a particular framework.

Form of policy

The review identified that the current policy does not follow best practice policy development frameworks. The Policy includes unnecessary information which can cause confusion.

The policy does not summarise the requirement to collect financial contributions under the District Plan. Therefore, the policy is not consistent with all relevant legislation.

Therefore, the policy should be amended to improve clarity and to be consistent with relevant legislation.

Options

Option One: Status quo: The Policy continues with minor amendment

The Policy continues to NOT require development contributions. Minor amendments are made to the policy to improve clarity and the Policy includes a summary of the requirement to collect financial contributions under the District Plan.

Advantages and Disadvantages of continuing with amendment the current policy

Advantages Policy aligns with the relevant legislation
 Policy is more clear and follows best practice policy development

Disadvantages Rate payers continue to fund infrastructure required to service growth

Option Two: A new Development and Financial contributions policy is developed (Recommended)

A new policy is developed that looks to reintroduce development contributions to service the infrastructure needs from growth.

Advantages and Disadvantages of developing a new development and financial contributions policy

Advantages Council will have another funding tool available to support growth-related development shifting the financial burden away from ratepayers
 Policy will follow best practice policy development and align with legislation

Disadvantages Developing the policy will be quite complex due to the diversity across the district, ensuring affordability, and ensuring legal compliance. Staff resources across Council and specialist advice will be required.

Reputational risk as the community is unsure of the impact of development contributions. Risk can be mitigated through extensive meaningful engagement.

Option Three: Do nothing: Policy continues without any amendment

No changes are made to the existing Policy. Due to the Policy not being clear or consistent with relevant legislation, continuing without amendment is not a viable option.

Next steps

If Council approves to move forward with developing a new development contributions policy, staff will provide a briefing paper to elected members in November on the project outline and schedule.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The district is experiencing growth and infrastructure is required to address growth needs. A new form of policy is required that looks to reintroduce development contributions.

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

Due to the complexity and requiring external specialist advice, the operational cost of developing a new development and financial contributions policy is expected to be approximately \$40,000 and will be met from within existing budgets for the 2024-25 financial year.

ĀPITIHINGA / ATTACHMENTS

1. **Developments Contributions Policy 2015 - A2685044** [!\[\]\(f8ee710b906d4e31ed2d8571867b7413_img.jpg\)](#) [!\[\]\(e7b225bf01913c72f89d5c8ce20bc999_img.jpg\)](#)
2. **Review Research Report - Development Contributions Policy - A4940648** [!\[\]\(0b2db7170c1dc47fe80090ef7d3e565d_img.jpg\)](#) [!\[\]\(73951510f7c6db92bcc26741efb8f90f_img.jpg\)](#)
3. **Development contributions gaps assessment - Morrison Low - A4404230** [!\[\]\(bc3eeccd80f81f053e66205f8fb82975_img.jpg\)](#) [!\[\]\(02ccc7be0c3732205005c7f164e4b508_img.jpg\)](#)

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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
<p>State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy</p>	<p>In line with the Council's Significance and Engagement Policy, the recommendation to start developing a new development contributions policy will have little effect on the financial thresholds, ratepayers, specific demographics, or levels of service. The recommendation is consistent with existing plans and policies. Therefore, the level of significance is low.</p> <p>Once a draft policy has been developed, the level of significance may change. Staff will reassess against the Significance and Engagement Policy for future reports.</p>
<p>State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.</p>	<p>Sections 102 and 106 of the Local Government Act 2002 apply to the decision recommended in this report.</p> <p>The strategic priorities of Address Affordability, Better Asset Management, and Enable Sustainable Economic Development along with the community outcomes of Communities that are healthy, safe, connected and sustainable and Prosperous communities supported by a sustainable economy align with the decision recommended in this report.</p>
<p>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.</p>	<p>The proposal in this report has District Wide relevance so engagement with Community Boards was not required. However, if Council agrees to draft a new development contributions policy, the views of Community Boards will be integral to ensure a robust policy is developed.</p>
<p>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.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>Seeking the views and input of iwi in the development of policies is integral. Māori will be given an opportunity to contribute during the drafting stage of the policy development process.</p>
<p>Identify persons likely to be affected by or have an interest in the matter, and</p>	<p>Interested and affected parties, including landowners and developers of land will be given an opportunity to</p>

