

# 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



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

**Thursday, 10 April 2025**

**Time: 10:00 AM**

**Location: Council Chamber  
Memorial Ave, Kaikohe**



**Far North District Council  
Ordinary Council Meeting**  
**will be held in the Council Chamber, Memorial Ave, Kaikohe on:**  
**Thursday 10 April 2025 at 10:00 AM**

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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

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

## 4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS

## 5 HE PĀNUI WHAKAMŌTINI / NOTICE OF MOTION

### 5.1 NOTICE OF MOTION - PIONEER VILLAGE KAIKOHE

**File Number: A5145291**

I, Councillor John Vujcich, give notice that at the next Ordinary Meeting of Council to be held on 10 April 2025, I intend to move the following motion:

#### **MŌTINI / MOTION**

**That Council:**

- a) **approve additional funding allocation through the remaining Annual Plans within the Long-Term Plan (LTP) 2024-2027, and subsequent Long-Term Plans, to secure two full-time staff positions for Pioneer Village Kaikohe - a Manager and a Curator - to address existing workforce constraints and enhance operational sustainability; and**
- b) **include the Pioneer Village Kaikohe in the Arts, Culture, and Heritage Strategy, ensuring recognition of Pioneer Village Kaikohe's contributions and funding for preservation of heritage buildings, collections, and infrastructure upgrades.**

#### **TAKE / RATIONALE**

Pioneer Village Kaikohe (PVK) stands as a cornerstone for community pride and engagement, safeguarding significant heritage assets and fostering tourism, educational outreach, events and community well-being. There are 25 buildings, 11 of significant historical value, situated on 5 acres, with a commercial kitchen/café/retail space.

However, PVK faces critical financial and workforce challenges that risk undermining its capacity to meet growing demand and maintain its contributions to Kaikohe and the wider district.

This motion combines elements of PVK's business case and collaborative strategies to ensure:

- Sustainable funding for operational costs and workforce expansion to deliver its roles as a heritage museum, education enabler, visitor destination and community venue.
- Delivery of the PVK revitalisation plan and recommendations of the independent business case report. See attachments. Also, it helps gives effect to the 2019 Kaikohe Town Plan.
- Increased visibility and visitor engagement through coordinated partnerships and innovative tourism initiatives.
- Preservation of historical assets and long-term strategic alignment with FNDC's cultural and economic development priorities and Toi Mana/Arts, Culture and Heritage Strategy.

By securing consistent support, PVK can grow its role as a vibrant hub for tourism, education, and community-driven initiatives, generating lasting value for locals and visitors alike.

I commend this Notice of Motion to Council.

#### **ĀPITI HANGA / ATTACHMENTS**

1. **Notice of Motion - Pioneer Village Kaikohe - A5145251**  
2. **20231022 StrategEase PVK Business Case Final - A5145265**  
3. **The Journey Forward - Pioneer Village Kaikohe - A5145261**  

**Notice of Motion****Council Meeting: 10<sup>th</sup> April 2025****From:** Cr John Vujcich**Date:** 1/04/2025**Subject:** Proposal for Funding and Strategic Collaboration for Pioneer Village Kaikohe

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**Motion:**

Whereas the **Pioneer Village Kaikohe (PVK)** is a vital community asset contributing to Kaikohe's social, cultural, and economic wellbeing, supporting heritage preservation, tourism growth, and local engagement,

1. The Far North District Council **approves additional funding allocation** through the remaining Annual Plans within the Long-Term Plan (LTP) 2024-2027, and subsequent Long-Term Plans, to secure two full-time staff positions for PVK—a Manager and a Curator—to address existing workforce constraints and enhance operational sustainability.
2. The Far North District Council includes the PVK **in the Arts, Culture, and Heritage Strategy**, ensuring recognition of PVK's contributions and funding for preservation of heritage buildings, collections, and infrastructure upgrades.

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**Rationale:**

Pioneer Village Kaikohe stands as a cornerstone for community pride and engagement, safeguarding significant heritage assets and fostering tourism, educational outreach, events and community well-being. There are 25 buildings, 11 of significant historical value, situated on 5 acres, with a commercial kitchen/café/retail space.

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- Delivery of the PVK revitalisation plan and recommendations of the independent business case report. See attachments. Also, it helps give effect to the 2019 Kaikohe Town Plan.

- Increased visibility and visitor engagement through coordinated partnerships and innovative tourism initiatives.
- Preservation of historical assets and long-term strategic alignment with FNDC's cultural and economic development priorities and Toi Mana/Arts, Culture and Heritage Strategy.

By securing consistent support, PVK can grow its role as a vibrant hub for tourism, education, and community-driven initiatives, generating lasting value for locals and visitors alike.

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# Pioneer Village Kaikohe - Business Case for a sustainable future

Prepared for

**PIONEER VILLAGE KAIKOHE**

**October  
2023**

**StrategEase**

STRATEGY | BUSINESS AND ECONOMIC ANALYSIS



**Acknowledgements**

The author wishes to acknowledge the valuable contributions provided by many others to this project, including members of community, education, and business organisations in Kaikohe, and economic development and cultural sector practitioners in Northland, Auckland and Bay of Plenty. This report has benefitted greatly from their knowledge and insights, but they bear no responsibility for the final product.

**Disclaimer**

This report has been prepared for the Kaikohe and District Historical and Mechanical Trust (trading as Pioneer Village Kaikohe). Although every effort has been made to ensure the accuracy and integrity of information presented in this report, the author accepts no liability for any actions taken on the basis of the information or recommendations contained in the report.

Version control: Final report 22 October, 2023.

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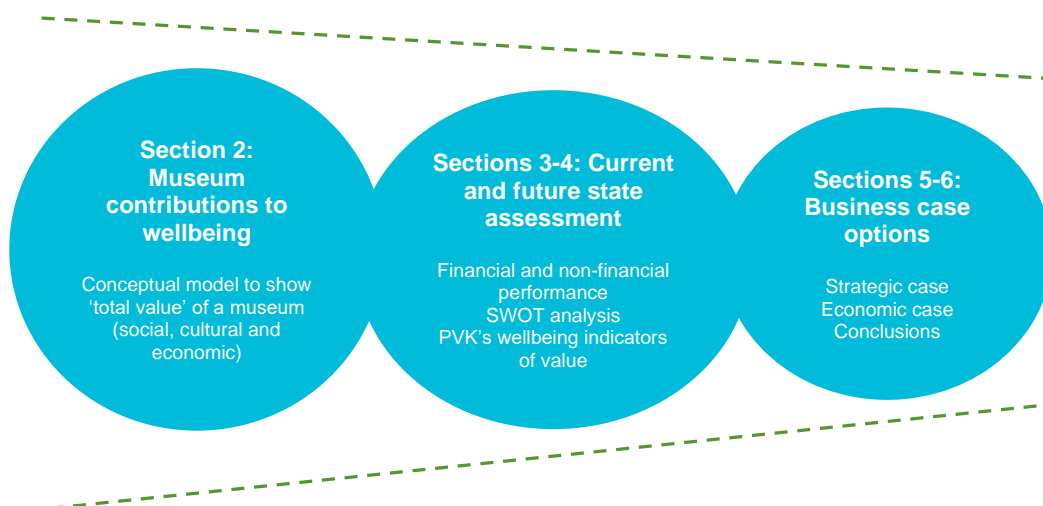
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## Executive summary

Pioneer Village Kaikohe (PVK) provides a hub of co-located tourism, heritage, education, and event facilities, which provide opportunities for local residents and visitors from outside the district to engage with the Far North District’s (FND) shared history. This report has been commissioned by the Kaikohe and District Historical and Mechanical Trust to inform its future planning for PVK and to support future applications for funding support from Far North District Council (FNDC) and other organisations.

This report is structured as illustrated below, commencing with a broad assessment of how museums generate social, economic, and cultural value and then narrowing down to outline the case for increased funding support for PVK:



In considering the value of a museum it is important to take account of its ‘stock’ of heritage assets as well as the ‘flow’ of services or activities it provides to visitors and users. Both are a source of public value that cannot be adequately measured in financial terms.

PVK contributes to community wellbeing in Kaikohe and the wider FND in three main dimensions: social, cultural and economic, by:

1. Protecting significant heritage buildings and a collection that visibly reflects and honours the shared (Māori and Pakeha) cultural identity of the community;
2. Making a contribution to ‘sense of place’ in Kaikohe, with an array of buildings in a park setting in the heart of town;

3. Being a hub for social inclusion: open to the public, offering many opportunities for voluntary work, and as a venue for community groups, events and education programmes;
4. Providing employment for a few part-time staff, purchasing goods and services from local businesses, and attracting domestic and international tourist visitors and expenditure from beyond the local area.

PVK serves as a community hub with several clubs permanently based there, and by being a focus for 'volunteerism' for senior citizens in the town. That role is as relevant to future potential funders and users as its role as a heritage museum.

By offering a unique destination attraction in Kaikohe, PVK is also well positioned to play its part in the recovery of the district's visitor economy by contributing education programmes, hosting large events, and attracting visitors from the Twin Coast cycleway, cruise ships and others travelling around the district. PVK's total patronage could reasonably be expected to return over the next few years to be in the range of 2,000-2,500 visitors/users per annum.

In the financial year-end March 2023, PVK's total expenditure was \$165,000 and total revenue was \$150,000. Grant funding contributed at least half of its total revenue each year over 2021-23. A large share of that has been required to cover indirect overheads or fixed costs required to keep the museum open and maintain its buildings and collections, rather than to pay for the costs of hosting visitors as such.

Compared to other 'micro-museums' in New Zealand, PVK's number of part-time employees is close to the 1.9 average, but PVK's staff are managing levels of operating revenue and volunteers at three times the average for micro-museums.

The Business case assessment identifies PVK faces two core resourcing challenges:

1. Its current annual income is insufficient to cover annual expenses, particularly the high and lumpy indirect expenses of heritage protection (e.g. building remediation/restoration and collection storage, repairs and maintenance) and operating overheads.
2. PVK lacks staff resource capacity to manage its breadth of business activity as both a heritage museum and as a venue for education programmes, events and group meetings.

To actively make the most of its site and scale of heritage assets and attract growth in visitors and other customers, PVK will need to continue to foster relationships with local businesses, schools, iwi, and

community groups as well as work in partnership with other organisations in Northland's cultural and economic development sectors (e.g. Northland Inc., Creative Northland). However, PVK will require additional staff resource (and revenue) to do that well and maximise beneficial outcomes for visitors and the Kaikohe community and wider district.

PVK is reviewing its Strategic Plan 2021-26 and over the next 6-12 months PVK's board and staff will need to engage with FNDC on the forthcoming Arts, Culture and Heritage Strategy. The strategy may add momentum for the Far North cultural sector to flourish but will likely require concerted efforts to implement, backed by budget provision in the Council's Long-term plan (LTP 2024-34).

It is recommended that PVK:

1. Use the wellbeing indicators model and analysis in this report to inform its Strategic Plan review and outline how additional staff capacity would be applied to connect with other entities, remain as a viable museum and grow its specific contributions to both user and non-users social, economic, and cultural wellbeing in FND; and
2. Pursue an increase in funding through the FNDC LTP process of circa \$150k per annum for a multi-year period, to fund two full-time staff (PVK Manager and Curator). The need for on-going funding can then be reviewed in the next LTP process together with updated reporting on the indicators of value achieved by PVK.

## 1.0 Introduction

### 1.1 Purpose

This report has been commissioned by the **Kaikohe and District Historical and Mechanical Trust** to inform and support its engagement with funding organisations in relation to Pioneer Village Kaikohe (PVK). The report aims to show how PVK contributes social, economic and cultural value to Kaikohe and the wider district and indicate how increased funding support for PVK will provide value for money in terms of sustaining that value.

### 1.2 Location context

Kaikohe is centrally situated in relation to a cluster of towns on the east coast around the Bay of Islands (Kawakawa, Kerikeri, Moerewa, Opuā, Paihia and Russell) and a cluster of small settlements on the south-west coast surrounding the Hokianga Harbour (Horeke, Kohukohu, Omapere, Opononi, Panguru and Rawene) – refer Figure 1. Kaikohe is 27km from the inter-regional ‘Bay of Islands’ airport at Kerikeri (or 22 minutes travel time by car) and 92km from Whangarei’s airport (or about 1.2 hours travel time by car).

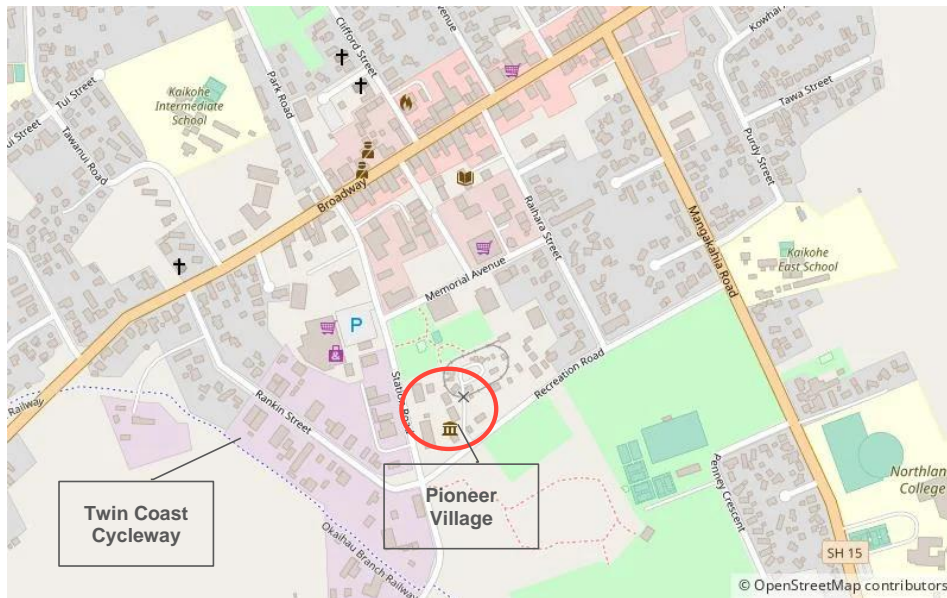
**Figure 1: Kaikohe Location map**



Source: FNDC, Google maps

PVK consists of a 5 acre site located on Recreation Ave. in the heart of the town and is around 200 metres from the Twin Coast Cycle Trail (refer Figure 2).

