



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Supplementary Reports



Tuesday, 18 February 2025

Time: 10:00 AM

**Location: Conference Room - Te Ahu
Cnr State Highway 1 and Mathews
Avenue
Kaitaia**

Membership:

Chairperson Adele Gardner
Deputy Chairperson John Stewart
Councillor Felicity Foy
Member Darren Axe
Member Sheryl Bainbridge
Member William (Bill) Subritzky
Member Rachel Baucke

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NGĀ PŪRONGO / REPORTS

7.1 SETTING OF LAND DRAINAGE COMMITTEE MEETING DATES 2025

File Number: A5078690

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

PURPOSE OF THE REPORT

To allow Te Hiku Community Board to set the 2025 meeting dates for the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committees.

EXECUTIVE SUMMARY

- The Terms of Reference for the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committees state they will meet twice a year as determined by the Te Hiku Community Board

RECOMMENDATION

That Te Hiku Community Board adopt the following meeting dates for the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committees:

- 3 April 2025
- 18 August 2025

1) BACKGROUND

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings.

The Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committees were re-established via [resolution](#) at the [14 March 2023 Te Hiku Community Board meeting](#). The Terms of Reference of the three Drainage Committees state the Kaitāia Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board. Additional meetings may be held when required with the approval of the Chief Executive.

2) DISCUSSION AND OPTIONS

This report recommends that Te Hiku Community Board adopt the following meeting dates for the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committees

- 3 April 2025
- 18 August 2025

The proposed meeting dates ensures minimal meeting event conflicts and sufficient time for report escalation to the following Te Hiku Community Board meeting.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

REASON FOR THE RECOMMENDATION

To adopt a schedule of Drainage Committee meetings for the 2025 calendar year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Kaitāia Drainage Committee - Terms of Reference - A4073131** [↓](#) 
2. **Waiharara - Kaikino Drainage Committee - Terms of Reference - A4073133** [↓](#) 
3. **Motutangi Drainage Committee - Terms of Reference - A4073132** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Dated: 11 March 2016

KAITAIA DRAINAGE AREA COMMITTEE Terms of Reference

Purpose

The purpose of the Kaitaia Drainage Area Committee is:

- To represent and consult with the ratepayers of the Kaitaia Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Kaitaia Drainage Area
- To ensure the Kaitaia Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Kaitaia Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Kaitaia Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

Quorum

The Quorum is set at three.

Responsibilities

Work Programmes

Preparing the programme of work for the Kaitaia Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

Stakeholder Liaison

Liaise with all stakeholders as requested by the Council Officer responsible for the Kaitaia Drainage Area.

Membership

The Kaitaia Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

Protocols

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.



An agenda will be prepared and circulated 2 clear working days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

Values

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

Meetings

The Kaitaia Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

Standing Agenda Items

Confirmation of previous minutes

A financial report provided by the Chief Financial Officer

Proposed Work Programme

Reporting

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

Support

Administrative support is provided by the Council's Governance Support team.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Kaitaia Drainage Targeted Rate.

Procurement of Goods and Services

The procurement of goods and services for the Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

Contacts with Media and Outside Agencies

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.



Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

Power to Delegate

The Kaitaia Drainage Area Committee may not delegate any of its responsibilities, duties or powers.



WAIHARARA AND KAIKINO DRAINAGE AREAS COMMITTEE Terms of Reference

Purpose

The purpose of the Waiharara and Kaikino Drainage Areas Committee is:

- To represent and consult with the ratepayers of the Waiharara and Kaikino Drainage Areas
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Waiharara and Kaikino Drainage Areas
- To ensure the Waiharara and Kaikino Drainage Areas ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Waiharara and Kaikino Drainage Areas
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Waiharara and Kaikino Drainage Areas community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

Quorum

The Quorum is set at three.

Responsibilities

Work Programmes

Preparing the programme of work for the Waiharara and Kaikino Drainage Areas, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

Stakeholder Liaison

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas.

Membership

The Waiharara and Kaikino Drainage Areas Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

Protocols

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.



An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

Values

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

Meetings

The Waiharara and Kaikino Drainage Areas Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

Standing Agenda Items

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Programme

Reporting

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

Support

Administrative support is provided by the Council Advisory Services Department.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Waiharara and Kaikino Drainage Areas Targeted Rates.

Procurement of Goods and Services

The procurement of goods and services for the Waiharara and Kaikino Drainage Areas will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

Contacts with Media and Outside Agencies



The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

Power to Delegate

The Waiharara and Kaikino Drainage Areas Committee may not delegate any of its responsibilities, duties or powers.



MOTUTANGI DRAINAGE AREA COMMITTEE Terms of Reference

Purpose

The purpose of the Motutangi Drainage Area Committee is:

- To represent and consult with the ratepayers of the Motutangi Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Motutangi Drainage Area
- To ensure the Motutangi Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Motutangi Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Motutangi Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

Quorum

The Quorum is set at three.

Responsibilities

Work Programmes

Preparing the programme of work for the Motutangi Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

Stakeholder Liaison

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas.

Membership

The Motutangi Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

Protocols

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.



An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

Values

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

Meetings

The Motutangi Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

Standing Agenda Items

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Programme

Reporting

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

Support

Administrative support is provided by the Council Advisory Services Department.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Motutangi Drainage Targeted Rate.

Procurement of Goods and Services

The procurement of goods and services for the Motutangi Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

Contacts with Media and Outside Agencies



The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

Power to Delegate

The Motutangi Drainage Area Committee may not delegate any of its responsibilities, duties or powers.