<p>how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).</p>	<p>contribute during the drafting stage of the policy development process.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>Due to the complexity and requiring external specialist advice, the operational cost of developing a new development and financial contributions policy is expected to be approximately \$40,000 and will be met from within existing budgets.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has reviewed this report.</p>



Far North District Council

Development Contributions Policy

25 June 2015

Document number A1589819

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DEVELOPMENT CONTRIBUTIONS POLICY

Introduction

Since 2003 the Far North District Council has operated a Development Contributions Policy for a range of infrastructure including:

- Roading
- Stormwater
- Sewerage
- Water
- Community Infrastructure

Development Contributions are based on two fundamental pieces of information, the amount that Council is planning to spend on new infrastructure to address growth needs and the level of growth anticipated over the next ten years.

Growth

Since 2003 the level of growth in the Far North has continued to decline from a high of more than 1,000 new lots being created in 2004/05 to less than 60 in 2013/14. Current indications are that this low level of development is likely to continue for some time.

This view has been reinforced by recent census figures which show very little overall population growth in the district since 2006.

Expenditure

In the policy's early years Council planned and undertook significant levels of capital expenditure to address anticipated growth demands.

Because of the changed development patterns there is no longer the same imperative to provide new infrastructure to meet growth demands. This means that Council's focus is now on the renewal and upgrading of our aging infrastructure.

Proposal

As a means of encouraging development and growth in the Far North, Council is proposing to remove Development Contributions as an effective funding tool. Council is therefore proposing to remove the requirement to pay Development Contributions for the time being.

This proposal will be achieved through an amendment to the Development Contributions Policy as discussed below and in the background papers available on Council's website.

The Local Government Act 2002 requires any amendment to Council's Development Contributions Policy be consulted on in accordance with the provisions of Section 82 of that Act.

Council has considered this proposal in the light of its Significance and Engagement Policy and has determined that this consultation should take place concurrently with the consultation on the Long-term Plan with the community at large and in particular with developers and submitters who have commented on recent Development Contributions Policies.

Background information

Changed development patterns

It has become apparent that the level of growth which occurred in the first half of the 2000s has curtailed primarily as a result of the changes to the worldwide economies. This has resulted in a dramatic slowdown in the level of new developments being created in the Far North.

DEVELOPMENT CONTRIBUTIONS POLICY

Presented below is a graph showing the number of new lots that have been consented since the first policy was introduced. As can be seen these peaked in the Bay of Islands-Whangaroa in 2007 but otherwise have been in continual decline almost since the policy was first introduced.

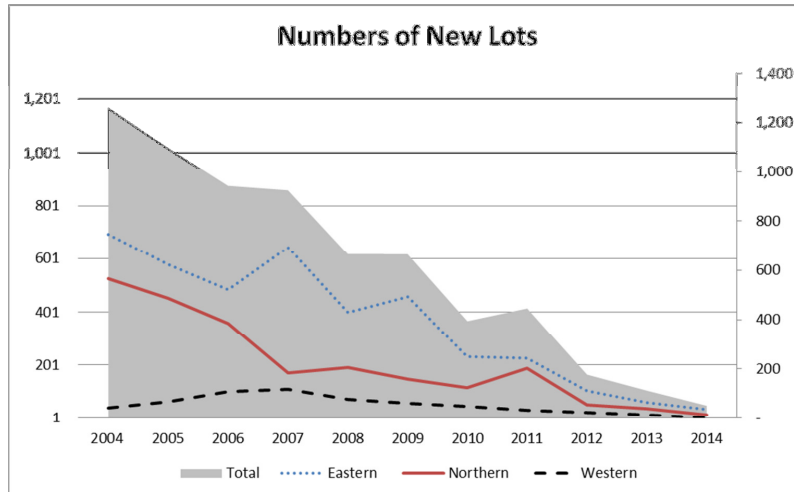


Figure 1 - Numbers of Lots Created 2004-2014

What is of greater importance is that many of the consents granted during the policy’s early years have never actually been implemented (by final activation of the subdivision). The reason for this is that Council may grant a subdivision consent but it is not until the developer wants to obtain title that the lots are actually created. In many instances developers have chosen not to proceed with their developments meaning that there is no longer a requirement to pay the Development Contributions.