**Figure 2: Pioneer Village site plan**



### 1.3 Background

The PVK vision is to continue to offer a heritage museum and event venue that:

- adds value to Kaikohe as a destination for domestic and international visitors
- promotes a favourable reputation and recognition for the town
- enjoys the support of the local and wider district community for its contribution to economic and social development.

PVK officially opened in 1977 and operates as a non-profit trust governed by a Trust Board. PVK offers a multi-purpose, diversified mix of services: museum visits and information, cafe and catering, educational programmes and venue hire for events and group bookings.

The village is the main local attraction in Kaikohe, comprising several restored historic buildings including New Zealand’s oldest courthouse, an 1875 cottage, a jail, a school and other buildings housing Māori

artefacts, gum-digging equipment and a blacksmith's shop. Additional details on PVK are provided in Attachment A. There is one other museum in Kaikohe, a fire museum. In the larger area of the Mid-North there are several museums and similar institutions including:

- Hokianga Society Museum and Archives Centre
- Manea Footprints of Kupe
- Clendon House
- Māngungu Mission House
- The Stone Store
- Mission House
- Russell Museum
- Kawakawa Museum.

Several of the museums are owned and funded by Heritage New Zealand, while others rely on funding from other organisations (e.g. Manea was supported by the Provincial Growth Fund).

In September 2022 the Chair's report on the Kaikohe-Hokianga Community Board (KHCB) agenda noted<sup>1</sup>:

“One of the board's strategic priorities is the Pioneer Village museum in Kaikohe. The board advocated for a modest increase in the annual grant this year. The village was set up by a previous mayor, and many elected members have volunteered at the village in some manner since the 70's. Three current members of the board have joined the Pioneer Village during their terms, because they see it as an important part of Kaikohe. This agenda includes an application, with a substantial quantity of supporting evidence, for a grant to the Pioneer Village. To remain a part of Kaikohe, the museum must have a stable and predictable income base that allows it to remain in place, on top of which it can seek other income and third party funding for the buildings and collection. In much the same way that the Kaitaia museum has. I propose that the board fund a Kaikohe-Hokianga museum strategy to, firstly, confirm that the museum is a desirable feature of the ward and district, and, secondly, establish a level of funding that removes the uncertainty of the financial security of the village, and to form a case for long term plan funding”.

While the community board resolved to allocate funding to enable future planning by the Council CE, or his nominee, for the Pioneer Village to ensure a sustainable future, it also declined to provide a grant direct to

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<sup>1</sup> Refer Kaikohe-Hokianga Community Board Meeting Wednesday 14 September 2022 ([https://infocouncil.fndc.govt.nz/Open/2022/09/KHCB\\_20220914\\_AGN\\_2547\\_AT.htm](https://infocouncil.fndc.govt.nz/Open/2022/09/KHCB_20220914_AGN_2547_AT.htm))



PVK, “due to the Council undertaking a review and development of the Arts, Culture and Heritage Strategy, which will achieve the Community Board’s outcome without having to allocate funding towards this piece of work”<sup>2</sup>.

It is understood that the FND strategy will form part of a wider Northland Region Arts, Culture and Heritage Strategy, which is intended to provide a platform for raising the profile, capability, and performance of the cultural and creative sectors in the region. The FND strategy is due to be reported to FNDC in late 2023 and will then be subject to public consultation.

While the draft strategy is not available to inform this report, there will be an opportunity for PVK to make a submission on it and seek recognition of its role and contribution to the district’s economic and cultural development. It is assumed that the strategy will proceed to an implementation stage and be subject to funding allocated in the Council’s LTP 2024-34. This report should assist PVK to demonstrate it is deserving of funding support in the LTP.

## 1.4 Methodology

Preparation of this report has included the following activities:

- a) Site visit to PVK and the surrounding area in August 2023.
- b) Meetings with a range of stakeholders and subject-matter experts including members of community, education and business organisations in Kaikohe, and economic development and cultural sector practitioners in Northland, Auckland and Bay of Plenty.
- c) Analysis of demographic and economic information for Kaikohe and the wider district.
- d) Literature review of published information on the social, cultural and economic wellbeing benefits of museums and other cultural facilities.
- e) Analysis of PVK’s ‘current state’ based on visitor patronage, staff resources, financial statements and Strategic Plan 2021-26.
- f) Development and application of a wellbeing framework to provide indicators of PVK’s contributions of value to social, cultural and economic wellbeing in FND.
- g) A SWOT analysis and ‘future state assessment’ of alternative business case options and recommending a preferred option.

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<sup>2</sup> Refer RESOLUTION 2022/49 in KHCB minutes 14 September 2022:  
[https://infocouncil.fndc.govt.nz/Open/2022/09/KHCB\\_20220914\\_MIN\\_2547\\_WEB.htm](https://infocouncil.fndc.govt.nz/Open/2022/09/KHCB_20220914_MIN_2547_WEB.htm)

## 2.0 How do museums contribute to the four wellbeings?

### 2.1 Assessing total value

The Local Government Act 2002 (LGA) requires councils to consider how their activities promote economic, social, environmental, and cultural wellbeing (the four wellbeings). Similarly, the New Zealand Treasury requires the impact on economic, social, environmental, and cultural capital to be considered when considering policy decisions through their Living Standards Framework (LSF).

Although the LGA does not define cultural well-being, for the purposes of this report the Ministry for Culture and Heritage (MCH) definition is considered appropriate<sup>3</sup> :

“The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities
- the freedom to retain, interpret and express their arts, history, heritage and traditions”.

Cultural wellbeing is difficult to measure as much of its value is intangible. A recent report by BERL for Museums Aotearoa<sup>4</sup> provides a comprehensive literature review and evidence base for assessing the ‘total value’ of museum, gallery and heritage sites contributions to the four wellbeings, taking account of ‘economic use values’ and ‘non-use values’. In summary, there are two main sources or types of value:

1. **Use values:** typically measured based on museum ‘user’ activities based on visitor numbers and revenue, employment, education and community/recreational usage, and contributions to tourism/Gross Domestic Product (GDP), and;
2. **Non-use values:** while not easily calculated, these values include ‘inherent existence value’; ‘option value’ (even if some people haven’t taken up the option to use/visit the museum to date they can value the option for the future) and ‘historical and social value’ (passing down the ability to interact with a piece of history to descendants, maintaining an understanding and connection to the past and strengthening social ties to identity and place).

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<sup>3</sup> Refer MCH Well-being What Is It? Linking local and central government to promote cultural well-being (no date).

<sup>4</sup> BERL 2022 The value of museums and galleries in Aotearoa, prepared for MUSEUMS AOTEAROA.

Based on a comprehensive review of international and New Zealand literature on approaches to valuing cultural facilities the following conclusions from BERL 2022 are pertinent to PVK:

**“The museums and galleries sector is an ecosystem of activity, not a factory**

The value of the museums and galleries sector lies in its impact on society, some of which is experienced or noticed by the public, and some of which goes unseen. This is an ecosystem where some areas are priced, and most are not priced. The sector should be thought of as a “stock”, which consistently grows with activities around it (the flow). Simply asking the public how much they would pay to keep it does not adequately value this stock and the ecosystem around it.

**‘Culture’ is not a product**

The literature review provided a consistent view that the value of museums and galleries is not entirely captured by revenue, profits, and employment. Most of the activity does not occur in a traditional sense of a market that can be measured and valued.

**Indigenous perspectives have not been considered by most researchers**

There is a growing, but still limited, body of evidence on indigenous perspectives. The definition of cultural value is euro-centric, which is highlighted by the fact that non-use value does not translate easily into a number. Māori approaches to value consider use and non-use value and have done so since before colonisation. Despite this, economic frameworks to value culture attempt to quantify the value of culture into market value, which is drawn from exploitation, production, and trade. Cultural institutions provide public access to history, and uphold, restore, and recognise the mana of individuals and communities”.

BERL 2022 presents an eco-system model for capturing the variety of ways that cultural facilities contribute to the four wellbeings, as an aid to policy makers in the cultural sector wanting to consider the total value for money of their policy interventions.

For the purposes of this report that model has been adapted to apply to the PVK context, recognising that environmental wellbeing is not particularly relevant to many museums. The key indicators of value generated by a museum are shown in Table 1:

**Table 1: Indicators of the total value generated by museums**

		Indicators of value		
Economic	Employment: No. of full and part-time staff	Operating expenditure	Revenue (incl. Net operating income)	GDP (contributor to local economy and tourism GDP of FND)
Cultural	No. of visitors (international and domestic)	Heritage buildings and collection size/attributes	Contribution to Iwi (e.g. engagement; taonga protected; Māori oriented events)	Other cultural functions (e.g. research; ability to engage with the collection via digital means)
Social	Public amenity/ place-making role	Education programmes participation	Venue for community groups/events	Volunteers engaged

Museums can bring economic benefits through attracting visitors and external investment into the district. They can improve cultural and social wellbeing by showcasing local history in a way that reflects the diverse nature of their communities, and by providing a place that local people belong to, with tangible opportunities for volunteering, gathering, or learning.

A fundamental implication of the above approach is that user values as expressed in a museum’s fee income does not truly reflect the value of its ‘output’: a museum also generates wider social, cultural, and economic wellbeing benefits for both users and non-users. Meaning that the costs of operating a museum (as a ‘stock and flow’) needs to be viewed alongside indicators of those values (i.e. indicators of correlation, or impact, of the institution on social, cultural, and economic outcomes). It follows that this should be done on a case-by-case basis when assessing the merits of central and local government grant funding for a museum.

**2.2 How does PVK compare to similar size museums in New Zealand**

BERL 2022 provides a range of metrics relating to both use values and non-use values for the museum and gallery sector in New Zealand, distinguishing between large, medium, small and micro museums. In terms of most metrics comparable to the BERL time periods, PVK fits within the micro rather than small museum category (refer Table 2).

**Table 2: Comparative metrics of the micro and small museum/gallery sector (NZ) 2018; 2021**

Measure	PVK	Micro museum	Small museum
Visits/users (2018)	790 museum and 3,400 event, education and group bookings (YE March 2019)	1,766 (ave. per institution)	21,000 (ave. per institution)
Collection size	5,000+	6,800 objects (ave.)	20,000 objects (ave.)
Revenue	\$160,000	\$52,000 (ave.)	\$890,000 (ave.)
Net operating income (surplus)	\$63,109	\$26,000	\$103,000
No. of employees (predominantly part-time)	2 core part-time staff 1 Education Programme part-time staff	1.9 (ave.)	6 (ave.)
No. of volunteers	36	12 (ave.)	12 (ave.)

Source: PVK info; BERL 2022

Notes:

1. BERL visitor numbers refer to 2018, reflecting pre-COVID19 times when international and domestic tourism was widespread in New Zealand; all other metrics refer to 2021.
2. The average figures are based on BERL estimates for a total 190 micro museums and 196 small museums in New Zealand.

The metrics indicate that:

1. PVK had a lower reported visitation than the average micro museum or gallery in 2018, but once allowance is made for education, group bookings and events (noting the 2018 number is not available) the total for PVK will likely be closer to the average (noting the BERL figure includes such visitors).
2. PVK was above the average for micro museums and galleries in 2021, in terms of several other metrics: revenue, net surplus, number of volunteers.
3. Micro museums and galleries generally rely on volunteers and a small number of part-time employees for most of their operations - which also means they incur lower 'cash' operating costs than they would if they had to pay the true cost, but equally, their revenue tends to reflect that they are not big enough to attract high-profile fee-paying events and/or government funding which larger entities can attract<sup>5</sup>.

<sup>5</sup> BERL estimated that in 2021 funding from central and local government accounted for an average of 68 percent of revenue for large institutions, 94 percent for medium institutions, 45 percent for small institutions,

Reflecting the challenging times for cultural facilities post-COVID with the risk that many may not survive, Museums Aotearoa<sup>6</sup> has advocated for the next government (post the 2023 election) to provide a sustainable funding model, noting:

“Most museums and galleries are funded through a mixture of local government funding, sponsorship, sales through retail, cafes and venue hire and entrance fees. Aside from Te Papa, no museums and galleries receive sustainable funding from Central Government (though a number have received small, time-limited grants and a contribution to their educational programme via a contestable, time bound contract)”.

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and 11 percent for micro institutions. Note the BERL data for the 2021 year will include COVID-19 related wage subsidies and hardship grants.

<sup>6</sup> Refer <https://www.museumsaotearoa.org.nz/publications/repository/ma-briefing-incoming-ministers-2023>.

### 3.0 PVK Current state assessment

#### 3.1 PVK financial performance

PVK’s key financial metrics for the past three financial years are shown in Table 3. Annual total income in the most recent financial year (end-March 2023) was \$150,000. It managed to generate a surplus in two out of the past three years (2021 and 2022) but incurred a deficit of \$15,000 in 2023.

**Table 3: PVK summary financial metrics (YE March)**

	2021	2022	2023
Total income	159,703	121,381	150,371
Total expenses	96,594	88,960	165,364
Surplus (Deficit)	63,109	32,422	(14,992)
Cash balance	114,121	121,904	101,401

Source: PVK 2023

Te Ahu by comparison reported annual revenue of \$681,900 (year-end June 2021) and \$815,200 (2020), while total expenses were \$1,115,500 and \$1,181,400 respectively (implying annual deficits of \$433,600 and \$366,200)<sup>7</sup>.