Growth Expenditure

As part of its planning processes Council has to take account of anticipated growth and, in many instances, provide new or upgraded infrastructure in advance of the growth occurring. In other words, Council spends money providing increased capacity to cope with growth. Where a problem occurs is when monies have been spent developing new infrastructure to address anticipated growth demands.

The Local Government Act requires councils to plan for the future and to ensure that its infrastructural will cope with changing development patterns. The purpose of Development Contributions is to provide funding for that part of the new infrastructure that is designed to meet with growth demands. This might be in providing greater capacity for existing infrastructure such as sewerage, water or roading. Or it might be in building new infrastructure to meet growing community needs. Because of the time it takes to plan and build new infrastructure, much of this work is undertaken in advance of the growth actually occurring.

Whilst the legislation does allow Council to recover monies that have already been spent on growth related infrastructure, this can only realistically occur where developments are taking place. As is shown above, there is now very limited new development in the district so Council has to reconsider how to address this funding shortfall.

Alternatives

Essentially Council has three alternatives, it can continue to rely on development contributions to fund the expenditure that has already been committed and any new growth

DEVELOPMENT CONTRIBUTIONS POLICY

related expenditure or it can decide to cease charging contributions for the time being and fully fund the deficit from borrowings.

These options are discussed below:

Option 1 - Retain Development Contributions

As is shown in Figure 1 the district is currently experiencing very low levels of growth and if the current development contributions policy is retained, this low growth is anticipated to continue for some time.

Because of this limited growth it is now difficult to justify any significant expenditure on new growth related infrastructure, but some investment continues in the 2015-2025 Long Term Plan.

Option 2 - Cease Charging Development Contributions

As has been explained above, development contributions can be an impediment to development and growth. Removing the requirement for development contributions is a positive step Council can take to promote and encourage growth in the Far North.

It is also recognised that once market conditions start to stabilise this district may, once again become an attractive proposition for development and Council is keen to operate policies that are supportive of development. This means that the broad brush Development Contributions Policy that has operated over recent years may no longer be appropriate. Instead, there may be a justification for a much more targeted policy once conditions become more favourable.

In addition to changing development patterns, this more targeted approach is also supported by the recent changes to the legislation where there is a need to show a much closer nexus between growth and development requirements.

Option 3 - Cease Charging Development Contributions but Negotiate Development Agreements for Significant Developments

A development agreement enables Council and the owner of a significant development to negotiate an equitable contribution for the impact of its development on public infrastructure.

Conclusion

Council is keen to remove any perceived barriers to potential development because it recognises that this is vital to the enhancement of the district.

Council recognises that once conditions change, Development Contributions may once again be a useful funding tool but this is likely to be in a much more focussed manner.

For these reasons Council proposes to cease charging Development Contributions from 1 July 2015 but to signal that it will negotiate development agreements for significant developments where there are significant infrastructure impacts from the development.

Development Contributions Policy Statement

Pursuant to Local Government Act 2002 Section 102 Council adopted a Policy on Development Contributions on the following basis

For the term of this Policy Council will not require Development Contributions

Note: Development Contributions in respect of development consents granted prior to 1 July 2015 remain payable in accordance with the policy applicable at the time that the consent was granted.

6.4 TEMPORARY ROAD CLOSURES - KAITĀIA, PAIHIA AND KAIKOHE CHRISTMAS PARADES

File Number: A4933737

Author: Cath Beaumont, Road Corridor Manager

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- 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 at least a minimum of 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 Christmas Parades for Kaitāia, Paihia and Kaikohe cannot take place.

TŪTOHUNGA / RECOMMENDATION

That Council approve the following proposed temporary road closures to accommodate the safe operations of the following Christmas Parades:

- Kaitāia Christmas Parade;**
- Paihia Christmas Parade; and**
- Kaikohe Christmas Parade.**

1) TĀHUHU KŌRERO / BACKGROUND

These events are run annually for each town and are run by the community for the community.

The following road closures are the same as were in place for the events in 2023. Road Closures and times are:

Kaitāia – Saturday 7th December 2024.

11am – 2pm Commerce Street.

50 Commerce Street to 139 Commerce Street

Paihia – Friday 6th December 2024

3pm – 7pm

Williams Road

25 Williams Road to 37 Williams Road

Kaikohe – Friday 29 November 2024

3pm – 9pm

Memorial Avenue – whole road

Raihara Street from Recreation Road to Memorial Avenue

Station Road from Memorial to Recreation Road

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Public Notice for the proposed Temporary Road Closures have been advertised in the Northern News and FNDC Website for the first 42 days and a second public notice will go out 7 days leading up to this event. In order to enable the Christmas Parades Council is required to approve road closures.

Option 1 (Recommended)

That Council approve the proposed temporary road closures to accommodate the safe operations of the following Christmas Parades.

- a) Kaitāia Christmas Parade
- b) Paihia Christmas Parade
- c) Kaikohe Christmas Parade

Option 2

Council may elect to not approve the road closures. Failure to approve the closures will result in the Christmas Parades changing their route or not taking place.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To enable the Christmas Parades to go take place in Kaitāia, Paihia and Kaikohe.

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

Budgets are prepared by each areas Event Groups. No cost to the Council.

ĀPITIHINGA / ATTACHMENTS

1. Christmas Parade Maps - A4952567  

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, during 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, consider 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance, the event organisers will be engaging with property owners, business and community groups that will be affected by their event with the road closures.
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.	There will be local relevance only to the area where the event will be held.
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.	There are no specific 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).	N/A outlined in organisers event application.
State the financial implications and where budgetary provisions have been made to support this decision.	No budgetary implications
Chief Financial Officer review.	The CFO has not reviewed this report

6.5 COMMITTEE RECOMMENDATIONS AND RESOLUTIONS - OCTOBER 2024**File Number:** A4952141**Author:** Imrie Dunn, Democracy Advisor**Authoriser:** Aisha Huriwai, Manager - Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

- To increase governance oversight of Committee business/discussions.
- Communicate resolutions of Committee meetings.
- Escalate Committee recommendations to Council.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- 23 October 2024 - Te Miromiro Assurance Risk and Finance
- 29 October 2024 – Te Koukou – Transport and Infrastructure Committee
- 31 October 2024 – Te Kuaka Te Ao Māori Committee
- Copies of the Committee meeting minutes are attached for information.
- Links to the agendas containing the reports that formed the basis of the recommendations below are included in this report.

TŪTOHUNGA / RECOMMENDATION**That Council***Te Kuaka- Te Ao Māori Committee: Item 5.1 – Te Oneroa-a-Tōhē Variation to Speed Limits***amend Te Kaunihera o Tai Tokerau ki te Raki Interim Speed Management Plan to include 30 kilometre per hour speeds 200 metres either side of the following beach access points:**

- Hukatere Access;**
- Te Wakatehāua Access; and**
- Kauēparāoa Access.**

TĀHUHU KŌRERO / BACKGROUND

This is a regular report to provide greater governance oversight of discussions that occur at Committee meetings and to avoid duplication of reading for Councillors for decisions that are recommended to them, from each Committee meeting.

Copies of Committee meeting minutes that have occurred since the last ordinary Council meeting are attached for information.

From time to time, Committee's discuss items that are outside their delegations. This report, when necessary, will highlight recommendations from each Committee to Council for decision.

Information about Council, Committee or Community Board meetings is publicly available at <https://infocouncil.fndc.govt.nz/>

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Since the last Council meeting the following Committee meetings have occurred:

23 October 2024 – Te Miromiro Assurance, Risk and Finance Committee

[Agenda - Te Miromiro Assurance, Risk and Finance - 23 Oct 24](#)

29 October 2024 – Te Koukou Transport Committee

[Agenda - Te Koukou Transport and Infrastructure - 29 Oct 24](#)




31 October 2024 – Te Kuaka – Te Ao Māori Committee

[Agenda - Te Kuaka Te Ao Māori Committee - 31 Oct 24](#)

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

This report does not intend to repeat the financial implications, options or decision-making requirements for the recommendations listed. Please review the agendas via the provided links for further information.