Further details on PVK’s financial performance are included in Attachment B. Key points derived from the assessment are:



**Visitors and user income accounted for 12-17% of total income over 2021-23.**

PVK earns its own income from customers (including visitor fees, cafe sales, catering etc.) and has diversified sources of other income (e.g. rent, fundraising etc.) but in total it is insufficient to cover total expenses.



**Income from customers and tenants covered only 63% of total ‘direct expenses’ in 2023**

<sup>7</sup> Source: TACT 2021 Performance report and Audit Opinion. Note employee and volunteer related costs were \$262,000.

Income from customers and tenants (including visitor fees, cafe sales, catering and rent etc.) is insufficient to cover the 'direct expenses' incurred in delivering the visitor/customer experience. Direct expenses in accounting terms include wages and consumables, and exclude overheads such as advertising, insurance, utilities, rates, depreciation and repairs and maintenance. Wage costs were \$74,700 in 2023 and are a high proportion of direct expenses (around 70-80% in recent years) but this reflects that total wage costs have been allocated to the calculation of direct expenses when a large share of staff time is actually spent on 'indirect' activities of collections management, administration, marketing and communications, health and safety, securing funding and strategic planning.



### **PVK receives 50-60% of its total income from grants**

PVK has relied on grant funding for at least half of its total income over 2021-23. A large share of PVK's expenses are indirect 'overheads' or fixed costs required to keep the museum operating and maintain its buildings and collections (e.g restoration, repairs and maintenance were a significant component of expenditure of \$56,000 in 2023). Implying that grant revenue is relied on to cover indirect expenses rather than direct expenses *per se*.



### **The need to fund planned repairs and maintenance and operating at a deficit pose a significant risk to PVKs assets.**

While PVK's has cash reserves of \$100,000 to manage its cashflow over the current financial year and could potentially fund a limited amount of capital or maintenance expenditure, that fund is also vulnerable to being called on in the event of incurring future deficits. PVK faces a significant risk of accumulating a backlog of asset remediation and maintenance expenditure.

## **3.2 PVK workforce capacity**

PVK's main workforce currently consists of:

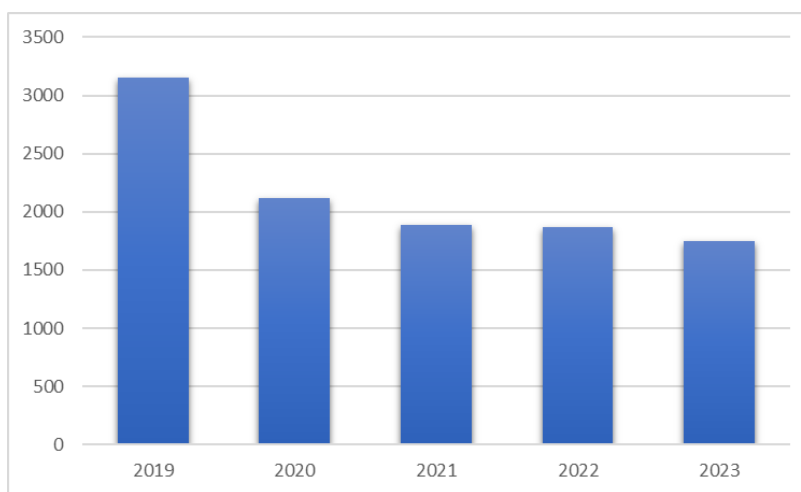
1. two core part-time staff: Operations Manager, paid 20hrs. per week (pw) and 20 hrs. pw voluntary; Collections Manager 10 hrs. pw.
2. one part-time Education Programme Manager 10 hrs. pw.
3. 36 volunteers (15 volunteers that are core to the operation and 21 volunteers that support events or are advisors/experts in their fields).



In addition, a contractor chef is contracted for pre-booked catering and venue hire events.

Allowing for the three paid part-time staff to work a total 40hrs./week for 45 weeks of the year (excluding holidays etc.) implies they work around 1,800 hrs. per annum (pa). As with other small museums PVK relies significantly on a committed pool of local volunteers who have contributed close to an additional 1,800 hours pa of unpaid labour in recent years, and over 3,000 hours in pre-COVID times (refer Figure 1).

**Figure 1: PVK Number of volunteer hours 2019-2023 (year-end March)**



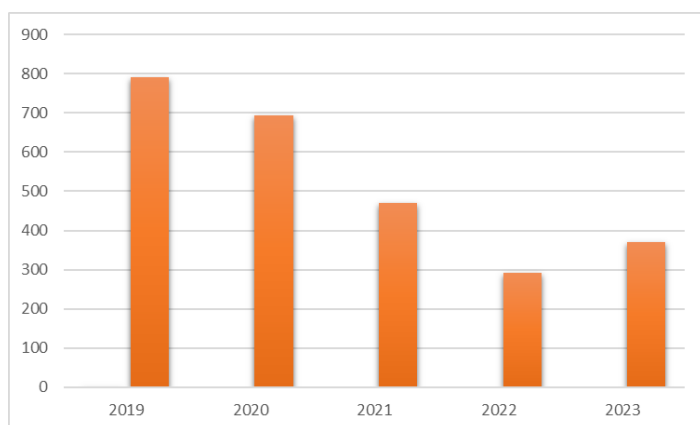
Source: PVK data

Volunteers contribute an additional volume of work hours which exceeded those of the two staff in the busier pre-COVID times but have been less than the staff’s total hours in recent years. While PVK’s wage costs accounted for \$74,700 in FY23 (and 70-80% of total direct expenses over 2021-23) this does not give the full picture of the value of workforce time operating PVK: volunteer hours contribute additional time to keeping the village running and delivering value to the customer experience. If their time is valued at \$20.00 per hour (in line with the minimum wage level over most of the period), it would be equivalent to an additional labour cost of \$35,000-\$38,000 per annum over 2021-23. The level of engagement of volunteers with the village is a sign of the community’s sense of belonging ‘with’ the village, and while a monetary value is not a true measure of that, it provides a proxy of value generated at PVK that equates to around half of the current wage bill.

### 3.3 PVK visitors and customers

Information supplied by PVK shows the following snapshot of patronage in recent years and months. Total ‘walk-in’ museum visitors of 300-500 per annum over 2021-23 (to March year-end) compared to 700-800 in pre-COVID years (2019-20) - refer Figure 2.

**Figure 2: PVK museum visitors 2019-2023 (year-end March)**



Source: PVK data

Notes:

1. ‘walk-in’ visitors for self-directed tour only; events and booked groups are not included.
2. COVID-19 lockdown and border closure impacts on PVK reflected in reduction in visitors in 2021 and 2022 (March year-end).

Although PVK is open all year round, patronage is very seasonal with an increase of visitors during school holidays, school term educational programmes and over the summer season. In the year to end of March 2019 (pre-COVID-19) there were 790 museum visitors and an additional 3,400 ‘Other users/visitors’ comprising:

- a. 160 Education programme visitors’ (schools and Regent Trades Training)
- b. 784 Group booking ‘venue visitors’ (private functions, guided tours, and community group/organisation meetings)
- c. 2,460 Event visitors (Wheels Day, Easter Carnival, Father’s Day, Halloween, Christmas)

While complete annual data is not available for ‘Other users/visitors’ over the 2020-23 period, in the first quarter of this year (April-June 2023) there were over 1,300 such visitors:

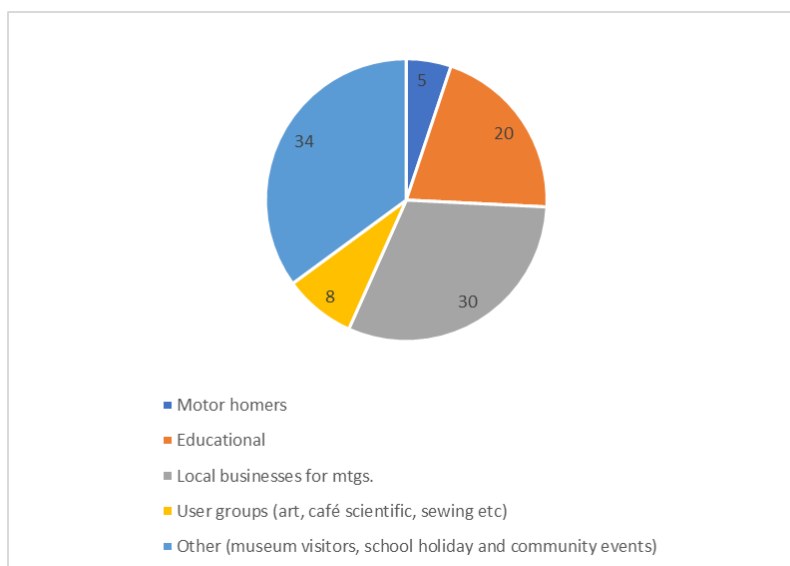
- a. 270 School education and holiday programme ‘venue visitors’

- b. 225 Group booking ‘venue visitors’
- c. 800+ Event visitors (Cruzn the Bayz)
- d. Additional small number of international visitors for dedicated research purposes

The visitor profile reflects the village’s strength as a multi-use venue where the total volume of ‘other users’ (i.e. education, event and group booking categories) typically exceeds the total number of ‘walk-in’ museum visitors by several times (e.g. in 2019 there were four times as many such users as museum visitors).

The relative contribution of customer sectors to PVK’s fee-earning income reflects that strong diversity, with 50% coming from two sources (local business meetings and education programmes), and 50% from museum visitors, group bookings and events (refer Figure 3).

**Figure 3: PVK customer sectors approximate percentage share of fee income 2021**



Source: PVK data

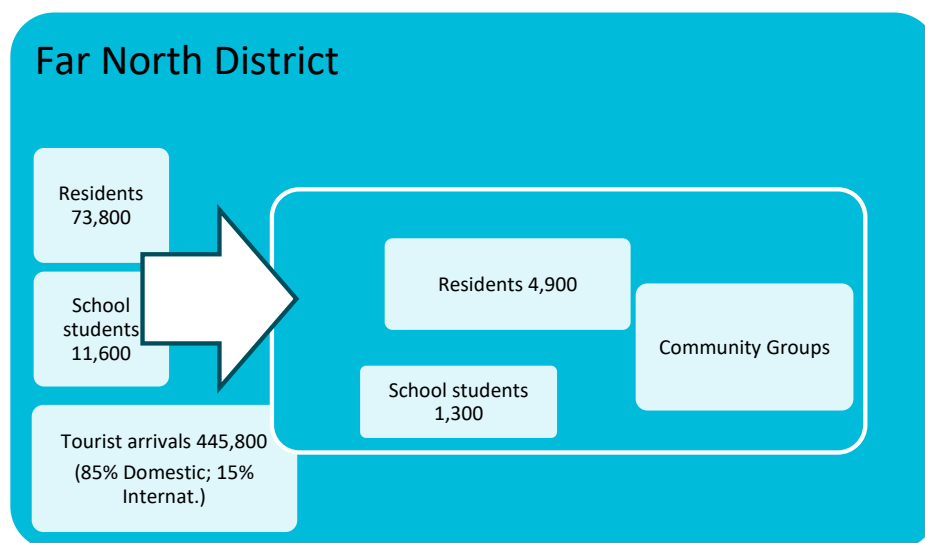
### 3.5 PVK visitor catchment

PVK’s activities and facilities cater for both local Kaikohe residents and residents and tourist visitors originating from a wider catchment. As illustrated in Figure 4 the primary sources of visitors to PVK are assessed to be from three main sources:

1. Kaikohe – including school students, community group members, and other residents

2. the rest of Far North District -including school students and other residents
3. Tourist visitors (domestic and international) to FND– with domestic visitors predominantly likely to be from adjoining areas in the Far North Region and Auckland; while other locations in New Zealand will be a secondary source.

**Figure 4: PVK visitor population pools 2022/23**



Source: StrategEase; based on data from StatsNZ, MBIE, and Ministry of Education.

Notes:

1. FND residents (73,400) includes Kaikohe residents and students (i.e. they are not net of Kaikohe).
2. Kaikohe together with its immediate surrounding area comprises 15,000 residents (refer Attachment C for breakdown of population estimates).
3. MBIE data on tourist visitors to FND (445,800) includes residents from within the Northland Region and Auckland as well as other areas. The estimate refers only to visitors to FND who stay in commercial accommodation (which tend to average 2.1 nights) but do not include the large number of other visitors who stay with ‘friends and family’. Refer [MBIE data source](#).

While Kaikohe on its own provides a primary catchment of only 4,900 residents, there are a total 15,000 residents in the immediate surrounding area and the wider pool of ‘rest of FND’ residents (59,000) is four times that. The estimated 445,800 tourist visitors is conservative but indicates a much more significant pool from which to attract patronage to PVK.

Patronage figures for heritage and recreation attractions vary depending on the type of attraction, travel time and distance, and entry prices etc. For example, the Twin Coast Cycleway has enjoyed usage levels of over 110,000 per annum (in pre-COVID years) and 59,000 in 2022<sup>8</sup>. PVK’s museum patronage has similarly been cut by half in recent years compared to 2019.

The snapshot of PVK patronage above indicates it is reasonable to expect that PVK’s aggregate ‘business as usual’ total patronage could easily return over the next few years to be in the range of at least 2,000-2,500 visitors/users per annum.

Using the high-end of that range (2,500 visitors pa), implies a ‘penetration rate’ (i.e. PVK actual visitors as a share of the total annual pool of potential visitors) as shown in Table 4:

**Table 4: PVK Penetration rate**

Share of total FND population	3.39%
Share of total FND popn. and tourist visitors (total annual market)	0.48%

Information analysed by Strateg.Ease on visitor attractions in Auckland shows that very few attractions achieve a high market penetration rate of 3-5% of their total annual market potential, and those that do either offer free entry to residents or are a large ‘experience’ attraction (e.g. Auckland War Memorial Museum). By comparison a market penetration of 1.5% has previously been achieved by the Navy Museum in Devonport and 3.0% by the Museum of Transport and Technology.

PVK’s relatively low penetration rate of around 0.5% reflects its current scale as a ‘micro-museum’ of local rather than regional significance. However, the projected figure of 2,500 total annual visitors/users can be taken as conservative given the volume of users in the combined education, event and group booking categories in the first months in 2023 was close to 1,300 and visitors/users in July-August 2023 totalled 264 (i.e. a combined 1,564 over five months or average 300 per month). PVK will continue to record visitor/user numbers over 2023 and be able to update the penetration rate accordingly.

<sup>8</sup> Pers. comm with Trust GM 7 August 2023.

### 3.6 Tourist visitors economic contribution to FND

Infometrics (2022<sup>9</sup>) reports show that FND tourists spent a total of \$445.4m in 2022. Spending was down by 15.3% compared with the previous year. The tourism sector<sup>10</sup> contributed \$170.9m towards the district's GDP in 2022, accounting for 5.7% of the FND's economic output as compared to \$189m or 6.8% of FND GDP in 2019 (pre-COVID). It is also important to note that in 2022 domestic visitors contributed the majority of the spend (96.0%), compared to International visitors 4.0%, but in pre-COVID years the split between domestic and international tourists expenditure was closer to 66% vs. 34%; indicating that a return of international visitors in future years can be expected to lift the sector's overall employment and GDP contribution to be more in line with trends prior to 2020.

The Taitokerau Northland Destination Management Plan 2021 refers to guest nights in the FND accounting for half of the region's visitor nights, with the majority in the Bay of Islands, driven by the concentration of key attractions in this area. Visitation is also further concentrated in the summer season with the peak of trade occurring across the weeks between Christmas Day and Waitangi Day. The plan also notes there is an identified opportunity to address seasonality, attracting the meeting and conference market from Auckland and the education market with the impending changes to the Aotearoa NZ history school curriculum, making Taitokerau Northland a more relevant destination than ever.

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<sup>9</sup> Source: <https://rep.infometrics.co.nz/far-north-district/tourism/tourism-spending?compare=new-zealand>

<sup>10</sup> The tourism sector comprises parts of various industries including accommodation and food services, retail, arts and recreation services and transport.

## 4.0 PVK future state assessment

### 4.1 PVK's contribution to the four wellbeings

The conceptual wellbeing model presented in Section 2 is populated in this section based on the Current State Assessment. PVK's indicators of 'total value' (refer Table 5) are essentially a statement of PVK financial and non-financial performance in a form that aligns PVK's assets and activities to the three wellbeings.

Although the wellbeing indicators model provides a consistent basis for comparing different cultural facilities in terms of the types of wellbeing values, and who they accrue to, it still requires judgements to be made about the extent to which unmeasurable 'non-user' values (such as existence value and option value, as discussed in Section 2.1) should be considered. That is, the cost of running PVK (\$165,000 in 2023) should be viewed as underwriting the provision of all other components of value, many of which are not a function of visitation or usage as such.























































































## 6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A5056465

**Author:** Marysa Maheno, 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 Ordinary Council meeting held 13 March 2025 and Extraordinary Council meetings held 19 March and 2 April 2025 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. 2025-03-13 Council Minutes - A5115436  
2. 2025-03-19 Council Minutes - A5120987  
3. 2025-04-02 Council Minutes - A5143477  

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This 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.

































## 7 NGĀ PŪRONGO / REPORTS

### 7.1 APPLICATION FOR EASEMENT OVER A RUSSELL ESPLANADE RESERVE

**File Number:** A5089828

**Author:** Robin Rawson, Parks & Reserves Planner

**Authoriser:** Roger Ackers, Group Manager - Planning & Policy

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks a decision from Council to grant a stormwater drainage easement over a portion of local purpose (esplanade) reserve near Russell (Lot 5 DP 79476) without public notification pursuant to the Reserves Act 1977.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The owner of 439A Manawaora Road has requested an easement over part of a local purpose (esplanade) reserve to legalise a proposed diverted stormwater pipe and discharge that will reduce coastal erosion.
- Access to the reserve from the road is down a steep bank in an area where there is no on-road parking, and public use is generally limited to adjoining neighbours.
- Easement conditions would be imposed on any easement granted regarding construction materials and form to protect amenity values of the beach area.
- It is recommended that public consultation is not undertaken, as the pipe other than the outlet would be underground and the reserve would not be materially altered, and public access would not be affected; this option is provided for in the Reserves Act.
- The owner also seeks resource consent and a licence to occupy to include an area where there is boat manoeuvring between the existing boat shed, an existing driveway and the bay, and this area includes a section of concrete paving.
- The Bay of Islands-Whangaroa Community Board supports the granting of a stormwater easement without public notification.

#### TŪTOHUNGA / RECOMMENDATION

**That Council as the administering body of the Local Purpose (Esplanade) Reserve, Lot 5 DP 79476, (without title) and pursuant to its powers under section 48(1) Reserves Act 1977:**

1. **determine under section 48(3) Reserves Act 1977 that public notice is not required as the reserve will not be materially altered, and public use and access is not affected; and**
2. **approve the granting of a stormwater drainage easement (shown as B on Plan 24495) over the local purpose reserve, subject to it:**
  - a. **meeting Reserves Act 1977 requirements, at no cost to Council**
  - b. **having a condition imposed that requires the applicant to use materials and design that protect the amenity values of the beach area**

#### 1) TĀHUHU KŌRERO / BACKGROUND

The owner of 439A Manawaora Road, Russell commissioned a report by Haigh Workman Engineers on coastal erosion as the esplanade reserve adjoining their land has been eroding. One of the recommendations of the engineering report is the relocation of a stormwater culvert and associated pipe through the adjoining esplanade reserve, (Lot 5 DP 79476 shown as B on Plan 24495 included as Appendix 2). Stormwater flow to be diverted includes discharge from the road formation within

Manawaora Road, and the engineering report notes that this has resulted in loss of sand on the beach. The proposal is assessed in the application as being the most relatively nature-based solution available to restore the coastal edge and prevent further erosion.

The applicant is also applying for a resource consent due to an impermeable surface and coastal marine area setback breaches. The resource consent application notes that:

*The proposed solution is of sound engineering practice. As the stormwater from the road and upper catchment is still being accommodated, with just the outlet being relocated it is not anticipated to create any wider hydrological or environmental effects, especially given that the existing situation involves a piped system. Relocating the stormwater outlet will assist in enabling the beach to naturally replenish itself with sand once again...*

The esplanade reserve can be accessed from Manawaora Road, however there is no parking in the vicinity of the reserve frontage and public use is generally limited to neighbours and their visitors.

The proposed stormwater pipe will be largely underground except for the culvert outfall and will not affect public access or recreation within the esplanade reserve, which allows Council the option under Section 48(3) of the Reserves Act to decide that public notification is not necessary for decision-making. Conditions can be imposed so there is control over materials and colours of the culvert to maintain the amenity values of the beach.

The easement application is included as Appendices 1 and 2, and a signed plan of the proposed easement from Ngāti Kuta hapū is included as Appendix 3.

The boat shed on 439A Manawaora Road is located within the applicant's site and adjoining the Council esplanade reserve. Boats are taken across the esplanade to the bay, and at times vehicles and boats are taken up a steep driveway within the property at 439A Manawaora Road. A narrow turn connecting the boat shed to the driveway within the reserve is proposed to be constructed in concrete because of the gradient and landform.

A resource consent application is currently being processed to construct the section of sealed driveway which exceeds 600m<sup>2</sup> of site coverage and is within 30m of Mean High Water Springs (MHWS), (RMA LUC-2250236). In addition to consent approvals, landowner approval would be required from Council for any part of the sealed driveway located in the reserve. The owner seeks landowner approval as a licence to occupy area 'A' of the reserve. A licence to occupy is an approval that can be rescinded by Council.

The Bay of Islands-Whangaroa Community Board approved the following resolution on 20 February 2025:

That the Bay of Islands-Whangaroa Community Board:

**a)** Recommends to the Far North District Council as follows:

That the Far North District Council in its role as the administering body of the Local Purpose (esplanade) Reserve, Lot 5 DP 79476, (without title) and pursuant to its powers under section 48(1) Reserves Act 1977:

1. the granting of a stormwater drainage easement (shown as B on Plan 24495) over the local purpose reserve, subject to it:
  - a. meeting Reserves Act 1977 requirements, at no cost to Council
  - b. having a condition imposed that requires the applicant to use materials and design that protect the amenity values of the beach area where the structure is visible.
2. Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public use and access is not affected.

The Reserves Act anticipates that easements will be publicly notified except where the rights of the public to use the reserve are not likely to be permanently affected. In this situation it is assessed that

the reserve would not be permanently affected by the proposed stormwater infrastructure and easement.

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

### **Easement**

Private Stormwater easements through reserves are expected where Council reticulated services do not exist because esplanade reserves are at the lowest levels in a water catchment. Provisions in the Reserves Act allow for easements to be registered over reserves. Redesign of the stormwater system in this catchment will have positive effects by allowing sand to rebuild the beach and preventing further erosion of the esplanade reserve. This is assessed by the applicant's consultant engineer as the best option for this site, and no other realistic options exist with the same benefits. An easement would make the stormwater function through this area explicit in land records.

Council has options to publicly notify the application if it is considered that this would assist in understanding the effects, or not where it agrees with assessment that the proposal will not materially affect public use of the reserve.

The amenity of the beach can be retained through easement conditions over construction materials and form. These will be imposed as part of any easement granted.

The following options can be considered by Council:

#### **Option 1 –**

That Council does not support the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 5 DP 79476.

#### **Option 2 –**

That Council supports initiation of public consultation to provide background to consideration of the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 5 DP 79476.

#### **Option 3 –**

That Council supports the granting of a stormwater drainage easement (shown as B on Plan 24495) over the local purpose reserve, subject to meeting Reserves Act requirements, at no cost to Council.

A condition is imposed that requires controls over design and materials where the drainage structure is visible.

Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially affected.

### **Licence to Occupy**

The Bay of Islands-Whangaroa Community Board did not state any concerns about the proposed licence to occupy. Boat access is an expected activity in many local purpose (esplanade) reserves, and boat ramps are often constructed in concrete, however sealed access driveways are less common. Council's Group Manager – Delivery and Operations is delegated to approve a licence to occupy.

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

Option 3, for Council to grant the easement application without public notification is recommended for the following reasons:

- The proposed stormwater pipe and culvert within the easement will reduce erosion of the adjoining esplanade



- The proposed stormwater pipe and outfall is largely underground except for the culvert and will not affect public access and recreation
- The amenity of the beach can be retained through easement conditions over construction materials and form, and the rights of the public to use the reserve will not be materially affected.

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

A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

A processing charge of \$121 applies to applications for new licences to occupy.

### **ĀPITIHINGA / ATTACHMENTS**

1. **Appendix 1 - Easement Application Manawaora - A5052350** [↓](#) 
2. **Appendix 2 - Proposed easement Manawaora - A5059899** [↓](#) 
3. **Appendix 3 - Easement Manawaora - Plans signed Hapu - A5090002** [↓](#) 
4. **Appendix 4 - Ngati Kuta Hapu Support Letter Manawaora - A5134241** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The proposed easement is for an underground pipe that will not materially affect activities on the reserve. Private stormwater pipes through esplanade are expected and needed where Council reticulated services do not exist. Easements for stormwater services are common practice, and the level of significance is assessed as being very low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The proposed easement is for an underground pipe and processes will be consistent with the Reserves Act and Parks and Reserves Policy.
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.	Stormwater easements across esplanade reserves are common around the district and nation, however the specifics of this application relate to the site at Manawaora Bay, and a recommendation has been received from the local Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The applicant has provided a letter of support for the proposed activities and for the proposed easement from Ngāti Kuta hapū.
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 amenity of the beach can be retained through easement conditions over construction materials and form, and the rights of the public to use the reserve will not be materially affected.
State the financial implications and where budgetary provisions have been made to support this decision.	A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

	A processing charge of \$121 applies to applications for new licences to occupy
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.























**7.2 GROUND LEASE REQUESTS OVER KAIKOHE LANDFILL**

**File Number:** A5094423  
**Author:** Michelle Rockell, Team Leader - Property Management  
**Authoriser:** Trent Blakeman, Acting Group Manager - Delivery and Operations

**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To obtain resolution from Council to deny the granting of any future ground lease over Part 3 and 4 DP 22327 Blk XV Ōmāpere SD recreation reserve, under Sections 54 of the Reserves Act 1977 being the Kaikohe landfill located at Recreation Road, Kaikohe.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The Kaikohe landfill located at Recreation Road, Kaikohe, operated from prior 1950 to its closure in 1998.
- The Post Closure Care Management Plan 1997 outlines how the landfill is to be managed once no longer operating.
- The Lindvart Park Reserve Management Plan states that the site is suitable for informal recreation only.
- Risks associated with piercing the landfill cap include invisible methane fires, asphyxiation and explosion.
- Far North District Council staff have received multiple lease requests over the years and are now requesting final resolution over the leasing of the landfill.
- This report was presented to Kaikohe – Hokianga Community Board on 21 February 2025 who passed the recommendation.

**TŪTOHUNGA / RECOMMENDATION**

**That Council deny all new ground lease requests over Part 3 and 4 DP 22327 Blk XV Ōmāpere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.**

**1) TĀHUHU KŌRERO / BACKGROUND**

On 21 February 2025, the Kaikohe–Hokianga Community Board passed the following recommendation:

**7.3 GROUND LEASE REQUESTS OVER KAIKOHE LANDFILL**

Agenda item 7.3 document number A4945860, pages 37 - 42 refers

**RESOLUTION 2025/6**

Moved: Member Jessie McVeagh  
 Seconded: Member Harmonie Gundry

**That the Kaikohe – Hokianga Community Board recommend that Council deny all new ground lease requests over Part 3 and 4 DP 22327 Blk XV Omapere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.**

Abstained: Deputy Chairperson Tanya Filia

**CARRIED**

The Kaikohe landfill was in operation since prior to 1950, servicing Kaikohe and a large portion of the wider Kaikohe-Hokianga ward, including Kerikeri and Kawakawa.

On 25 November 1996 a resource consent was issued to Far North District Council for the purpose to operate a refuse landfill in the Papahawaiki Stream on Part 3 and 4 DP 22327 Blk XV Ōmāpere SD, commonly known as the Kaikohe Landfill located at Recreation Road, Kaikohe.

This resource consent allowed for the discharge of residual leachate from landfill areas to ground and to discharge stormwater to the Papahawaiki Stream subject to the following conditions:

- Landfill operations were to be carried out in accordance with the Kaikohe Landfill Management Plan and Assessment of Environmental Effects Revision 2 October 1996.
- All refuse shall be disposed, compacted and covered at the end of each operational day. A final cap of no less than 600mm of re-compacted clay with a permeability of less than 10<sup>-7</sup> meters per second shall be constructed over the disposed refuse.
- Leachate from the landfill shall be collected and pumped to Kaikohe sewerage reticulation system for treatment and disposal.
- A Post Closure Care Landfill Management Plan shall be submitted to the Northland Regional Council by 31 December 1997, covering all aspects of closure care operations and monitoring requirements. All operations and maintenance are to be carried out in accordance with this plan.

This resource consent expired 31 August 1998, and the landfill closed in beginning of 1998.

Over the years, various requests to lease the land have been processed and denied by Far North District Council staff. Whilst these have been denied due to concerns regarding explosive gas migration from within the cap and the piercing of the final cap of the landfill by the placing of buildings upon the land, staff continue to receive these requests.

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

The Post Closure Care Management Plan 1997 outlines how the landfill is to be managed once no longer operating:

- A cap of no less than 600mm of recompacted clay was placed on the landfill – this cap is a near waterproof clay layer that prevents the ingress of water into the landfill. Due to the thickness of the layer, no foundations can be placed or specimen trees planted as this would compromise its stability. This is particularly important on the flat area at the top of the landfill mound.
- The purpose of the cap is to control and minimise water ingress, provide final contour and gas control, allow plant growth and permit end use. The positive effect of the cap is the reduction of leachate production but also slows down the breakdown of materials within the landfill and cause the production of landfill gas to continue for years to come. The integrity of the cap is key to ensuring minimal leachate production post closure.
- Gas is produced in the landfill as a result of biological decomposition, composing mainly of methane and carbon dioxide but can contain other volatile organic compounds. Should the cap be pierced, methane fires may occur that are not visible in daylight and concentration of the gases may occur in manholes and chambers, migrating through pipes and permeable soils, accumulating in poorly ventilated areas and result in either asphyxiation or explosions.

Building over an old landfill is generally not advised due to several significant risks:

### Risk to people and the environment

Some of the risks that may affect the occupation of any proposed buildings in close proximity of the landfill site are listed below;

1. **Soil and Groundwater Contamination:** Old landfills often contain hazardous substances like heavy metals and toxic chemicals. These can leach into the soil and groundwater, posing

serious health risks to those using an old landfill for activities or disturb the membrane seal placed on the landfill on decommissioning.

2. **Methane Gas Production:** As noted above, decomposing organic material in landfills produces methane gas, which can accumulate and pose an explosion risk if not properly managed. Other effects includes odour nuisance; migration in surrounding sub-strata; and vegetation die-off on the completed landfill/fill surface and on adjacent areas.

The Lindvart Park Reserve Management Plan states that only low impact recreational activities should be carried out on the former landfill site, which may include walking/cycling tracks, sculpture trail and pump tracks for bicycles subject to sufficient demand and on the proviso that the integrity of the landfill cap is maintained. It also states that fencing, lighting, service trenches or other sculptures should be avoided penetrating the clay cap.

As per Section 54 of the Reserves Act 1977, Council may from time to time grant a lease over recreation reserves. Council is not obliged to grant a lease where there is sufficient evidence provided not to.

Far North District Councils Climate Action Policy 2022 states that Council will reduce Green House Gas emissions through sustainable business practices, in alignment with the government's national emission reduction targets or better. Approval of leases over this site is a direct conflict of this Policy.

The following options are presented for this site:

#### **Option 1 (recommended)**

That Council deny all new ground lease requests over Part 4 and 4 DP 22327 Blk XV Ōmāpere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.

#### **Option 2**

That Council Board allow new lease requests over Part 4 and 4 DP 22327 Blk XV Ōmāpere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill.

This option is not recommended under any circumstances.

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

Some of the challenges in building on a landfill site includes;

#### **1. Ground Instability**

Landfills are typically built on soft, unstable ground that can settle over time. Landfills are also unstable due to decomposing waste. This can lead to subsidence, causing damage to buildings and infrastructure.

For a typical design the Building Code requires the ground conditions to meet the definition of Good Ground, below is the definition;

The standard defines 'good ground' as: "*any soil or rock capable of permanently withstanding an ultimate bearing capacity of 300kPa (i.e. an allowable bearing pressure of 100kPa using a factor of safety of 3.0.), but excludes:*

- a) *Potentially compressible ground such as top soil, soft soils such as clay which can be moulded easily in the fingers, and uncompacted loose gravel which contains obvious voids;*
- b) *Expansive soils being those that have a liquid limit of more than 50 % when tested in accordance with NZS 4402 Test 2.2, and a linear shrinkage of more than 15 % when tested from the liquid limit in accordance with NZS 4402 Test 2.6; and*
- c) *Any ground which could foreseeably experience movement of 25 mm or greater for any reason including one or a combination of land instability, ground creep, subsidence, seasonal*



*swelling and shrinking, frost heave, changing groundwater level, erosion, dissolution of soil in water, and effects of tree roots.*

The minimum geotechnical ultimate bearing is required so that buildings are supported adequately by the ground and do not undergo differential settlement during their lifespan. Differential settlement is when part of a building sinks more than another which can lead to uneven or cracked floors/walls. The landfill is unlikely to meet the definition of Good Ground and will therefore require specific design and/significant ground improvements.

## **2. Construction Challenges**

One of the construction challenges will be to stabilize the land to meet the definition of good ground or to improve the stability to allow for specific design.

The unstable nature of the ground requires specialized engineering techniques to ensure the stability of any structures built on it. This can significantly increase construction costs and complexity.

Specialised Engineering techniques may be required, like specialised equipment for compaction, to prevent subsidence. Other options will be to remove the waste fill and replace it with Engineered fill; also at a high cost.

### Ongoing Monitoring requirements

Landfills are subject to post-closure care requirements, which include monitoring and maintenance to ensure long-term stability and environmental safety. Council will therefore require access to the landfill area to meet their monitoring requirements and ensure no adverse human or environmental harm is caused.

The Post Closure Care Management Plan for the landfill clearly details the health and safety risks associated with leasing this site and allowing construction of any structures that may pierce the cap.

The Lindvart Park Reserve Management Plan details that only informal recreation activities should be carried out on the landfill.

As Far North District Council is aware of the risks associated with piercing the cap, including methane fires, explosions and asphyxiation, it could be considered negligence to lease this site.

Far North District Council staff will use the resolution as a support, not a crutch. Staff will endeavour to explain to any applicant the reason why the request to lease has been denied.

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

There are no financial implications to Council through denying any new lease requests.

Council currently maintains the landfill through the community services contract and the site is on a rural mowing schedule, being mowed in September, November, January and April each year.

## **ĀPITIHINGA / ATTACHMENTS**

**Nil**

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Medium
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Lindvart Park Reserve Management Plan – Use of the landfill is allowed as informal recreation only. FNDC Climate Action Policy 2022 – Council commits to reduce its Green House Gass emissions in line with the government’s national emission reduction targets or better.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board’s views have been sought.	This report was presented to the Kaikohe-Hokianga Community Board on 21 February 2025 who passed the recommendation to deny all lease requests over this site.
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.	Neither iwi nor hapū have been consulted on the denying of leases over the reserve. Consultation occurred at the time of development and implementation of the Lindvart Park Reserve Management Plan.
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).	All members of the public in the Kaikohe area and surrounds could be negatively affected should leases be approved over the Kaikohe landfill.
State the financial implications and where budgetary provisions have been made to support this decision.	None
Chief Financial Officer review.	CFO has not reviewed this report

### 7.3 NEW GROUND LEASE TO KOHUKOHU BOWLING CLUB INCORPORATED OVER 22 BEACH ROAD, KOHUKOHU

**File Number:** A5094490

**Author:** Michelle Rockell, Team Leader - Property Management

**Authoriser:** Trent Blakeman, Acting Group Manager - Delivery and Operations

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek Council resolution to initiate public consultation on the granting of a new ground lease over Recreation Reserve, under Section 54 Reserves Act 1977 being 22 Beach Road, Kohukohu being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD to Kohukohu Bowling Club Incorporated.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Kohukohu Bowling Club Incorporated hold a current Deed of Lease over the Recreation Reserve at Kohukohu dated 1 May 1995, with final expiry being 30 April 2025.
- In August 2024, Kohukohu Bowling Club Incorporated formally requested a new ground lease over the site that the Kohukohu Bowling Club has occupied since 1958.
- The Reserves Act 1977 requires public consultation on the issuing of a lease over a Recreation Reserve when no Reserve Management Plan is in place.
- This report was presented to the Kaikohe – Hokianga Community Board on 21 February 2025 who passed the recommendation.

#### TŪTOHUNGA / RECOMMENDATION

**That Council:**

- a) commence the process on the granting of a new ground lease to Kohukohu Bowling Club Incorporated over part of the Recreation Reserve being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD, approximately 2,555.4 square metres, held in New Zealand Gazette 1981 page 1917 held in Record of Title NA636/269;**
- b) the terms of the proposed lease shall be:**
  - **Term: 30 Years (10+10+10)**
  - **Annual Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule; and**
- c) appoint the Kaikohe – Hokianga Community Board to hear any submissions received in response to the consultation process and to make recommendations to Council.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

On 21 February 2025, the Kaikohe – Hokianga Community Board passed the following recommendation:

**7.4 NEW GROUND LEASE TO KOHUKOHU BOWLING CLUB INCORPORATED OVER 22 BEACH ROAD, KOHUKOHU**

Agenda item 7.4 document number A5039534, pages 69 - 74 refers

**RESOLUTION 2025/7**

Moved: Member Mike Edmonds  
 Seconded: Member Jessie McVeagh

**That the Kaikohe - Hokianga Community Board:**

- a) recommend to Council that the process is commenced on the granting of a new ground lease to Kohukohu Bowling Club Incorporated over part of the Recreation Reserve being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD, approximately 2,555.4 square metres, held in New Zealand Gazette 1981 page 1917 held in Record of Title NA636/269.
- b) The terms of the proposed lease shall be:
  - Term: 30 Years (10+10+10)

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- Annual Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.
- c) agrees to hear any submissions received in response to the consultation process and to make recommendations to Council.

**CARRIED**

Kohukohu Recreation Reserve is vested in Council and has been occupied by Kohukohu Bowling Club Incorporated since 1958. The club has seen several generations of families pass through its greens and still serves the community well.

Their current lease is dated 1 May 1995 with final expiry 30 April 2025. In 2024, the Kohukohu Bowling Club Incorporated approached Far North District Council staff formally seeking a new ground lease.

The Kohukohu Bowling Club Incorporated is hired by a variety of groups, including Hau Ora Hokianga and is made available free of charge each year for the Breast Screen truck staff who park just outside the club's premises.

Kohukohu Bowling Club Incorporated host the annual commemorations of ANZAC & Armistice and in 2023, the Club received a medal from the Deputy Chief of the New Zealand Navy in recognition of the years of hosting Aotearoa's service men & women.

The Kohukohu Bowling Club Incorporated members are very proud of their club and with increased membership year on year, will see the Club continue to thrive.



Aerial view of proposed leased area in red.

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

The 2013 Minister of Conservation Reserves Act Delegations provide for Local Authorities to wear the hat of the Minister for delegated actions over vested recreation reserves.

Section 54(1) of the Reserves Act 1977 ("the Act") provides for Council, with the prior consent of the Minister, to grant leases over recreation reserves. From 2013, prior consent of the Minister is delegated to Council.

Section 54(2) Reserves Act 1977 requires public notification of the proposed lease action where no current reserve management plan is in place for the vested recreation reserve. There is no current reserve management plan for the Kohukohu Domain Recreation Reserve.

Council resolution to commence public consultation satisfies the prior consent of the Minister and the public notice requirements.

The options for this site are:

### Option 1: Recommended

That Council:

- a) commence the process on the granting of a new ground lease to Kohukohu Bowling Club Incorporated over part of the Recreation Reserve being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD, approximately 2,555.4 square metres, held in New Zealand Gazette 1981 page 1917 held in Record of Title NA636/269;
- b) the terms of the proposed lease shall be:
  - Term: 30 Years (10+10+10)
  - Annual Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule and
- c) appoints the Kaikohe – Hokianga Community Board to hear any submissions received in response to the consultation process and to make recommendations to Council.

Option 1 will allow Kohukohu Bowling Club Incorporated to continue providing a bowling club to the community of Kohukohu and surrounding areas.

### Option 2:

- a. Decline Kohukohu Bowling Club Incorporated request for a new ground lease
- b. Request that Kohukohu Bowling Club Incorporated remove all existing building(s) and associated assets from the reserve and reinstate the recreation reserve at their cost.

## TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Kohukohu Bowling Club Incorporated provide a beneficial service to the community and requiring them to vacate the land will be a loss for the community of Kohukohu.

As per the Reserves Act 1977, Council can grant exclusive leases to part or all of a reserve for a maximum term of 30 years.

Public Notice is a statutory requirement under Reserves Act for the leasing of a Recreation Reserve.

Public consultation will enable the Kaikohe – Hokianga Community Board and Council to assess the communities engagement with the Kohukohu Bowling Club Incorporated proposal. Public consultation gives the community the opportunity to put forward alternative options for the occupation of the building and/or the use of the site.

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

The lease will provide for the lessee to continue to be responsible for all ongoing maintenance of the associated green space.

The lease will provide for the lessee to be responsible for the payment of all utility charges, rates and insurances.

All buildings and improvements are owned by the Kohukohu Bowling Club Incorporated.

The annual rent will be in conjunction with Far North District Council Fees and Charges Schedule and amended annually.

Should a lease not be provided to Kohukohu Bowling Club Incorporated and the land reinstated to reserve, Council will become responsible for any ongoing maintenance of the site.

**ĀPITIHINGA / ATTACHMENTS**

**Nil**

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Medium
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>FNDC Reserves Policy: The Policy supports a long-term lease being offered to community orientated groups wanting a permanent base.</p> <p>The Reserves Act 1977: Section 119 and 120 require that public consultation be initiated prior to the granting of a lease</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>This does not have District wide relevance. Delegation to the relevant Community Board to provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan. This report was presented to the Kaikohe – Hokianga Community Board on 21 February 2025 who approved the recommendation.</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>Far North District Council recognises the significant role of tangata whenua as set out in the Working with Māori chapter in the Long-Term Plan 2021-2031. It is important to notify tangata whenua in the Kohukohu locality of the lease proposal.</p> <p>Should public consultation be approved, relevant Iwi/hapū will be notified via a separate letter to inform them of the requested lease. The letter will include brief summary of the lease and instructions of how to provide feedback should they wish to do so.</p>
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).	Public notice and Iwi consultation will be progressed as per the Reserves Act 1977 and the FNDC Engagement Policy. This will allow staff to identify any people or groups who may be affected or have interest in the matter.



<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>All upgrade and maintenance costs fall to the lessee. The appropriate community rent for the land is set by the FNDC Fees Charges Schedule.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has reviewed this report.</p>

## 7.4 APPLICATION FOR EASEMENT OVER WAIPAPA ESPLANADE RESERVE

**File Number:** A5102021

**Author:** Robin Rawson, Parks & Reserves Planner

**Authoriser:** Roger Ackers, Group Manager - Planning & Policy

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks a decision from Council to grant a stormwater drainage easement without public notification pursuant to the Reserves Act 1977, over a portion of local purpose (esplanade) reserve at Waipapa (Lot 3 DP 376253).

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Waipapa Pine Limited have requested an easement over a local purpose (esplanade) reserve to legalise an existing stormwater discharge.
- The existing stormwater discharge and open drain have been in place since 1980.
- No further physical works are proposed at this time.
- The requested easement is for a strip of land with a maximum width of 7.7m over the 20-metre wide reserve.
- The reserve is isolated and does not connect to other esplanade reserve or public land, so access is currently from one adjoining site only.
- Easement conditions will ensure that if this reserve becomes part of an accessible network that an access structure will be constructed by the landowner.
- The Reserves Act 1977 provides a mechanism for Council to consider consenting to the granting of an easement over a local purpose reserve vested in Council.
- It is recommended that no public consultation is undertaken as the reserve will not be materially altered and there is no public access.
- The Bay of Islands-Whangaroa Community Board supports the proposed recommendation.

### TŪTOHUNGA / RECOMMENDATION

**That Council as the administering body of the Local Purpose (Esplanade) Reserve, Lot 3 DP 376253, (held in CFR 318792) and pursuant to its powers under section 48(1) Reserves Act 1977:**

1. **determine under section 48(3) Reserves Act 1977 that public notice is not required as the reserve will not be materially altered, and public use and access is not affected; and**
2. **approve the granting of a stormwater drainage easement (shown as A on LT Plan 605935) over the local purpose reserve, subject to it:**
  - a. **meeting Reserves Act 1977 requirements, at no cost to Council**
  - b. **including a condition that requires the landowner benefiting from the easement to provide at their costs an access structure over the drain, if the reserve becomes part of an accessible network.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The presence of a stormwater channel across the esplanade reserve was identified during enquiries related to a 2024 resource consent application to expand operations at the Waipapa Pine sawmill site (RMAUC-2250036). Works proposed as part of this consent application include upgrades to the existing timber treatment plant, installing a second treatment plant and upgrades to private stormwater and wastewater management systems.

The application is included as Appendix 1, and states that:

*The proposed stormwater infrastructure upgrades, and particularly the incorporation of constructed wetlands and a vegetated swale, have been designed in accordance with best practice and industry standards, and will further enhance the quality and reduce the peak flows of stormwater discharges from the site. The upgrades will achieve the stormwater quantity and quality objectives of the Council's Engineering Standards and the NRP.*

The stormwater channel was created in 1980 before the creation of the esplanade reserve in 2006 and an easement was not reserved when the esplanade reserve was created. An application has now been received for an easement with a maximum width of 7.7m to legalise the existing stormwater channel, (refer Appendix 1). The proposed easement is included as Appendix 2.

The esplanade reserve is unlikely to be connected to other public land to the north as the adjoining land parcel forms part of the Waipapa Pine site and subdivision of this site is unlikely in the medium term or longer as the entire site is occupied by Waipapa Pine activities. An esplanade reserve could be created on subdivision of the land parcel to the south (Lot 5 DP 69740), and this would create continuous legal access from to State Highway 10 by an existing esplanade reserve and strip, (refer Appendix 3). It is not known whether this would provide physical access without improvements, and demand for a walkway in this location is not known. The likelihood and timeframe of a subdivision of Lot 5 DP 69740 are not known.

Waipapa Pine have offered a condition of easement that should the reserve become part of a connected network that public access will be facilitated by either a bridge over the channel or underground piping of the discharge. The applicant has stated that the estimated cost for either of these options is in the vicinity of \$40,000 to \$45,000. Legal Services have advised that the degree of risk associated with deferred provision of a footbridge to provide for public access is manageable with conditions.

Decisions under the Reserves Act are required to be approved by Council, with Community Boards delegated to consider and report on matters including reserves.

The applicant has provided as plan of the proposed easement signed by a representative of Ngāti Rēhia, included as Appendix 5, and the CFR / title is included as Appendix 4.

The Bay of Islands-Whangaroa Community Board approved the following resolution on 20 February 2025:

That the Bay of Islands-Whangaroa Community Board

- a) Recommends to the Far North District Council as follows:

That the Far North District Council in its role as the administering body of the local purpose (esplanade) Reserve, Lot 3 DP 376253 (held in CFR 318792) and pursuant to its powers under section 48(1) Reserves Act 1977:

1. the granting of a stormwater drainage easement (shown as A on LT Plan 605935) over the local purpose reserve, subject to it:

- a. meeting Reserves Act 1977 requirements, at no cost to Council
- b. including a condition that requires the landowner benefiting from the easement to provide at their costs an access structure over the drain, if the reserve becomes part of an accessible network.

2. Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public access is not currently available.

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

Private Stormwater easements through reserves are expected where Council reticulated services do not exist because esplanade reserves are at the lowest levels in a water catchment. Reserves Act provisions allow for easements to be established. An easement would make the use explicit in land management records and would give assurance of continued drainage to Waipapa Pine.

Council has options to publicly notify the application if it is considered that this would assist in understanding the effects, or not where it agrees with the assessment that public use of the reserve will not be affected.

The following options can be considered by Council:

### Option 1 –

1. the granting of a stormwater drainage easement (shown as A on LT 605953) over the local purpose reserve, subject to meeting Reserves Act requirements, at no cost to Council.
2. a condition of easement requiring the landowner at any time at Council request, to upgrade the open drain to a standard that allows the public to pass and repass over the esplanade reserve by foot and ensures public safety of all structures.
3. Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, there is no existing public access.

### Option 2 –

1. public notification to inform decision making about the proposed easement
2. possible granting of a stormwater drainage easement (shown as A on LT 605953) over the local purpose reserve subject to meeting Reserves Act requirements, at no cost to Council.
3. a condition of easement requiring the landowner at any time at Council request to upgrade the open drain to a standard that allows the public to pass and repass over the esplanade.
4. Pursuant to section 48(2) Reserves Act 1977 Public Notice shall be undertaken.

### Option 3 –

1. Not approve the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 3 DP 376253.
2. Direct the landowner to consider other options for the stormwater discharge including re-routing the discharge point to the north where the parcel has river frontage.

The Reserves Act anticipates that easements will be publicly notified except where the rights of the public to use the reserve are not likely to be permanently affected. In this situation it is assessed that the reserve would not be permanently affected by the proposed stormwater infrastructure and easement.

## TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION






Option 1, for Council to grant the easement without public notification is recommended for the following reasons:

- The outflow is existing and has relevant consents from Northland Regional Council
- The esplanade reserve is a short section that does not form part of a network and so does not have existing public access
- Future public access, if required, will be assured by conditions.

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

A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

#### ĀPITIHINGA / ATTACHMENTS

1. **Appendix 1 Reserve Easement Application - Waipapa - A5053432** [↓](#) 
2. **Appendix 2 Proposed easement plan - Waipapa - A5053213** [↓](#) 
3. **Appendix 3 Open Space Context - Waipapa - A5053214** [↓](#) 
4. **Appendix 4 CFR - Waipapa - A5130259** [↓](#) 
5. **Appendix 5 Ngati Rehia approval - Waipapa - A5120577** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The proposed easement is for a channel across a section of reserve that is not accessible to the public. Easement conditions will ensure that when this reserve becomes part of an accessible network that an access structure will be constructed by the owner. There are no identified walkways in the vicinity of the site. The level of significance is assessed as being very low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The proposed easement is for drainage and, with easement conditions, will be consistent with the Reserves Act and Parks and Reserves Policy.
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.	Stormwater easements across esplanade reserves are common around the district and nation, however the specifics of this application relate to the Waipapa site, and comment from the Bay of Islands Community Board is included in this report.
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 applicant has provided a signed plan as evidence of support for the easement from Ngāti Rēhia.
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 only persons with legal access to the reserve are the owners to the south, and there is no formed walkway within the esplanade reserve.
State the financial implications and where budgetary provisions have been made to support this decision.	A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

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Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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## 7.5 THE STRAND, KORORĀREKA/RUSSELL TRAFFIC TRIAL EXTENSION

**File Number:** A5117808

**Author:** Elizabeth Stacey, Team Leader - Capital Works & Renewals

**Authoriser:** Roger Ackers, Group Manager - Planning & Policy

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide an update on the placemaking project for The Strand, Kororāreka/Russell and to seek a decision by Council to extend the approved six-month traffic change of use pilot on The Strand, Kororāreka/Russell by an additional three-month period to fully consider the public consultation and implement any permanent features that may arise from that consultation.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kororāreka/Russell community underwent an extensive placemaking exercise to inform decisions about the look and feel of The Strand from April to July 2024. The engagement process identified the community wanted to change to way people and cars interact along the waterfront.
- As a result, Council decided on 12 September 2024 via Resolution 2024/126 to approve a pilot commencing late 2024 for six-months, during which the use of The Strand is changed to Essential Vehicle Access Only from Cass Street to Pitt Street with the remainder of The Strand as a Shared Space.
- Staff are working towards undertaking a four-week consultation to seek feedback from the community on the pilot in April/May 2025. This paper seeks to extend the six-month pilot by three months to give Council time to consider the feedback from the pilot before making its decision implement any permanent features that may arise from that consultation.
- Staff recommend extending the approved six-month traffic change of use pilot on The Strand, Kororāreka/Russell by an additional three-month period to fully consider the public consultation and implement any permanent features that may arise from that consultation.

### TŪTOHUNGA / RECOMMENDATION

**That Council approve extending the existing Traffic Trial, as currently constructed, until Monday 1 September 2025.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Strand temporary traffic trial was a small part of the larger Kororāreka/Russell placemaking project and was fully implemented on 8 December, 2024. The current six month period of the traffic trial ends on 8 June, 2025.

The project is guided by a steering committee made up of staff, elected members, mana whenua representation (Kororāreka Marae) and community leaders. The traffic trial is overseen by the Traffic subcommittee which reports up to the Steering Committee.

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

#### Regulations enabling a change of use trial along the strand

Under the Land Transport Rule: Streets Layout 2023 ([Rule](#)), Council, as the road controlling authority, may prohibit or restrict access to roadways, change the use of roadways and install, as a pilot, street layout changes on the road as a form of additional consultation. Council, as the road controlling authority, must notify the public at least four weeks prior to commencing the trial, must monitor the trial and must provide opportunities for the public to provide feedback on/during the trial. The trial must not exceed two years in duration and at any time in the pilot Council can consider removal, modification and making the trial permanent.

## Options

### Option 1: Extend the six-month pilot road closure by three months to Monday 1 September 2025

Advantages: Initial feedback indicates the community could be supportive of retaining the partial pedestrianisation and some or all of the signage, planters and barrels. This option would provide continuity of the shared space.

Disadvantages: People who want the pilot to end and are inconvenienced by the changes to the use of Cass Street and The Stand will be required to endure the conditions for longer.

Staff recommendation: Staff recommend this as the preferred option as it gives Council time to consider the feedback received during the consultation before removing the signage, planters and barrels installed as part of the pilot.

### Option 2: End the six-month pilot road closure from Monday 2 June 2025

Advantages: Members of the community who are expecting the use to revert back to pre-pilot conditions after six months.

Disadvantages: If Council removes the signage, planters and barrels, there will be a cost associated with removing then storing and re-installing these fixtures if Council decides to retain the works after consultation.

Staff recommendation: Staff do not recommend this as the preferred option as initial feedback indicates the community could be supportive of retaining the partial pedestrianisation and some or all of the trial materials. This option would therefore increase costs associated with removing and re-installing signage, planters and barrels.

## Next Steps

FNDC Staff are working towards undertaking a four-week consultation during April/May 2025. Staff have worked with the Traffic subcommittee and Steering Committee on the consultation methods, survey questions and diagrams demonstrating the different options. The consultation will be designed to distinguish between local residents/ businesses and visitors. There will be two pop up events for the public to attend to talk directly to FNDC staff.

At the end of the pilot project period, staff will engage with elected members on options for modifications to the existing pilot, ending the pilot project or steps to make the pilot permanent. Funding to make the pilot permanent would need to be obtained through a future Annual or Long-Term Plan and would be implemented by the Infrastructure Group.

## TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Council, as the road controlling authority, had the ability to authorise a pilot project under the Rule. It is recommended that Council extending the approved six-month traffic change of use pilot on The Strand, Kororāreka/Russell by an additional three-month period to fully consider the public consultation and implement any permanent features that may arise from that consultation.

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

There are no financial implications associated with a three-month extension of the traffic trial.

## ĀPITIHINGA / ATTACHMENTS

1. The Strand Pilot Options - A4831317  
2. Photos - Pilot - 12 Feb 2025 - A5121818  

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The extension of the existing six-month change of use pilot on The Strand, Russell is considered to have a low to medium level of significance as it does not trigger the threshold for high significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Relevant policies or legislation includes: Land Transport Rule: Streets Layout 2023 Te Tai Tokerau Regional Accessibility Strategy 2024 FNDC Toi Mana Arts Culture and Heritage Strategy 2024
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This proposal does not have district wide relevance and endorsement of this proposal has been obtained from the Bay of Islands-Whangaroa Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The steering group established to guide the placemaking project that resulted in this proposal includes mana whenua representation (Kororāreka Marae) and Māori have been provided with opportunity to participate in each stage of public engagement held during the placemaking project. Voters could also tick if they were tangata whenua on the voting form; tangata whenua represented 19% of the vote. Their vote also reflected a desire for change.
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 placemaking project public engagement sessions were carried out in order to gain views and preferences from persons or parties that may be affected or have an interest in this proposal. A community voting opportunity was provided to gain direction in terms of a preferred pilot option and will be further consulted on between April and May 2025
State the financial implications and where budgetary provisions have been made to support this decision.	There are no additional costs associated with an extension of the trial.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



















## 7.6 BAY OF ISLANDS RUN WALK FESTIVAL

**File Number:** A5119750

**Author:** Cath Beaumont, Road Corridor Manager

**Authoriser:** Tanya Proctor, Head of Infrastructure

### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to obtain Council permission for a temporary road closure.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The task of approving a temporary road closure, specifically for the safe operation of an event held on Council roads, falls under the responsibility of elected members.
- Advertising of the event will take place approximately 42 days before the proposed event and 1 week before the event in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965.
- Without Council approval, the Bay of Islands Run Walk Festival 2025 will not take place.

### TŪTOHUNGA / RECOMMENDATION

**That Council approve the proposed temporary road closures to accommodate the safe operations of the Bay of Islands Run Walk Festival 2025.**

### 1) TĀHUHU KŌRERO / BACKGROUND

#### Bay of Islands Run Walk Festival – 18 May 2025

The Bay of Islands Run Walk Festival is the fourth event hosted by Sport Northland Events.

The scenic course encompasses some stunning views across the BOI winding its way along Paihia's waterfront, Tii Beach (Te Tii Bay), Te Tii Marae, across the Waitangi Bridge and then access to Waitangi Treaty Grounds, past Waitangi Golf Club and Waitangi Mountain Bike Park.

The event attracts a diverse range of participants and their families. Many are local, also from around New Zealand and Abroad.

This iconic event offers a choice of four distances:

6km (Walk only)

8.7km (Run/Walk) - 21.1km (Run Walk)

51.1km (Ultra)

All finish in the heart of the coastal town of Paihia.

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

The proposed road closures and times are as follows:

Marsden Road (SH 11) between School Road and Bayview Road would be closed between 6.00am and 12.30pm for the duration of the event. During this road closure, traffic would be detoured from Marsden Road via School Road, Williams Road and Bayview Roads. This will still allow traffic to access the central business area and with access north and south.

Te Karuwā Parade closures from Puketona Road to intersection of Te Kamara Avenue between 7.00am and 11.30am. This area will be coned and allowance for residents to have access to their homes. Participants will be encouraged to stay within the coned area.

There are no other approved road closures within the event boundaries at the time of writing this report.

The recommended option is that Council approves this event to go ahead.

Public Notice to be advertised in a local newspaper 42 days before the event. The second public notice will go out 7 days before the event.




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

This event is well run, bringing a lot of people into the area in what is known as the shoulder season. This has a positive outcome for local business, accommodation, restaurants and tourism.

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

There are no budgetary implications.

### **ĀPITIHINGA / ATTACHMENTS**

1. **BOI Stakeholders (1) - A5134783** [↓](#) 
2. **Te Tii Marae Notification Email (1) - A5134782** [↓](#) 
3. **Paihia Run Walk Map 2025 - A5134788** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	For the purpose of holding on any road any vehicle races or trails, or any processions, carnivals, celebrations, sporting events, or other special events, the controlling authority may, subject to the provisions of these regulations, close the road to ordinary vehicular traffic for a period or series of periods of not more than 12 hours each in any consecutive 24 hours.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The event has local relevance and Belinda Ward the representative for this area on the Community Board has been consulted and she is happy for this to go ahead. Funding has been approved from Northland Inc for this event.
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.	Te Tii Marae were sent an email from Hayden Bell the event organiser on 18/2/25 informing them of the event and asking for feedback if they had any. Waitangi National Trust and Waitangi Forestry were also asked for feedback on 5/2/25.
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).	Traffic management is in place and marshals are on hand at strategic areas to assist anyone who may need help or direction. Intercity bus has been informed and will plan to let their passengers know if there will be any changes.
State the financial implications and where budgetary provisions have been made to support this decision.	No budgetary implications.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed the report.









**7.7 NORTHLAND INC STATEMENT OF INTENT****File Number: A5129476****Author: Roger Ackers, Group Manager - Planning & Policy****Authoriser: Guy Holroyd, Chief Executive Officer****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek approval for changes to the Northland Inc Statement of Intent 2025/26 – 2028/29 to be tabled as an agenda item at the 29 April 2025 Joint Regional Economic Development Committee Meeting.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The Joint Regional Economic Development Committee is due to consider draft changes to the Northland Inc Statement of Intent put forward by the board of Northland Inc at its 29 April 2025 Committee Meeting.
- Council Staff and Elected Officials of Te Kaunihera o Te Hiku o te Ika / Far North District Council reviewed the draft Statement of Intent via a workshop conducted on 1 April 2025.
- The outcome of this workshop is captured in the recommendations made in this report. Key recommendations are that the Northland Inc Statement of Intent be changed to;
  - acknowledge and recognise that Northland Inc economic development activity in the Far North must align with Te Pae o Uta – Te Kaunihera o Te Hiku o te Ika Te Ao Māori Framework.
  - key Performance Indicators be made outcome focused and be narrowed to focus on economic development and growth only.
  - not include the creation of separate role focused on management of inward delegations.
- The recommendations made in this report will be tabled as an agenda item at the 29 April 2025 Joint Regional Economic Development Committee Meeting.

**TŪTOHUNGA / RECOMMENDATION**

**That Council approve the following to be tabled as an agenda item at the 29 April 2025 Joint Regional Economic Development Committee meeting:**

**That Te Kaunihera o Te Hiku o te Ika / Far North District Council request that the Committee make the following changes to the Northland Inc Statement of Intent 2025/26 – 2028/29**

- i) That the Statement of Intent explicitly reference and acknowledge Te Kaunihera o Te Hiku o te Ika / Far North District Council's Te Ao Māori Framework – Te Pae o Uta as a core strategic document driving decision making on economic development in the Far North District.**
- ii) That the Statement of Intent explicitly state that Northland Inc will give effect to Te Pae O Uta when visiting the Far North District and while working within the jurisdiction of Te Kaunihera o Te Hiku o te Ika / Far North District Council.**
- iii) That all listings of Shareholder Councils be done in alphabetical order in the Statement of Intent.**
- iv) That the Statement of Intent contain short biographies and photos of the Northland Inc Board Members and the Elected Members from each Shareholder Council that are on the Joint Regional Economic Development Committee.**
- v) That the Key Performance Indicators in the Statement of Intent for each of the four Pou and five enablers be explicitly based on delivering measurable outcomes and opposed to undertaking activities.**
- vi) That Key Performance Indicators be broken down by Shareholder District and then by ward for Te Kaunihera o Te Hiku o te Ika / Far North District Council.**

- vii) That Pou Four – Innovation and Enterprise include the following Key Performance Indicators broken down by Shareholder Council and then by ward in the Far North District;
  - Number of new businesses added (net growth)
  - Bankruptcies
  - Unemployment
  - Vacancy rates – commercial
  - Greenfield vs Brownfield new businesses added
  - Increase average salaries/income.
- viii) That the Statement of Intent include Key Performance Indicators that measure how growing relationships contribute to growing the economy.
- ix) That the Statement of Intent include a Key Performance Indicator that measures engagement with Māori establishing businesses in the Far North District.
- x) That all the Key Performance Indicators in the Statement of Intent demonstrate how they will deliver on the long-term (2040) Outcome Indicators captured in Te Rerenga.
- xi) That the Statement of Intent include a Key Performance Indicator for the administration and delivery of regular governance to governance meetings between the Northland Inc Board and the governing bodies of the Shareholder Councils.
- xii) That the Statement of Intent include a requirement to provide regular financial reporting to each Shareholder Council on Northland Inc activities.
- xiii) That the Statement of Intent replace the reference to Return on Investment with a Key Performance Indicator that demonstrates measurable economic growth in the Shareholder Districts therefore demonstrating the value add that Northland Inc brings to each Shareholder District.
- xiv) That the Statement of Intent include a clause that all major projects must be at the approval of the Shareholders and must have explicit objectives that deliver on economic growth Key Performance Indicators distributed across all the Shareholder Districts.
- xv) That Northland Inc focus on the core activities of economic development and growth, be empowered to deliver outcomes based on these activities alone and that this is explicitly captured in the Statement of Intent.
- xvi) That the Statement of Intent remove all references to climate change and climate change related Key Performance Indicators.
- xvii) That Te Kaunihera o Te Hiku o te Ika / Far North District Council does not support the creation of specific roles at Northland Inc for the management and support of inward delegations.
- xviii) That Northland Inc check for grammar and spelling of English and Te Reo in the document before it is finalised.

## 1) TĀHUHU KŌRERO / BACKGROUND

In 2013 Northland Inc was formed, bringing together the Regional Tourism Organisation and Enterprise Northland to work alongside one another to grow economic development across Taitokerau.

On 1 July 2021, Far North District Council (FNDC), Kaipara District Council, and Northland Regional Council (NRC) became joint shareholders of Northland Inc.

On 16 July 2024, Whangārei District Council (WDC) adopted its 2024-34 Long Term plan including a decision to become a joint shareholder of Northland Inc Limited and provide funding into the Investment Growth Reserve (IGR) that is administered by NRC for a two-year period. WDC became a shareholder in Northland Inc in August 2024 via the transfer of shares from the other Councils.

On 12 September 2024 Council endorsed Te Rerenga – Taitokerau Northland Economic Wellbeing Pathway following the endorsement of Te Kahu o Taonui on 19 July 2024. Alongside the endorsement of Te Rerenga Council also resolved that

*‘Council request joint regional economic development committee (JREDC) investigate a tranche of work to ensure the pan can be enabled through council statutory documents’*

On 12 December 2024 as part of the resolution approving Northland Inc as the lead organisation responsible for coordinating the development of a regional deal proposal for Northland, Council also approved an amended Terms of Reference for JREDC to include a clause on regional deals.

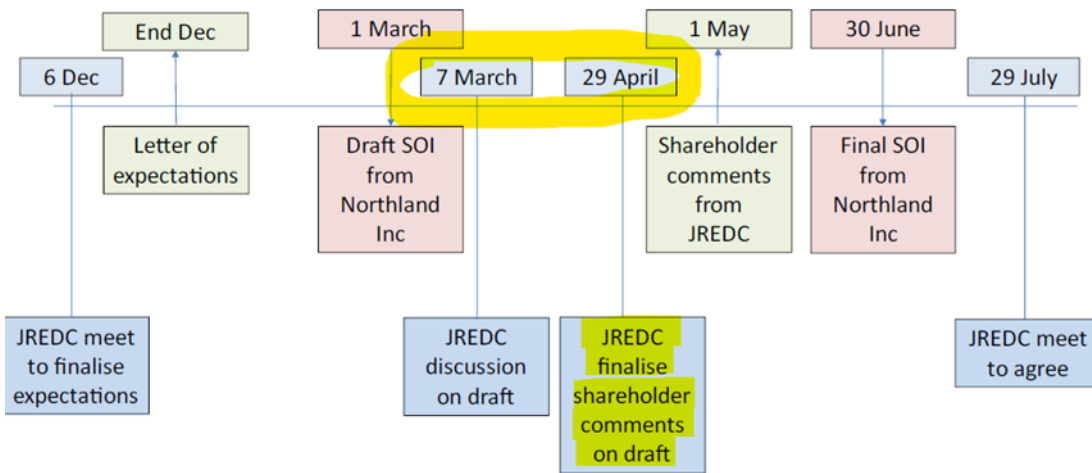
On 12 December 2024 a letter was sent to the Chair of Board and Chief Executive Officer of Northland Inc from the Chair of the JREDC outlining the expectations of the Shareholders for the 2025/26 to 2028/29 Statement of Intent (Attachment 1). The letter points out the following.

*...the Joint Committee is not seeking major changes to Northland Inc’s 2025/26 SOI. This is because significant revisions were made to the 2024/25 SOI, and councils have aligned our respective 2024-2034 Long Term Plans with this current SOI. We also recognise the need to allow time for Northland Inc to operate under the significantly revised SOI and the new ownership structure.*

Northland Inc responded to the Chair of the Joint Committee on 25 February 2025 with a letter (Attachment 2) and a draft Statement of Intent (Attachment 3) that was tabled at the 7 March 2025 Joint Regional Economic Development Committee alongside the 12 December Letter of Expectation and an exchange of letter communications on the proposed funding of a role to support inward delegations.

The cover paper to the above documents contained the following timeframe for the development and approval of the Northland Inc Statement of Intent 2025/26 to 2028/29 in accordance with S 8(7)(2) of the Local Government Act 2002. There is a small window of opportunity for FNDC to propose changes to this SOI given the milestones and due dates below.

### Timeline for development of Northland Inc’s 2025/26



### The Joint Regional Economic Development Committee Terms of Reference

The current Terms of Reference for The Joint Regional Economic Development Committee, approved by Council on 12 December 2024, defines the following roles and responsibilities for the Committee;

- All responsibilities, duties and powers of a local authority as a shareholder in Northland Inc Ltd are, as far as legally possible, delegated to the committee. For avoidance of doubt, a meeting of the committee is not a meeting of shareholders under the Companies Act 1993.

- Make funding allocations from the Investment and Growth Reserve (IGR) administered by NRC.
- Receive advice and provide direction and support to economic development in Te Taitokerau.
- Make decisions relating to the government's Regional Deals initiative for establishing long-term agreements between central and local government, including but not limited to submitting a proposal, finalising a Memorandum of Understanding and negotiating a deal, ensuring alignment with regional priorities and collaboration among councils. (added in the December amendment)
- Make recommendations to member councils to ensure a consistent regional approach is applied and adopted to economic development activities.
- Act collectively as an advocate for regional economic development generally and within the individual bodies represented on the committee.
- Ensure the bodies represented on the committee are informed of economic development activities in Te Taitokerau.

### **Shareholders Agreement**

Key clauses in the current Shareholder's agreement to consider when reviewing the Statement of Intent are as follows;

- The Northland Inc Board has full power to direct the activities of Northland Inc in the conduct of activities.
- 'Statement of Intent' means 'a written plan for the Activities approved by the Joint Committee and may be amended by JREDC from time to time.'
- The primary objective of Northland Inc is to carry out the activities and that (2.2) 'The Activities will be conducted in accordance with the Shareholders' Agreement and on the basis of the Statement of Intent, noting that the Company (Northland Inc) is intending to benefit the Northland community and not make a profit.'
- Activities is defined as 'the activities and purpose to be carried on by the group, being the implementation of economic development activities and supporting investment in Northland.'

A workshop with Elected Members was held on 1 April 2025 to consider potential changes to the draft Statement of Intent 2025/26 – 2028/29. This workshop has informed the discussion, options and recommendations in this report.

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

### **Option One (recommended option)**

That the following changes to the Northland Inc 2025/26 – 2028/29 Statement of Intent be added as an agenda item to the 29 April 2025 Joint Regional Economic Development Committee Meeting:

- i. That the Statement of Intent explicitly reference and acknowledge Te Kaunihera o Te Hiku o te Ika / Far North District Council's Te Ao Māori Framework – Te Pae o Uta as core strategic document driving decision making on economic development in the Far North District.
- ii. That the Statement of Intent explicitly state that Northland Inc will give effect to Te Pae O Uta when visiting the Far North District and when working within the jurisdiction of Te Kaunihera o Te Hiku o te Ika.
- iii. That all listings of Shareholder Councils be done in alphabetical order.
- iv. That the Statement of Intent contain short biographies and photos of the Northland Inc Board Members and the Elected Members from each Council that are on the Joint Regional Economic Development Committee.

- v. That the Key Performance Indicators in the Statement of Intent for each of the four Pou and five enablers be explicitly based on delivering measurable outcomes and opposed to undertaking activities.
- vi. That Key Performance Indicators be broken down by Shareholder District and then by ward for Te Kaunihera o Te Hiku o te Ika / Far North District Council.
- vii. That Pou Four – Innovation and Enterprise include the following Key Performance Indicators broken down by Shareholder Council and then by ward;
  - a. Number of new businesses added (net growth)
  - b. Bankruptcies
  - c. Unemployment
  - d. Vacancy rates – commercial
  - e. Greenfield vs Brownfield new businesses added
  - f. Increase average salaries/income
- viii. That the Statement of Intent include Key Performance Indicators that measure how growing relationships contribute to growing the economy.
- ix. That the Statement of Intent include a Key Performance Indicator that measures engagement with Māori establishing businesses in the Far North District.
- x. That all the Key Performance Indicators in the Statement of Intent demonstrate how they will deliver on the long-term (2040) Outcome Indicators captured in Te Rerenga.
- xi. That the Statement of Intent include a Key Performance Indicator for the administration and delivery of regular governance to governance meetings between the Northland Inc Board and the Governing Bodies of the Shareholder Councils.
- xii. That the Statement of Intent include a requirement to provide regular financial reporting on Northland Inc's activities to each Shareholder Council.
- xiii. That the Statement of Intent replace the reference to Return on Investment with a Key Performance Indicator that demonstrates measurable economic growth in each of the Shareholder Districts.
- xiv. That the Statement of Intent include a clause that all major projects must be at the approval of the Shareholders and must have explicit objectives that deliver on economic growth Key Performance Indicators distributed across the Shareholder Districts.
- xv. That Northland Inc focus on the core activities of economic development and growth, be empowered to deliver outcomes based on these activities alone and that this is captured in the Statement of Intent.
- xvi. That the Statement of Intent remove all references to climate change and climate change related Key Performance Indicators.
- xvii. That Te Kaunihera of Te Hiku of te Ika / Far North District Council does not support the creation of specific roles at Northland Inc for the management and support of inward delegations.
- xviii. That Northland Inc check for grammar and spelling of English and Te Reo in the document before it is finalised.

#### Advantages

- The economic growth and development outcomes sought by the Te Kaunihera o Te Hiku o te Ika / Far North District Council of Northland Inc are explicitly stated and tabled for consideration at the 29 April 2025 Joint Regional Economic Development Committee meeting.

#### Disadvantages

- This could be perceived as contradictory to this letter of expectation from the Shareholders, which includes Te Kaunihera o Te Hiku o te Ika / Far North District Council, sent to Northland Inc on 12 December 2024 (Attachment1).

### Option Two

FNDC does not put forward any changes to the Draft Statement of Intent for Northland Inc 2025/26 – 2028/29 as an agenda item to the 29 April 2025 Joint Regional Economic Development Committee Meeting.

### Advantages

- This demonstrates support for the current framework of shareholding, terms of reference, company structures, agreements and the Statement of Intent for Northland Inc as the Northland Regional mechanism for how Te Kaunihera o Te Hiku o te Ika / Far North District Council will deliver economic outcomes for the communities of the Far North District.

### Disadvantages

- The economic development and growth requirements that are specific to Te Kaunihera o Te Hiku o te Ika / Far North District Council are not captured in the Northland Inc Statement of Intent and therefore there is no compulsion on the part of Northland Inc to deliver on outcomes that are specific to the Far North District.




### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option One is the preferred option as it captures specifically what the governing body of Te Kaunihera o Te Hiku o te Ika / Far North District Council requires in the Northland Inc statement of Intent 2025/26 – 2028/29.

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

There are no direct financial implications associated with the recommendation made in this report.

### ĀPITIHINGA / ATTACHMENTS

1. Northland Inc Shareholders Letter of Expectation - 12 December 2024 - A5143426 [↓](#) 
2. Northland Inc Response Letter of Expectation - 25 February 2025 - A5143427 [↓](#) 
3. Draft Statement of Intent Northland Inc - 7 March 2025 - A5143429 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The recommendation made this report 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 Local Government Act 2002 Te Pae o Uta – Te Ao Māori Framework The Northland Inc Shareholders Agreement The Terms of Reference for the Joint Regional Economic Development Committee
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The recommendation in this report has District wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Iwi and hapū have not been consulted as part of the process of writing this report. The short timeframe to receive the draft statement of intent on 7 March 2025, conduct a workshop with elected members and draft the paper for inclusion at the 10 April 2025 Council meeting has meant there has been no time to consult with iwi and hapū on the content of this paper.  Going forward economic development activities in the Far North District that involve Council will be aligned with Te Pae O Uta – Te Ao Māori Framework, specifically Tū Kotahi, increased participation in Council Structures and Decision Making and Kōkiri Tahī, empowered communities, working collaboratively. This is a recommendation made in this report as a requested change to the Northland Inc Statement of Intent.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to	The views of elected members as Northland Inc Shareholder representatives have been sought via a workshop conducted on 1 April 2025.



<p>their views or preferences (for example – youth, the aged and those with disabilities).</p>	<p>Staff views have been sought via an internal workshop conducted on 21 March 2025 with a newly formed Economic Development working group.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>Not applicable</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has reviewed this report.</p>









































































**7.8 PROPOSED REMIT - SECURITY SYSTEM PAYMENTS FOR ELECTED MEMBERS****File Number:** A5133206**Author:** Aisha Huriwai, Manager - Democracy Services**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek Council's support for a remit to be submitted to Local Government New Zealand.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- This draft remit seeks financial support for elected members to install and monitor security in their homes.
- This is a joint remit with Central Otago District Council.
- If supported by FNDC will be sent to Zone 1 for regional support.
- Remits are a submission process by Local Government New Zealand.
- Remits are considered at the Local Government New Zealand AGM each year.

**TŪTOHUNGA / RECOMMENDATION**

**That Council support the Security System Payments remit for submission to Local Government New Zealand.**

**1) TĀHUHU KŌRERO / BACKGROUND**

Councils proposing to submit a remit for consideration at the LGNZ Annual General Meeting must have the formal support of either 5 Councils, or of their Zone 1 Meeting. This remit has been prepared with Central Otago District Council. They will be seeking support from their Council in April. If approved by FNDC, it can be considered by Zone 1 in April at a date to be confirmed). Remits are due to LGNZ by 13 May.

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

The remit application is attached for reference. The remit seeks to allow financial support for elected members to have a home security system installed and maintained.

Central Otago District Council will be seeking their Council's support in April, and Zone 6 support prior to submission to LGNZ before the 13 May deadline.

The remit proposed meets the requirement of the LGNZ policy as it addresses matters at a national political level and is relevant to the sector as a whole.

The Remuneration Authority set the pay, and allowances for key public office holders including ministers of parliament and local government members. Given the Remuneration Authority have determined that an allowance of this nature is relevant for members of Parliament, their feedback has been sought as to whether they have considered an allowance for local authority members.

Their feedback is not anticipated to be received prior to the agenda being printed and has been sought on the premise that the remit can proceed, if supported without their feedback.

Ultimately, LGNZ will assess each remit prior to a decision to progress (or not) to the AGM. Councils will have an opportunity to vote for this remit at the AGM, if it progresses to that stage.

There are a number of allowances already available to elected members. Two principals behind the allowances are:

1. remove barriers for people to become elected officials

2. ensure that elected members can seek reimbursement to avoid incurring personal expense in fulfilling their elected role.

Examples of existing allowances are:

- internet,
- phone,
- childcare,
- travel reimbursement,
- compensation of travel time.

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

To seek a legislative change to support elected members safety and remove barriers for local government members.

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

There are no financial implications or need for budgetary provision in supporting a remit. If the remit is approved the Remuneration Authority will consider whether it is reasonable for the local government sector.

Each Council is responsible for funding allowances from rates income.

### **ĀPITI HANGA / ATTACHMENTS**

1. **Proposed Remit - Security System Allowance - A5133263** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is considered 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.	Council has an Elected Member Expense and Reimbursement Policy – most of it linked through to the Local Members Determination set by the Remuneration Authority.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Community Board views have not been sought.
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 on 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).	There are no identified persons specifically affected. The proposed change may make the roles of elected member more accessible.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision in supporting the remit.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.













## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 COUNCIL OPEN RESOLUTIONS UPDATE APRIL 2025

**File Number:** A5056509

**Author:** Marysa Maheno, 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 April 2025.**

#### 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. Council Open Resolutions - A5145646 [↓](#) 







































## 8.2 MAYOR AND COUNCILLOR'S REPORTS

**File Number:** A5056543

**Author:** Marysa Maheno, 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-Mayor Moko Tepania, Kōwhai-Deputy Mayor Kelly Stratford, Cr Court, Cr Halkyard-Harawira, Cr Kapa and Cr Vujcich.

### 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. **Members Report - Kahika Moko Tepania - A5139765** [↓](#) 
2. **Members Report - Kōwhai Kelly Stratford - A5144220** [↓](#) 
3. **Members Report - Cr Court - A5138983** [↓](#) 
4. **Members Report - Cr Halkyard-Harawira - A5139789** [↓](#) 
5. **Members Report - Cr Kapa - A5141497** [↓](#) 
6. **Members Report - Cr Vujcich - A5141502** [↓](#) 



































































### 8.3 COMMUNITY BOARD MINUTES - MARCH 2025

**File Number:** A5070104

**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 and Bay of Islands-Whangaroa Community Boards March 2025 meetings are attached for Council information.
- The Kaikohe-Hokianga Community Board March 2025 meeting was cancelled due to lack of business.

#### TŪTOHUNGA / RECOMMENDATION

That Council note the following Community Board minutes:

- 18 March 2025 Te Hiku Community Board; and
- 20 March 2025 Bay of Islands-Whangaroa 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. 2025-03-18 Te Hiku Community Board Minutes - A5113766 [↓](#) 
2. 2025-03-20 Bay of Islands-Whangaroa Community Board Minutes - A5119705 [↓](#) 

















**9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Confirmation of Previous Minutes - Public Excluded</b>	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
<b>9.2 - Community Board Public Excluded Minutes</b>	s48(2)(a)(i) - the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation where a right of appeal lies to any court or tribunal against the final decision of the Council in these proceedings	s48(2)(a)(i) - the exclusion of the public from the part of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation
<b>9.3 - New Lease Request Over Part 6 South Road, Kaitāia - Far North Community Foodbank Trust</b>	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><b>9.4 - General Employment Matter</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>9.5 - Council Public Excluded Open Resolutions Update April 2025</b></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>

**10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**11 TE KAPINGA HUI / MEETING CLOSE**