ĀPITIHINGA / ATTACHMENTS

1. **2024-10-23 Te Miromiro - Assurance, Risk and Finance Committee Minutes - A4940363**
[↓](#) 
2. **2024-10-29 Te Koukou - Transport and Infrastructure Committee Minutes - A4944736** [↓](#)

3. **2024-10-31 Te Kuaka - Te Ao Māori Committee Minutes - A4950362** [↓](#) 

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.1 COMMUNITY BOARD MINUTES - OCTOBER 2024

File Number: A4945373

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide an overview of resolutions made by Community Boards with an opportunity for Chairpersons to speak with Council about pertinent discussions held at Community Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Minutes from Te Hiku, Bay of Islands-Whangaroa and Kaikohe-Hokianga Community Board September 2024 meetings are attached for Council information.

TŪTOHUNGA / RECOMMENDATION

That Council note the following Community Board minutes:

- 22 October 2024 Te Hiku Community Board;
- 24 October 2024 Bay of Islands-Whangaroa Community Board; and
- 25 October 2024 Kaikohe-Hokianga Community Board

TĀHUHU KŌRERO / BACKGROUND

This report is to provide Council with an overview of resolutions made at Community Board meetings and for Community Board Chairpersons to raise any Community Board issues with Council.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This is intended as an information report but shows on the agenda as a standard report to place it earlier on the agenda.

From time-to-time Community Boards may make recommendations to Council. This report is not considered to be the appropriate mechanism for Council to make a decision from a Community Board recommendation. Council could however move a motion to formally request a report on a particular matter for formal consideration at a subsequent meeting. The report would then ensure that Council have sufficient information to satisfy the decision-making requirements under the Local Government Act 2002 (sections 77-79).

The minutes presented to this meeting include recommendations to Council, which staff have requested be considered by Council for the June meeting.

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

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

ĀPITIHINGA / ATTACHMENTS

1. 2024-10-22 Te Hiku Community Board Minutes - A4939987 [↓](#) 
2. 2024-10-24 Bay of Islands-Whangaroa Community Board Minutes - A4938896 [↓](#) 
3. 2024-10-25 Kaikohe-Hokianga Community Board Minutes - A4944701 [↓](#) 

7.2 MAYOR AND COUNCILLOR'S REPORTS

File Number: A4945397

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

This report is a mechanism to have open communication and transparency on activities undertaken by Councillors as elected representatives.

NGĀ TŪTOHUNGA / RECOMMENDATION

That Council note the reports submitted by Kahika Moko Tepania, Kōwhai Kelly Stratford, Crs Ann Court, Babe Kapa, Hilda Halkyard-Harawira and John Vujcich be received.

TE TĀHUHU KŌRERO / BACKGROUND

Kahika-Mayor Tepania has reintroduced Council members reports as a mechanism to have open communication and transparency on activities undertaken by Councillors as elected representatives. Members reports are compulsory for Councillors.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Members reports are attached for information.

REASON FOR THE RECOMMENDATION

To formally receive the Mayor and Councillor reports.

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. **Member Report Kahika Moko Tepania - A4963023**  
2. **Member Report Kōwhai Kelly Stratford - A4960943**  
3. **Member Report Cr Ann Court - A4953418**  
4. **Member Report Cr Babe Kapa - A4960935**  
5. **Member Report Cr Hilda Halkyard-Harawira - A4960923**  
6. **Member Report Cr John Vujcich - A4960924**  

7.3 COUNCIL OPEN RESOLUTIONS UPDATE NOVEMBER 2024

File Number: A4945034

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Council with an overview of outstanding Council and the previous term Committee decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.

TŪTOHUNGA / RECOMMENDATION

That Council receive the report Council Open Resolution Update November 2024.

1) TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions triggered by Council decisions. Staff provide updates on progress against tasks that are not yet completed.

The open resolution report also includes outstanding actions from previous triennium committees.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The outstanding tasks are often multi-facet projects that take longer to fully complete. Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION.

To provide Council with an overview of outstanding Council decisions from 1 January 2020.

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

1. **Open Resolution Report - A4965742** [↓](#) 

8 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.2 - Steering Group Recommendation for Divestment of the Housing for the Elderly Portfolio	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.3 - Syndicated services contract - Extension and Variation	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

<p>8.4 - Northland Regional Council Rating Agreement</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>8.5 - Renewal of Revolving Cash Facility</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>8.6 - Council Public Excluded Open Resolutions Update November 2024</p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</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>

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE