AGENDA

Ordinary Council Meeting

Thursday, 31 July 2025
Time: 10:00 AM
Location:Council Chambers,
Memorial Ave, Kaikohe

Far North District Council
Ordinary Council Meeting
will be held in the Council Chamber, Memorial Ave, Kaikohe on:
Thursday 31 July 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 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: **A5056478**

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 Extraordinary Council meeting held 25 June and the Council meeting held 3 July 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.

ĀPITIHANGA / ATTACHMENTS

1. **2025-06-25 Council Minutes - A5243842**
2. **2025-07-03 Council Minutes - A5257199**

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

UNCONFIRMED

MINUTES OF FAR NORTH DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON WEDNESDAY, 25 JUNE 2025 AT 10:00 AM

PRESENT: Kahika - Mayor Moko Tepania, Kōwhai - Deputy Mayor Kelly Stratford, Cr Ann Court, Cr Felicity Foy, Cr Hilda Halkyard-Harawira, Cr Steve McNally, Cr Mate Radich (online), Cr Tāmati Rākena, Cr John Vujcich.

IN ATTENDANCE: Bay of Islands-Whangaroa Community Board Chair Belinda Ward, Kaikohe-Hokianga Community Board Chair Chicky Rudkin, Te Hiku Community Board Chair Adele Gardner and Kawiti Waetford - Kaiwhakawhiti Reo (online).

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Charlie Billington (Group Manager – Corporate Services), Tanya Proctor (Head of Infrastructure), Ruben Garcia (Acting Group Manager – Delivery and Operations), Nicola Smith (Acting Group Manager – Community and Engagement), Nadine Hopkins (Acting Chief of Staff), Briar Macken (Acting Group Manager – Planning and Policy), Ken MacDonald (Chief Financial Officer), Angie Thomas (Team Leader – Accounting Services), Ken Lewis (Manager – Communications and Engagement) Aisha Huriwai (Manager – Democracy Services), Amber Wihongi-Alderton (Democracy Advisor), Jacine Warmington (Group Manager – Strategic Relationships).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kahika - Mayor Moko Tepania commenced the meeting at 10:00 AM with a karakia.

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

APOLOGY

RESOLUTION 2025/63

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr John Vujcich

That apologies received from Cr Kapa and Cr Kleskovic be accepted and leave of absence granted.

CARRIED

3 NGĀ TONO KŌRERO / DEPUTATION

There were no deputations.

4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS

- Request that audio for meeting livestreaming be checked following reports of poor sound.
- Maramataka phase - Whiro.
- Mihi to our dedicated school teachers as the term ends.
- The Paihia Latter-Day Saints Chapel opens this week.
- FNDC & NRC Local Elections information evening is happening this evening.

UNCONFIRMED

5 NGĀ PŪRONGO / REPORTS

5.1 ADOPTION OF FEES AND CHARGES FOR 2025/26

Agenda item 5.1 document number A5234522, pages 5 - 31 refers

RESOLUTION 2025/64

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council

a) adopt the Schedule of Fees and Charges for 2025/26, and

b) delegate the Chief Executive Officer authority to make any final minor edits to the fees and charges prior to publication.

CARRIED

5.2 ADOPTION OF THE 2025-26 ANNUAL PLAN

Agenda item 5.2 document number A5234405, pages 32 - 131 refers

RESOLUTION 2025/65

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council:

a) Adopt the Annual Plan for 2025/26

b) Delegate authority to the Chief Executive Officer to approve any minor accuracy, grammatical or formatting amendments prior to the Annual Plan 2025/26 being published and uploaded to the Far North District Council website.

Against: Cr Ann Court, Cr Felicity Foy, Cr Tāmati Rākena

CARRIED

5.3 SETTING OF RATES, DUE DATES AND PENALTIES FOR 2025-2026

Agenda item 5.3 document number A5205808, pages 132 - 141 refers

RESOLUTION 2025/66

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr John Vujcich

That, pursuant to Section 23 of the Local Government (Rating) Act 2002 (the Act), Council sets the rates as described below for the year commencing 1st July 2025 and concluding 30th June 2026;

All rates are shown inclusive of GST

UNCONFIRMED

GENERAL RATE

General Rate
Differentiated on the basis of land use set on all rateable rating units

Differential	Basis	Rate
General Differential	Per $ of Land Value	$0.0033654
Commercial Differential	Per $ of Land Value	$0.0092549

Uniform Annual General Charge (UAGC):
A UAGC of $450.00 per Separately Used or Inhabited Part (SUIP) on every rateable rating unit

Definition of a SUIP:

- Any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement
- Any part or parts of a rating unit that is used or occupied by the ratepayer for more than one single use.

The following are considered to be separately used parts of a rating unit:

- individual flats or apartments
- separately leased commercial areas which are leased on a rating unit basis
- vacant rating units

TARGETED RATES

ROADING RATES
Uniform Roading Rate
A Uniform Targeted Rate of $100 per SUIP on every rateable rating unit

Differential Roading Rate
Differentiated on the basis of land use set on all rateable rating units.

Differential	Basis	Rate
Residential	Per $ of Land Value	$0.0000954
Lifestyle	Per $ of Land Value	$0.0001052
Farming General	Per $ of Land Value	$0.0001309
Horticulture	Per $ of Land Value	$0.0000807
Dairy	Per $ of Land Value	$0.0002244
Forestry	Per $ of Land Value	$0.0016441
Commercial	Per $ of Land Value	$0.0002666
Industrial	Per $ of Land Value	$0.0002265
Mining/Quarry	Per $ of Land Value	$0.0092693
Other	Per $ of Land Value	$0.0002052

Ward Services Rate

Differentiated on the basis of location set on all rateable rating units in the identified wards

Differential	Basis	Rate
BOI - Whangaroa Ward	Per SUIP	$485.60
Te Hiku Ward	Per SUIP	$497.10
Kaikohe - Hokianga Ward	Per SUIP	$584.10

STORMWATER RATES

Stormwater Public Good Rate is set on every rating unit in the district

Per Rating Unit	$10.00

Fixed rate set on differential categories for all rateable rating units identified in the rating area maps for the listed urban communities:

Ahipara	Haruru Falls	Kaikohe	Kawakawa
Awanui	Hihi	Kaimaumau	Karikari
East Coast	Houhora/Pukenui	Kaitāia	Kerikeri/Waipapa
Kohukohu	Ōkaihau	Paihia/Te Haumi	Taupo Bay
Moerewa	Ōpononi/Ōmāpere	Rāwene	Tauranga Bay
Ngāwhā	Ōpua/Ōkiato	Russell	Whangaroa/Kāeo

Differential	Basis	Rate
General	50%	$187.50
Commercial	100%	$375.00

DEVELOPMENT RATES

Paihia CBD Development Rate

Differentiated on the basis of land use set on all rateable rating units identified in the rating area maps

Differential	Basis	Rate
General Differential	Per SUIP	$18.00
Commercial Differential	Per SUIP	$56.00

Kaitāia BID Rate

	Basis	Rate
Commercial rating units defined in the rating area map	Per $ of Land Value	$0.0007369

BOI Recreation Centre Rate

	Basis	Rate
Rating Units defined in the rating area map	Per SUIP	$5.00

SEWERAGE RATES

Separate sewerage rates are set for each sewerage scheme on every rating unit that is connected to each scheme or to which the scheme is “available”, that is where a rating unit is capable of

being connected to a public reticulated wastewater disposal system.
The additional pan rate is set on the basis of the third and every subsequent water closet or urinal per SUIP. A rating unit or SUIP used primarily as the residence for one household will be treated as having not more than one toilet or urinal.

Ahipara Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$344.07
Available	Per Rating Unit	$344.07
Additional Pan Rate	Per additional pan	$206.44

East Coast* Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$320.26
Available	Per Rating Unit	$320.26
Additional Pan Rate	Per additional pan	$192.16

Hihi Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$1,302.32
Available	Per Rating Unit	$1,302.32
Additional Pan Rate	Per additional pan	$781.39

Kāeo Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$762.14
Available	Per Rating Unit	$762.14
Additional Pan Rate	Per additional pan	$457.28

Kaikohe Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$247.16
Available	Per Rating Unit	$247.16
Additional Pan Rate	Per additional pan	$148.30

Kaitāia and Awanui Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$464.60
Available	Per Rating Unit	$464.60
Additional Pan Rate	Per additional pan	$278.76

Kawakawa Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$598.61
Available	Per Rating Unit	$598.61

UNCONFIRMED

Additional Pan Rate	Per additional pan	$359.17

Kerikeri Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$628.31
Available	Per Rating Unit	$628.31
Additional Pan Rate	Per additional pan	$376.99

Kohukohu Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$1,079.28
Available	Per Rating Unit	$1,079.28
Additional Pan Rate	Per additional pan	$647.57

Ōpononi Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$265.38
Available	Per Rating Unit	$265.38
Additional Pan Rate	Per additional pan	$159.23

Paihia Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$520.41
Available	Per Rating Unit	$520.41
Additional Pan Rate	Per additional pan	$312.25

Rangiputa Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$280.05
Available	Per Rating Unit	$280.05
Additional Pan Rate	Per additional pan	$168.03

Rāwene Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$524.00
Available	Per Rating Unit	$524.00
Additional Pan Rate	Per additional pan	$314.40

Russell Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$555.69
Available	Per Rating Unit	$555.69
Additional Pan Rate	Per additional pan	$333.42

Whangaroa Sewerage Capital Rate

Differential	Basis	Rate

UNCONFIRMED

Connected	Per SUIP	$807.56
Available	Per Rating Unit	$807.56
Additional Pan Rate	Per additional pan	$484.54

Whatuwhiwhi Sewerage Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$399.88
Available	Per Rating Unit	$399.88
Additional Pan Rate	Per additional pan	$239.93

**East Coast includes Taipa, Cable Bay, Coopers Beach, Mangonui. This is a change in name from Taipa to East Coast and not a new rate..*

Sewerage Public Good Rate is set on every rating unit in the district

Per Rating Unit	$15.00

District Wide Sewerage Operating Rate is set on every rating unit connected to a sewerage scheme

Operating Rate	Basis	Rate
Connected (All schemes)	Per SUIP	$917.06
Additional Pan Rate	Per additional pan	$550.23

WATER RATES

Separate water rates are set for each water supply scheme differentiated on the basis of supply or availability of supply to each scheme, that is, capable of being connected to a public reticulated water supply system.

Kaikohe Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$399.92
Available	Per Rating Unit	$399.92

Kaitāia Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$538.76
Available	Per Rating Unit	$538.76

Kawakawa Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$468.18
Available	Per Rating Unit	$468.18

Kerikeri Water Capital Rate

UNCONFIRMED

Differential	Basis	Rate
Connected	Per SUIP	$238.15
Available	Per Rating Unit	$238.15

Ōkaihau Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$410.99
Available	Per Rating Unit	$410.99

Ōmāpere/Ōpononi Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$681.73
Available	Per Rating Unit	$681.73

Paihia Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$242.33
Available	Per Rating Unit	$242.33

Rāwene Water Capital Rate

Differential	Basis	Rate
Connected	Per SUIP	$266.94
Available	Per Rating Unit	$266.94

Water Public Good Rate is set on every rating unit in the district

Per Rating Unit	$15.00

District Wide Water Operating Rates

The District wide operating rates are assessed on the basis of the quantity of water supplied as recorded by meter, or for a non-metered supply, per SUIP.

Metered Supply rate (all schemes)

Operating Rate	Basis	Rate
Potable Water	Per m^3 Supplied	$4.62
Non-potable Water	Per m^3 Supplied	$3.00

Non-Metered Water Supply Rate (Includes 250 M^3 Supply)

Operating Rate	Basis	Rate
Potable Water	Per SUIP	$1,527.92
Non-potable Water	Per SUIP	$1,123.84

DRAINAGE RATES are set on all rateable land in the relevant drainage area

Kaitāia Drainage Area	Basis	Rate
Area of land within the defined rating area	Per hectare	$13.00

UNCONFIRMED

Kaikino Drainage Area (as defined in the FIS)		
Differential	**Basis**	**Rate**
Differential A	Per hectare	$7.64
Differential B	Per hectare	$3.82
Differential C	Per hectare	$1.28

Motutangi Drainage Area (as defined in the FIS)		
Differential	**Basis**	**Rate**
Differential A	Per hectare	$32.05
Differential B	Per hectare	$16.03
Differential C	Per hectare	$5.35

Waiharara Drainage Area (as defined in the FIS)		
Differential	**Basis**	**Rate**
Differential A	Per hectare	$8.21
Differential B	Per hectare	$4.11
Differential C	Per hectare	$1.37

And that, pursuant to Section 24 of the Act and with the exception of the targeted rates set for the supply of water pursuant to Section 19 of the Act, Council charges the rates for the 2025-2026 rating year by way of four equal instalments. Each instalment to be paid on or before the due dates set out below;

Rate Instalment	Due Date	Penalty Date
First Instalment	20 August 2025	27 August 2025
Second Instalment	20 November 2025	27 November 2025
Third Instalment	20 February 2026	27 February 2026
Fourth Instalment	20 May 2026	27 May 2026

And that, pursuant to Sections 57 and 58 of the Act and with the exception of the targeted rates set for the supply of water pursuant to Section 19 of the Act, Council imposes the following penalties:

A ten percent (10%) penalty on any portion of any instalment of rates assessed in the 2025-2026 financial year that is not paid on or by the due date for payment as detailed above. This penalty will be added on the penalty dates detailed above;

And that the water meters be read and invoiced on a six-month cycle, or more often if required, and the subsequent invoices become due for payment on the dates in the table below.

And that, pursuant to Sections 57 and 58 of the Act, Council imposes the following penalties in respect of targeted rates set for the supply of water pursuant to Section 19 of the Act:

A ten percent (10%) penalty on any portion of the rate for the supply of water charged pursuant to Section 19 of the Act, as separately invoiced, that is not paid on or by the due date for payment as set out below;

Scheme	1st Invoice	Due Date	Penalty Date	2nd Invoice	Due Date	Penalty Date
Kaikohe	Nov 2025	22/12/2025	29/12/2025	May 2026	22/06/2026	29/06/2026
Kaitāia	Aug 2025	22/09/2025	29/09/2025	Feb 2026	20/03/2026	27/03/2026
Kawakawa	Jul 2025	20/08/2025	27/08/2025	Jan 2026	20/02/2026	27/02/2026
Kerikeri	Sep 2025	20/10/2025	27/10/2025	Mar 2026	20/04/2026	27/04/2026
Ōkaihau	Jul 2025	20/08/2025	27/08/2025	Jan 2026	20/02/2026	27/02/2026
Ōmāpere/ Ōpononi	Jul 2025	20/08/2025	27/08/2025	Jan 2026	20/02/2026	27/02/2026
Paihia	Oct 2025	20/11/2025	27/11/2025	Apr 2026	20/05/2026	27/05/2026
Rāwene	Jul 2025	20/08/2025	27/08/2025	Jan 2026	20/02/2026	27/02/2026

And that, pursuant to Section 88 of the Act, Council sets Postponement Fees as provided for in the relevant Rates Postponement Policies;

FEES IN RESPECT OF POSTPONED RATES

Pursuant to Section 88 of the Local Government (Rating) Act 2002, Council will charge a postponement fee on all rates that are postponed under any of its postponement policies.

The Postponement fees are as follows:

- Application Fee: $308
- Administration Fee: $51 per year
- Financing Fee on all Postponements: Currently set at 4.18% pa but may vary to match Council's average cost of funds. At Council's discretion all these fees may be added to the total postponement balance.

Against: Cr Tāmati Rākena, Cr Ann Court

CARRIED

The meeting adjourned at 11:21 AM and resumed at 11:31 AM.

6 MEETING CLOSE

The meeting closed at 11:40 AM with a karakia.

The minutes of this meeting will be confirmed at the Ordinary Council Meeting held on 31 July 2025.

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CHAIRPERSON

UNCONFIRMED

MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON THURSDAY, 3 JULY 2025 AT 10:03 AM

PRESENT: Kahika - Mayor Moko Tepania, Kōwhai - Deputy Mayor Kelly Stratford, Cr Ann Court (online), Cr Felicity Foy (online), Cr Hilda Halkyard-Harawira, Cr Babe Kapa (online), Cr Penetaui Kleskovic (online 10am and then in person at 11:15am), Cr Steve McNally, Cr Mate Radich (online), Cr Tāmati Rākena (online), Cr John Vujcich.

IN ATTENDANCE: Adele Gardner (Chair – Te Hiku Community Board), Chicky Rudkin (Chair – Kaikohe-Hokianga Community Board), Belinda Ward (Chair – Bay of Islands-Whangaroa Community Board).

STAFF PRESENT: Guy Holroyd (Chief Executive), Jacine Warmington (GM – Strategic Relationships), Kayla Jonas (Acting Chief of Staff), Charlie Billington (GM – Corporate Services), Tanya Proctor (Head of Infrastructure), Nicola Smith (Acting GM – Community & Engagement), Ruben Garcia (Acting GM – Delivery & Operations), Roger Ackers (GM – Planning & Policy), Carla Ditchfield (Manager – Legal Services), Ken Lewis (Manager – Communications & Engagement), Aisha Huriwai (Manager – Democracy Services), Marlema Baker (Te Kuaka Te Ao Māori Coordinator).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kahika - Mayor Moko Tepania commenced the meeting and opened with the council karakia.

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

2.1 APOLOGIES

RESOLUTION 2025/63

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council receive apologies from Crs Court and Foy for early departure to attend a meeting with Minister Chris Penk, and note an apology from Cr Rākena who is travelling and may loose reception/coverage.

CARRIED

Cr Radich joined the meeting online at 10:22 AM.

3 NGĀ TONO KŌRERO / DEPUTATION

Nick & Julie Du Pain & Matt King – regarding flooding at the Pukepoto Road Bridge in Ōkaihau.
(Tabled documents: Objective ID A5272690 and A5272686 refers)

David Senior – Disability Action Group (DAG) Chairperson: Item 6.1 refers.

4 NGĀ KŌRERO A TE KAHIKA / MAYORAL ANNOUNCEMENTS

- Reminder that the meeting is being recorded and livestreamed on FNDC's YouTube channel and Facebook page.
- Maramataka Māori – today is Tamatea Kai Ariki

- Acknowledgement of the passing of Te Pāti Māori MP Takutai Kemp on 26 June 2025. Her burial was Tuesday 1 July.
- Acknowledgement of the passing of Hugh Te Kiri Richard Rihari on 27 June 2025. Who among other Council projects was heavily involved in Te Pātukurea Hapū Rōpū.
- Northland Rugby visiting Kaikohe this morning (3 July around 9.30 am).
- Nominations for this year's local government election open Friday. Nomination forms will be available and can be lodged from Friday 4 July. Forms can be lodged online or in person.
- Battle of Ōhaeawai commemorations Sunday June 7, 2025. 9:00 am St Michael's Church Ōhaeawai followed by kai hākari at Ngāwhā school.
- Invite all deputations/speakers, to approach the podium, speak loud and clear for recording purposes.

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

6.1 FROM DISABILITY TO ACCESSIBILITY: A STRATEGIC SHIFT

Agenda item 6.1 document number A5196846, pages 25 - 34 refers.

RESOLUTION 2025/64

Moved: Cr Hilda Halkyard-Harawira
Seconded: Cr John Vujcich

That Council:

a) approve renaming the Disability Action Group to the Accessibility Action Group.
b) adopt the updated Terms of Reference for the Accessibility Action Group.

CARRIED

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A5056474, pages 6 - 24 refers.

RESOLUTION 2025/65

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council confirm the minutes of the Council meeting held 5 June 2025 and Extraordinary Council Meeting held 18 June 2025 are a true and correct record.

CARRIED

Secretarial note: While a resolution passed at the previous meeting with public excluded was not restated in public it was confirmed later during this meeting that it can be released to public and has been under item 8 of these minutes.

UNCONFIRMED

6 NGĀ PŪRONGO / REPORTS

6.1 COMMUNITY BOARD MINUTES - JUNE 2025

Agenda item 7.2 document number A5070113, pages 387- 401 refers.

RESOLUTION 2025/66

Moved: Cr John Vujcich
Seconded: Cr Steve McNally

That Council note the following Community Board minutes:

- **10 June 2025 Te Hiku Community Board.**
- **11 June 2025 Bay of Islands-Whangaroa Community Board;**
- **23 June 2025 Kaikohe-Hokianga Community Board Extraordinary meeting.**

CARRIED

6.2 ROAD RENAME: PATERETERE PLACE, KĀEO.

Agenda item 6.2 document number A5236126, pages 35 - 41 refers.

RESOLUTION 2025/67

Moved: Cr Hilda Halkyard-Harawira
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council approve to rename a private road "Roto Place" that is currently addressed at Pateretere Place, Kāeo.

CARRIED

6.3 2025 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING REMITS

Agenda item 6.3 document number A5212477, pages 42 - 260 refers.

RESOLUTION 2025/68

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council <u>support</u> the following remits:

a) Improving Joint Management Agreements

b) Alcohol Licensing Fees

c) Aligning Public and School Bus Services

d) Review of Local Government Arrangements to Achieve Better Balance

e) Rates Capping Annual General Meeting (AGM) Paper

.**CARRIED**

Mayoral Note: In their AGM Agenda LGNZ recognises Cr Ann Court for long service to Local Government.

6.4 FAR NORTH DISTRICT COUNCIL COMMITTEE AMENDMENTS

Agenda item 6.4 document number A5231048, pages 261 - 263 refers.

RESOLUTION 2025/69

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr John Vujcich

That Council resolve to:

a) reduce the quorum for the following Council Committees to 4:

1. **Te Koukou – Transport and Infrastructure Committee**
2. **Te Kuaka – Te Ao Māori Committee**
3. **Te Huia – Executive Review Committee**

b) appoint Kahika-Mayor Moko Tepania to Te Koekoeā as a replacement to Cr McNally.

c) that Te Koekoea Committee Terms of Reference be expanded to manage the relationships with all Council Controlled Organisations (CCO's) in addition to being the Committee to consider director appointments to Council Controlled Organisations (CCO's).

CARRIED

The meeting adjourned at 11:10 am and resumed at 11:17 am
Cr Foy left the meeting. 11:10 am
Cr Kleskovic arrived in person at 11:15 am

6.5 REVIEW OF APPOINTMENT OF DIRECTORS FOR COUNCIL ORGANISATIONS POLICIES.

Agenda item 6.5 document number A5243246, pages 264 – 287 refers.

RESOLUTION 2025/70

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr Hilda Halkyard-Harawira

That Council:

a) revoke the Appointment of Elected Members as Directors of Council Organisations Policy (#2123); and

In Favour: Kahika – Mayor Moko Tepania, Crs Hilda Halkyard-Harawira, Babe Kapa, Penetaui Kleskovic and Tāmati Rākena
Against: Kōwhai – Deputy Mayor Kelly Stratford, Crs Ann Court, Mate Radich and John Vujcich
Abstained: Cr Steve McNally

CARRIED 5/4

b) approve the amendments made to the Appointment and Remuneration of Directors for Council Organisations Policy (#2117) as in attachment 3.

In Favour: Kahika – Mayor Moko Tepania, Kōwhai – Deputy Mayor Kelly Stratford and Cr Hilda Halkyard-Harawira
Against: Crs Ann Court, Babe Kapa, Penetaui Kleskovic, Mate Radich, Tāmati Rākena and John Vujcich

Abstained: Cr Steve McNally

LOST 3/6

Secretarial note 1: Cr Court stated her reasoning for her vote via the online chat and this was recorded during voting.

Secretarial note 2: Elected Members request a workshop regarding the drafting of an "Appointment of Elected Members as Directors of Council Organisations" Policy.

Cr Court left the meeting 11:55 AM.

6.6 AMENDED RATING RELIEF POLICY DRAFT - PROPOSAL FOR PUBLIC CONSULTATION

Agenda item 6.6 document number A5246888, pages 288 - 346 refers.

RESOLUTION 2025/71

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr John Vujcich

That Council:

a) adopt the proposal in attachment 2 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.

b) approve, the period for making written submissions on the proposal will be a minimum of 4 weeks.

c) delegate authority to the Mayor to decide on the date of oral presentation/s of submissions.

d) authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication and public release.

CARRIED

6.7 COMMITTEE RECOMMENDATIONS AND RESOLUTIONS - AS AT 3 JULY 2025

Agenda item 6.7 document number A5246842, pages 347 - 361 refers.

RESOLUTION 2025/72

Moved: Kahika - Mayor Moko Tepania
Seconded: Cr John Vujcich

That Council receive the minutes from Te Koukou – Transport & Infrastructure Committee held 17 June 2025 and Te Kuaka Te Ao Māori Committee held 19 June 2025.

CARRIED

UNCONFIRMED

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.4 JOINT COMMITTEE MINUTES - JULY 2025

Agenda item 7.4 document number A5248545, pages 481 - 493 refers.

RESOLUTION 2025/73

Moved: Kōwhai - Deputy Mayor Kelly Stratford
Seconded: Cr Penetaui Kleskovic

That Council note the following minutes:

a) Civil Defence Emergency Management Group - 3 June 2025.
b) Regional Transport Committee - 10 June 2025.

CARRIED

7.1 MAYOR AND COUNCILLOR'S REPORTS

Agenda item 7.1 document number A5056551, pages 362 - 388 refers.

RESOLUTION 2025/74

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council;

a) note the June reports submitted by Kahika-Mayor Moko Tepania, Kōwhai-Deputy Mayor Kelly Stratford, Cr Babe Kapa, and Cr John Vujcich, *and*

b) note the May report submitted by Councillor Hilda Halkyard-Harawira which was received in time but was omitted from the 5 June 2025 Council agenda.

CARRIED

Secretarial Note: In her members report Kōwhai - Deputy Mayor Kelly Stratford mentioned Hihitahi Rise Road which is slipping and caused a power trip and fire, as well as Motutara Road slip leading to Rangiputa Road and the potential risks to life and property.

7.3 UPDATE ON A REGIONAL DEALS FOR NORTHLAND

Agenda item 7.3 document number A5246798, pages 402 – 480 refers.

RESOLUTION 2025/75

Moved: Cr John Vujcich
Seconded: Cr Penetaui Kleskovic

That Council form a working group to advance Te Tai Tokerau economic priorities and relationships through Regional Deals.

CARRIED

7.5 COUNCIL OPEN RESOLUTIONS UPDATE JULY 2025

Agenda item 7.5 document number A5056520, pages 494 - 552 refers.

RESOLUTION 2025/76

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council receive the report Council Open Resolution Update July 2025.

CARRIED

8 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/77

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

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

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

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

	of the Council in these proceedings	
8.3 - Committee Recommendations and Resolutions - July 2025	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.4 - Council Public Excluded Open Resolutions Update July 2025	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

At the conclusion of the Public Excluded part of the meeting Council resolved as follows:

8.5 CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

RESOLUTION 2025/78

Moved: Kahika - Mayor Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council confirms the information and decisions contained in the part of the meeting held with public excluded related to the following items not be restated in public:

- **8.1 Confirmation of Previous Minutes - Public Excluded**
- **8.2 Community Board Public Excluded Minutes**
- **8.3 Committee Recommendations and Resolutions - July 2025**
- **8.4 Council Public Excluded Open Resolutions Update July 2025**

And that the public excluded resolution 2025/62, Item 9.9 Extension of Appointments for Far North Holdings LTD, made by Council on 5 June 2025 be restated in public meeting as follows:

That Council

c) Resolve, as shareholder of FNHL, to amend the constitution of the Company (FNHL) by special resolution under section 32(2), 106 122,of the Companies Act 1993 to:

i. Increase the maximum number of Directors on the Board of Far North Holdings Ltd from five (5) to eight (8): and

ii. Remove the age limit of a director and in implementing a) and b) alterations

iii. **Authorise the CE to act as authorised signatory, for and on behalf of FNDC as sole shareholder of the company, in the formal notice of alteration of constitution in accordance with the Companies Act 1993 Regulations 1994.**

CARRIED

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Kahika - Mayor Moko Tepania closed the meeting with a karakia.

10 MEETING CLOSE

The meeting closed at 12:19 PM.

The minutes of this meeting will be confirmed at the Ordinary Council Meeting held on 31 July 2025.

.....

CHAIRPERSON

6 NGĀ PŪRONGO / REPORTS

6.1 THE STRAND, KORORĀREKA RUSSELL TRAFFIC TRIAL

File Number: **A5236605**

Author: **Emma Manning, Senior Strategic Planner**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

For Council to decide what happens after The Strand, Kororāreka Russell Traffic Trial ends on 1 September 2025.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Bay of Islands-Whangaroa Community Board granted the community of Kororāreka Russell $100,000 for placemaking in 2022 ($15,000 via Resolution 2022/09 and $85,000 via 2022/56).
- Extensive community engagement throughout 2024 identified 79% of participants surveyed wanted to change the use of The Strand from a road.
- Under the Land Transport Rule: Streets Layout 2023, Council as the Road Controlling Authority decided on 12 September 2024 to implement a six-month trial (Resolution 2024/126).
- The Strand Traffic Management trial commenced on 8 December 2024.
- On 10 April 2025, Council decided to extend the trial to 1 September 2025.
- Staff conducted a four-week consultation ending on Tuesday 27 May 2025 which received 383 submissions which asked submitters what they think should happen after the trial ends.
- The consultation survey found 33.60% wanted to keep the trial, 33.90% wanted to revert The Strand, and 32.30% wanted all of The Strand to be pedestrian priority.
- Staff recommend that the trial be made permanent after further design work based on the following:
    - Community Board Resolution 2025/58 on 11 June 2025
    - Statements from the Project Steering Group and Traffic Management Group (also known as the Roading Working Group)
    - Consideration of the existing Parking Bylaw and Mobility Access in Cass Street
    - Consideration of the objectives of the Russell Historic Township Overlay.

TŪTOHUNGA / RECOMMENDATION

That the Council:

a) As the Road Controlling Authority under the Land Transport Rule: Streets Layout 2023 (Rule) change:

I. from mid-block Cass Street to the boat ramp at the northern end of The Strand to a shared space,

II. the southern end of The Strand to pedestrian priority with access for essential vehicles, and

III. the layout of Cass Street to make the trial permanent, and

b) Approve the features installed temporarily in Cass Street during the trial be retained in its current form until an updated design is created by Roading Working Group and Council's Transport group, consistent with the objectives of the Kororāreka Russell Historic Township Overlay and presented to the community for feedback;

c) Approve the planters and barrel adjacent to Russell Fresh to be moved back to improve access and egress from the disability park opposite, with clear signage delimiting the loading zone area; and

d) **Acknowledges that the Bay of Islands Whangaroa Community Board will incorporate the above into the Bay of Islands-Whangaroa Community Board Strategic Plan to be considered for inclusion in the Long-Term Plan.**

1) TĀHUHU KŌRERO / BACKGROUND

In early 2024, the community with support from the new FNDC Growth Planning and Placemaking team started the Kororāreka Russell Placemaking Plan project. This project was initiated in response to an application for alfresco dining by the Duke of Marlborough. On 5 August 2021 the Bay of Islands-Whangaroa Community Board (Community Board) resolved (2021/61), in addition to considering the alfresco dining application, for the '*community board members to engage with the Russell community to develop a Placemaking kaupapa for the Strand, Russell'*. As a result, in 2022, the Community Board granted the Kororāreka Russell community $100,000 for placemaking (Resolution 2022/09 and 2022/56).

To support a new placemaking initiative for Kororāreka Russell, a Project Steering Group comprising community representatives was established to partner with Council and lead the placemaking project. Throughout 2024, the Steering Group led engagement events which attracted over 1300 ideas to improve the public realm and foreshore of Kororāreka Russell.

One of the outcomes of the engagement in 2024 was the Kororāreka Russell community wanted to change in the way people and cars interact along the waterfront. In response, the community were asked via an online survey what they wanted to change, and the community provided the following feedback:

- All of the Strand as a pedestrian priority from Pitt Street to Kent Street providing access for essential vehicles = 45%
- Pedestrian priority along south of The Strand from Cass Street to Pitt Street with access for essential vehicles = 19%
- All of the Strand as a shared space from Pitt Street to Kent Street = 15%
- The Strand remains as a road = 21%

Based on the above, at its meeting on 15 August 2024 (Resolution 2024/90), the Community Board recommended a six-month traffic management trial during which the use of The Strand would be changed to allow essential vehicle access only between Cass Street to Pitt Street (Refer to the Diagram on Page 4 of Attachment 1).

Under the Land Transport Rule: Streets Layout 2023, Council is the Road Controlling Authority. Therefore, subsequently, Council considered the above recommendation at its meeting on 12 September 2024 and agreed to implement the trial (Resolution 2024/126). As a result, The Strand Traffic Management trial commenced on 8 December 2024.

The Project Steering Group formed a traffic management sub-committee (Traffic Management Group) to oversee the trial and report back to the Project Steering Group.

Staff facilitated a four-week consultation period from Tuesday 29 April 2025 to Tuesday 27 May 2025. After which, at its meeting on 11 June 2025, the Community Board resolved (Resolution 2025/58) to make the trial permanent. The Community Board recommendation however differs from what was recommended by staff. Staff recommended that the features installed temporarily in Cass Street during the trial be retained in its current form until a permanent solution can be installed consistent with the objectives of the Kororāreka Russell Historic Township Overlay, except for the planters and barrel adjacent to Russell Fresh which are to be removed immediately.

The Community Board accepted an amended resolution and supplanted the above staff recommendation with points (b) and (c) of the recommendation in this report. What was adopted by the Community Board requires staff to work with the Community (Roading Working Group) to design a permanent solution consistent with the objectives of the Kororāreka Russell Historic Township Overlay which is to be presented to the community for feedback.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Council Consultation

In accordance with 3.5(b)(i) of the Land Transport Rule, Council must give the public a reasonable opportunity to provide feedback on the trial. As a result, staff facilitated a four-week consultation period from Tuesday 29 April 2025 to Tuesday 27 May 2025.

The consultation included two information sessions in Kororāreka Russell, promotional video shared on Councils Facebook and social media, letters and emails sent directly to ratepayers and occupiers from Tapeka Point across to Rāwhiti, including Kāretu Marae, Waikare (Te Tūruki) Marae, Te Rāwhiti (Omakiwi) Marae, Kaingahoa (Rāwhiti) Marae and Kororāreka Marae inviting them to participate in an online survey. The Project Steering Group and the Traffic Management Group also used their local networks to promote the consultation.

Survey

The central question of the consultation survey was, “What next for the Strand?” with the below three options.

- Option 1: “Keep the current trial layout - Shared space from Seaside Café to the boat ramp. Pedestrian priority zone from Cass Street to the Marae, with access for essential vehicles only. 'No Left Turn' sign to remain on Cass Street.”
- Option 2: “Remove the trial layout and return The Strand to its original setup.”
- Option 3: “Full pedestrian priority zone from the boat ramp to the Marae (not funded) with access for essential vehicles only.”

Staff also developed concept diagrams for each option to help the community understand the interconnection and interdependence between Cass Street and The Strand when voting on a permanent solution (see Attachment 2). What was trialled and what was approved to be trialled deviated slighted. Please refer to Attachment 3 for a detailed explanation of what was trialled and the term essential vehicle.

The key statistics from the consultation results are as follows:

- 383 total submissions, including 365 survey responses.
- 63% of survey respondents said their experience of The Strand since the trial began was either the same or better.
- 93% of survey respondents identified as fulltime or part time residents.
- 60% of survey respondents said they visit The Strand daily.
- 65.7% of total submissions (252 submissions) wanted either all or part of The Strand to be pedestrian priority with access for essential vehicles.

In addition to the above, the data collected for the survey questions relating to the to safety, access, signage, and accessibility to the wharf has been excluded from the report because the data is unreliable due to the answer options switching between a positive and negative sentiment ranking.

The results of the survey are as follows:

	Keep the current trial layout with access for essential vehicles only	**Remove the trial layout and return The Strand to its original setup**	**Full pedestrian priority zone with access for essential vehicles only**	**TOTAL**

Online Survey (including any subsequent email comments)	100*	92	99	**291**
Hard Copy (including any subsequent email comments)	21	36**	17	**74**
Email Submissions (officer assigned category)	8	2	8	**18**
TOTAL	**129**	**130**	**124**	**383**
PERCENTAGE	**33.60%**	**33.90%**	**32.30%**	

*16 respondents selected two options. This figure includes 15 respondents that selected keep the trial and full pedestrian priority and 1 respondent that selected keep the trial and go back
**7 late hard copy submissions were received on 4 June 2025 which are not included in these statistics or this analysis. Inclusion of these late submissions in these statistics would not have altered FNDC Staff recommendations.

Survey Comments

The survey asked respondents whether their experience of the trial was better or worse during the trial and also provided a freeform box allowing 150-200 words explaining why their experience was better or worse. The depth, breadth and specificity of the comments has been integral in forming this recommendation.

Broadly, the comments align between people whose experience of the trial was better or worse. The people who had a better experience referenced the correlation between improved ambiance/atmosphere (181) on the foreshore and their being less cars (157), resulting in an increased feeling of safety and enjoyment of the foreshore and the adjacent businesses. Equally there was strong correlation between comments where users experience of the changes to Cass Street – including reduced visibility, reduced manoeuvrability, difficulty parking, congestion, and impeded access to the wharf – meant that their experience of the trial was negative. Even if they agreed that having less traffic on the Strand enhanced the foreshore for others, such as children, visitors and tourists. While the overall sentiment in the comments reflected the choice for what happens next, the comments raised important design considerations for any permanent solution which are detailed in Attachment 4.

Options for a Permanent Solution

Option 1: “Keep the current trial layout - Shared space from mid-block Cass Street to the boat ramp. Pedestrian priority zone from Cass Street to the Marae, with access for essential vehicles only. 'No Left Turn' sign to remain on Cass Street.”

Advantages:

- Supported by the Project Steering Group (see Attachment 5).
- Supported by the Traffic Management Group (see Attachment 6).
- The Transportation Capital Works and Renewals Team has estimated that the cost of permanently installing roading infrastructure would be between $20,000-$30,000. There may be additional costs associated with achieving a high-quality design response, if engagement of a heritage consultant is required.
- Enables residents and visitors to go to the south of the Strand if they want to enjoy the foreshore with less traffic which is quieter and with less emissions and feels safer because there are less cars.
- The trial has demonstrated that less traffic enhances the atmosphere and ambiance of the foreshore.
- Less traffic to the south of the Strand reduces the risk of a collision between a car and a person or a child.
- Less traffic is safer for people with limited mobility.

- Ensures tangata whenua access to the coastal marine area.

Disadvantages:

- The submitters (30) whose comments indicated that they did not enjoy the trial or who missed being able to drive down the south of the Strand will not be able to drive down the south of the Strand unless they are an essential vehicle.

Staff Recommendation: While a permanent solution needs to be responsive to the concerns raised by the community during the consultation relating to the functionality of Cass Street and the objectives of the Kororāreka Russell Township Heritage Overlay, staff recommend retaining a pedestrian priority with essential vehicle access from Cass Street to the Marae without a physical barrier because:

1. The majority of submitters wanted to see either part or all of the foreshore as pedestrian priority,
2. The trial demonstrated that reducing traffic on The Strand increased the ambiance of the foreshore and users felt safer,
3. The majority of the concerns raised with the trial pertained to design issues which can be addressed prior installation of a permanent solution,
4. Keeping the trial will enhance the foreshore as a tourist destination, and
5. Keeping the trial is in line with the strategic priorities of the Bay of Islands-Whangaroa Community Board Strategic Plan 2022.

While staff support keeping the trial, it may take some time for a permanent solution to be installed because there is currently no funding and further detailed design work is required.

Staff had suggested that the planters and barrel adjacent to Russell Fresh be removed as they are impeding both a legal loading zone and a mobility space. The recommendation has been updated to the reflect the preference of the Community Board for the planters and barrel adjacent to Russell Fresh to be moved back to improve access and egress from the mobility park opposite, with clear signage delimiting the loading zone area. There is an existing sign affixed to the external wall of the loading dock to Russell Fresh from Cass Street which identifies there is a loading zone, but it is not line marked, nor its boundaries defined. Council could consider line marking or installing signage that notes the boundary of the loading zone which is identified in the Parking Bylaw as suggested by the Community Board.

Noting the above, the Transportation Capital Works and Renewals Team advised that the longevity of the temporary planters and barrels in Cass Street could be up to ten years depending on upkeep. The rocks and landscaping may not last as long because they are placed on top of the asphalt and are not fixed in place and can be shifted easily. Note, any permanent roading infrastructure constructed as part of this option would be owned and maintained by Council.

Option 2: “Remove the trial layout and return The Strand to its original setup.”

Advantages:

- Returning The Strand to its previous form will ensure that users of the wharf will have unimpeded access to the foreshore.
- Removing the trial would be the cheapest option, but it would still attract some expense to remove and dispose of the trial devices and signage currently installed in Cass Street. The Transportation Capital Works and Renewals Team has estimated that removing the trial infrastructure would cost $5,000 or less. In addition, there is no budget provision for any solution in the Transportation Capital Works and Renewals budget presently. If this option was chosen, funding would need to be allocated from existing placemaking funding or Council would have to allocate additional funds from a different budget.
- Would enable all people to enjoy driving down The Strand.

- The speed limit of The Strand may be reduced from 30kmh to 10kmh via a separate Council process. Therefore, in that case, reverting to a road would be less hazardous than it was before the trial.
- Ensures tangata whenua access to the coastal marine area.

Disadvantages:

- The trial has demonstrated a correlation between less traffic and increased ambiance on the foreshore. This option would increase the number of vehicles using The Strand which would make The Strand less enjoyable for pedestrians.

Staff Recommendation: Staff do not recommend this option because extensive community engagement throughout 2024 identified that 79% of survey respondents wanted to change the use of The Strand from a road to a shared space or to all or part pedestrian priority. Subsequently the trial confirmed that after experiencing and change of use on the Strand 65.7% of submitters still wanted all or part of The Strand to be pedestrian priority. Additionally, the majority of opposition to the trial related to the changes to Cass Street, not prioritising the use of the Strand for pedestrians.

Option 3: "Full pedestrian priority zone from the boat ramp to the Marae (not funded) with access for essential vehicles only."

Advantages:

- Traffic counts collected by the Traffic Management Group show there are instances of vehicles travelling at up to 60kmh along The Strand. A full pedestrian priority option would provide a physical barrier to prevent speeding vehicles from endangering pedestrians.
- Full pedestrian priority would enable people to dine at businesses along the waterfront with less vehicle noise and exhaust.
- Concerns have been raised by owners of businesses to the north of the Strand that cars fly past their businesses and they are worried – because of the speed – that one of their staff, or patrons or a child could be hit by a car. Full pedestrian priority would ensure that the businesses and not burdened with increased risk to their staff because more vehicles are using the north of the Strand now that they can't turn left from Cass Street.
- Speed humps have been suggested to reduce traffic speeds on the Strand. Speed humps are not supported by the Disabled Persons Assembly New Zealand because they are difficult to navigate for people with limited mobility.

Disadvantages:

- Reduces tangata whenua access to the coastal marine area.
- This would be the most expensive option to implement. The Transportation Capital Works and Renewals Team has estimated that the cost of installing a mini-roundabout, bollards, signage and narrowing features would be at least $250,000.
- Russell Volunteer Fire Brigade and other emergency services need to have uncompromised access to the Strand in the event of an emergency, any lowerable bollards would take time to remove in an emergency.
- The legal mobility space, bus stop and loading zone in the Parking Bylaw 2022 adjacent to the wharf would need to be removed and relocated elsewhere.
- This solution would mean there is nowhere for cars to stop to pick up/drop off passengers to the passenger ferry at the end of the wharf.
- With a mini-roundabout, there is nowhere for vehicles to pass other vehicles which are stopped adjacent to the wharf to restock/services vessels.

Staff Recommendation: Staff developed concept diagrams for this permanent solution to show the Kororāreka Russell community that, in order for full pedestrianisation to be achieved, a mini-roundabout would need to be installed in Cass Street and lowerable bollards (or similar) installed to prevent access from Cass Street to The Strand. Staff do not support this option because there is

strong opposition in the community to defining, policing or enforcing the distinction between essential and non-essential vehicles. Also, between the pre-trial survey and the post-trial survey, support for this solution decreased by over 10%. While the comments have not illuminated the reason for this shift, the mini-roundabout would mean that the shared space next to the wharf that is currently used like a town square would be lost. Note, any permanent roading infrastructure constructed as part of this option would be owned and maintained by Council.

Options for Funding

The Bay of Islands-Whangaroa Community Board identifies in its Strategic Plan dated July 2022: *"Placemaking The Strand Russell. Finding creative solutions to manage the Strand area the many user groups while respecting the historic significance of the area."* Therefore, while the trial was initiated as result of community engagement, pedestrianising the Strand aligns with the Strategic Priorities of the Bay of Islands-Whangaroa Community Board.

Option 1: Fund a permanent solution via inclusion in the Long Term Plan

Advantages: A long term funding strategy ensures there is time to plan and execute a high-quality responsive design to ensure the concerns that have been raised throughout the trial by the Kororāreka Russell community are mitigated in a permanent solution.

Disadvantages: The temporary instillations will degrade over time and could potentially become a safety hazard or detract from the protected heritage attributes of the Kororāreka Russell Township.

Staff Recommendation: Staff recommend this option because roading infrastructure will need to be designed and implemented by Council's roading representatives in line with Council's obligations as the Road Controlling Authority. Council's representatives are therefore best placed to ensure a permanent solution complies with safety standards and complements Kororāreka Russell's heritage aesthetic.

Option 2: Fund a permanent solution via Community Board Grant Funding

Advantages: providing grant funding to start the detailed design work for a permanent design will be faster and give the community more control over the final design of the roading solution if they are leading the engagement with heritage architects and engineers. The Community Board's Strategic Plan justifies using grant funding for a permanent solution because the outcome will both effect and benefit the whole Kororāreka Russell community and the Ward and District more broadly. Using grant funding as a mechanism to implement a permanent solution ensures the Community Board have control over the detail design and can award grants to local providers in line with the wishes of the Kororāreka Russell community.

Disadvantages: Using grant funding for a permanent solution may result in less funding being available for grant proposals in other areas of the Ward. It may result in complexities not having the project managed by the Transportation Department.

Staff Recommendation: Staff would not discourage the Community Board from using grant funding to expedite a permanent solution but note this is not likely to be financially viable within the Community Board's allocation for the next financial year. It may also be challenging for a community board to direct functions that would normally be managed by the Transport Department.

Next Steps

Under the *Land Transport Rule: Street Layouts 2023* a trial period means the two year period from the date of the installation of the trial, in this case 8 December 2024 to 8 December 2026 (r 1.4(1)). A Road Controlling Authority may end a trial before the two-year trial period has expired by making a decision on a permanent solution (r 3.9(2)). After Council has made its decision and before the trial period ends, Council must notify the public a) when the trial will end (under r 3.8) and tell the public of the decision/outcome of the trial (under r 3.9(2)).

If Council resolves to make the street layout changes that were subject of the trial permanent, then Council can keep installed on the road the street layout changes that were subject to the trial until a permanent solution can be installed (r 3.11(2)). There is no time limit for permanent roading infrastructure to be installed. Council is however required to keep the public informed as to the design

and timeline of the installation of permanent roading infrastructure via, for example, a website page providing updates to the community on progress.

After Council's decision, if the staff recommendation is supported, work can commence toward a permanent solution and the planters and barrel adjacent to Russell Fresh would need to be moved back toward Russell Fresh to improve access and egress from the disability park opposite, with clear signage delimiting the loading zone area.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The Kororāreka Russell community are a highly active community that have championed changing the use of The Strand from a road to pedestrian priority for the benefit of residents, visitors and tourists. The trial proved that the foreshore would be better with less traffic and making the trial permanent subject to further detailed design to Cass Street enables less traffic on the Strand without requiring physical barriers. Keeping the trial also ensures the waterfront can be accessed by tangata whenua, businesses that need to access The Strand, residents with properties on The Strand and emergency services.

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

The Transportation Capital Works and Renewals Team have advised that none of the options for a permanent solution would likely be able to meet the criteria for New Zealand Transport Agency (NZTA) subsidy so any works would be at 100% Council share. There is no budget provision for any solution in the Transportation Capital Works and Renewals budget presently.

The recommended option by staff estimates that the cost of permanently installing roading infrastructure to make the trial permanent would be between $20,000-$30,000. There may be additional costs associated with achieving a high-quality design response if engagement of a heritage consultant is required. There funds are recommended to come from a Long Term Plan.

ĀPITIHANGA / ATTACHMENTS

1. **Pre-Trial Concept 2024 - Option 3 - A5217030**
2. **Trial 2025 - The Strand Consultation Diagrams - A5208811**
3. **What was trialled - A5218739**
4. **Analysis of Submission Comments and Recommended Responses - A5218735**
5. **Statement From The Kororāreka Russell Steering Group – Received 27 May 2025 - A5217055**
6. **Statement From The Kororāreka Russell Traffic Management Group – Received 28 May 2025 - A5217059**

Hōtaka Take Ōkawa / Compliance Schedule:

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

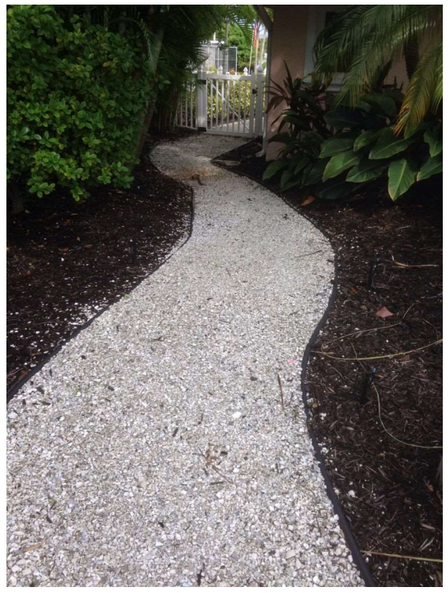
1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The Kororāreka Russell Historic Township is of district wide significance and therefore a four-week community consultation process was conducted to ensure anyone across the district could comment on what should happen after the trial ends. The matter is of high significance because the proposal is likely to generate considerable community interest.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Accessibility Policy (2022) Art and Memorials in Public Places Policy (2017) Community Gardens Policy (2013) Community Grant Policy (2018, currently under review) District Plan 2009 Footpath Policy (2016) Heritage New Zealand Pouhere Taonga Act 2014 Iwi/Hapu Environmental Management Plans Policy (2016) Local Government Act 2002 Long Term Plan (2024-2027) Parks and Reserves Policy (2022) Parking Bylaw 2022 Procurement Policy Resource Management Act 1991
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 Kororāreka Russell Historic Township is of district wide significance and the Community Board have been involved throughout the process via the appointment of a Project Steering Group led by a Community Board Member.
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 Project Steering Group engaged widely during the trial, this included: - Hapū representation on the Project Steering Group and the Traffic Management Group - Direct invitation to surrounding Marae in the consultation - Consideration of access to water for tangata whenua

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 engagement identified over fifty local groups and community groups and five Marae within surrounding area with an interest in Kororāreka Russell. In order to ensure a comprehensive and inclusive engagement, there has been a range of events and methods employed to ensure opportunities for participation. The consultation identified significant impacts to the use of the legal mobility space, the recommendation seeks to have this concern addressed. Also, business owners, property owners who are directly abutting the roads that are affected, and their concerns have been reflected throughout the discussion.
State the financial implications and where budgetary provisions have been made to support this decision.	The Transportation Capital Works and Renewals Team have advised that none of the options for a permanent solution would likely be able to meet the criteria for NZTA subsidy so any works would be at 100% Council share. There is no budget provision for any solution in the Transportation Capital Works and Renewals budget presently. Funding would need to be allocated from placemaking funding or Council would have to allocate additional funds from a different budget.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Russell Esplanade – Materials Palette (concept only)

Timber Bench /wooden divider delineator



Shells for at roadside

Rope barrier

Signs mounted on timber baulks

REV. R1	REVISION	01/08/24

BOUNDARY ACCURACY: CADASTRAL
ORIGINAL PAPER SIZE: A3 (297 x 420mm)
INITIAL RELEASE DATE: 1/08/2024
DRAWN: P.B.
CHECKED: D.S.
APPROVED: D.S.

Far North District Council

NCC consulting engineers

PROJECT: Russell Esplanade

TITLE: Option 1 Shared Space CONCEPT ONLY

STATUS: DRAFT
NCC REF: 1624
CLIENT REF: -
SCALE: 1 : 750
SHEET: DP1
R1

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REV.	REVISION	
R1		01/08/24

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INITIAL RELEASE DATE: 1/08/2024
DRAWN: P.B.
CHECKED: D.S.
APPROVED: D.S.

Far North District Council

NCC consulting engineers

PROJECT: Russell Esplanade

TITLE: Option 2
Full Pedestrianisation
CONCEPT ONLY

STATUS: DRAFT
NCC REF: 1624
CLIENT REF: -
SCALE: 1 : 750
SHEET: DP3
R1

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REV.	REVISION	
R1	REVISION	01/08/24

BOUNDARY ACCURACY: CADASTRAL
ORIGINAL PAPER SIZE: A3 (297 x 420mm)
INITIAL RELEASE DATE: 1/08/2024
DRAWN: P.B.
CHECKED: D.S.
APPROVED: D.S.

Far North District Council

NCC consulting engineers

PROJECT: Russell Esplanade

TITLE: Option 3
Half Pedestrian/Half Shared Space
CONCEPT ONLY

STATUS: DRAFT
NCC REF: 1624
CLIENT REF: -
SCALE: 1 : 750
SHEET: DP2
R1

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REV.			
R1	REVISION		01/08/24

BOUNDARY ACCURACY: CADASTRAL

ORIGINAL PAPER SIZE: A3 (297 x 420mm)	DRAWN: P.B.
	CHECKED: D.S.
INITIAL RELEASE DATE: 1/08/2024	APPROVED: D.S.

Far North District Council

NCC consulting engineers

PROJECT: **Russell Esplanade**

TITLE: Option 4
Do Nothing

STATUS: DRAFT

NCC REF: 1624	CLIENT REF: -
SCALE: 1 : 750	SHEET: DP4

R1

KEEP THE CURRENT TRIAL LAYOUT

PROS

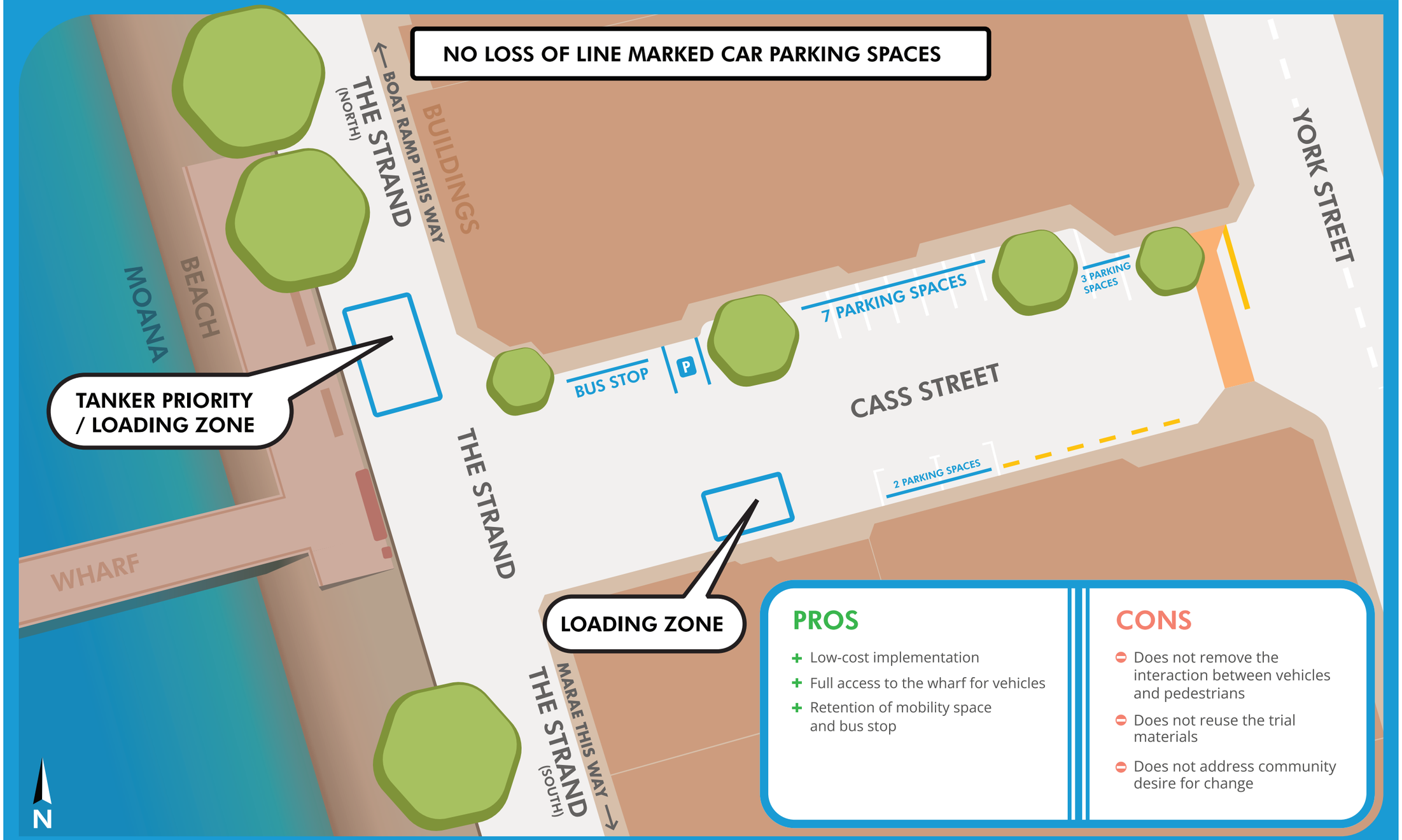
- + Vehicle-pedestrian separation on half the Strand
- + Reuses most trial materials
- + Likely to reduce traffic flow and speed

CONS

- ⛔ Moderate cost
- ⛔ Potential confusion for drivers/pedestrians
- ⛔ Uneven treatment of businesses (North vs South)

CONCEPT ONLY.

REMOVE THE TRIAL LAYOUT



PROS

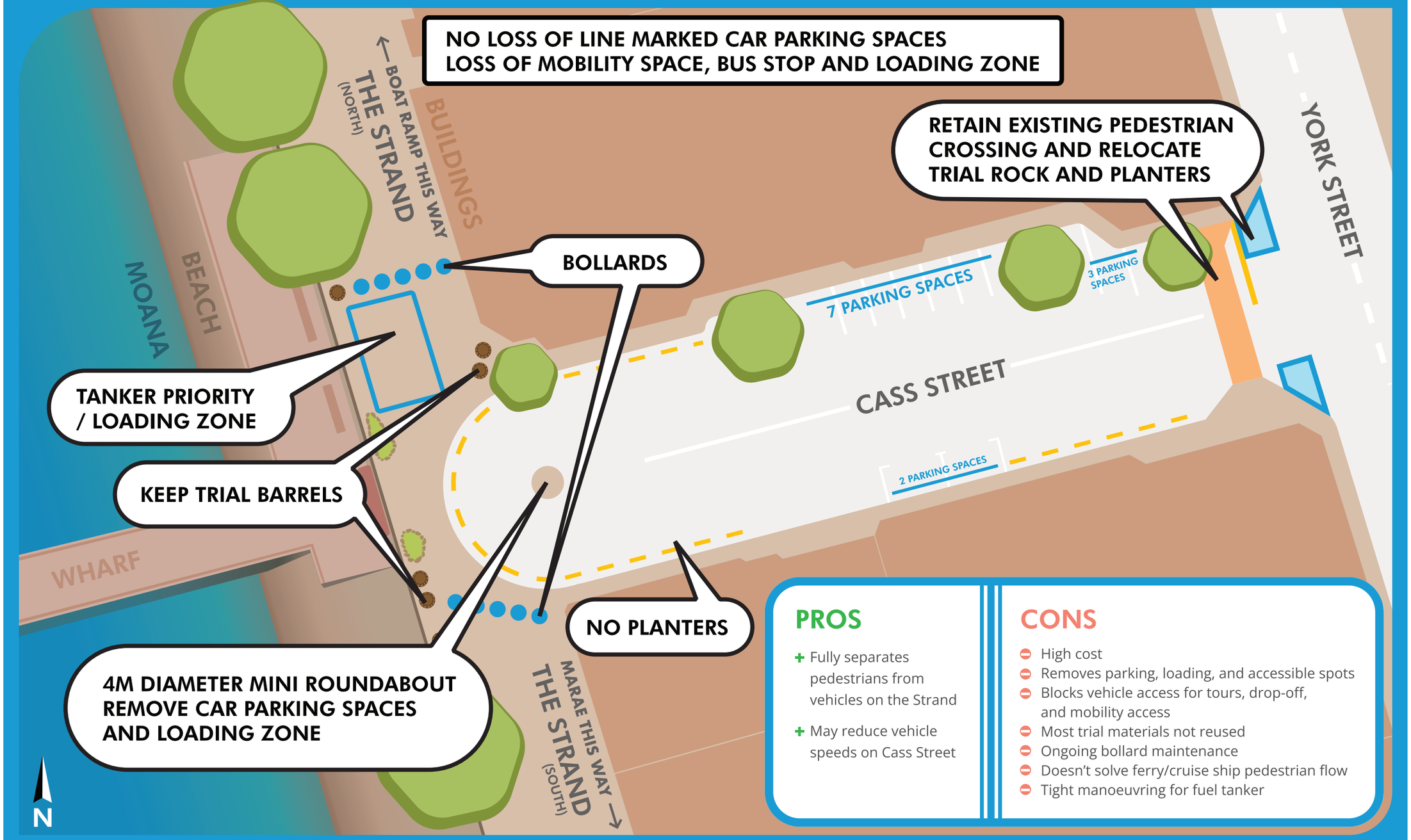
- + Low-cost implementation
- + Full access to the wharf for vehicles
- + Retention of mobility space and bus stop

CONS

- ⛔ Does not remove the interaction between vehicles and pedestrians
- ⛔ Does not reuse the trial materials
- ⛔ Does not address community desire for change

CONCEPT ONLY.

FULL PEDESTRIAN PRIORITY



PROS

- \+ Fully separates pedestrians from vehicles on the Strand
- \+ May reduce vehicle speeds on Cass Street

CONS

- ⛔ High cost
- ⛔ Removes parking, loading, and accessible spots
- ⛔ Blocks vehicle access for tours, drop-off, and mobility access
- ⛔ Most trial materials not reused
- ⛔ Ongoing bollard maintenance
- ⛔ Doesn't solve ferry/cruise ship pedestrian flow
- ⛔ Tight manoeuvring for fuel tanker

CONCEPT ONLY.

WHAT WAS TRIALLED

When the Community Board, and subsequently Council, considered the trial options, there was four options with varying levels of community support that related to the 'outcome' the community wanted to see along the waterfront. These options were accompanied by concept diagrams that demonstrated that – in order to achieve a change to the use of the Strand –devices would need to be installed in Cass Street (Refer to the Diagram on Page 4 of Attachment 1).

The Diagram on Page 4 that correlated to Option 3 which was supported by Bay of Islands-Whangaroa Community Board, and subsequently Council, showed:

- A removable physical barrier to 'prevent' non-essential vehicles from turning left from Cass Street onto the Strand, and
- Narrowing devices at the start and middle of Cass Street, and
- Signage.

The diagrams were intended as concepts only, and therefore, what was trialed deviated slightly from what was endorsed:

- The rope barrier which was erected at the start of the trial was removed within the first two weeks of the trial so there was no physical barrier stopping a left-hand turn:

- There was signage informing drivers not to turn left, but no signage that altered drivers or pedestrians that essential vehicles were still permitted to turn left:

- The rocks and planters constructed to narrow the entrance to Cass Street at York Street were constructed over the pedestrian walkway.

- Planters and barrels were installed next to Russel Fresh to discourage vehicles from turning left obstructing access to a legal loading zone.

As it demonstrated above, therefore what was trialled and what was approved to be trialled deviated slighted.

The 2025 consultation survey identified the following features of the trial in the 'Keep the current trial layout' option:

- Shared space from Seaside Café to the boat ramp,
- Pedestrian priority zone from Cass Street to the Marae, with access for essential vehicles only, and
- 'No Left Turn' sign to remain on Cass Street.

Therefore, when this report refers to 'keeping the trial' it refers to the three points above as documented in the consultation survey, not the devices installed in Cass Street.

Essential vehicle access

The aim of less vehicles using the Strand can only be achieved if people don't drive down the Strand unless they need to for access. Therefore, throughout the trial there has been much debate about who should be able to use the Strand. All consultation survey options allowed for essential vehicles to access The Strand. However, the term 'essential vehicle' remains undefined.

The term 'essential vehicle' has been used throughout the trial loosely to refer to residents, business, delivery drivers, emergency services, postal services, people with limited mobility, staff, users of the wharf, fuel trucks and tour businesses. The term essential vehicle therefore in

the context of the trial can be used to mean any vehicle that needs to turn left for access to the Strand.

In addition to the above, consideration should also be given to not adversely impacting on tangata whenua being able to undertake their cultural practices by creating physical barrier that would prevent access to the coastal marine area.

Also, a submission by the Russell Volunteer Fire Brigade identified that they supported retaining the trial and noted that they had not yet had to access the Strand during an emergency, but that they need to have uncompromised access to the Strand in the event of an emergency.

Throughout the trial, the Steering Project Group conduced a range of activities to collect the views and opinions of the community. Additionally, the Traffic Management Working Group set up a traffic counter to monitor the efficacy of the trial (analysis provided via email from the Traffic Management Working Group on 8 April 2025):

"What they have experienced during the trial was option A) a shared road, but with some elements of option B) i.e. no left turn signage. For the record, it achieved the effect of reducing traffic on the South side between 70-90% (estimated because we have no traffic count figures for the previous summer) and reducing the traffic on the North side by between 37-50% (estimated because we have no figures for the previous summer.

As has been demonstrated throughout the trial, signage has been effective at deterring non-essential vehicles during the summer peak season. Given the above considerations, any permanent solution which prevents vehicle access to the Strand using a physical barrier could be considered unduly restrictive as the trial has proven a reduction in vehicles use has been able to be achieved by non-prohibitory methods.

ATTACHMENT 3
ANALYSIS OF SURVEY AND SUBMISSION COMMENTS AND RECOMMENDED RESPONSES

Safety

One of the reasons that the community wanted to trial a reduction in vehicle use along the Strand was fear that, regardless of the fact there has never been a fatality along the waterfront, the close proximity of vehicles and pedestrians along a narrow road is unsafe and reduced the enjoyment of the waterfront for pedestrians and tourists. The comments relating to safety reflected a mixed response that can be characterised as feeling safer (64 comments), feeling less safe (31 comments) and false feeling of safety (56 comments).

People who felt safer commented that they felt safer because there were less cars, however people who felt less safe commented that due to the changes in Cass Street and unclear signage they felt less safe.

Separately many respondents provided comments to the effect that they no longer had to worry about cars and could relax and enjoy a car free environment along the Strand. The trial had always intended for essential vehicles, including residents, to continue to use the Strand as a road. Similarly, many comments echoed the concerns from people who understood that cars would still be able to use the Strand and were stressed that people were not looking out for cars and letting their children play in the street unsupervised.

Recommended response: Any permanent engineering solution should include signage that makes it clear that pedestrians still need to watch out for cars on the Strand in pedestrian priority areas.

Mobility access

Submitters (23) provided comments that, due to the placement of the planters, they were not able to access the legal mobility car parking space on Cass Street. The comments explained that this was because a) there was not enough clearance to the reverse a car or a van for mobility transportation out of the space without hitting the planter, and b) due to the placement of the planters, the mobility space was being obstructed by cars blocking access to the space.

Recommended response: Any permanent solution would need to ensure sufficient clearance for mobility car parking spaces.

Heritage Aesthetic

Submitters (32) commented that the installations relating to the trial including the rocks, barrels and planters were not designed to emulate the existing heritage aesthetic of the Kororāreka Russell Township and therefore should not be retained when the trial ends.

Recommended response: Any permanent solution would need to be designed in line with the objectives of the Kororāreka Russell Heritage Precinct Overlay and the design requirements of Heritage New Zealand.

Play trail on the Strand

Submitters (19) stated that they wanted the play trail (footsteps) to be removed from the Strand. The play trail was installed during the trial as an initiative that was identified during community engagement in 2024. While the play trail was not part of the trial, the community experience is that the two events are correlated. The comments noted that a) the aesthetic of the play trail was

not in keeping with the heritage area, b) the installation was poor quality and c) the play trail was encouraging children to play on a road which was confusing for children because it created a false sense of security and parents didn't realise that the Strand was still a road. Equally, there were many respondents (15) that loved the play trail and thought it was a great idea.

Recommended response: The play trail was created with chalk paint with grit in it. This means that the play trail will fade away over time if it is not refreshed every 3-6 months. This initiative will be presented to the Community Board for endorsement as part of the Kororāreka Russell Placemaking Plan as a separate agenda item.

Summer

Submitters (13) commented that the 'closure' of the Strand during the summer peak season was logical and enhanced the town's appeal for tourists but that it didn't make sense for the Strand to be closed to vehicles during winter when there is comparatively less tourists.

Recommended response: Council's Transportation department does not support a permanent solution that intermittently changes road use conditions. This is because changes in conditions are not easily communicated to all users and can lead to accidents when the use of the road changes and not everyone understands how to use the road.

How the trial was conducted

Submitters (28) raised concerns about the way the trial was conducted. Including the following:

- people driving cars down the Strand for 'legitimate' purposes experienced a range of antisocial behaviours from 'dirty looks' to menacing and threatening comments to being approached and aggressively 'told off',
- what was perceived to be poor communication about 'the rules' leading to confusion about what was or was not allowed which resulted in community conflict,
- the Ambassadors who came from Paihia to promote the trial were rude to Russell locals and didn't understand the local context,
- people speeding, and
- concerns that the trial has cause a rift in the community and there needs to be a reconciliation.

Recommended response: Any permanent solution needs to be communicated effectively and consider behaviour management as part of the implementation strategy.

Visibility

Many submitters (50) raised concerns about the location and design of the planters, specifically that the platers were low and could not be seen in rear view mirrors and, as a result, cars were being damaged frequently. In addition, officers were advised during the consultation information sessions that when cars hit the planters, the planters would move so they were not always in the same place. Similar concerns were raised about the rocks and the barrels.

Recommended response: The detailed design of a permanent solution would need to ensure narrowing devices meet safety standards and are fixed securely.

Parking

Many submitters (68) commented that the trial impacted the parking available in Cass Street. The trial did not reduce the number of lined car parks available in Cass Street in accordance with the

Parking Bylaw 2022. Prior to the trial however, the space adjacent to Russel Fresh, which is identified as a loading zone in Parking Bylaw 2022, was used for angle parking. The planters were installed in this location to discourage vehicles from turning left during the trial, therefore people could no longer park in the loading zone. Separately, it was also noted that due to the location of the planters adjacent to Russell Fresh, people now stopped and waited in their cars adjacent to the planters or adjacent to other parked vehicles when waiting to pick up passengers, therefore blocking the traffic. Before the trial, cars used to be able to stop next to Russell Fresh and not obstruct access to the wharf or access to the Strand from Cass Street.

Recommended response: Any changes to Cass Street resulting from a permanent solution needs to be communicated effectively and ensure the loading zone is able to be used for its intended legal purpose.

Manoeuvrability of Cass Street

Many of the submitters (66) noted that, due to the planters being located next to Russell Fresh, they were not able to complete a three-point-turn adjacent to the Wharf and therefore were forced to turn right onto the Strand when they ordinarily would have exited Cass Street back via York Street, therefore increasing the number of trips required to be taken along the north of the Strand.

Recommended response: Any permanent solution should ensure that there is sufficient clearance of vehicles to turn safely or provide signage to direct all vehicles to exit Cass Street via the Strand.

Emissions

Submitters (23) commented on the positive effects of having less cars using the Strand on the quality of the environment. Particularly, the reduction in noise emissions and a reduction in fumes from vehicle exhausts which made dining and eating at businesses on the Strand more enjoyable.

Recommended response: Any permanent solution should ensure people can continue to enjoy dining and eating at businesses on the Strand.

Opportunity Cost

Submitters (11) raised concerns with the amount of money being spent on the trial and that future funds that would be spent on a permanent solution. Most of these concerns related to the preference for any available funding to be spent on dealing with beach erosion and other urgent environment matters.

Recommended response: The Community Board to consider the opportunity cost of a permanent solution.

Tourism

Comments received from submitters (34) related to the importance of Kororāreka Russell as a tourist destination and encouraged decision makers to consider the appeal of Kororāreka Russell Township in any decision. Comments ranged from predestination being better for tourists to concerns that the obstructions in Cass Street (rocks, barrels) made it more dangerous for tourists to take photos of the carvings in front of Wharf because the tourists had to stand in the middle of the road to take photos.

Recommended response: Ensure that any permanent solution enhances the significance of Kororāreka Russell as a heritage tourist destination and there are no obstructions to viewing or photographing the carvings or any other significant sites.

Wharf

Comments received from submitters (38) related to the impact of the changes in Cass Street on the use and function of the Wharf. These comments explained that it was harder to access the wharf because of the planters blocking the space next to Russell Fresh where people used to drop and pick up passengers from the passenger ferry and noted the need for a permanent solution for a drop off and pick up for the passenger ferry. Also, concerns were raised that the narrowing of the entrance to Cass Street made it difficult for vehicles transporting large items for the vessels to get to the wharf.

Recommended response: Any permanent solution to consider access to the wharf and a pickup / drop off zone for the passenger ferry.

Signage

Submitters (18) noted that the trial signage was not effective in communicating a) what was happening in the trial, b) what was allowed, c) that cars would still be using the south of the Strand and d) that pedestrians still needed to look out for cars. Comments also raised concerns with the design and location of the signs and referenced the small writing positioned in a low location with poor visibility.

Recommended response: Any signage associated with a permanent solution must be clear, visible and easy to understand for residents and tourists.

STATEMENT FROM THE KORORĀREKA RUSSELL STEERING GROUP – RECEIVED 27 MAY 2025

Submission for Permanent Traffic Management on the Strand

Kia ora Councillors and Community Board,

Following the successful trial period and thorough community feedback, the Steering Group strongly recommends making the current traffic arrangements on the Strand permanent, with minor adjustments to improve the overall experience for residents, businesses, and visitors.

- The pedestrian-friendly space on the Strand was a significant success. Many locals and visitors appreciated the safety and enjoyment of walking in an area free from vehicle traffic. Many have expressed their support for permanently maintaining this change.
- The planters and seating added a welcoming, aesthetic touch to the Strand, providing beauty and functionality. Visitors, particularly, highlighted how the floral displays and seating created a much more attractive and relaxing environment. These elements and the traffic-free space contributed to a positive atmosphere in the area.
- Traffic monitoring demonstrated a reduction of approximately 85% of vehicles on the South Strand and a 30% reduction on the North Strand. These reductions have been felt by those living and working on the Strand, making the area quieter and safer.
- The trial also allowed the community to reclaim the space for local events and activities. Notably, the School swimming sports event successfully took place without traffic disruption, showcasing the potential for the Strand to serve as a hub for community use when traffic is minimal.

While the trial has seen overwhelming positive feedback, some operational challenges can be addressed to enhance the experience:

- The shared space concept was not fully understood by all drivers, leading to some confusion. To resolve this, clearer and more prominent signage is required to communicate better the intended road use and restrictions, especially around drop-offs and pick-ups at the wharf.
- Improved signage on York Street is needed to indicate that the area beyond Cass Street is for wharf access and loading only, with a 30-minute loading time limit and no parking permitted beyond the designated zones.
- A few businesses on Cass Street continued to park in the wharf-end spaces, which created accessibility issues, especially for those needing the accessible parking spot. Moving the planters slightly and narrowing the footpath at the wharf end could help alleviate this problem, ensuring better access for all.

The trial has proven successful and should be made permanent. The majority of the community's positive feedback supports this change, and the operational tweaks will ensure that the space remains functional and accessible for all users.

We strongly encourage the Council and Community Board to adopt these changes as a permanent feature of the Strand, contributing to a safer, more vibrant, and pedestrian-friendly environment for all.

Thank you for considering our submission.

STATEMENT FROM THE KORORĀREKA RUSSELL TRAFFIC MANAGEMENT GROUP – RECEIVED 28 MAY 2025*

*This statement is supported by the majority of this group

Overview:

- The Strand closure trial, was in fact a trial that was designed to reduce traffic by restricting access including signage and inserting obstacles on the strand. It also made the space more pleasurable to both foot traffic, traffic off the wharf and vehicles at the same time.
- The outcomes of this trial and the set up structure are driving the recommendation of the Working group, these are more tactical as the trial has been successful in many ways however … as the trial did not and could not simulate a road closure at the time, and the recent community survey requesting thoughts and options on the trial did not include a design with the various option this is now not a fully co-designed process which was an objective of this program. A productive community feedback process that would respect best practice would include a feedback loop that includes all facets of the plan including a "design" and a process for these to evolve after input. For context this also did not happen at the beginning when the design was set up for the trial. This is essential and a shortcoming of the process. The community does not have any experience with a design other than the one in place today which according to feedback, also needs tweaking.
- To be clear, the only options that can be considered are to revert to pre-trial structure or to evolve the existing trial. Any other options, such as road closure, have not been co designed or trialled and which means you cannot and don't have an informed co-designed decision making process.
- We also understand that this is problematic due to cost, local government election timing, and the availability of a designer. However, this is not a reason to move fast, especially given there are traffic speed discussions, Local Alcohol Policy (LAP) feedback requests and our town name changes at this time. All of these topics deserve respect and consideration. Otherwise it's false consultation.

Recommendation:

- Continue the co-designed process for the trial that was completed over summer and advance it by including the below recommendations in a new published "design". Ask for feed-back from the community on these and be prepared to amend and change. If available, the design should include input from other working stream's, such as public seating. To provide a fully integrated design, the public need to see the full view.

- If additional options want to be considered then the community co-design process must be completed, including a "design" presented for each option, opportunity to provide feedback and the chance to reiterate as we move forward. We may not get to trial all options but we should have a clear "design" of each available as part of the co-design process.

Feedback to be included in the co designed next phase and included in the design to be communicated:

- Shared space for both sides, as per the trial and exists today
- Maintain speed for Cass St and The Strand to 10kph - our data highlights safety speed is necessary. Business employees also feel safer.
- Rearrange/change obstacles so that the aesthetics of the whole area is the same. Rock gardens will need to be reshaped and fixed in place.
- Maintain the reduction of entry to Cass St - this alone reduced the number of vehicles that use this area.
- Push back the planters so more space is available in The Square for Loading zone vehicles.
- Proposal FROM council is needed on how to manage the environment going forward and to include
    - Penalties/Enforcement on speed infringements, parking violations and also vehicles that are not registered or warranted.
    - Loading zone needs to be available for public for 30minutes and extended for business who have a need to deliver goods and services. This for clarification would include the businesses on the wharf and who use the wharf, and also pay fees to FNHL.
    - The upkeep of the environment is currently being completed by volunteers, this will need to be a more formal and paid environment for the future. Council to advise how they will pay for this, is it something like a Focus Paihia model.

6.2 TE RŪNANGA Ā IWI O NGĀPUHI MANA WHAKAHONO Ā ROHE

File Number: **A5249186**

Author: **Llani Harding, Pouhautū Te Hono - Manager - Te Hono**

Authoriser: **Jacine Warmington, Group Manager - Strategic Relationships**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from Council to enter into a Mana Whakahono ā Rohe (MWaR) agreement with Te Rūnanga ā Iwi ō Ngāpuhi (TRAION).

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- This report outlines the intent of a Mana Whakahono ā Rohe agreement
- The main opportunities outlined in this report are in reference to Council's commitments under the agreement.

TŪTOHUNGA / RECOMMENDATION

That Council:

a) approve the Mana Whakahono ā Rohe Agreement and the development of a work programme that gives effect to the Agreement, alongside Te Rūnanga ā Iwi ō Ngāpuhi; and

b) delegate authority to the Chief Executive Officer to make any minor amendments to the Mana Whakahono ā Rohe Agreement.

1) TĀHUHU KŌRERO / BACKGROUND

Mana Whakahono ā Rohe (MWaR) provide an opportunity for tangata whenua and local authorities (councils) to work together on environmental issues under the Resource Management Act 1991 (RMA).

A Mana Whakahono ā Rohe is a binding statutory arrangement that provides for a more structured relationship under the RMA between:

- an iwi authority and a local authority / local authorities
- a combination of iwi authorities and a local authority / local authorities
- a combination of an iwi authority / iwi authorities and hapū, and a local authority or local authorities
- a hapū and a local authority (if initiated by the local authority)
- a combination of hapū and local authorities (if initiated by the local authorities).

The purpose of MWaR is two-fold:

1. To provide a mechanism for iwi authorities and local authorities to discuss, agree, and record ways in which tangata whenua may participate in resource management and decision-making processes under the RMA; and
2. To assist local authorities to comply with their obligations under the Resource Management Act (RMA) 1991.

In initiating, developing, and implementing a Mana Whakahono ā Rohe, the participating authorities must use their best endeavours—

a) to achieve the purpose of the Mana Whakahono ā Rohe in an enduring manner:

b) to enhance the opportunities for collaboration amongst the participating authorities, including by promoting—

   i. the use of integrated processes:

   ii. co-ordination of the resources required to undertake the obligations and responsibilities of the parties to the Mana Whakahono a Rohe:

c) in determining whether to proceed to negotiate a joint or multi-party Mana Whakahono a Rohe, to achieve the most effective and efficient means of meeting the statutory obligations of the participating authorities:

d) to work together in good faith and in a spirit of co-operation:

e) to communicate with each other in an open, transparent, and honest manner:

f) to recognise and acknowledge the benefit of working together by sharing their respective vision and expertise:

g) to commit to meeting statutory time frames and minimise delays and costs associated with the statutory processes:

h) to recognise that a Mana Whakahono a Rohe under this subpart does not limit the requirements of any relevant iwi participation legislation or the agreements associated with that legislation.

An iwi authority or local authority can initiate a MWaR with one another, at any time other than in the period that is 90 days before a local body election. A local authority can also initiate a MWaR with hapū. In the case of TRAION, the initiation began in September of 2021.

Following hui for initiating MWaR, negotiations must be concluded within 18 months unless all parties agree otherwise.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

In the case of the MWaR between TRAION and FNDC the first formal hui to discuss what the agreement could look like, was held in November 2021 and in September 2022 it was mutually agreed to pause the MWaR process. This was reinitiated in March 2023. By mutual agreement, negotiations have extended beyond the 18 month recommended date. TRAION and FNDC have held a number of hui to develop the final MWaR and TRAION have now endorsed this agreement for signing.

Further work will be done on developing a work programme that gives effect to the MWaR agreement. A communications plan will be developed with TRAION staff. Further engagement with Nga hapū o Ngāpuhi will be done by TRAION staff and representatives.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

It is recommended that Council approve this paper due to the long term commitments and work that has been co-designed and developed alongside TRAION.

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

There are no budgetary implications in signing the agreement. Budget will be required on approval and staging of the work programme, to be developed alongside TRAION.

ĀPITIHANGA / ATTACHMENTS

1. Mana Whakahono ā Rohe - Draft - A5289777 ⇩

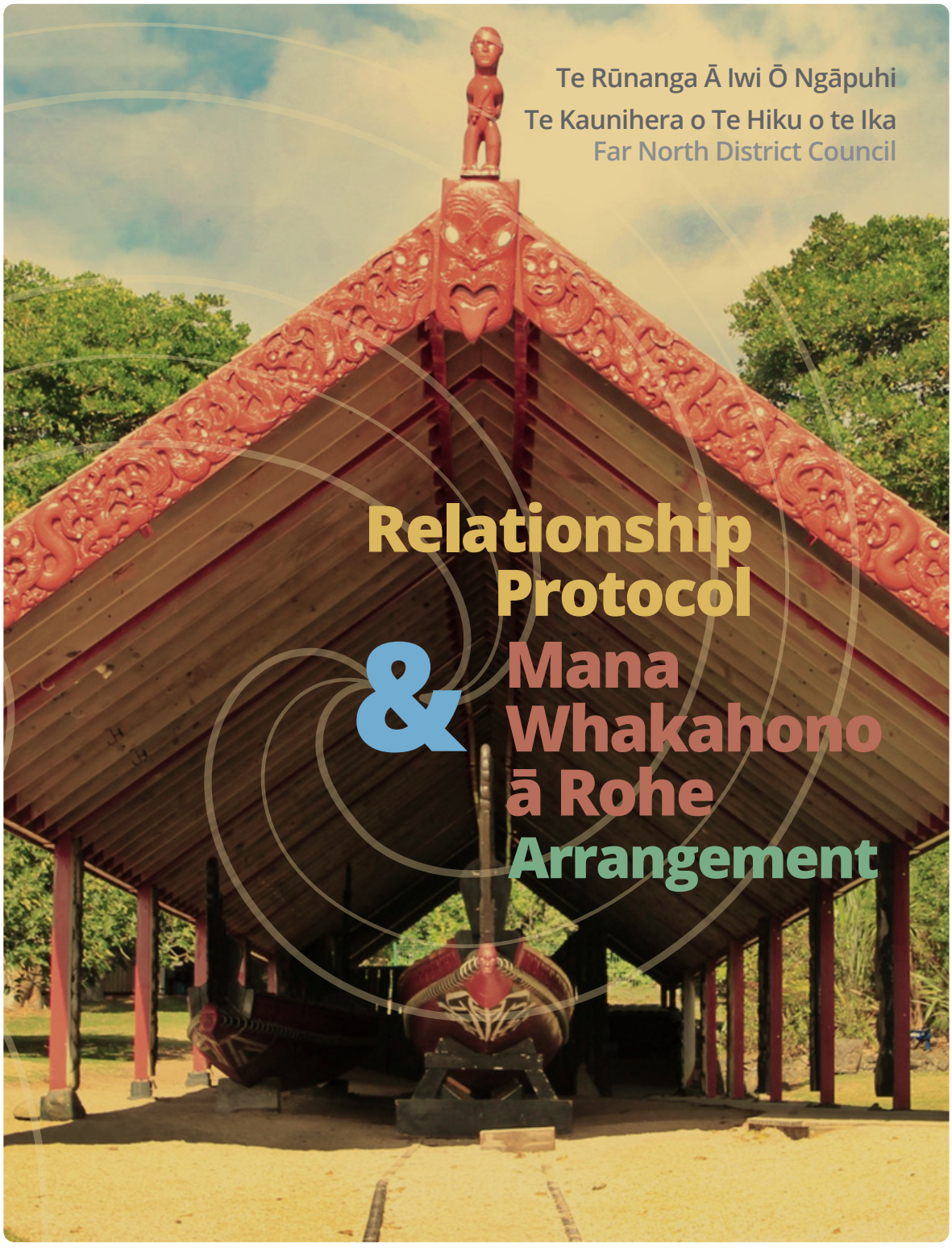
Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Medium 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 and agreement further support Council's obligations under Te Tiriti o Waitangi, He Whakaputanga, FN2100, Te Pae o Uta and Te Pae Tata.
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 has district-wide importance as it relates to the activities that fall within the boundaries of interest to Ngāpuhi. A Work programme that works outside the delegations of Council will be discussed with community boards should there be any direct impact.
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.	This agreement is with an Iwi entity. The Iwi are responsible for ensuring hapu engagement is undertaken in developing this agreement.
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).	Wider engagement amongst Ngāpuhi beneficiaries will be undertaken during the development of the work programme. Any implications of this agreement on interested parties will be undertaken and considered during the development phase of the work programme.
State the financial implications and where budgetary provisions have been made to support this decision.	There is budgetary support within current budgets to support the development of a work programme alongside Te Rūnanga ā Iwi ō Ngāpuhi. As the work programme is developed, each Group will need to consider the budgetary implications for their relevant functions and commitments under the agreement.

Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



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

NGĀPUHI
Te Runanga A Iwi O Ngapuhi

Signatories - placeholder

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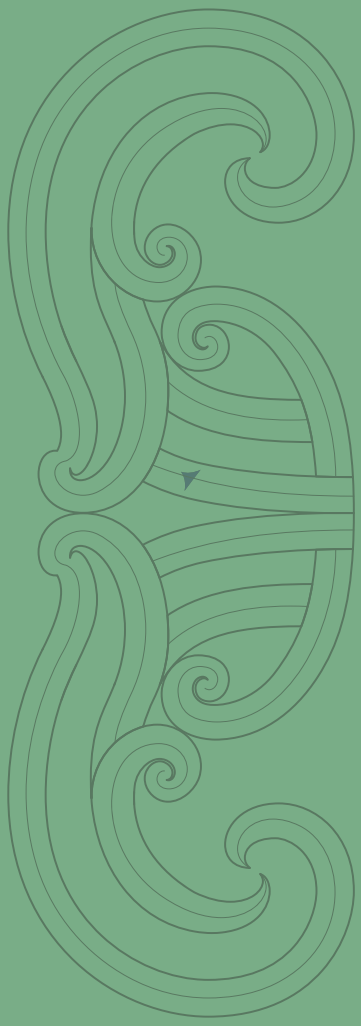
Preamble

Ngāpuhi Iwi

Ko te Whare Tapu o Ngāpuhi



He mea hanga tōku whare, ko Papatuānuku te paparahi.

Ko nga maunga nga poupou, ko Ranginui e titiro iho nei, te tuanui.

Pūhanga-tohora titiro ki Te Ramaroa e whakakurupaeake ra i te Hauāuru.

Te Ramaroa titiro ki Whīria, te Paiaka o te riri, te kawa o Rāhiri.

Whīria titiro ki Panguru, ki Papata, ki te rākau tū papata ki te tai Hauāuru;

Panguru, Papata titiro ki Maungataniwha.

Maungataniwha titiro ki Tokerau.

Tokerau titiro ki Rākaumangamanga.

Rākaumangamanga titiro ki Manaia, e tū kōhatu mai rā i te akau.

Manaia titiro ki Tutamoe.

Tutamoe titiro ki Maunganui.

Maunganui titiro ki Pūhanga-tohora.

Ehara aku maunga i te maunga nekeneke, he maunga tū tonu, tū te Ao tū te Po.

Ko te Whare Tapu o Ngāpuhi tenei, tihei mauri ora.

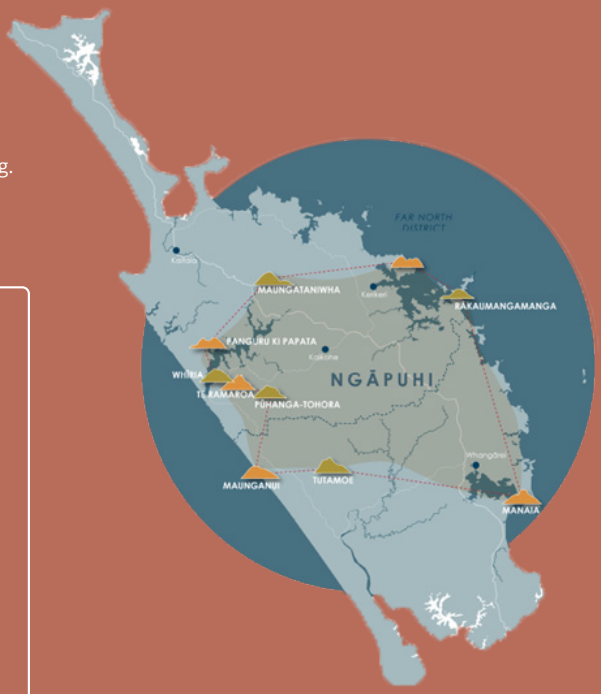
This whakatauki depicts the sacred house of Ngāpuhi. Papatuanuku (earth mother) is the foundation. Ranginui (sky father) is the overarching tuanui (roof) with the sacred mountains being the poupou (pillars). The boundaries are within the area covered by these sacred maunga (mountains) of Ngāpuhi. This must not be confused with the boundary of Ngāpuhi-Nui-Tonu which is contained in the whakatauki - te whare o Ngāpuhi, Tāmaki Makaurau ki te Rerenga Wairua.

Te Rūnanga Ā Iwi Ō Ngāpuhi

Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi Group (is a collective of four organisations) who represent the interests and aspirations of more than 184,470[1] people who identify as Ngāpuhi.

Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi (a registered charitable trust) is the parent organisation of the Group that includes Ngāpuhi Iwi Social Services, Te Hau Ora Ō Ngāpuhi and Ngāpuhi Asset Holding Company.

As a collective, Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi Group provides a range of support, advisory services and kaupapa to help progress our iwi, hapū, marae and whānau towards a vision where Te Whare Tapu o Ngāpuhi, the sacred house of Ngāpuhi, stands strong. Our purpose is to advocate for, and uphold the tino rangatiranga o ngā hapū o Ngāpuhi.



Nā te Whakaputanga i tautoko i te mana motuhake o te ao Māori ki tenei whenua

The Declaration of Independence 1835 reinforced Māori as the sovereign people of Aotearoa/New Zealand.

Mission Statement

Mā te Rūnanga e arahi atu
i te wairuatanga
i te pāporitanga
i te tikanga me te tupu whai hua mō Ngāpuhi
kia hua ai ki te katoa o Ngāpuhi
te mana motuhake me te ora tonu
We lead the spiritual, social, cultural, environmental and economic growth of Ngāpuhi by ensuring the self-determination and "on-going sustainability of our people

1 Statistics New Zealand 2023 Census. Refer to 2023 Census population, dwelling, and housing highlights available here: https://www.stats.govt.nz/information-releases/2023-census-population-dwelling-and-housing-highlights/

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

Te Kaunihera o Te Hiku o te Ika / Far North District Council is a local authority under the Local Government Act 2002.

Mahitahi
Working with Māori

He Ara Tāmata
Creating Great Places, Supporting Our People

He Whenua Rangatira
A District of Sustainable Prosperity and Well-Being

Far North District Council's vision and mission illustrates the connection between people and place. This is especially so for tangata whenua who have a long and rich association with the Far North. Council recognises this long settlement and therefore the special position of tāngata whenua within this District and the significant and long-term role Māori have to play in contributing to Council's decision-making.

Council recognises it needs to establish meaningful and enduring relationships with Māori in order to enable effective participation in decision making while at the same time achieving mutually beneficial outcomes. Our values provide a vehicle for this to occur.

Our values

As important are our values by which we operate:

Manawatōpū: *Unity of purpose and working together*

Kaitiakitanga: *Environmental stewardship and sustainability*

Mana tangata *Respect and fairness*

Te Tiriti o Waitangi: *Partnership*

Tū tangata: *Strong cultural identities*

Whanaungatanga: *Family, community, connecting and sharing*

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Part A Relationship Protocol

1.0 Purpose

1.1 The purpose of this relationship protocol (Protocol) is to establish, confirm and strengthen an enduring relationship between Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi (a registered charitable trust) and Far North District Council (Council) (a local authority under the Local Government Act 2002) within their respective rohe and boundaries (as shown in Appendix 1 and 2).

1.2 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi and the Council (the Parties) are committed to working together, investing in an intergenerational relationship that is based on mutual respect, is enduring and provides for continuity through a shared vision and purpose for mutually beneficial outcomes.

1.3 The Parties recognise the significance of He Whakaputanga o te Rangatiratanga o Nu Tireni, for Ngāpuhi Iwi, as a declaration of the status of Māori as the sovereign people of Aotearoa/New Zealand and as reinforcing the importance of the role of ngā hapū ō Ngāpuhi .

1.4 This Protocol also provides mechanisms to give effect to Te Tiriti o Waitangi (Treaty of Waitangi), including by working together to provide opportunities for the transfer of powers and functions as contemplated under the RMA to Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, where they wish to undertake these functions within the Ngāpuhi rohe (refer to identified rohe at Appendix 1), subject to the statutory limits applicable in any relevant legislation.

1.5 This Protocol also informs any obligations of the Council to consult with Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi under the Local Government Act 2002 (LGA), Resource Management Act 1991 (RMA) and all other legislation relevant to the Council and its duties and functions.

2.0 Principles

2.1 The Parties will participate fully and contribute adequate resourcing at all levels, including governance (rangatira ki rangatira) and operational leadership, to implement this Protocol.

2.2 The Parties will operate in a manner that accords with tikanga to build shared understanding, respect and honesty.

2.3 Together, the Parties acknowledge the mana of Nga Hapū o Ngāpuhi over their rohe, and they will work together to provide for ways in which Nga Hapū o Ngāpuhi can exercise their mana motuhake over their respective rohe.

2.4 The Parties will ensure and operate under a 'no surprises' policy, actively sharing information, and maintaining open lines of communication to resolve matters constructively.

2.5 The Parties acknowledge that Council as a local authority under the Local Government Act 2002, has a wide range of statutory functions and obligations and that nothing in this Protocol can restrict or limit Council's discretion and powers in undertaking its statutory functions and obligations.

2.6 The Parties acknowledge that Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi has a range of statutory functions and a wide range of responsibilities and obligations to the whānau, hapū and Iwi of Ngāpuhi arising from the tikanga and kawa of Ngāpuhi. Nothing in this agreement is intended to restrict or limit Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in its responsibilities, obligations and functions.

3.0 Te Pae Tawhiti | Vision

3.1 The Parties work in collaboration with each other, to establish and build upon a functional relationship that:

(a) provide adequate processes and policies, functions and duties to support the aspirations of ngā hapū o Ngāpuhi;

(b) enable Nga hapū o Ngāpuhi to make decisions over matters within their respective districts; and

(c) assists Council in meeting its statutory duties under the RMA by providing meaningful input on matters relating to the relationship of Ngāpuhi uri, whānau, hapū and/or iwi, culture and traditions with ancestral lands, water, sites, wāhi tapu, and associated taonga and the kaitiakitanga responsibilities of Ngāpuhi and where appropriate Te Rūnanga ā Iwi ō Ngāpuhi.

4.0 Ngā Whainga | Common Goals

4.1 The wellbeing of our communities and hapū are thriving and prosperous by working together to deliver the following:

(a) Affordable and resilient infrastructure that does not degrade the environment.

(b) Towns and places that are vibrant, reflect who we are, and support the needs of our people.

(c) A place that celebrates its unique culture and history.

(d) A healthy environment that is respected, and the role of kaitiakitanga by Ngāpuhi uri, whānau, hapū and/or iwi recognised and celebrated.

5.0 Governance Arrangements

5.1 Subject to statutory requirements set out in clauses 30 – 31 of Schedule 7 of the LGA, the Council will facilitate an ongoing role for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in decision-making and resource management, including (but not limited) to the appointment of nominated representative(s) from, or acting on behalf of, Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to relevant Council committees and forums, including (but not limited to) Te Kuaka.

5.2 Governance arrangements will enable Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to engage as Treaty partners with the Council at the governance level regarding the economic, social and cultural well-being of Ngāpuhi uri, whānau, hapū and/or iwi, and relevant resource management matters, including those referred to

in the Part B – Mana Whakahono ā Rohe Arrangement.

5.3 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi will hold information provided by Council in confidence in the same manner and to the same degree as the Council and will not disclose or discuss such information with third Parties without prior consent from the Council.

5.4 Agreed processes and procedures associated with involvement of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in Council governance arrangements are attached as Schedule 1.

5.5 Upon request made by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, the Parties will discuss opportunities for return of land of significance to whānau and hapū ownership and/or co-governance and co-management arrangements over Council owned land that is located within Ngāpuhi Iwi rohe.

6.0 Resourcing and Funding Arrangements

6.1 Agreed resourcing and funding arrangements associated with the satisfaction of this Protocol are attached as Schedule 2 and will be reviewed one year prior to the development of every Long Term Plan. The first funding arrangement will commence on 1 July 2027.

6.2 In the interim, Council staff will review existing budgets to identify opportunities for funding the agreed work programme as set out in Schedule 2.

6.3 The purpose of this is to provide clarity for both Parties regarding what will be required to support this Protocol and their relationship approach to the economic, social and cultural wellbeing of Ngāpuhi Iwi across all the relevant duties and functions of Council.

6.4 Notwithstanding resourcing agreements, the Parties will support each other in their endeavours to obtain further funding support through external sources, and will provide documentation to support external funding applications as required, in cases where the parties agree to the purpose of the funding applications.

Part B Mana Whakahono ā Rohe

1.0 Purpose and Principles

1.1 This the Mana Whakahono ā Rohe Arrangement (the Arrangement) gives effect to the Te Tiriti o Waitangi /Treaty of Waitangi relationship between Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, and Council, within the context of the RMA.

1.2 Where the RMA references an iwi authority this means, for the purposes of this Arrangement Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi.

1.3 For the purposes of implementing this Arrangement, the primary relationship is between the Council and Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi represented within the Ngāpuhi rohe as shown in the map (refer to Appendix 1), acknowledging the role of representatives of ngā hapū ō Ngāpuhi.

1.4 The Parties understand that the following matters, are all relevant to achieving the purpose of the RMA:

(a) the economic, social, environmental and cultural wellbeing of Ngāpuhi;

(b) the relationship of Ngāpuhi and their culture and traditions with their ancestral lands, waters, sites, wāhi tapu, and associated taonga;

(c) the kaitiakitanga responsibilities of Ngāpuhi; and

(d) the principles of the Te Tiriti o Waitangi/Treaty of Waitangi.

1.5 The purpose of this Arrangement is set out in section 58M of the RMA. The Parties acknowledge that this Arrangement must be implemented in accordance with the RMA and, where applicable, the principles of fairness and natural justice, notwithstanding any other provision in this Arrangement.

1.6 The Parties also acknowledge that Council as a local authority under the Local Government Act 2002, has a wide range of statutory functions and obligations and that nothing in this Arrangement can restrict or limit Council's discretion and powers in undertaking its statutory functions and obligations.

1.7 The Parties acknowledge that Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi has a range of statutory functions and a wide range of responsibilities and obligations to the whānau, hapū and Iwi of Ngāpuhi arising from the tikanga and kawa of Ngāpuhi. Nothing in this agreement is intended to restrict or limit Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in its responsibilities, obligations and functions.

2.0 Relationship to He Whakaputanga o Te Rangatiratanga o Nu Tireni me Te Tiriti o Waitangi

Relationship to He Whakaputanga o Te Rangatiratanga o Nu Tireni

2.1 The Parties recognise the significance for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi of He Whakaputanga o Te Rangatiratanga o Nu Tireni as a declaration of the status of Māori as the sovereign people of Aotearoa/ New Zealand and as reinforcing the importance of the role of representatives of ngā hapū ō Ngāpuhi.

Relationship to Te Tiriti o Waitangi and Treaty of Waitangi Settlements

2.2 Council acknowledges Te Tiriti o Waitangi / Treaty of Waitangi and the guarantees it provides for Māori, in relation to tino rangatiratanga; which includes, amongst other things, decision making rights over resources and taonga, and the freedom to practise and express our cultural norms, process and practices informed by tikanga and mātauranga Māori o ngā hapū o Ngāpuhi.

2.3 The Council recognises the status of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi contained in the Māori Fisheries Act 2004.

2.4 Council recognises and will uphold the principles of the Treaty of Waitangi, as expressed by the Courts, and the Waitangi Tribunal as they relate to Ngāpuhi generally, and hapū and whanau interests specifically

2.5 At such a date that any subpart or grouping that is Ngāpuhi enter into a settlement of historical claims, Council will undertake to recognise any Statutory Acknowledgement Areas within their District Plan. Including by updating any schedules or appendices to this Arrangement, and incorporating maps.

3.0 District Plan Development and Plan Review

Plan Development and Pre-Notification (excluding Private Plan Changes)

3.1 For any future plan changes, variations or plan review processes that relate to areas within the Ngāpuhi Rohe (as identified in Appendix 1), Council will work with Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, with the timeframe to be agreed in each case, allowing for meaningful input by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, including review and comment.

3.2 Clause 3.1 shall apply only from the date the Council publicly notifies its final decision on the proposed district plan (notified on 27 July 2022) under clause 10(4)(b) of Schedule 1 to the RMA. The requirements of Schedule 1 to the RMA will continue to apply in the meantime

3.3 The Parties will agree a process for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to participate in plan review, plan changes and variations which will include as a minimum:

(a) Pre-notification requirements, including timeframes to prepare and provide advice;

(b) Allocation of resourcing, including funding for participation and engagement; and

(c) Evaluation methods to ensure that the following matters are incorporated in consideration of costs and benefits of proposed planning provisions:

(i) Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi advice regarding costs and benefits in relation to Ngāpuhi uri, whānau, hapū and/or iwi economic, social and cultural wellbeing;

(ii) The relationship of Ngāpuhi uri, whānau, hapū and/or iwi and their culture and traditions with ancestral lands, water, sites, wāhi tapu, and associated taonga;

(iii) The kaitiakitanga responsibilities of Te Rūnanga ā Iwi o Ngāpuhi; and

(iv) The principles of Te Tiriti o Waitangi/Treaty of Waitangi.

Limited Notification of Planning Instruments

3.4 Use of the limited notified plan change processes under the RMA, shall involve preliminary discussion between Council and Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi regarding implications for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi rights, interests and values.

4.0 Decision-Making Panels and Hearings

Commissioners – Plan Changes and Resource Consent Hearings

4.1 The Parties recognise the value of having registered Ngāpuhi uri (descendants) trained as RMA hearing commissioners available for appointment as decision-makers on hearing panels for resource consent applications and plan changes. The Council will support and help fund the training of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi approved tribal members to become certified resource management hearing commissioners.

4.2 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi tribal members accredited and qualified as hearing commissioners that are approved, will be regularly supported into decision making roles through Council resource management practices and processes.

4.3 Council will work towards ensuring the process for consultation on hearing commissioner appointments, relevant to decision-making roles as outlined in Part 1 and Part 5 of Schedule 1 of the RMA, is established and in operation within one year of commencement of this arrangement.

4.4 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi understand that Council may at times appoint a single commissioner (councillor or independent commissioner) for hearings for small scale resource consent or plan changes. Where a single commissioner on plan change hearing is to be appointed within the Ngāpuhi rohe (refer to identified rohe at Appendix 1), Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi will be consulted regarding the makeup of a hearing panel.

4.5 The Parties will favour a balanced mix of independently appointed decision-makers and elected decision makers where a hearing panel or review panel has been convened.

4.6 The Parties will work together to establish and maintain at least four trained hearings commissioners that identify as Ngāpuhi on their appointed hearings commissioner list, acknowledging that this is a target.

Hearing and Evidence Protocols

4.7 All hearing commissioners appointed to hearing panels will adhere to a standard protocol regarding the holding of hearings at marae, where requested by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, and shall enable hearings to be held at marae in accordance with tikanga, in a culturally appropriate manner, understanding that this is consistent with Section 39 of the RMA, and the principles of Te Tiriti o Waitangi/Treaty of Waitangi.

4.8 All hearing commissioners appointed to hearing panels will have regard to a standard protocol regarding submissions and evidence provided by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi. This relates particularly to cultural evidence, which may face challenges regarding methods of delivery and distinctions regarding expert evidence, to ensure that the ability of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to deliver cultural evidence in accordance with tikanga is not adversely impacted, and in the interests of fully informed decision-making in a manner that accords with the principles of Te Tiriti o Waitangi/Treaty of Waitangi.

4.9 The Parties will work towards agreeing and establishing a standard protocol to guide commissioners regarding hearings at marae and Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi evidence within one year of the commencement of this Arrangement.

5.0 Resource Consents

Resource Consent Processes and Procedures

5.1 The Parties understand that timely, efficient, consistent, and cost-effective resource consent processes will be established in a manner that appropriately recognises the actual and potential effects of activities on Ngāpuhi Iwi and hapū as outlined in this Arrangement.

5.2 As part of implementing Clause 6.1, the Parties agree to work in collaboration to undertake a review of Council's standard practice and procedures for resource consent processing, including by:

(a) Developing an efficient and consistent framework for notifying and involving Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi with resource consent applications;

(b) Providing suitable opportunities for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to provide feedback within statutory timeframes;

(c) Development of guidance for pre-application meetings; and

(d) Taking into account the legislative constraints of the RMA.

5.3 Within the first two years of commencing this Arrangement, the Parties will work together towards developing and maintaining a contacts database of all relevant Ngāpuhi hapū to assist and effectively implement of Clause 6.2.

5.4 The Parties will work together to develop a process for sharing resource consent information with Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in a timely and efficient manner, to enable Ngā Hapū o Ngāpuhi to effectively participate in resource management within their rohe.

Limited notification and Affected Party Status

5.5 Limited notification of resource consent applications may be appropriate where there are at least minor effects on Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi and written approval/s has not been obtained.

5.6 Limited notification provides a statutory timeframe within which Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi may decide to provide written approval, make a submission, or decide not to lodge a submission.

6.0 Responses to National Direction

6.1 In situations where proposed changes to the RMA or instruments of national direction (including national policy statements, national environmental standards, national planning standards and regulations) are likely to have an impact on implementation of this Arrangement or on the roles and responsibilities of the Parties, the Parties will collaborate on responses to those changes that support

the intention of this Arrangement and its continued implementation, to the extent that the integrity of response of each Party is retained. This collaboration will occur during the pre-notification scoping phase and during the public notification stage of consultation.

6.2 At the time that any changes are made to the RMA or instruments of national direction, or new instruments are proposed, the Parties will together review the effect of those changes on this Arrangement and assess the need for any amendment to this Arrangement or its schedules.

6.3 Where there is a difference of opinion regarding any amendment to this Arrangement or its schedules, the dispute resolution process contained in this Arrangement will apply.

7.0 Iwi Management Plans

7.1 Upon request from Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, the Council will support the development or amendment of iwi management plan(s) that record the positions of Ngāpuhi in relation to a range of resource management matters, timeframes and resources needed to complete the process.

7.2 Where relevant, iwi management plans will be taken into account in the development of Council policies, planning frameworks, instruments and documents, as well as decisions on individual resource consent applications. The Parties agree that acting in accordance with iwi management plans is a primary means by which a Treaty partnership approach to resource management in the district can be achieved.

7.3 The development and amendment of iwi management plan(s) will facilitate a relationship that will provide for mutual capability and capacity building as to the cultural connections and mātauranga.

8.0 Transfer and Delegation wof Powers and Functions

Transfer of Powers and Joint Management Agreements

8.1 Upon request made by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, the Parties will discuss the potential for transfer of powers or establishment of one or more joint management agreements, as provided for under Section 33 and Section 36B of the RMA.

8.2 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi may present a specific proposal for discussion, including:

(a) the focus of transfer of powers or a joint management agreement (i.e., geographical area, resource, specific duties and functions); and

(b) matters related to resourcing and capacity, relevant to the duties and functions that may be transferred or that may be the subject of a joint management agreement.

8.3 When a proposal is introduced by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, the Parties will agree a process and timeframe for exploring the options associated with transfer of powers or establishment of a joint management agreement and for facilitating the transfer or the agreement if the proposal is agreed.

8.4 In situations where the Parties cannot agree on a process, timeframe or details for the transfer of powers or establishment of a joint management agreement, then the dispute resolution process contained in this Arrangement will apply.

9.0 Other Matters

Capacity and Capability Building

9.1 The Parties will work together to develop a forward working programme to build the capacity and capability of each organisations context, roles, functions and processes, including plans, policies and strategies developed under the LGA and RMA, incorporating:

(a) Content of relevant Ngāpuhi (and their hapū) iwi management plans;

(b) Resource consent application and plan review processes;

(c) Resource consent and compliance monitoring; and

(d) Long Term and Annual Plan processes.

9.2 The Parties will work towards developing the forward working programme within the first year of this Protocol and Arrangement. Funding for the forward work programme will be allocated in accordance with Schedule 2.

10.0 Conflicts of Interest

10.1 If actual or perceived conflicts of interest arise in relation to any of the Parties which affects the duties and functions of the Parties relevant to this Arrangement, then the matter will be immediately highlighted as an issue requiring resolution through rangatira-to-rangatira communications, and a written record of the concern will be created.

10.2 The Parties, through their respective leadership, will seek to reach a good faith agreement on the most appropriate pathway and timeframe for resolution of any actual or perceived conflict of interest, which will be recorded in writing between the Parties, and will reflect the spirit of Te Tiriti o Waitangi / Treaty of Waitangi approach and the enduring nature of their relationship, whilst meeting the requirements of any duties, functions or processes affected.

10.3 Upon satisfactory resolution of the actual or perceived conflict of interest, a written record of how the issue was settled will be created and kept, in the interests of transparency and accountability, and for use as a reference for any future issues that arise.

10.4 Where agreement cannot be reached regarding resolution of the actual or perceived conflict of interest, then the dispute resolution process contained in this Arrangement will apply.

11.0 Disputes Resolution

11.1 Any dispute that arises in the implementation of this Arrangement shall be resolved through a procedure that begins with rangatira-to-rangatira communications, progresses to mediation as necessary, and is concluded by adjudication in any case where direct good faith negotiation is unsuccessful.

Rangatira to Rangatira Communications

11.2 Any matter of dispute will be immediately highlighted as an issue requiring resolution through rangatira-to-rangatira communications between organisational leadership, and a written record of the concern will be created, to be shared between the Parties.

11.3 The Parties, through their respective leaders and governors, will seek to reach a good faith agreement on the most appropriate pathway and timeframe for resolution of the dispute, which will be recorded in writing between the Parties, and will reflect a Te Tiriti/Treaty approach and the enduring nature of their relationship, whilst subject to Council's statutory obligations in relation to any duties, functions or processes affected by the dispute.

11.4 Upon satisfactory resolution of the dispute, a written record of how the issue was settled will be created by each Party, shared amongst the Parties and kept on record, in the interests of transparency and accountability, and for use as a reference for any future issues that arise.

11.5 Where agreement cannot be reached regarding resolution of the dispute, then a mediation process will apply.

Mediation

11.6 Once it is clear that a good faith agreement cannot be reached to resolve a dispute, any of the Parties may trigger the mediation process by communicating in writing to the other Parties their intention to proceed to mediation.

11.7 The Parties must identify and appoint a mediator at the earliest opportunity and furnish them with details of the dispute and barriers to resolution or have the Minister for the Environment appoint a mediator in the event that agreement cannot be reached on a suitable person.

11.8 Upon satisfactory resolution of the dispute through mediation, a written record of how the issue was settled will be created, shared amongst the Parties and kept on record, in the interests of transparency and accountability, and for use as a reference for any future disputes.

Arbitration

11.9 If a dispute has not been resolved through mediation within 56 days after a communication by a Party under clause 11.6 of intention to proceed to mediation, then any Party may refer the matter to arbitration in terms of the Arbitration Act 1996 by issuing a notice to that effect on the other Parties, and the following provisions will apply:

(a) Schedule 2 of the Arbitration Act 1996 applies as amended by the following provisions.

(b) Location: The arbitration must be held in Kaikohe unless otherwise agreed by the Parties.

(c) Appointment of Arbitral Tribunal: The dispute must be determined by a single arbitrator, appointed by agreement between the Parties (Arbitral Tribunal). If the Parties cannot agree within 14 days of the matter being referred to arbitration, the arbitrator must be appointed on the application of either party by the President of the Arbitrators' and Mediators' Institute of New Zealand (AMINZ).

(d) Conduct of the arbitration: The Parties and the Arbitral Tribunal acknowledge that the arbitration is to be conducted fairly and cost effectively, with the objective that the dispute is determined promptly, and in a manner which is proportionate to the issues in dispute. The AMINZ Arbitration Rules current at the time the dispute arose are to apply to this arbitration.

(e) Powers of the Arbitral Tribunal: The Arbitral Tribunal has all the powers outlined in article 17A (interim measures), 17C (preliminary orders) of Schedule 1 and clause 3 (conduct of the arbitration) Schedule 2 of the Arbitration Act 1996.

(f) Disclosure: The Parties will disclose all documents relevant to the dispute as soon as practicable before the hearing, and they will prepare an agreed bundle of documents. Formal discovery will not be required, unless the Arbitral Tribunal forms a view that an order for discovery is required to ensure that all relevant and material information is disclosed.

(g) Costs: The Arbitral Tribunal will award costs as a part of the final award, unless the parties agree otherwise. Pending a ruling as to costs, the parties agree to share equally in the costs of the arbitration, including the Arbitral Tribunal's interim fees and disbursements. The Parties agree that costs will be fixed and allocated in accordance with the AMINZ Guidelines on Awarding Costs in Arbitration.

(h) Appeals on questions of law: The Parties may appeal any award to the High Court on a question of law with leave from the Court in terms of clauses 5(1)(c) & 5(2) of Schedule 2 of the Arbitration Act 1996.

Enduring Agreement

11.10 The occurrence of any dispute being progressed through a dispute resolution process involving rangatira-to-rangatira communications, mediation or adjudication is not, in itself, a cause for alteration or termination of this Arrangement.

12.0 Arrangement Term and Review

12.1 The positive and negative experiences of each Party to this Arrangement will be captured in a shared record that is transparent and accessible to all of the Parties and kept as a reference that can inform any review processes.

12.2 Within the first year after the date of this Arrangement, the Council will undertake a review of its policies and processes to ensure that they are consistent with the Arrangement. A written record of the review must be prepared and shared with Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi.

12.3 Within the first six years of this Arrangement, the Parties will undertake annual reviews of its implementation to identify what is working well and where issues are arising in implementation that impact on the effectiveness of this Arrangement.

12.4 The Parties commit to a substantial review of this Arrangement every six years from the anniversary of this Arrangement, with opportunity to amend the Arrangement over the subsequent twelve-month period based on any issues that have arisen for the Parties in the intervening time period.

12.5 Where the Parties cannot decide on the detail of any proposed amendments to this Arrangement, then the dispute resolution process will apply.

12.6 At such time as the RMA is comprehensively reformed, the Parties shall within 6 months of any new RMA Reform legislation is enacted, together commence a review of the effect of the changes on the Mana Whakahono-ā-rohe provisions and assess the need for any amendments to this Arrangement or its schedules.

12.7 At the 12 yearly review point, consideration may be given by the Parties to the future of this Arrangement and the involvement of each Party to this Arrangement.

12.8 At the point a Party expresses a desire to withdraw from this Arrangement, their position will be communicated in writing to the other Party to this Arrangement; however, the Arrangement may only be terminated if both Parties agree in writing to terminate it. Where the Parties cannot agree a position on termination of this Arrangement, then the dispute resolution process will apply.

Appendices

Appendix 1: Ngāpuhi Rohe

Appendix 2: FNDC Boundaries

Schedules

1.0 Schedule 1: Governance Processes and Procedures

Council Committees

1.1 At the commencement of every new Council triennium, the Parties will discuss and agree whether Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi will be involved in governance processes and procedures, including (but not limited to) potential representation and appointment on Council committees.

1.2 The section below specifically outlines the process for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi appointment on Te Kuaka (or any equivalent committee).

Te Kuaka (or any equivalent committee)

1.3 A minimum of one representative nominated by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi will be appointed by the Council to sit on Te Kuaka, or any equivalent committee or forum.

1.4 The Council will call for nominations from Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi upon formation of the Committee, following triennial elections.

1.5 The appointed representative(s) for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi will sit on the Committee for the duration of the term of the Council, unless the member(s) wishes to step down from the role, is no longer able to carry out the role or is removed from the role by Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi.

1.6 At the time an appointed representative(s) advises they will be stepping down, or the member is no longer able to carry out the role, the Council will call for a new nomination from Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to sit on the Committee for the remainder of the term of the Council.

1.7 The Council will review remuneration for Committee members, including any nominated Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi representative, following triennial elections.

1.8 The Council will ensure that the appointed representative(s) for Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, are invited to attend Te Kuaka (or any equivalent committee) workshops and meetings, enabling the appointed representative(s) to participate in discussions that assist Council decision-making on matters relevant to the economic, social and cultural well-being of Ngāpuhi uri, whānau, hapū and/or iwi.

1.9 Any information provided to Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi in accordance with of this Arrangement will be restricted to access by the Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi executive teams, and the managers of the Ngāpuhi Rūnanga Group, enabling the appointed representative(s) on Te Kuaka Committee to discuss matters with the executive team, to the extent necessary to contribute constructively to Council decision-making.

1.10 Permission to share information beyond the Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi executive teams, or to enable others to support Te Rūnanga-ā-Iwi-o-Ngāpuhi representative(s) to Te Kuaka committee in workshops or meetings, must be sought from the Mayor and Chief Executive Officer of the Council and received before any such action is taken.

1.11 Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi representative(s) on Te Kuaka Committee and any others participating in workshops or meetings on behalf of Te Rūnanga-ā-Iwi-o-Ngāpuhi will abide by all relevant procedures and protocols governing members of the Council.

2.0 Schedule 2: Resourcing and Funding Arrangements

Long Term Plan

2.1 Council commits to deliberating on the inclusion of specific resourcing for the implementation of this Protocol and Arrangement in its next Long Term Plan (2027 – 2037. The annual funding amount will be specified in the Far North District Council's Long Term Plan each year.

2.2 Subject to Clause 2.1, the Council commits to providing annual funding to Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi, or their elected consultant for such services, for the purposes of developing and supporting delivery of the agreed work programme relevant to the implementation of this Arrangement.

2.3 In order to determine this budget, the Parties will work together to establish a work programme to implement this Relationship Protocol and Arrangement. At a minimum, the work programme will cover the items set out in Part B – Mana Whakahono ā Rohe as follows:

(a) Consultation Requirements for Plan Development and Pre-Notification (section 3);

(b) Decision Making and Hearings Panels (section 4);

(c) Resource Consent Processes and Procedures (section 5);

(d) Responses to National Direction (section 6); and

(e) Capacity & Capability Building (section 9).

2.4 Funding provided to Te Rūnanga-Ā -Iwi-Ō-Ngāpuhi will cover all contributions it will make to a relationship approach to resource management, including in relation to strategy, policy and planning, with the exception of:

(a) Engaging with the Council when the Council itself is an applicant for resource consent, noting that all applicants engaging with Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi are subject to a standard hourly rate for services;

(b) Cultural reports, including cultural impact assessments (CIAs) and cultural values assessment reports (CVAs), or other consultancy services specific to a particular project or proposal, which will be subject to separate contract arrangements; and

(c) The delivery of cultural competency training.

6.3 LAND DRAINAGE BYLAW - APPROVAL OF AMENDED LAND DRAINAGE BYLAW FOR PUBLIC CONSULTATION

File Number: **A5245766**

Author: **Dan Bowmar, Policy Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To obtain approval for the amended Land Drainage Bylaw to be released for public consultation.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- There are four land drainage districts in the Far North, all situated in Te Hiku Ward: Kaitāia, Motutangi, Waiharara and Kaikino.
- The Local Government Act 2002 gives Council the power to make bylaws to regulate the use and management of these drainage assets.
- On 03 October 2019 (Resolution 2019/37 refers), the Land Drainage Bylaw 2019 was made, replacing the Land Drainage Bylaw 2009.
- On 24 September 2024 (Resolution 2024/134 refers), the Land Drainage Bylaw 2019 was reviewed by Council under Section 158 of the Local Government Act 2002 and Council approved the Land Drainage Bylaw 2019 to continue with amendment.
- Section 160 (3)(a) of the Local Government Act 2002 requires that Council consult with the public when amending a bylaw.
- On 08 July 2025 (Resolution 2025/65 refers), Te Hiku Community Board recommended that Council approve the draft proposal in attachment 4 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.
- A draft of the amended Land Drainage Bylaw 2019 is in Attachment 1.
- The recommended consultation period is between 01 August and 29 August 2025. The recommended date for oral submissions is 03 September 2025.

TŪTOHUNGA / RECOMMENDATION

That Council:

a) approve the proposal for an amended Land Drainage Bylaw (Attachment 4), to be released for public consultation to meet the requirements of section 156 of the Local Government Act 2002.

b) approve a minimum four-week period for making written submissions on the proposal in Attachment 4.

c) approve hearing any oral submissions and agree to delegate to the Mayor, the power to arrange and/or change the date of the oral presentations of submissions.

d) direct Council staff to make all necessary logistical arrangements for oral submitters to be heard in person in the council Chambers or online via Microsoft Teams.

e) authorise the Chief Executive to make minor changes to the proposal for the amended Land Drainage Bylaw to correct grammatical or spelling errors, or formatting.

1) TĀHUHU KŌRERO / BACKGROUND

There are four land drainage districts in the Far North, all situated in Te Hiku Ward: Kaitāia, Motutangi, Waiharara and Kaikino.
Sections 145 (a and b) and section 146 (b)(i) of the Local Government Act 2002 gives Council the power to make bylaws to regulate the use and management of these drainage assets.
On 03 October 2019 (Resolution 2019/37 refers), the Land Drainage Bylaw 2019 came into place, replacing the Land Drainage Bylaw 2009, which had revoked.

On 24 September 2024 (Resolution 2024/134 refers), the Land Drainage Bylaw 2019 was reviewed by Council under Section 158 of the Local Government Act 2002 and Council approved the Land Drainage Bylaw 2019 to continue with amendment.
On 08 July 2025 (Resolution 2025/65 refers), Te Hiku Community Board recommended that Council approve the draft proposal in attachment 4 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.
Section 82A of the Local Government Act 2002 sets out the requirements for information to be made available for consultation. Those requirements are to provide:

- the proposal and the reasons for the proposal
- an analysis of the reasonably practicable options, including the proposal
- a draft of the amended Bylaw

Council staff have prepared a proposal document that meets the requirements of section 82A. The proposal document is in Attachment 4.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Council's role relating to the drainage districts

Managing and maintaining land drainage infrastructure aligns with the following community outcomes, stated in the Long-term Plan:

- Communities that are healthy, safe, connected and sustainable by reducing the risk of damage from flooding to individual properties.
- Resilient communities that are prepared for the unexpected by reducing the risk of flooding.
- A wisely managed environment that recognises the role of tangata whenua as kaitiaki by providing a safe living environment for affected communities.

The Bylaw:

- ensures Council access to drainage channels
- addresses connections of private drains to drainage channels
- includes provisions to ensure drainage channels are not obstructed or altered
- regulates stopbanks, crossings, and watering places
- covers damage, maintenance and repair to drainage assets, inspections, obstruction of officers, and penalties for breaching the Bylaw.

Problems to be addressed

The problem stated when the Bylaw was made is that improperly managed and maintained land drainage assets can impact negatively on contiguous properties. This included:

a) The unsafe and inefficient creation, operation, maintenance and renewal of the land drainage network;

b) Improper hazard management to prevent or minimise flooding and erosion, minimise adverse effects on the local environment particularly freshwater ecological systems quality, and not assisting in maintaining water quality;

c) Lack of protection of Council land drainage assets, for example, by not setting out acceptable types of connection to land drainage networks;

d) Risks to the health and safety of council employees.

Review findings

The Review identified that:

- improperly managed and maintained land drainage assets can impact negatively on contiguous properties

- a bylaw is still the most appropriate way to address problems relating to the land drainage network.
- the form of the Bylaw is not appropriate, with amendments required to provide greater certainty to the Bylaw:
  - the Bylaw should not refer to the Interpretation Act 1999, which was replaced by the Legislation Act 2019;
  - maps of the drainage districts should be included in a Schedule to the Bylaw with accompanying provisions in the Bylaw applying to this Schedule (e.g. the Schedule may be amended by resolution of Council);
- while the provisions in the Bylaw appear fit for purpose, engagement and consultation with key stakeholders may identify further changes that should be made to the Bylaw
- at the time of the review, the Bylaw did not give rise to implications under the New Zealand Bill of Rights Act 1990. However, a full assessment will need to be conducted following any possible amendments

Amendments to the Bylaw

The draft amended Bylaw is in Attachment 1. Tracked changes to the Bylaw can be found in attachment 3.

Amendments to the Bylaw are in attachment 3 include:

a) Correction of a typo in clause 2:

This Bylaw comes into force on the 7~~dth~~th day of October 2019.

b) Addition of a definition of "Land Drainage Area" in subclause 5.1 to ensure clarity:

Land Drainage Area means a land drainage area identified in Schedule 1: Land Drainage Maps to this Bylaw, or any other land drainage area that the Council by resolution identifies and determines to regulate for land drainage purposes.

c) Replacing the reference to the Interpretation Act 1999 with the Legislation Act 2019 in subclause 5.3. The ~~Interpretation Act 1999~~ Legislation Act 2019 applies to this Bylaw.

d) Rewording of subclause 11.1 to ensure clarity:

No person ~~shall discharge or cause, permit or suffer to be discharged onto a drainage channel or private drain connected therewith, any liquid, gaseous or solid matter which shall be likely to be a nuisance or injurious to health or to the proper care of the drainage channel.~~ may –

(a) Widen or deepen; or
(b) Stop or obstruct; or
(c) Alter the course of; or
(d) In any way interfere with,

Any drainage channel or associated works without the prior written approval of Council.

e) Addition of wording to subclause 13.2 to ensure clarity:

No person shall remove, change or construct any culvert, bridge or crossing in upon or over any drainage channel without the prior approval of Council.

f) Rewording of subclause 16.1 to ensure clarity:

~~Council, members, officers, workmen or agents~~ An enforcement officer or authorised person shall have the power, right, and authority to inspect any installation set up for the withdrawal or diversion of water from any drainage channel, whether authorised or not and the Council

may direct any alteration or improvement to or replacement of such installation or request its removal or demolition at any time.

g) Rewording of subclause 17.1 to ensure clarity:

No person, whether on private land or not, shall obstruct any ~~member, appointee, employee or agent of Council~~ enforcement officer or authorised person, with or without drain cleaning machinery or plant, in the performance of anything which such member, appointee, employee or agent is or may be required to do in the discharge of their duties.

h) An addition to clause 20. Land Drainage Areas:

20. Land Drainage Areas

20.1 The provisions of this Bylaw do not remove the need for any resource or other consents required under the Resource Management Act 1991, Building Act 2004. Where consents are required under this chapter of this Bylaw and other acts or regulations, all shall be lodged with the Council at the same time.

i) Maps have been created from new maps created by our GIS team to increase accuracy from previous maps (see attachment 2). Maps that show the properties charged drainage area rate are also within this schedule. These will be added to a separate Schedule as:

Schedule 1: Land Drainage Maps.

New Zealand Bill of Rights Act 1990 preliminary assessment

The review found that the Bylaw does not give rise to implications under the New Zealand Bill of Rights Act 1990. However, a full assessment of the impact of the bylaw on these rights cannot be made until the content of the bylaw is finalised.

Proposal for consultation

The amended Land Drainage Bylaw will be made under section 145 and 146 of the Local Government Act 2002. Under section 156 of the Local Government Act 2002 Council must consult using either the special consultative procedure or the requirements in section 82 of the Local Government Act.

Under the Council's Significance and Engagement Policy, the new bylaw does not meet the threshold for requiring the special consultative procedure as the new bylaw:

- does not involve the transfer of a strategic asset
- will not incur unbudgeted financial impacts
- will not have a significant impact on Māori, the public, or level of service as the new bylaw will have the same effect as the current bylaw.

Therefore, consultation needs to comply with section 82 of the Local Government Act 2002.

Section 82A of the Local Government Act 2002 sets out the requirements for information to be made available for consultation. Those requirements are to provide:

- the proposal and the reasons for the proposal
- an analysis of the reasonably practicable options, including the proposal
- a draft of the proposed bylaw

Council staff have prepared a proposal document that meets the requirements of section 82A. The proposal document is in Attachment 4.

Consultation process

Section 82 of the Local Government Act 2002 does not stipulate a minimum length of time for consultation but requires the Council, to give people "a reasonable opportunity" to present their views on the proposed bylaw. A consultation period of at least four weeks is considered best practice. Therefore, Council staff recommend consultation to open on 01 August 2025 and close on 29 August 2025 which is a period of four weeks.

Council staff recommend people be encouraged to present their views by making comments or submissions via the Council's website. A submission form will be provided for download on the website for people to print and use to make written submissions either by post or delivery to Council offices. A small number of printed copies of the proposal document and submission form will be made available at Council offices for people to use if they are not able to print the documents themselves. A link to the webpage for making submissions will be emailed to the Council's "subscribers" database and publicised on the Council's social media pages.

The proposed new bylaw is likely to be of interest to the public and Council staff expect that there will be requests to present submissions orally to elected members. The date for the oral presentations of submissions, if required, has been set for 03 September 2025.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The Local Government Act 2002 requires that Council consult when amending a bylaw. A proposal for an amended Land Drainage Bylaw, including a draft of the Bylaw, is in Attachment 4.

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

The operational costs of consultation are expected to be minimal (less than $1,000 plus staff time and resources) and will be met from within existing budgets.

ĀPITIHANGA / ATTACHMENTS

1. **Proposed Amended Land Drainage Bylaw 2019 - 2025 - A5253561** ⇩
2. **Proposed Schedule 1 Land Drainage Maps - Land Drainage Bylaw 2019 - July 2025 - A5253557** ⇩
3. **Proposed Tracked changes - Land Drainage Bylaw 2019 - July 2025 - A5253559** ⇩
4. **Proposal - Land Drainage Bylaw 2019 - July 2025 - A5253555** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	In line with the Significance and Engagement Policy, the recommendation to continue the Land Drainage Bylaw with amendment will have little effect on the financial thresholds, ratepayers, specific demographics, or levels of service. The recommendation is consistent with existing plans and policies. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	• Land Drainage Bylaw 2019 • Local Government Act 2002 • New Zealand Bill of Rights Act 1990 • Far North District Council – Te Pae Ata – Three-Year Long-Term Plan 2024-2027 (Section 7 – Wai Ua me Hapuwai Stormwater and Drainage) • Land Drainage Act 1908 • Interpretation Act 1999 • Legislation Act 2019 • Resource Management Act 1991
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 issue has relevance within Te Hiku Ward. Engagement has been undertaken with Te Hiku Community Board to further understand the issues and problems relating to Land Drainage.
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.	Māori are kaitiaki of the land and are therefore an important voice in issues of Land Drainage. Māori will be given an opportunity to present their views and preferences as part of the consultation process.
Identify persons likely to be affected by or have an interest in the matter, and	All interested parties will be given an opportunity to share their views and preferences including Te Hiku

how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Community Board, the Land Drainage Board, Land Drainage Committees, affected landowners, Infrastructure Group subject matter experts, and iwi/ hapū.
State the financial implications and where budgetary provisions have been made to support this decision.	The operational costs for amending the Bylaw is expected to be minimal (less than $1000 plus staff time and resources) and will be met by existing operational budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Far North
District Council
Te Kaunihera o Tai Tokerau ki te Raki
LAND DRAINAGE
BYLAW
2019

1. Title

This Bylaw is the Land Drainage Bylaw 2019

2. Commencement

This Bylaw comes into force on the 7th day of October 2019.

3. Application

This Bylaw applies to land drainage areas in the Far North District as identified in Schedule 1 of this Bylaw.

4. Purpose

4.1 The purpose of this Bylaw is to regulate land drainage assets within land drainage areas identified in schedules to this Bylaw.

4.2 This Bylaw is made by the Far North District Council pursuant to section 145 and section 146(b)(iv) of the Local Government Act 2002, Part 29 of the Local Government Act 1974, the Land Drainage Act 1908, and every other enabling power and authority.

4.3 Note that this bylaw does not remove the need for any necessary resource consents (under the Resource Management Act 1991) from the Northland Regional Council.

5. Interpretation

5.1 In this Bylaw, unless the context otherwise requires -

Authorised Person means any person authorised in writing by the Council to act on its behalf.

Council means the Far North District Council. Note that this bylaw does not remove the need for any necessary resource consents (under the Resource Management Act 1991) from the Northland Regional Council.

Drain means that part of a Drainage Channel from the invert to the top of the bank on either side of the invert but does not include the land abutting the top of the banks of the drain.

Drainage Assets refers to land drainage works including drainage channels, stopbanks, flood storage areas, floodgates, overflow channels, channel throttling, and scour protection or riparian planting to throttle flows along waterways, which works are vested in the Council or acquired or constructed or operated under the control of the Council, as described in the attached Schedules and shown on the maps attached to this Bylaw and such other areas as may be included pursuant to the provisions of the Local Government Act 1974, Local Government Act 2002 and Land Drainage Act 1908.

Drainage Channel means every drain, passage or channel on or under the ground through which water flows, continuously or otherwise, and which -

a) Immediately before the commencement of the Bylaw was a drainage channel under the control of the Council; or

b) Is constructed by the Council as a drainage channel after the commencement of this Bylaw; or

c) Is vested in the Council as a drainage channel; -

And includes the land occupied by the drain itself plus all that land abutting each side of the drain to a distance of 3.5 metres from the top of the banks of the drain, but does not include a water race.

Land Drainage Area means a land drainage area identified in Schedule 1: Land Drainage Maps to this Bylaw, or any other land drainage area that the Council by resolution identifies and determines to regulate for land drainage purposes.

Landowner means the owner of any property, or as applied to any land, building, or premises means any person for the time being entitled to receive the rack rent of such land, building, or premises, and where the content so requires or admits the expression shall include the habitant occupier of any such land, building or premises, and where such owner is absent from New Zealand the expression shall include his attorney or agent or any other person acting for him or on his behalf.

Obstruction includes earth, stone, timber and material of all kinds and trees, plants, rubbish, weeds and growths of all kinds.

Person includes a corporation sole, a body corporate, and an unincorporated body.

Private drain means any drain constructed by or vested in a private owner and not managed by Council.

5.2 Any explanatory notes and attachments are for information purposes only and do not form part of this Bylaw.

5.3 The Legislation Act 2019 applies to this Bylaw.

6. Access to and Along Drains

6.1 Without the prior approval of Council and then only subject to such conditions as Council shall impose, no owner of any land on the banks of any drainage channel shall plant or permit to grow any tree, shrub or hedge, or erect or maintain any fence, building, bridge or other construction or make any excavation in such a position as to interfere with or obstruct the free access of Council's workmen or agents, plant or machinery along such drain or to any part thereof, for a distance of 10 metres from the edge of the drain, or such other distance as Council may specify in respect to any drain or part thereof.

6.2 No person shall construct or maintain any road or accessway for the passage of stock, machines or other vehicles along the bank of any drain under the control of Council, within 3.5 metres of the edge of the drain, without having first obtained the prior written approval of Council, which may impose any conditions it thinks fit if such consent is granted.

7. Private Drain Connection

7.1 No landowner shall connect a private drain with a drainage channel or enlarge a connected private drain or branches thereof, or add new branch drains thereto without obtaining the prior written approval of Council.

7.2 Any owner applying for such approval shall submit to Council such plans and specifications as may be required by Council showing the exact location of the private drain and branches (if any) giving details of the length, size and construction and indicating the approximate area to be drained.

7.3 Council may impose such conditions as it thinks fit upon the connection or continuance of the connection of private drains including the payment of a fee to cover the cost of inspection and report to Council relating to any such drain.

8. Obstruction to Flow

8.1 No person shall stop, obstruct, increase or interfere with or divert the flow of water in any drainage channel, without the prior written approval of Council.

8.2 No owner of the land on either side of any drainage channel shall allow, permit, or suffer to grow therein or on the banks thereof any plant growth that may be likely to impede the flow of any water in any drainage channel.

8.3 No owner of the land on either side of any drainage channel shall throw into the drain, or cause, permit or suffer to be thrown or to fall therein any material that may be likely to impede the flow of water in any drainage channel.

8.4 No person shall deposit any debris or rubbish, in or on land in the drainage channel on which, if no such impediment was created, flood water might encroach and cause a nuisance.

8.5 No person shall stop or obstruct any drainage channel or erect any barrier (other than required by law), buildings, structures or alter level or grades of landscapes (e.g. filling), or defence against water in or near any drainage channel; (e.g. fencing not to cause a barrier).

8.6 No person shall allow any private channel or watercourse to become blocked in a way which may endanger or become a hazard or impede the water flow of any drainage channel or watercourse under the control of Council.

8.7 No person shall allow animals, or machines or other vehicles to damage drainage assets. Grazing cattle are to be kept a minimum distance of 2 metres from any drain.

8.8 Any damage so caused by animals or machines shall be reported immediately to Council and any costs associated with repairing such assets shall be the responsibility of the landowner concerned.

8.9 Any permitted development affecting or likely to affect any drainage channel shall be designed and carried out so as to safely accommodate a 100 year storm flow, and without causing more than minor damage.

9. Removal of Obstructions

9.1 The Council may require the removal of any growth or other obstruction that is, or is likely to obstruct the free flow of any water in any watercourse - and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

10. Alterations to Drainage Channel

10.1 No person shall widen or deepen a drainage channel, or stop or obstruct the same or alter the course thereof or in any way interfere with any drainage channel or associated works or structures without the prior written approval of Council.

11. Pollution and Nuisances

11.1 No person may –

(a) Widen or deepen; or
(b) Stop or obstruct; or
(c) Alter the course of; or
(d) In any way interfere with,

Any drainage channel or associated works with the prior written approval of Council.

11.2 No owner or occupier of the land on either side of a drainage channel or private drain connected therewith, shall permit or suffer any dead stock or animals or any part thereof, to be or remain in any drainage channel or private drain connected therewith.

12. Stopbanks

12.1 No person shall erect or cause or permit to be erected any stopbank, on or along any drainage channel, without the prior written approval of Council and in accordance with such terms and conditions as Council may impose.

12.2 Every owner upon whose land a stopbank adjoining a drainage channel is located, whether for the protection of the land or not, shall not remove it or suffer or permit it to be removed, lowered or breached without the prior written approval of Council.

13. Crossings

13.1 No person shall cross or pass over a drainage channel with any vehicle, or drive any stock or convey any implement or machinery or goods or materials thereover except at crossings appointed by Council.

13.2 No person shall remove, change or construct any culvert, bridge or crossing in upon or over any drainage channel without the prior approval of Council.

13.3 Council may require the owner or owners of properties on which there is a drainage channel, to construct, maintain or renew crossings at places and in such manner approved by Council and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

14. Watering Places

14.1 No owner shall construct in any drainage channel a watering place for stock or maintain or use the same without the prior approval of Council which may impose such conditions for mode of construction and for fencing and otherwise as it decides and such consent may be suspended or revoked at any time.

14.2 The owner or owners of land adjoining watering places shall use and maintain the same so that no damage to the drainage channel can result from their use. In the event of damage Council may call upon the owner or owners responsible to repair the same and in default thereof may do the work and recover the cost thereof from such owner or owners.

15. Damage, Maintenance and Repair

15.1 No person shall injure, destroy, cause damage to or interfere with any dam, reservoir, stopbank, headworks, building or any installation connected with drainage assets, or allow, permit or suffer any stock to damage or destroy the same.

15.2 Where any drainage channel is damaged by stock, or otherwise, Council may require the owner responsible for such damage to repair such drainage channel to the satisfaction of Council and on default thereof may have the necessary repairs executed and recover the costs thereof from the said owner.

16. Inspection

16.1 An enforcement officer or authorised person shall have the power, right, and authority to inspect any installation set up for the withdrawal or diversion of water from any drainage channel, whether authorised or not and the Council may direct any alteration or improvement to or replacement of such installation or request its removal or demolition at any time.

17. Obstruction to Officers

17.1 No person, whether on private land or not, shall obstruct any enforcement officer or authorised person, with or without drain cleaning machinery or plant, in the performance of anything which such member, appointee, employee or agent is or may be required to do in the discharge of their duties.

18. Penalty

18.1 Any person who commits a breach of this Bylaw shall be liable to a fine not exceeding $20,000 and in addition to any penalty imposed for breach of this Bylaw, Council may sue any person for the amount of damage done by them to the drainage assets and for any penalty fine or fee which is prescribed by any statutory enactment whatsoever.

19. Other Requirements

19.1 The provisions of this Bylaw do not remove the need for any resource or other consents required under the Resource Management Act 1991, Building Act 2004. Where consents are required under this chapter of this Bylaw and other acts or regulations, all shall be lodged with the Council at the same time.

20. Land Drainage Areas

20.1 After consultation in accordance with the requirements of section 82 of the Local Government Act 2002 Council may identify any additional area that should be regulated for land drainage purposes and pursuant to a resolution made under section 151(2) of the Local Government Act 2002 add that area to the definition of Land Drainage Area in this Bylaw.

Additional information

The history of the bylaw is for information purposes only and does not form part of this Bylaw.

History of the Bylaw

Action	Commencement
Made	03 October 2019
Reviewed	24 September 2024
Decision to continue with amendment	24 September 2024
Next review	

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

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Schedule 1: Land Drainage Maps

Land Drainage Bylaw 2019

July 2025

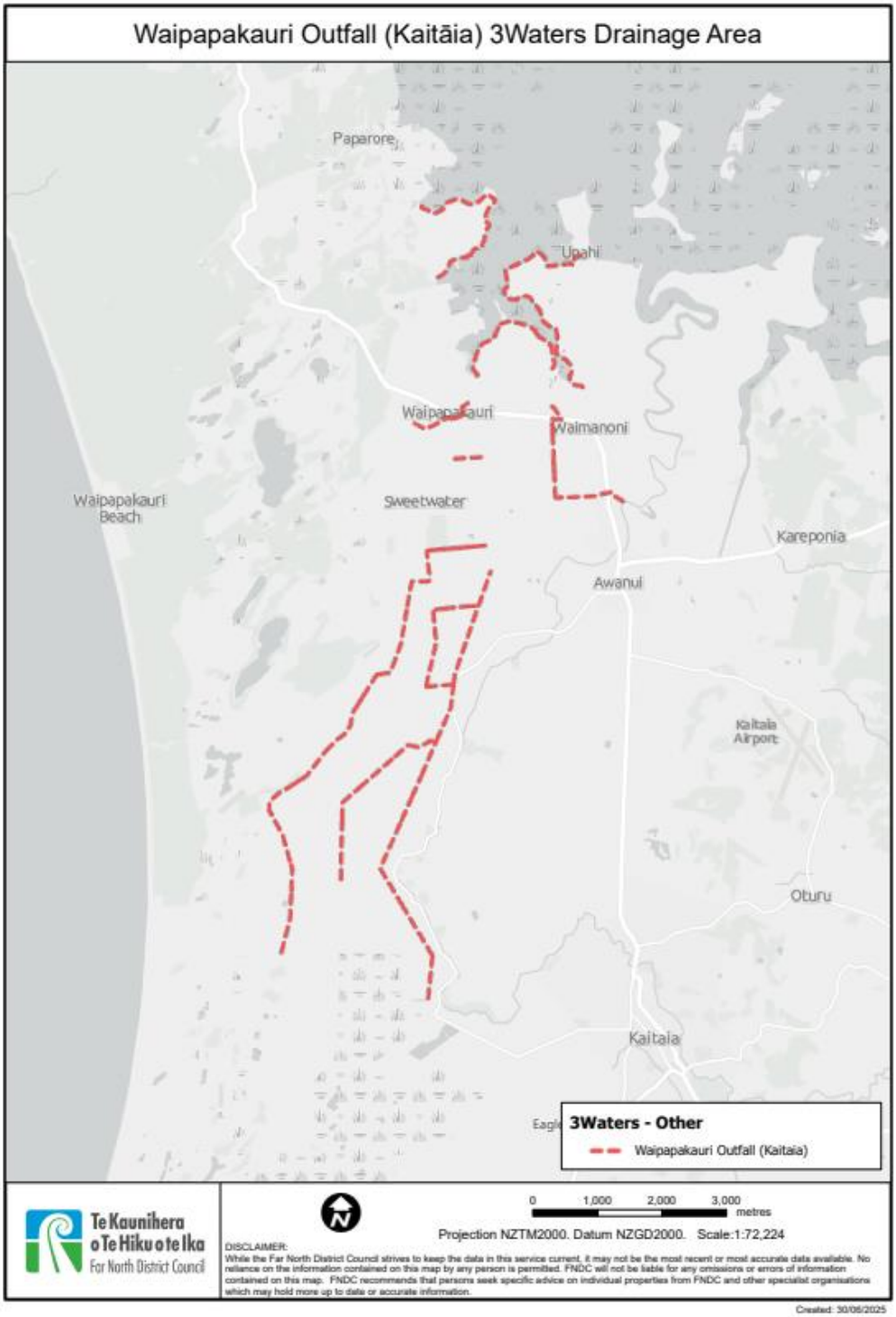
List of Maps

1. 3Waters - Drainage Areas
   - 1.1 Waipapakauri Outfall (Kaitāia)
   - 1.2 Pukepoto Outfall (Kaitāia)
   - 1.3 Motutangi (Northern)
   - 1.4 Lower Awanui (Kaitāia)
   - 1.5 Kaikino (Northern)
   - 1.6 Tangonge (Kaitāia)
   - 1.7 Kaitāia (Kaitāia)
   - 1.8 Waiharara (Northern)
   - 1.9 Puckeys Outfall (Kaitāia)
   - 1.10 Whangatane (Kaitāia)
   - 1.11 Wairoa (Kaitāia)
   - 1.12 All Drainage Areas

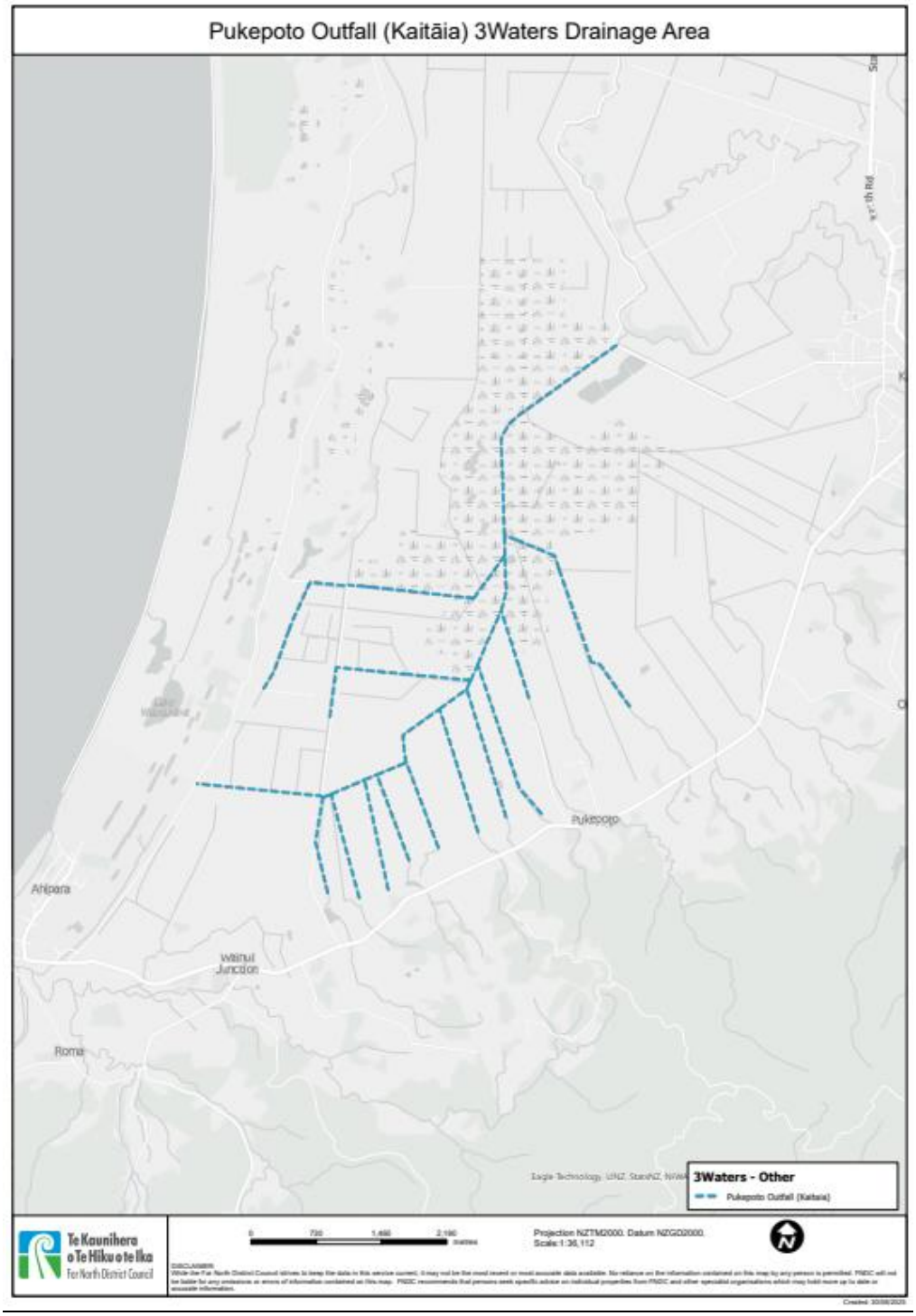
2. Properties Charged Drainage Area Rates (FNDC)
   - 2.1 (06D6A) Kaitāia Drainage Area Rate
   - 2.2 (06D7A) Motutangi A Drainage Area Rate
   - 2.3 (06D7B) Motutangi B Drainage Area Rate
   - 2.4 (06D7C) Motutangi C Drainage Area Rate
   - 2.5 (06D8A) Waiharara A Drainage Area Rate
   - 2.6 (06D8B) Waiharara B Drainage Area Rate
   - 2.7 (06D8C) Waiharara C Drainage Area Rate
   - 2.8 (06D9A) Kaikino A Drainage Area Rate
   - 2.9 (06D9B) Kaikino B Drainage Area Rate
   - 2.10 (06D9C) Kaikino C Drainage Area Rate
   - 2.11 All Properties Charged Drainage Area Rate

1. 3Waters - Drainage Areas

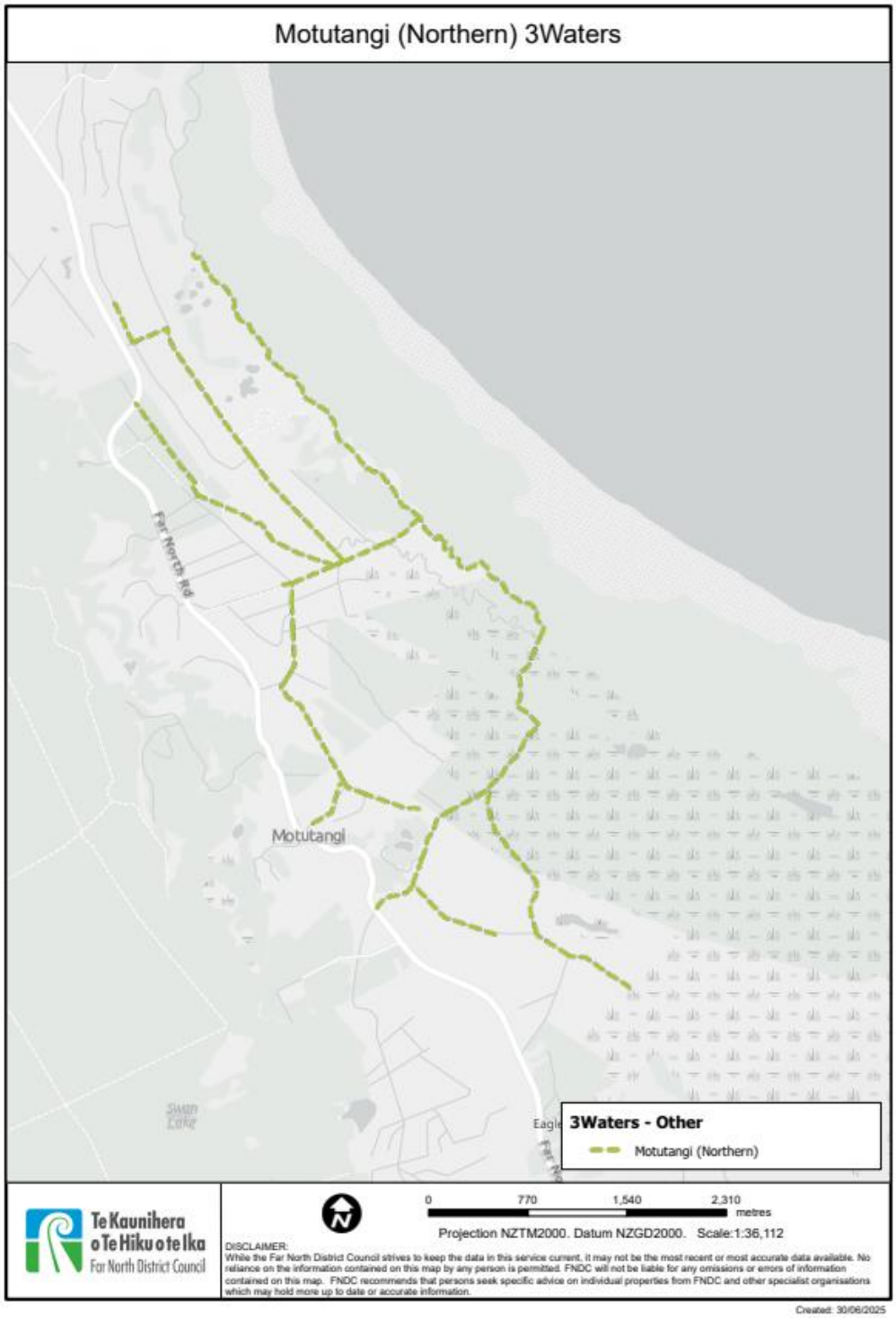
1.1 Waipapakauri Outfall (Kaitāia)



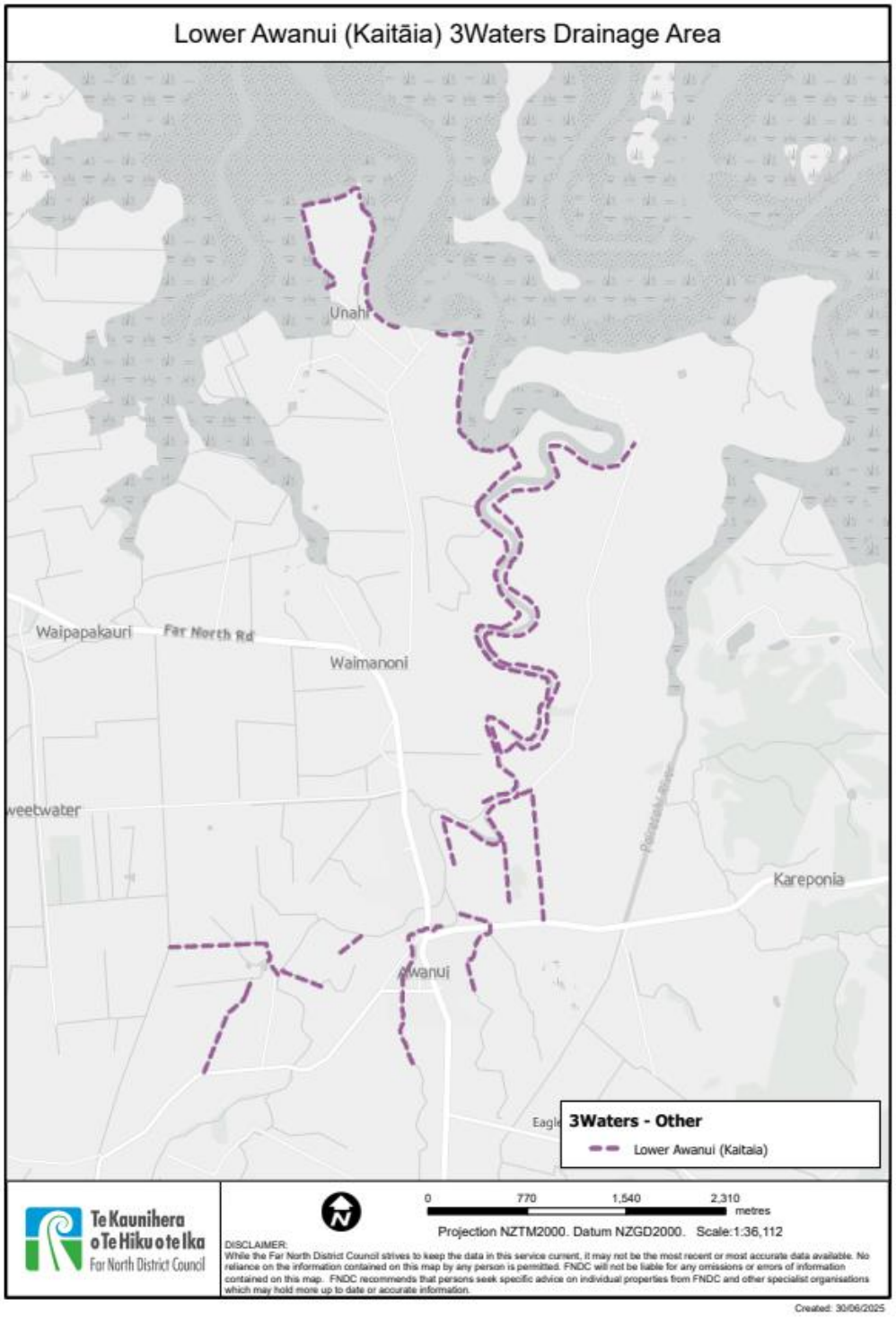
1.2 Pukepoto Outfall (Kaitāia)



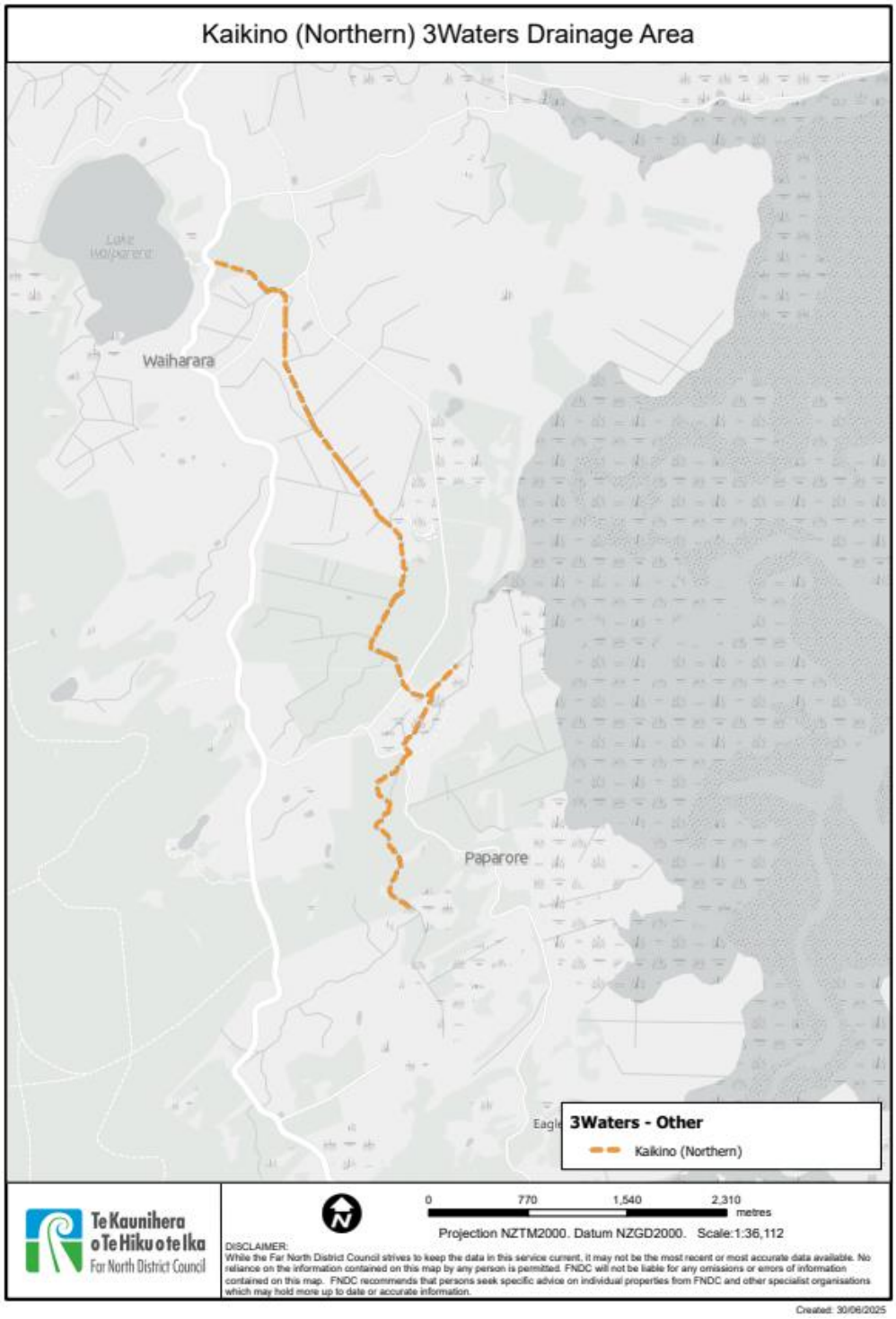
1.3 Motutangi (Northern)



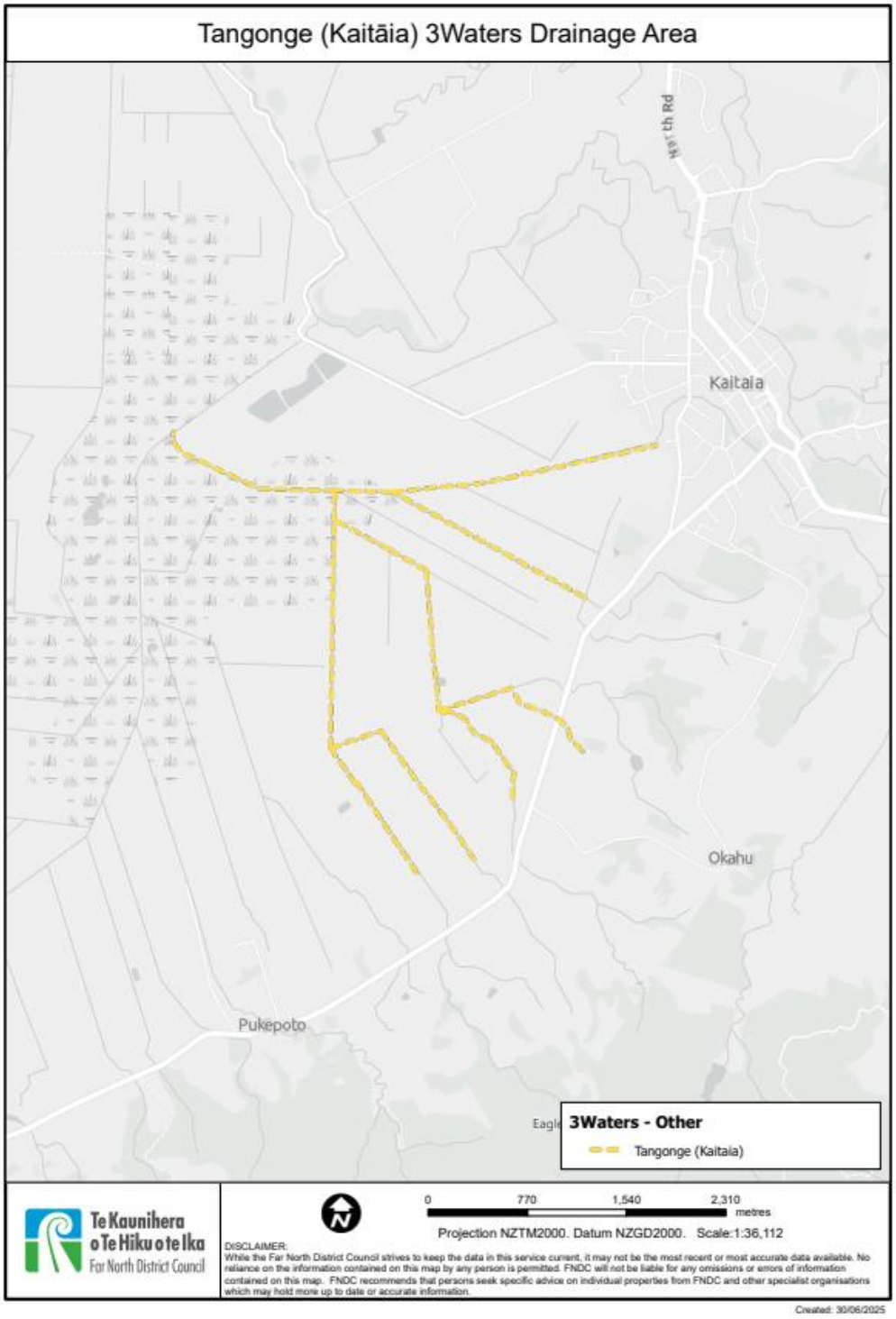
1.4 Lower Awanui (Kaitāia)



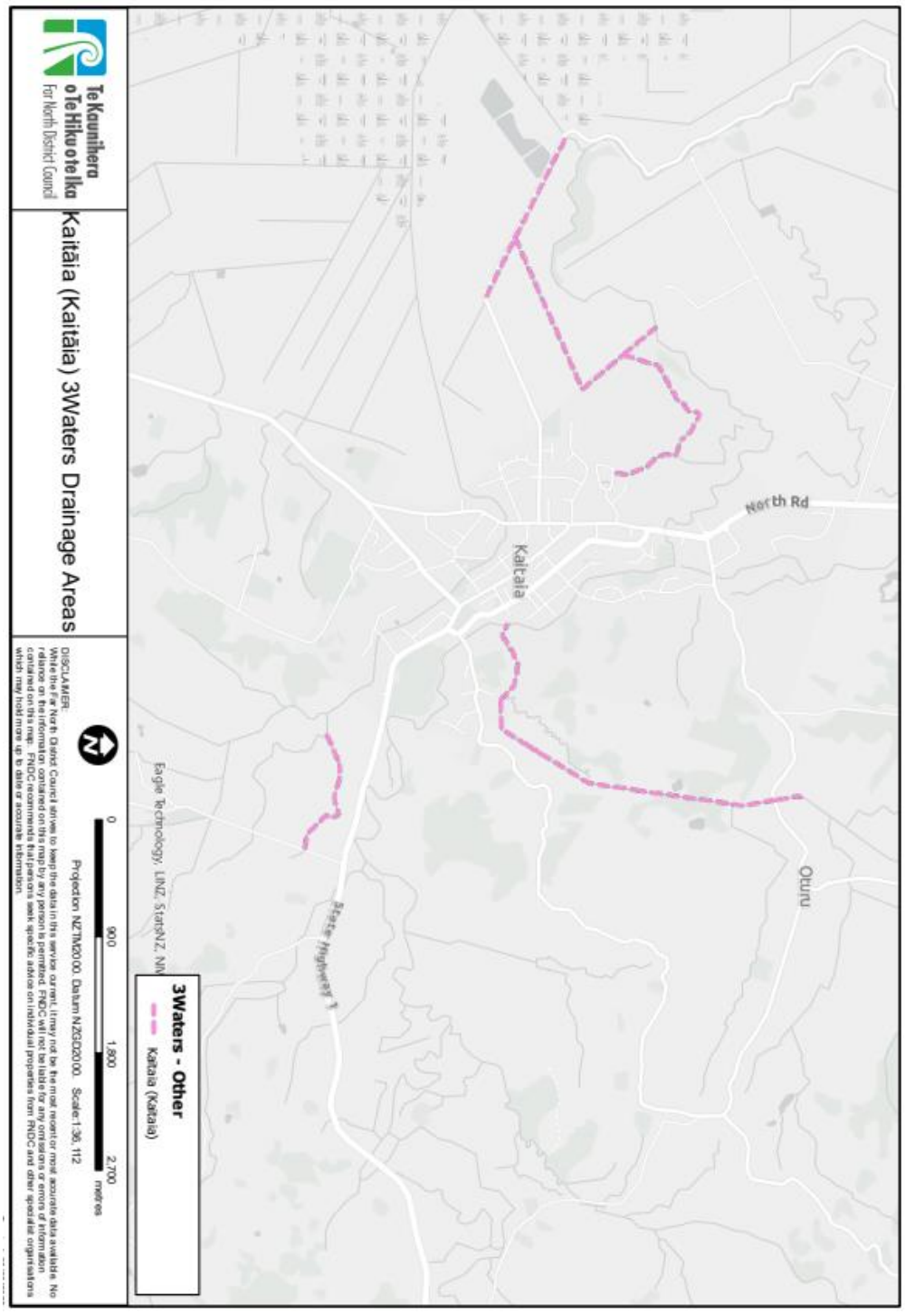
1.5 Kaikino (Northern)



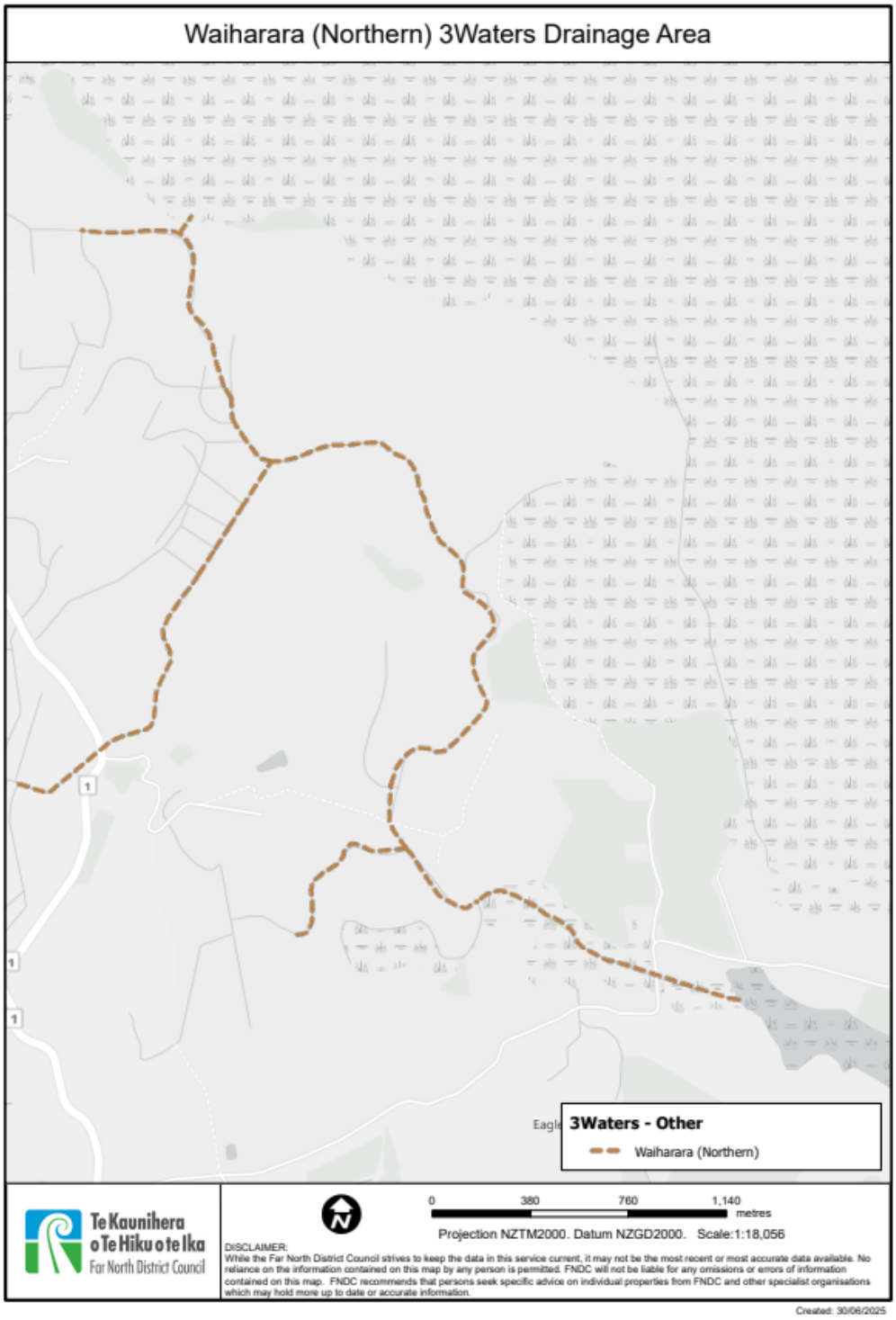
1.6 Tangonge (Kaitāia)



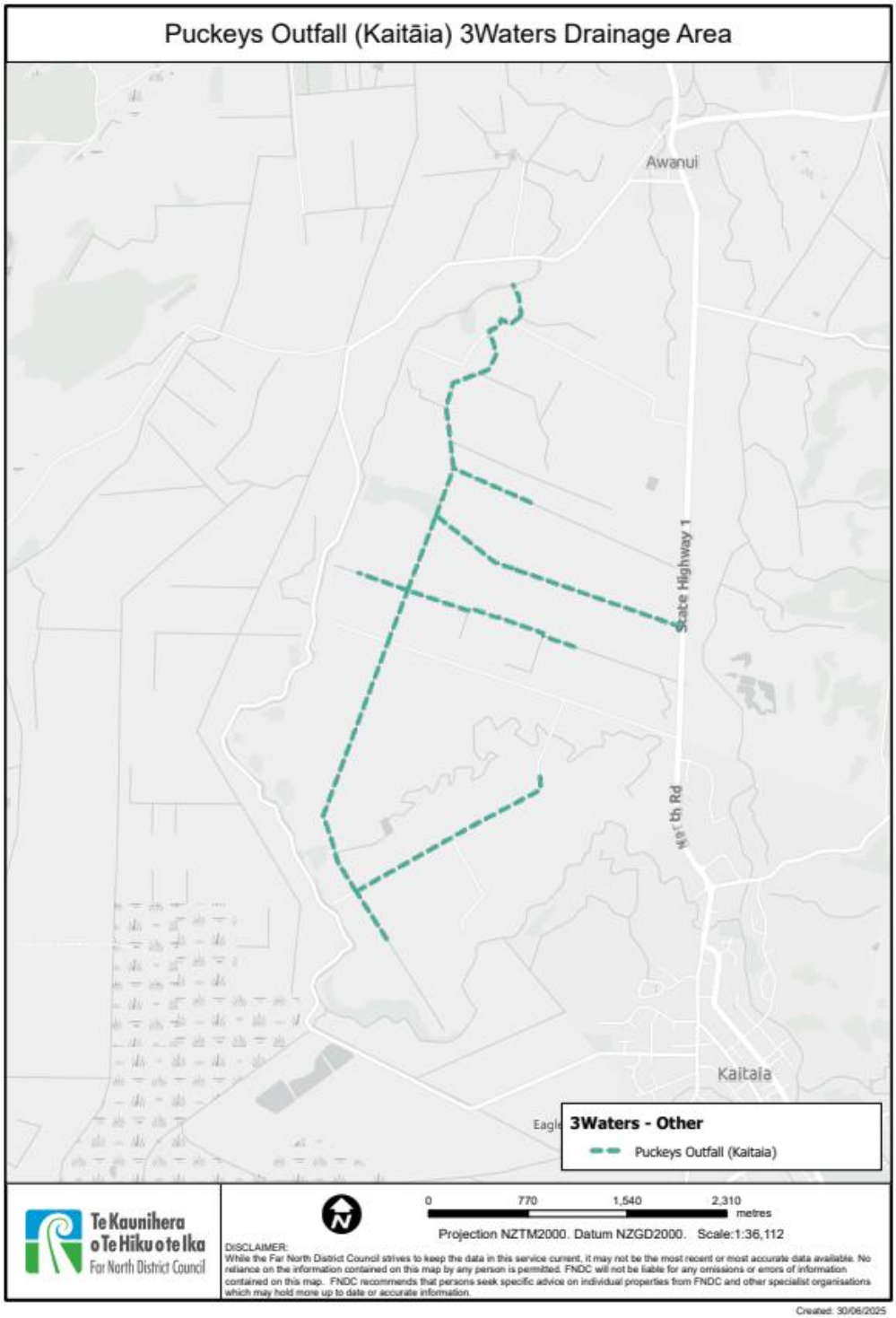
1.7 Kaitāia (Kaitāia)



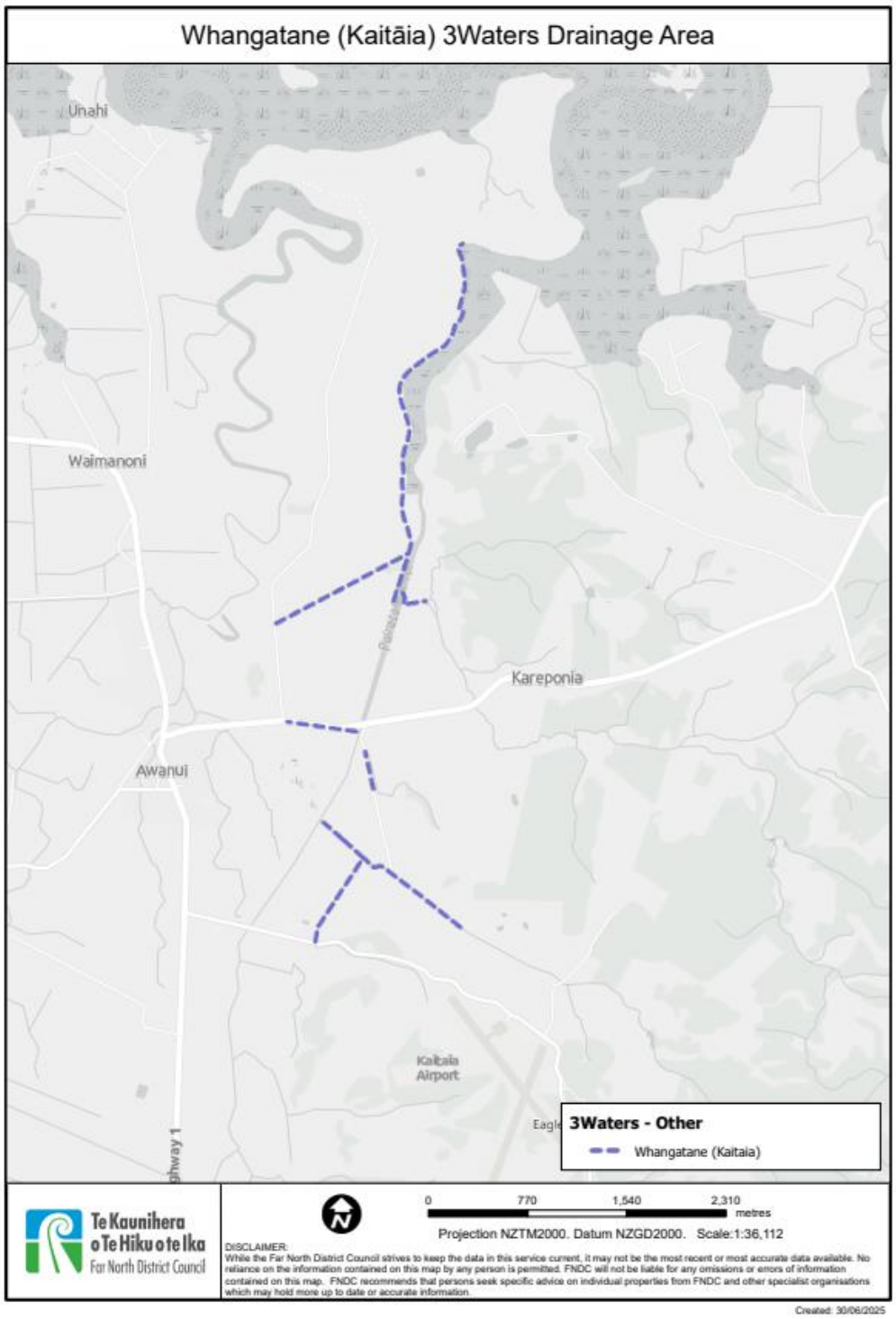
1.8 Waiharara (Northern)



1.9 Puckeys Outfall (Kaitāia)

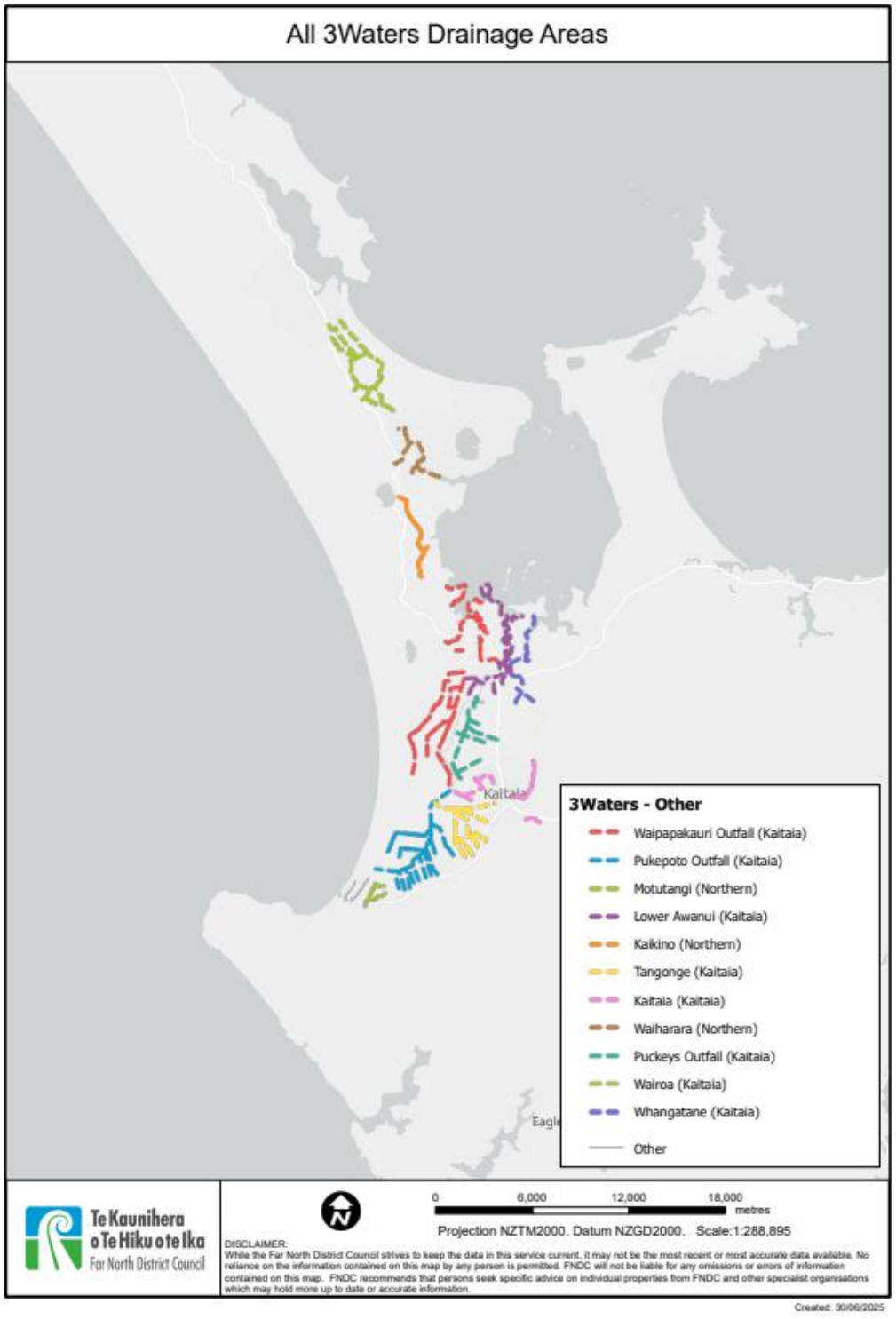


1.10 Whangatane (Kaitāia)



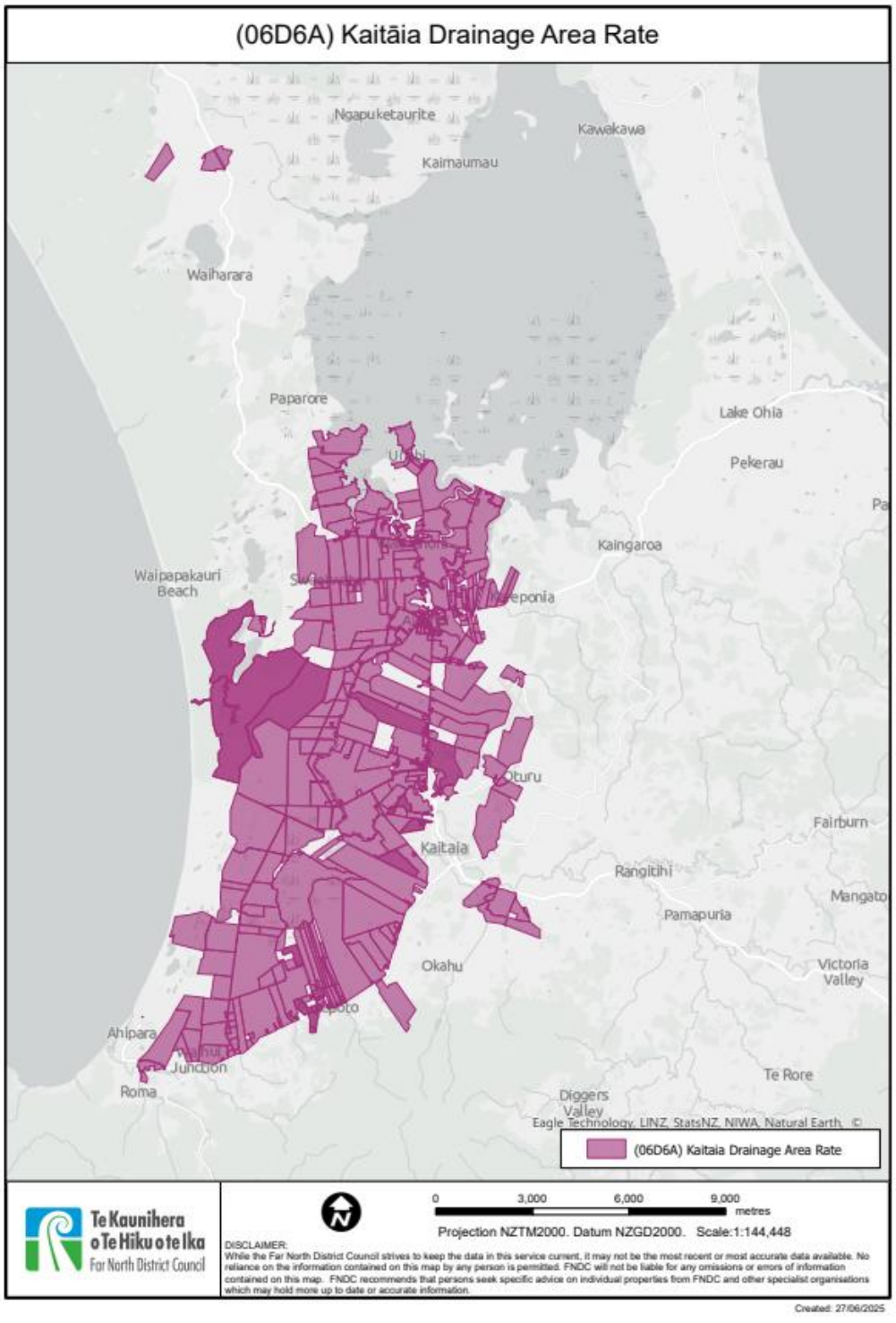
1.11 Wairoa (Kaitāia)

1.12 All Drainage Areas

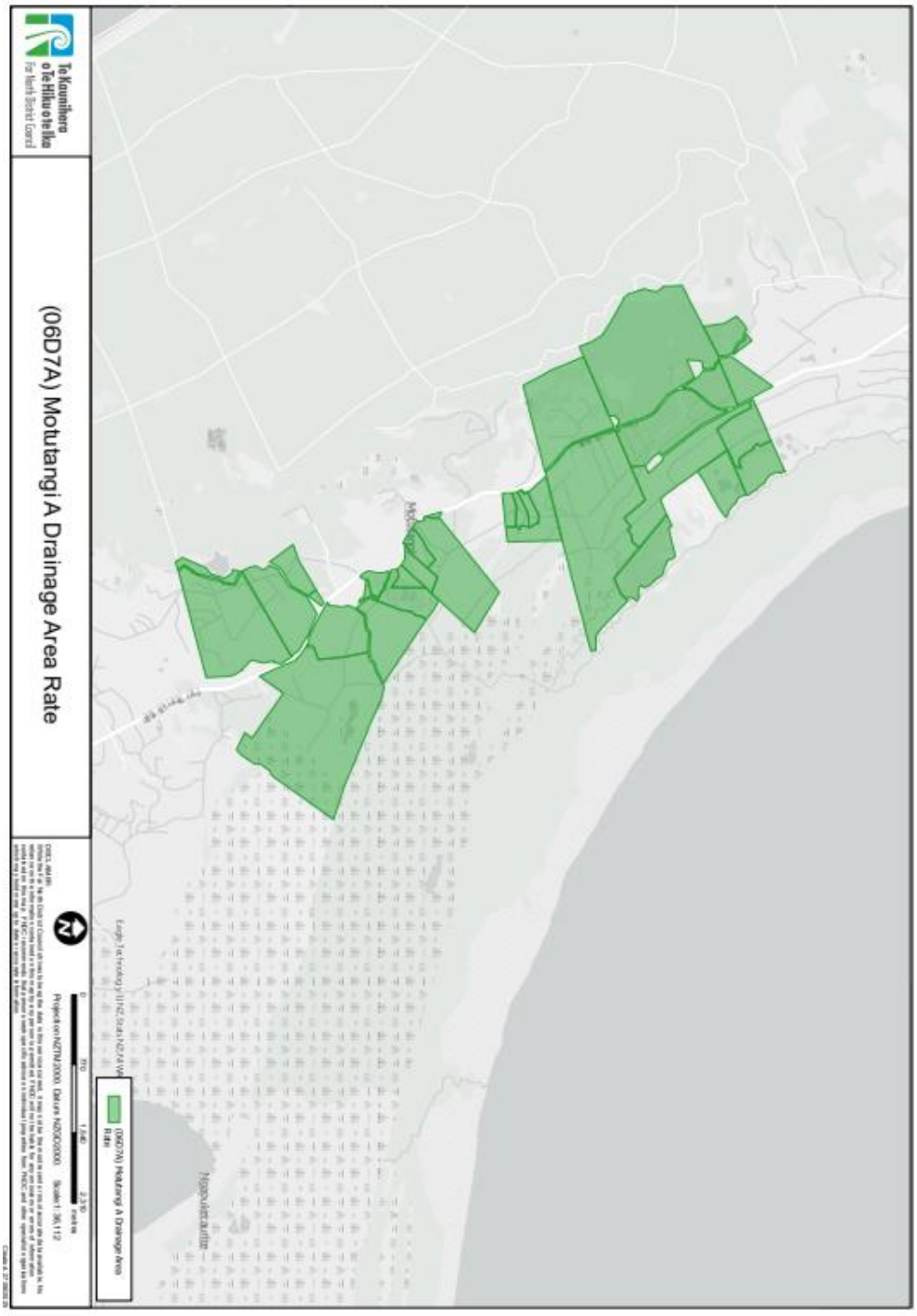


2. Properties Charged Drainage Area Rates (FNDC)

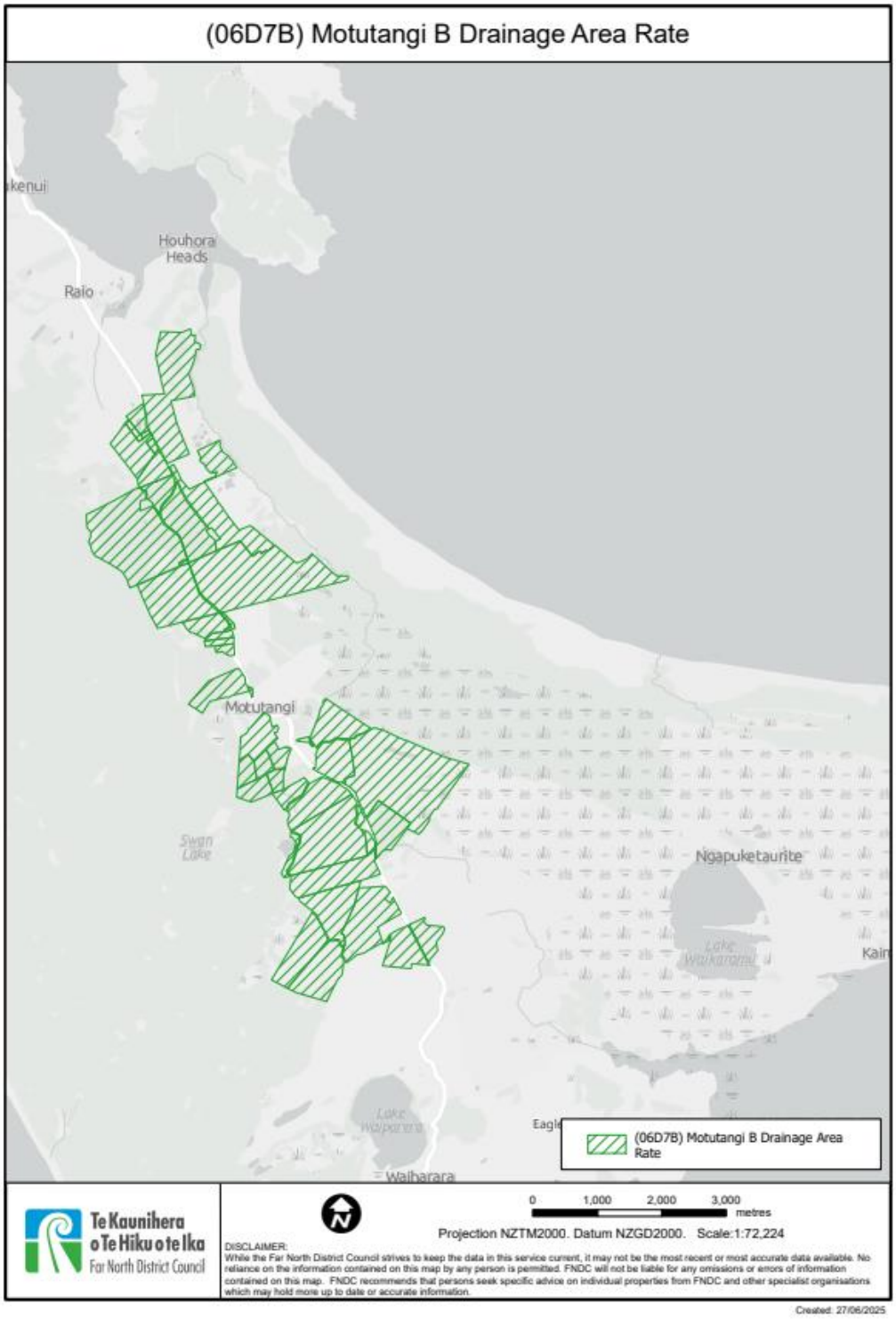
2.1 (06D6A) Kaitāia Drainage Area Rate



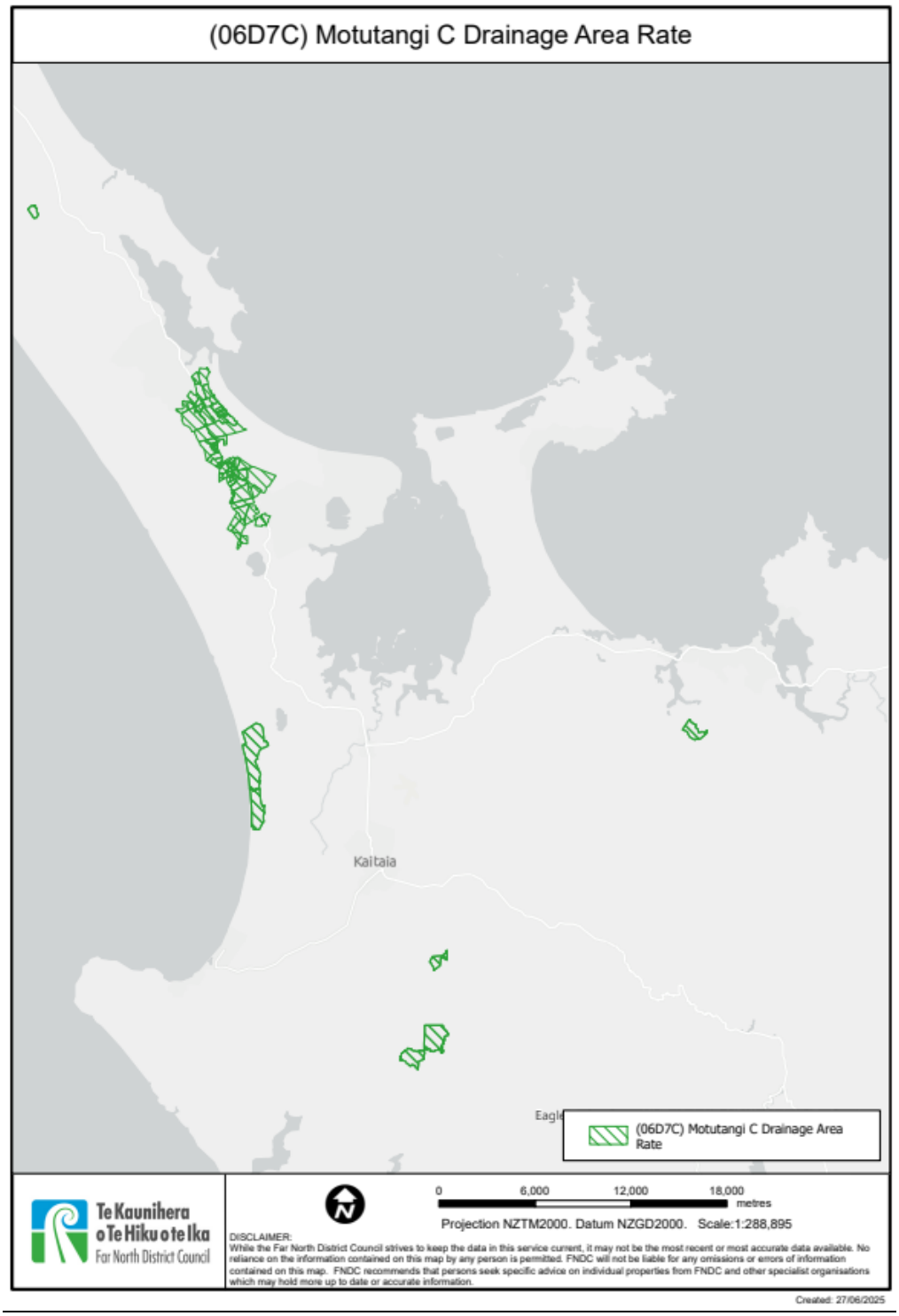
2.2 (06D7A) Motutangi A Drainage Area Rate

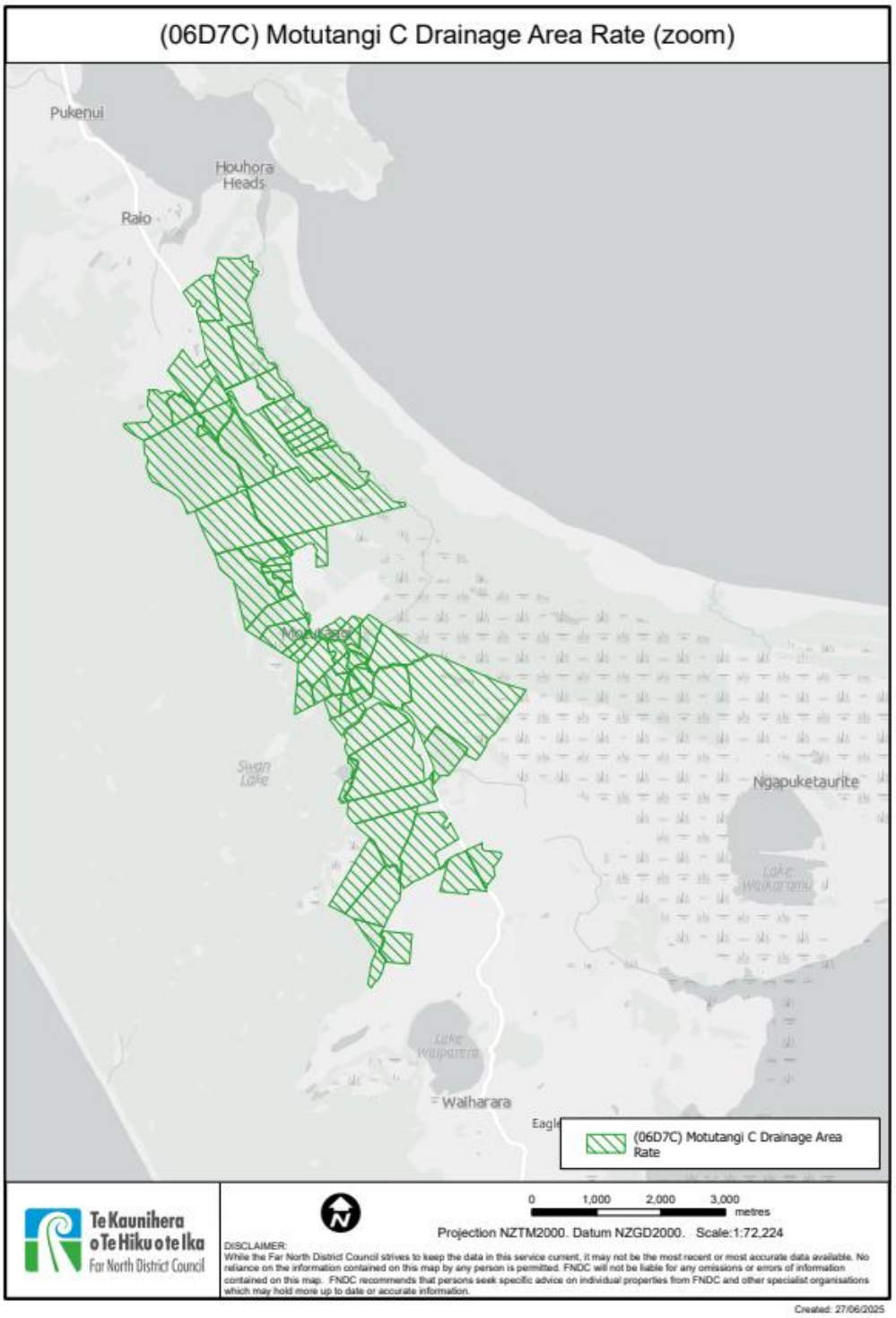


2.3 (06D7B) Motutangi B Drainage Area Rate

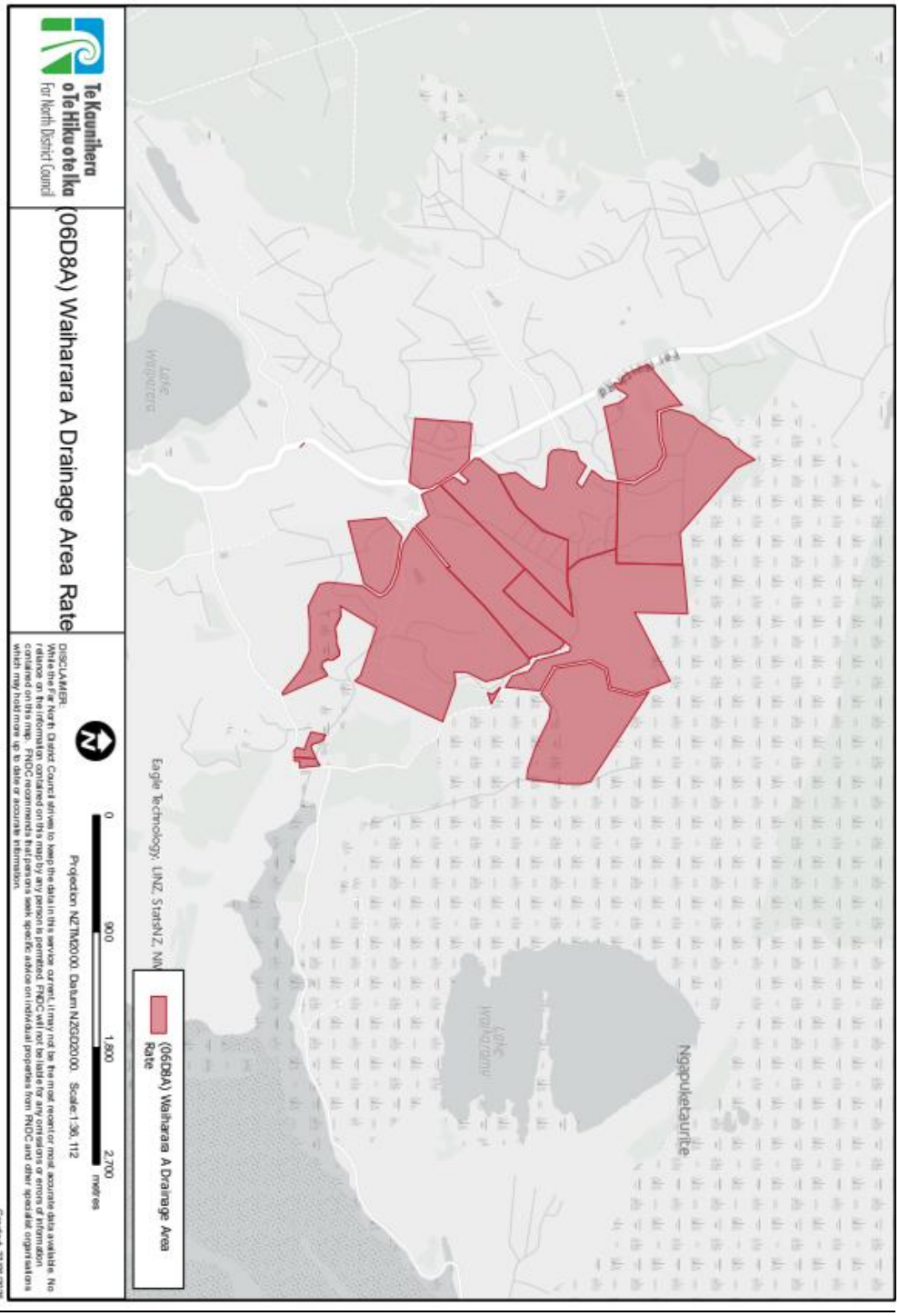


2.4 (06D7C) Motutangi C Drainage Area Rate

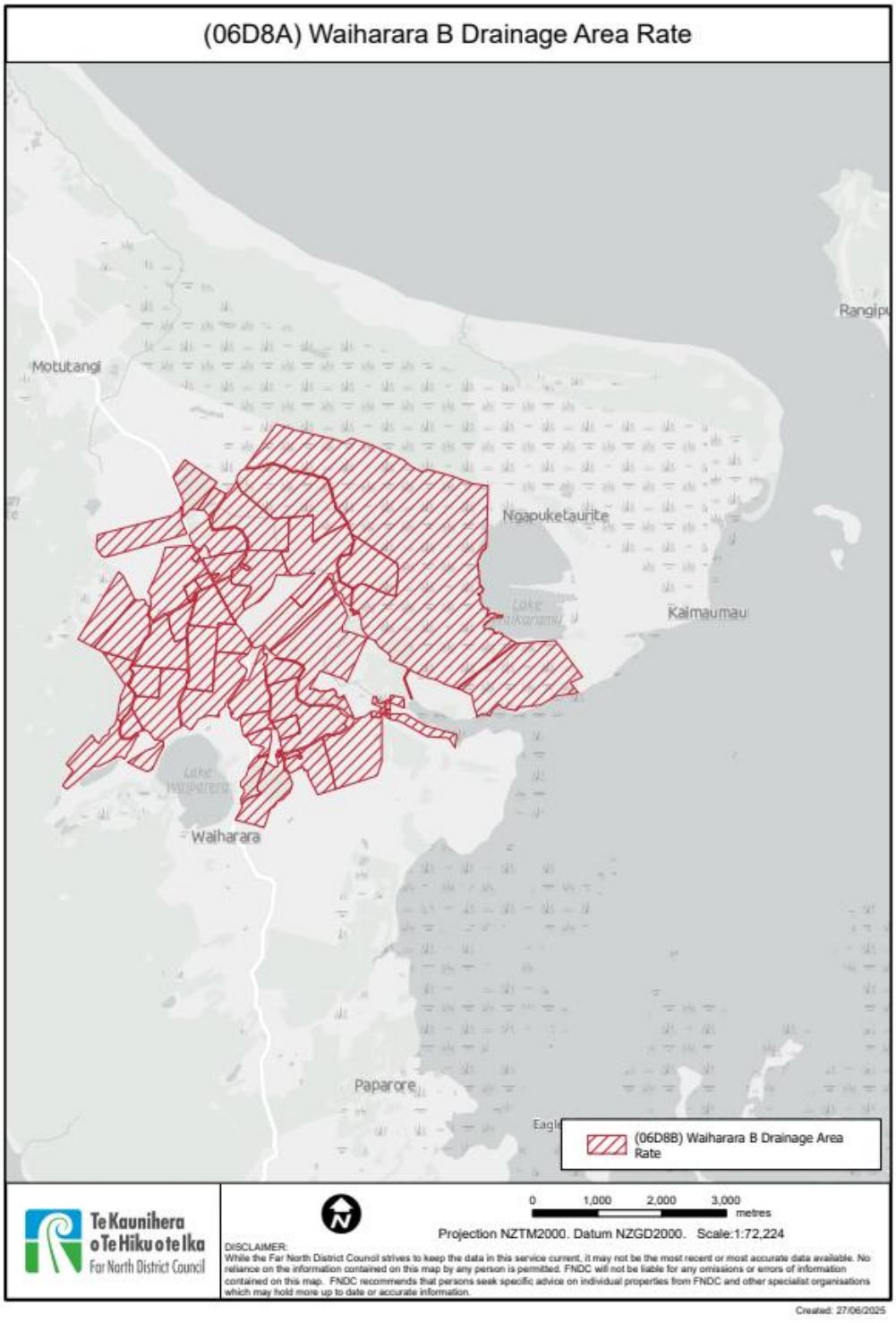



(06D7C) Motutangi C Drainage Area Rate (zoom)
Pukenui
Houhora Heads
Rato
Ngapuketaurite
Waiharara
(06D7C) Motutangi C Drainage Area Rate
Te Kaunihera o Te Hiku o te Ika
Far North District Council
0 1,000 2,000 3,000
metres
Projection NZTM2000. Datum NZGD2000. Scale:1:72,224
DISCLAIMER:
While the Far North District Council strives to keep the data in this service current, it may not be the most recent or most accurate data available. No reliance on the information contained on this map by any person is permitted. FNDC will not be liable for any omissions or errors of information contained on this map. FNDC recommends that persons seek specific advice on individual properties from FNDC and other specialist organisations which may hold more up to date or accurate information.
Created: 27/06/2025

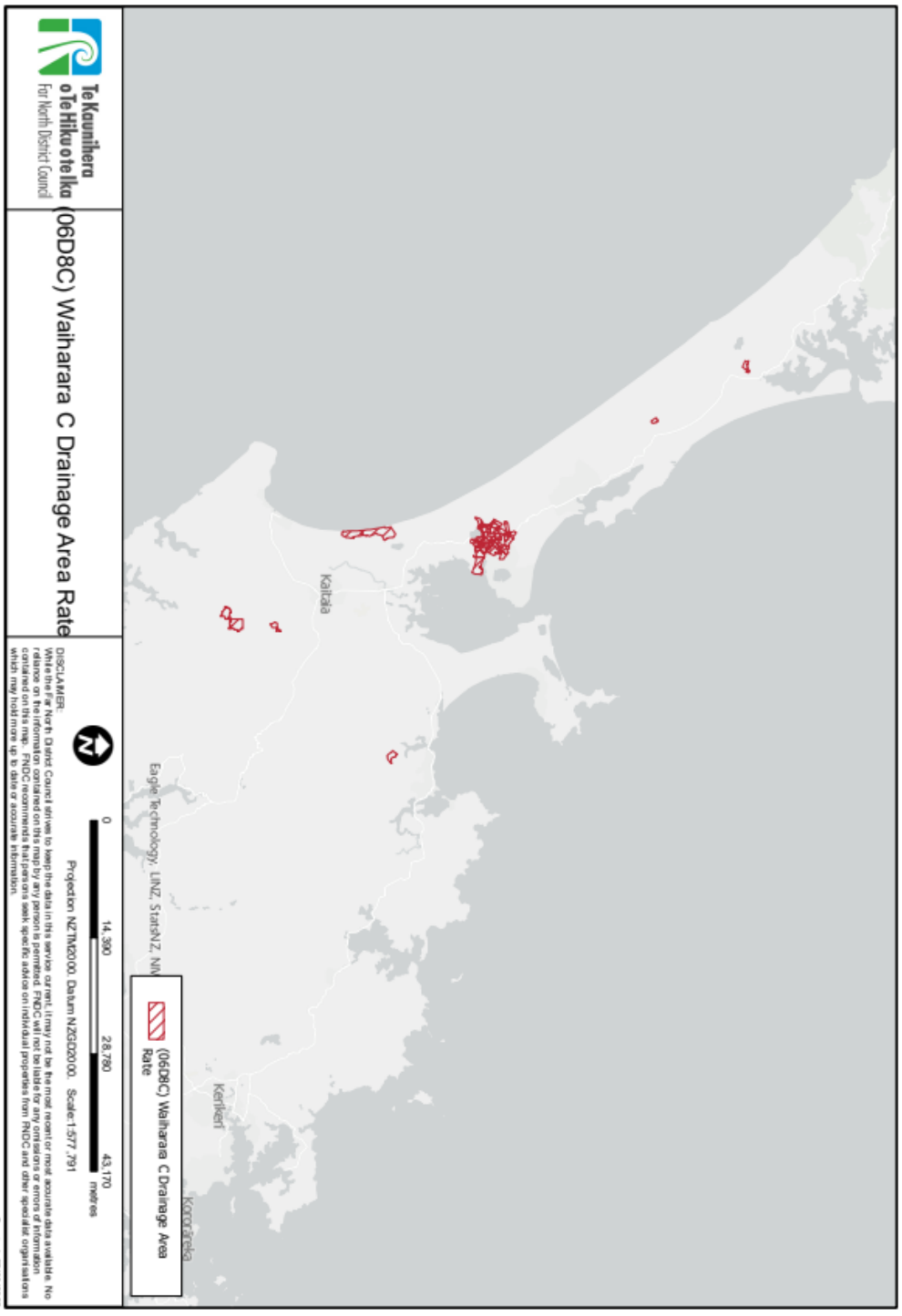
2.5 (06D8A) Waiharara A Drainage Area Rate

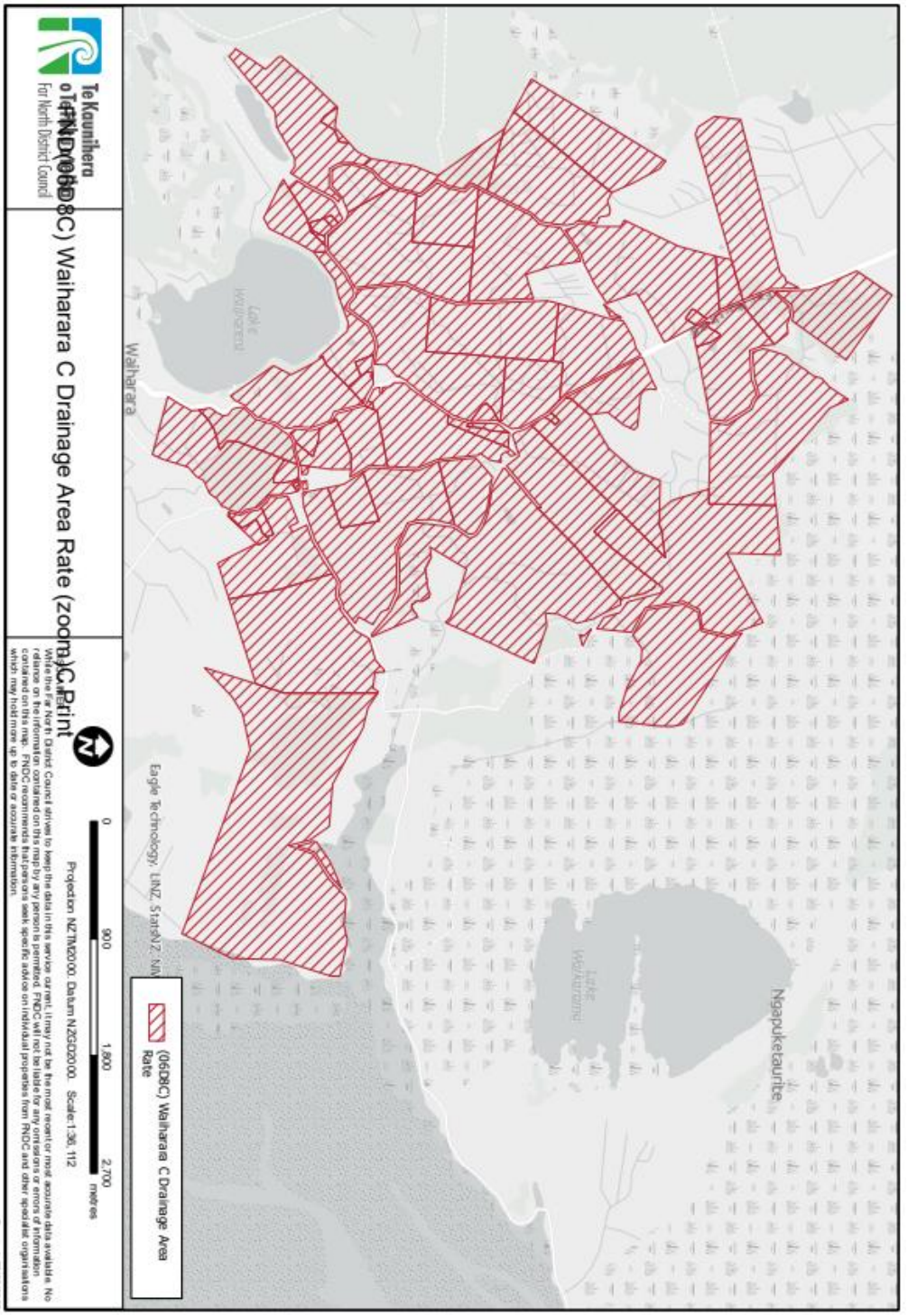


2.6 (06D8B) Waiharara B Drainage Area Rate

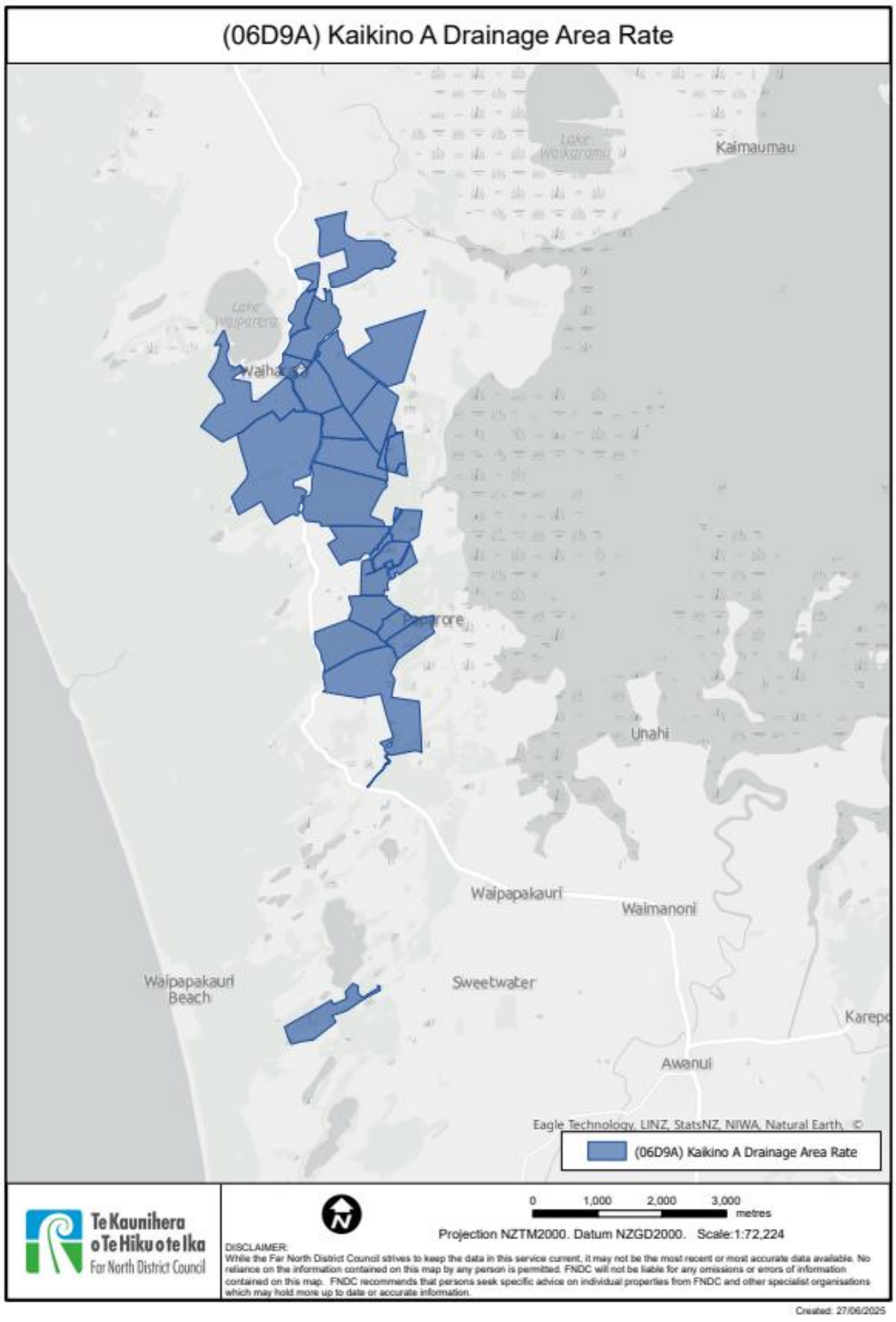


2.7 (06D8C) Waiharara C Drainage Area Rate

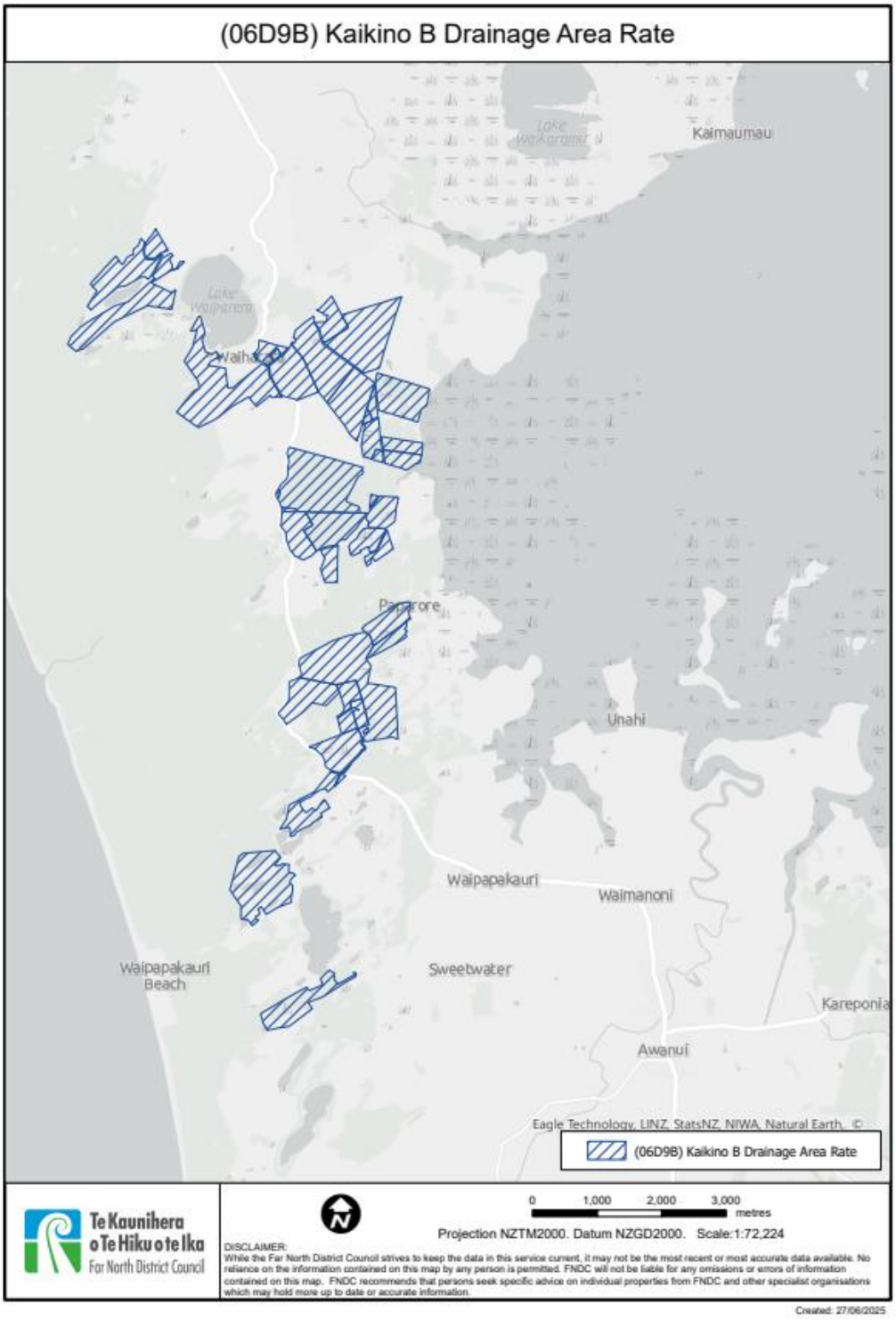



Te Kaunihera o te Takiwā o Te Hiku
Far North District Council
(06DBC) Waiharara C Drainage Area Rate (zoom) C Print
Projection NZTM2000 Datum NZGD2000 Scale 1:36,112
0
900
1,800
2,700
metres
Waiharara
Lake Waiparera
Lake Waiporohita
Ngapuketaurite
Eagle Technology, LINZ, StatsNZ, NIA
(06DBC) Waiharara C Drainage Area Rate
Created 27/08/2025

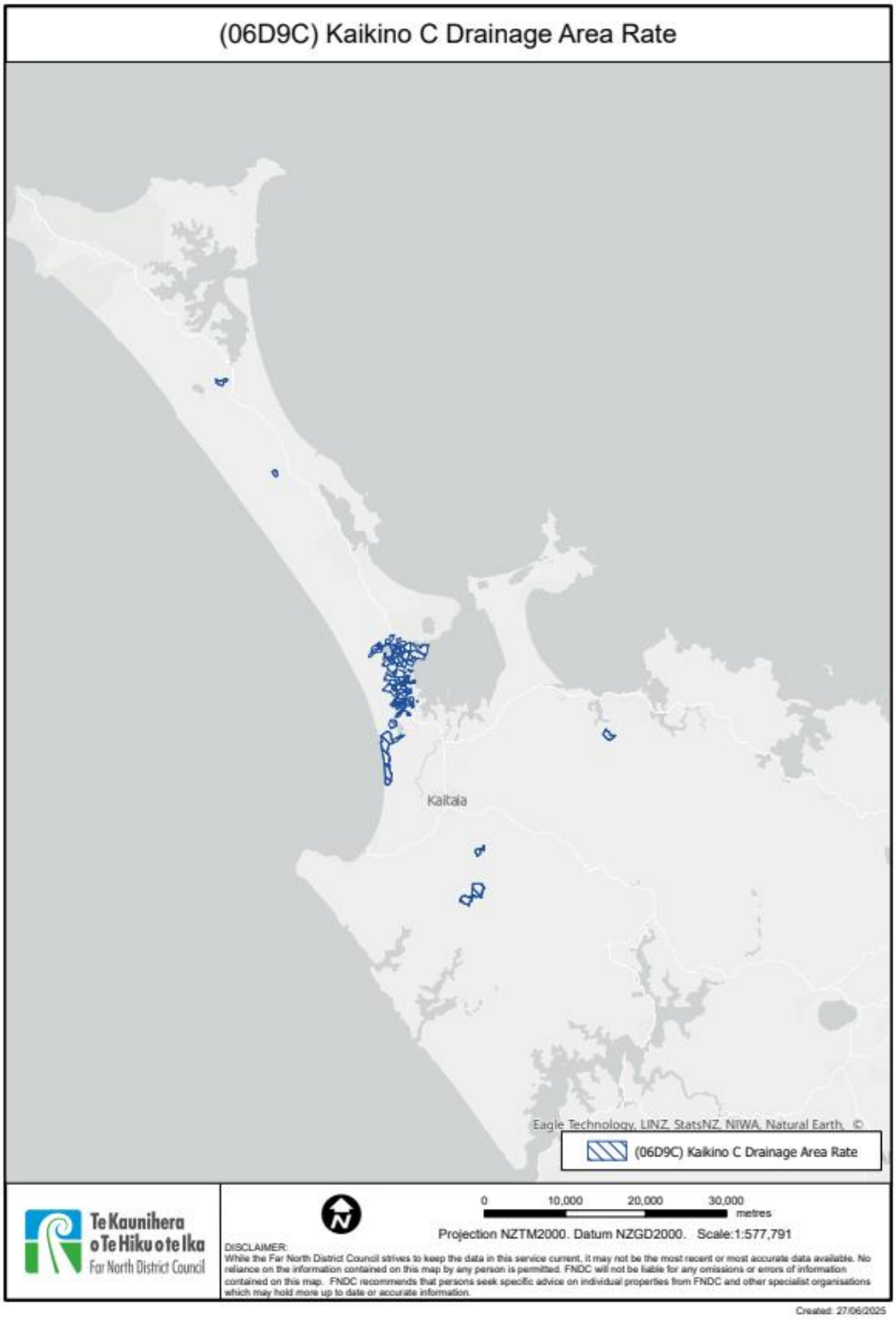
2.8 (06D9A) Kaikino A Drainage Area Rate

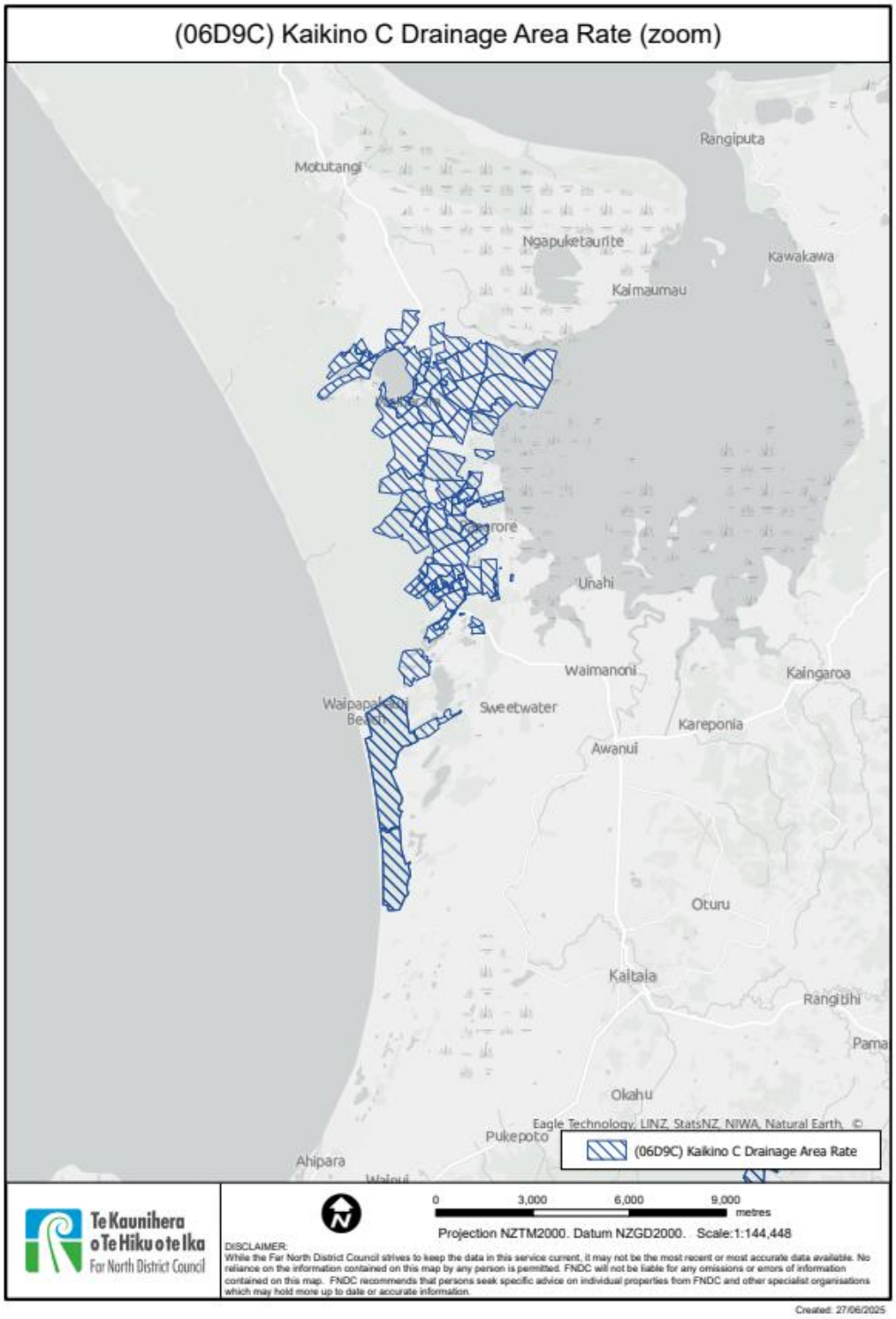


2.9 (06D9B) Kaikino B Drainage Area Rate

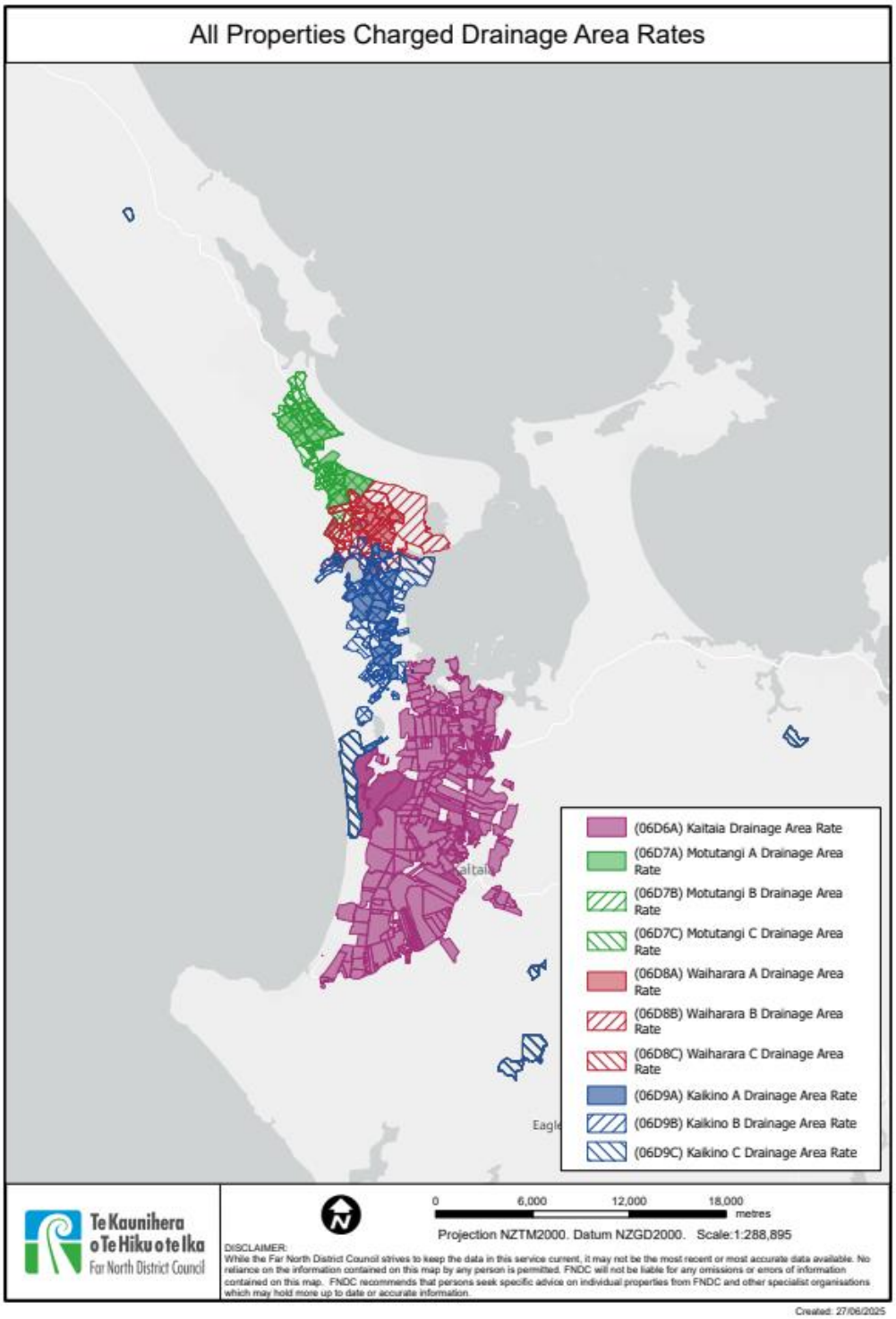


2.10 (06D9C) Kaikino C Drainage Area Rate




(06D9C) Kaikino C Drainage Area Rate (zoom)
Rangiputa
Motutangi
Ngapuketaurite
Kawakawa
Kaimaumau
Unahi
Waimanoni
Kaingaroa
Sweetwater
Kareponia
Awanui
Oturu
Kaitaia
Rangitihi
Pamapuria
Okahu
Pukepoto
Ahipara
Eagle Technology, LINZ, StatsNZ, NIWA, Natural Earth, ©
(06D9C) Kaikino C Drainage Area Rate
0 3,000 6,000 9,000
metres
Projection NZTM2000. Datum NZGD2000. Scale:1:144,448
Te Kaunihera o Te Hiku o te Ika
Far North District Council
DISCLAIMER:
While the Far North District Council strives to keep the data in this service current, it may not be the most recent or most accurate data available. No reliance on the information contained on this map by any person is permitted. FNDC will not be liable for any omissions or errors of information contained on this map. FNDC recommends that persons seek specific advice on individual properties from FNDC and other specialist organisations which may hold more up to date or accurate information.
Created: 27/06/2025

2.11 All Properties Charged Drainage Area Rate



Land Drainage Bylaw 2019

1. Title

This Bylaw is the Land Drainage Bylaw 2019

2. Commencement

This Bylaw comes into force on the 7th day of October 2019.

3. Application

This Bylaw applies to land drainage areas identified in schedules to this Bylaw the Far North District.

4. Purpose

4.1 The purpose of this Bylaw is to regulate land drainage assets within land drainage areas identified in schedules to this Bylaw.
4.2 This Bylaw is made by the Far North District Council pursuant to section 145 and section 146(b)(iv) of the Local Government Act 2002, Part 29 of the Local Government Act 1974, the Land Drainage Act 1908, and every other enabling power and authority.
4.3 Note that this bylaw does not remove the need for any necessary resource consents (under the Resource Management Act 1991) from the Northland Regional Council.

5. Interpretation

5.1 In this Bylaw, unless the context otherwise requires -

Authorised Person means any person authorised in writing by the Council to act on its behalf.

Council means the Far North District Council. Note that this bylaw does not remove the need for any necessary resource consents (under the Resource Management Act 1991) from the Northland Regional Council.

Drain means that part of a Drainage Channel from the invert to the top of the bank on either side of the invert but does not include the land abutting the top of the banks of the drain.

Drainage Assets refers to land drainage works including drainage channels, stopbanks, flood storage areas, floodgates, overflow channels, channel throttling, and scour protection or riparian planting to throttle flows along waterways, which works are vested in the Council or acquired or constructed or operated under the control of the Council, as described in the attached Schedules and shown on the maps attached to this Bylaw and such other areas as may be included pursuant to the provisions of the Local Government Act 1974, Local Government Act 2002 and Land Drainage Act 1908.

Drainage Channel means every drain, passage or channel on or under the ground through which water flows, continuously or otherwise, and which –

a) Immediately before the commencement of the Bylaw was a drainage channel under the control of the Council; or
b) Is constructed by the Council as a drainage channel after the commencement of this Bylaw; or
c) Is vested in the Council as a drainage channel; -

And includes the land occupied by the drain itself plus all that land abutting each side of the drain to a distance of 3.5 metres from the top of the banks of the drain, but does not include a water race.

Land Drainage Area means a land drainage area identified in Schedules in Schedule 1: Land Drainage Maps to this Bylaw, or any other land drainage area that the Council by resolution identifies and determines to regulate for land drainage purposes.

Landowner means the owner of any property, or as applied to any land, building, or premises means any person for the time being entitled to receive the rack rent of such land, building, or premises, and where the content so requires or admits the expression shall include the habitant occupier of any such land, building or premises, and where such owner is absent from New Zealand the expression shall include his attorney or agent or any other person acting for him or on his behalf.

Obstruction includes earth, stone, timber and material of all kinds and trees, plants, rubbish, weeds and growths of all kinds.

Person includes a corporation sole, a body corporate, and an unincorporated body.

Private drain means any drain constructed by or vested in a private owner and not managed by Council.

5.2 Any explanatory notes and attachments are for information purposes only and do not form part of this Bylaw.

5.3 The ~~Interpretation Act 1999~~ Legislation Act 2019 applies to this Bylaw.

6. Access to and Along Drains

6.1 Without the prior approval of Council and then only subject to such conditions as Council shall impose, no owner of any land on the banks of any drainage channel shall plant or permit to grow any tree, shrub or hedge, or erect or maintain any fence, building, bridge or other construction or make any excavation in such a position as to interfere with or obstruct the free access of Council's workmen or agents, plant or machinery along such drain or to any part thereof, for a distance of 10 metres from the edge of the drain, or such other distance as Council may specify in respect to any drain or part thereof.

6.2 No person shall construct or maintain any road or accessway for the passage of stock, machines or other vehicles along the bank of any drain under the control of Council, within 3.5 metres of the edge of the drain, without having first obtained the prior written approval of Council, which may impose any conditions it thinks fit if such consent is granted.

7. Private Drain Connection

7.1 No landowner shall connect a private drain with a drainage channel or enlarge a connected private drain or branches thereof, or add new branch drains thereto without obtaining the prior written approval of Council.

7.2 Any owner applying for such approval shall submit to Council such plans and specifications as may be required by Council showing the exact location of the private drain and branches (if any) giving details of the length, size and construction and indicating the approximate area to be drained.

7.3 Council may impose such conditions as it thinks fit upon the connection or continuance of the connection of private drains including the payment of a fee to cover the cost of inspection and report to Council relating to any such drain.

8. Obstruction to Flow

8.1 No person shall stop, obstruct, increase or interfere with or divert the flow of water in any drainage channel, without the prior written approval of Council.

8.2 No owner of the land on either side of any drainage channel shall allow, permit, or suffer to grow therein or on the banks thereof any plant growth that may be likely to impede the flow of any water in any drainage channel.

8.3 No owner of the land on either side of any drainage channel shall throw into the drain, or cause, permit or suffer to be thrown or to fall therein any material that may be likely to impede the flow of water in any drainage channel.

8.4 No person shall deposit any debris or rubbish, in or on land in the drainage channel on which, if no such impediment was created, flood water might encroach and cause a nuisance.

8.5 No person shall stop or obstruct any drainage channel or erect any barrier (other than required by law), buildings, structures or alter level or grades of landscapes (e.g. filling), or defence against water in or near any drainage channel; (e.g. fencing not to cause a barrier).

8.6 No person shall allow any private channel or watercourse to become blocked in a way which may endanger or become a hazard or impede the water flow of any drainage channel or watercourse under the control of Council.

8.7 No person shall allow animals, or machines or other vehicles to damage drainage assets. Grazing cattle are to be kept a minimum distance of 2 metres from any drain.

8.8 Any damage so caused by animals or machines shall be reported immediately to Council and any costs associated with repairing such assets shall be the responsibility of the landowner concerned.

8.9 Any permitted development affecting or likely to affect any drainage channel shall be designed and carried out so as to safely accommodate a 100 year storm flow, and without causing more than minor damage.

9. Removal of Obstructions

9.1 The Council may require the removal of any growth or other obstruction that is, or is likely to obstruct the free flow of any water in any watercourse - and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

10. Alterations to Drainage Channel

10.1 No person may –

(a) Widen or deepen; or
(b) Stop or obstruct; or
(c) Alter the course of; or
(d) In any way interfere with,

Any drainage channel or associated works without the prior written approval of Council.

~~shall widen or deepen a drainage channel, or stop or obstruct the same or alter the course thereof or in any way interfere with any drainage channel or associated works or structures without the prior written approval of Council.~~

11. Pollution and Nuisances

11.1 No person shall discharge or cause, permit or suffer to be discharged onto a drainage channel or private drain connected therewith, any liquid, gaseous or solid matter which shall be likely to be a nuisance or injurious to health or to the proper care of the drainage channel.

11.2 No owner or occupier of the land on either side of a drainage channel or private drain connected therewith, shall permit or suffer any dead stock or animals or any part thereof, to be or remain in any drainage channel or private drain connected therewith.

12. Stopbanks

12.1 No person shall erect or cause or permit to be erected any stopbank, on or along any drainage channel, without the prior written approval of Council and in accordance with such terms and conditions as Council may impose.

12.2 Every owner upon whose land a stopbank adjoining a drainage channel is located, whether for the protection of the land or not, shall not remove it or suffer or permit it to be removed, lowered or breached without the prior written approval of Council.

13. Crossings

13.1 No person shall cross or pass over a drainage channel with any vehicle, or drive any stock or convey any implement or machinery or goods or materials thereover except at crossings appointed by Council.

13.2 No person shall remove, change or construct any culvert, bridge or crossing in upon or over any drainage channel without the prior approval of Council.

13.3 Council may require the owner or owners of properties on which there is a drainage channel, to construct, maintain or renew crossings at places and in such manner approved by Council and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

14. Watering Places

14.1 No owner shall construct in any drainage channel a watering place for stock or maintain or use the same without the prior approval of Council which may impose such conditions for mode of construction and for fencing and otherwise as it decides and such consent may be suspended or revoked at any time.

14.2 The owner or owners of land adjoining watering places shall use and maintain the same so that no damage to the drainage channel can result from their use. In the event of damage Council may call upon the owner or owners responsible to repair the same and in default thereof may do the work and recover the cost thereof from such owner or owners.

15. Damage, Maintenance and Repair

15.1 No person shall injure, destroy, cause damage to or interfere with any dam, reservoir, stopbank, headworks, building or any installation connected with drainage assets, or allow, permit or suffer any stock to damage or destroy the same.

15.2 Where any drainage channel is damaged by stock, or otherwise, Council may require the owner responsible for such damage to repair such drainage channel to the satisfaction of Council and on default thereof may have the necessary repairs executed and recover the costs thereof from the said owner.

16. Inspection

16.1 ~~Council, members, officers, workmen or agents~~ An enforcement officer or authorised person shall have the power, right, and authority to inspect any installation set up for the withdrawal or diversion of water from any drainage channel, whether authorised or not and the Council may direct any alteration or improvement to or replacement of such installation or request its removal or demolition at any time.

17. Obstruction to Officers

17.1 No person, whether on private land or not, shall obstruct any ~~member, appointee, employee or agent of Council~~ enforcement officer or authorised person, with or without drain cleaning machinery or plant, in the performance of anything which such member, appointee, employee or agent is or may be required to do in the discharge of their duties.

18. Penalty

18.1 Any person who commits a breach of this Bylaw shall be liable to a fine not exceeding $20,000 and in addition to any penalty imposed for breach of this Bylaw, Council may sue any person for the amount of damage done by them to the drainage assets and for any penalty fine or fee which is prescribed by any statutory enactment whatsoever.

19. Other Requirements

19.1 The provisions of this Bylaw do not remove the need for any resource or other consents required under the Resource Management Act 1991, Building Act 2004. Where consents are required under this chapter of this Bylaw and other acts or regulations, all shall be lodged with the Council at the same time.

20. Land Drainage Areas

20.1 After consultation in accordance with the requirements of section 82 of the Local Government Act 2002 Council may identify any additional area that should be regulated for land drainage purposes and pursuant to a resolution made under section 151(2) of the Local Government Act 2002 add that area to the definition of Land Drainage Area in this Bylaw.

~~**Additional information to Land Drainage Bylaw 2019**~~

~~This document is for information purpose only and does not form part of this Bylaw. It contains matters made pursuant to this Bylaw and information to help users to understand, use and maintain this Bylaw.~~

~~The document may be updated at any time.~~

~~**Section 1: History of the bylaw**~~

~~Action~~	~~Description~~	~~Date of decision~~	~~Commencement~~
~~Expire~~	~~The Land Drainage Bylaw 2009 automatically revoked in October 2016.~~	~~16 October 2016~~	~~1 December 2009~~
~~Make~~	~~Land Drainage Bylaw 2019~~	~~3 October 2019~~	~~3 October 2019~~

~~**Section 2: Related documents**~~

~~Document~~	~~Description~~	~~Location~~	~~Date~~
~~*Reports to Council/Committee/Panels*~~			
~~Adoption of Statement of Proposal~~	~~Statement of Proposal including draft Bylaw adoption for public consultation~~	~~Statement of Proposal~~	~~27 June 2019~~
~~Submissions~~	~~Public submissions on the Statement of Proposal~~	~~Submissions~~	~~8 July 2019 – 9 August 2019; Hearing on August 22, 2019~~
~~Deliberatons~~	~~Deliberations on submission issues raised~~		~~3 October 2019~~
~~?~~			

Additional information

The history of the bylaw is for information purposes only and does not form part of this Bylaw.

History of the Bylaw

Action	Commencement
Made	03 October 2019
Reviewed	24 September 2024
Decision to continue with amendment	24 September 2024
Next review	

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

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Land Drainage Bylaw 2019

Proposal

31 July 2025

1 Context

There are four land drainage districts in the Far North, all situated in the Te Hiku Ward: Kaitāia, Motutangi, Waiharara and Kaikino.

The Local Government Act gives Council the power to make bylaws to regulate the use and management of these drainage assets.

On 07 October 2019, the Land Drainage Bylaw 2019 came into place. This Bylaw was reviewed by the Council on 24 September 2024 under Section 158 of the Local Government Act 2002 and the Council decided it should continue with amendment.

Section 82A of the Local Government Act 2002 sets out the requirements for information to be made available for consultation for the proposed amended Land Drainage Bylaw. Those requirements are to provide:

- the proposal and the reasons for the proposal
- an analysis of the reasonably practicable options, including the proposal
- a draft of the proposed amended Bylaw.

2 The proposal

The Council proposes to amend the Land Drainage Bylaw 2019 under sections 145 and 146 of the Local Government Act 2002 to:

- ensure Council access to drainage channels
- address connections of private drains to drainage channels
- ensure drainage channels are not obstructed or altered
- regulate stopbanks, crossings, and watering places
- cover damage, maintenance and repair to drainage assets, inspections, obstruction of officers, and penalties for breaching the Bylaw.

3 Reasons for the proposal

Problems to be addressed
The problem stated when the Bylaw was made is that improperly managed and maintained land drainage assets can impact negatively on adjoining properties. This included:

a) The unsafe and inefficient creation, operation, maintenance and renewal of the land drainage network;

b) Improper hazard management to prevent or minimise flooding and erosion, minimise adverse effects on the local environment particularly freshwater ecological systems quality, and not assisting in maintaining water quality;

c) Lack of protection of Council land drainage assets, for example, by not setting out acceptable types of connection to land drainage networks;

d) Risks to the health and safety of council employees.

Review findings
Council staff identified that improperly managed and maintained land drainage assets can still impact negatively on adjoining properties.

The review identified that a bylaw is still the most appropriate way to address problems relating to the land drainage network.

The review also identified that the form of the Bylaw is not appropriate, with amendments required to provide greater certainty:

- the Bylaw should not refer to the Interpretation Act 1999, which was replaced by the Legislation Act 2019;
- maps of the drainage districts should be included in a Schedule to the Bylaw with accompanying provisions in the Bylaw applying to this Schedule (e.g. the maps in the Schedule may be amended by resolution of Council);
- while the provisions in the Bylaw appear fit for purpose, engagement and consultation with key stakeholders may identify further changes to the Bylaw.

The review found that the Bylaw does not give rise to implications under the New Zealand Bill of Rights Act 1990. However, a full assessment will need to be conducted following any possible amendments.

4 Analysis of the reasonably practicable options

Option One: Continue the Bylaw without amendment
The current Bylaw stays in force with no changes.

Advantages:

- Regulation of land drainage assets will continue.

Disadvantages

- Bylaw will not be as certain (clear) as it could be.

Option Two: Continue the Bylaw with amendment (recommended option)
The current Bylaw is amended.

Advantages:

- Regulation of land drainage assets will continue.
- Bylaw will be more certain (clear).

Disadvantages:

- None identified

Option Three: Do nothing – allow the Bylaw to revoke (expire) in two years
The current Bylaw will still apply until 03 October 2026 when it will automatically revoke.

Advantages:

- None identified.

Disadvantages:

- Regulation of the land drainage assets will only continue for two more years.
- Until the Bylaw revokes, it will not be as certain (clear) as it could be.
- After the Bylaw revokes, land drainage assets will not be regulated and ad hoc decisions are likely to occur regarding the management of these assets. For regulation to continue, a new bylaw would need to be made.

Option Four: Revoke the Bylaw
Revoking the Bylaw is not a reasonably practicable option.

Option Two was preferred by the Council
On 24 September 2024, Council approved that the Land Drainage Bylaw 2019 should continue with amendment. Amendments to the Bylaw will make it more certain (clear).

5 New Zealand Bill of Rights Act 1990 implications

Part 2 of the New Zealand Bill of Rights Act 1990 sets out twenty rights that are affirmed and protected, that may only be subject to reasonable limits that can be demonstrably justified in a free and democratic society. Section 155(2)(b) of the Local Government Act 2002 requires the Council to determine if the proposed bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990. The Council will fully assess these implications before it makes amendment to the Bylaw.

A full assessment of the impact of the bylaw on these rights cannot be done until the content of the bylaw is finalised.

6 Proposed amendments to the Bylaw

Amendments to the Bylaw include:

a) Correction of a typo in clause 2:
This Bylaw comes into force on the 7~~th~~ day of October 2019.

b) Addition of a definition of "Land Drainage Area" in subclause 5.1 to ensure clarity:
Land Drainage Area means a land drainage area identified in Schedule 1: Land Drainage Maps to this Bylaw, or any other land drainage area that the Council by resolution identifies and determines to regulate for land drainage purposes.

c) Replacing the reference to the Interpretation Act 1999 with the Legislation Act 2019 in subclause 5.3.
The ~~Interpretation Act 1999~~ Legislation Act 2019 applies to this Bylaw.

d) Rewording of subclause 11.1 to ensure clarity:
No person ~~shall discharge or cause, permit or suffer to be discharged onto a drainage channel or private drain connected therewith, any liquid, gaseous or solid matter which shall be likely to be a nuisance or injurious to health or to the proper care of the drainage channel.~~ may –
(a) Widen or deepen; or
(b) Stop or obstruct; or
(c) Alter the course of; or
(d) In any way interfere with,
Any drainage channel or associated works with the prior written approval of Council.

e) Addition of wording to subclause 13.2 to ensure clarity:
No person shall remove, change or construct any culvert, bridge or crossing in upon or over any drainage channel without the prior approval of Council.

f) Rewording of subclause 16.1 to ensure clarity:
~~Council, members, officers, workmen or agents~~ An enforcement officer or authorised person shall have the power, right, and authority to inspect any installation set up for the withdrawal or diversion of water from any drainage channel, whether authorised or not and the Council may direct any alteration or improvement to or replacement of such installation or request its removal or demolition at any time.

g) Rewording of subclause 17.1 to ensure clarity:
No person, whether on private land or not, shall obstruct any ~~member, appointee, employee or agent of Council~~ enforcement officer or authorised person, with or without drain cleaning machinery or plant, in the performance of anything which such member, appointee, employee or agent is or may be required to do in the discharge of their duties.

h) An addition to clause 20. Land Drainage Areas:
20. Land Drainage Areas
20.1 The provisions of this Bylaw do not remove the need for any resource or other consents required under the Resource Management Act 1991, Building Act 2004. Where consents are required under this chapter of this Bylaw and other acts or regulations, all shall be lodged with the Council at the same time.

i) Maps have been created from new maps created by our GIS team to increase accuracy from previous maps. Maps that show the properties charged drainage area rate are also within this schedule. These will be added to a separate Schedule as:

Schedule 1: Land Drainage Maps.

The proposed amended Bylaw is included in section 8 of this proposal. Schedule 1: Land Drainage Maps can be found following the bylaw in Section 8.

7 How to give your views on the proposal

The Council encourages any person or organisation affected by or having an interest in the Land Drainage Bylaw 2019 to present their views on the proposal to the Council by making a submission. Submissions can be made by using any of the following methods:

- online at the Council's website www.fndc.govt.nz/have-your-say
- email your submission to submissions@fndc.govt.nz
  drop-off your submission at any Council service centre or library, details of their locations and opening times are listed at www.fndc.govt.nz/contact or you can get that information by phoning the Council on 0800 920 029
- post your submission to: Strategy Development Team, Far North District Council, Private Bag 752, Kaikohe 0440
- make an oral presentation of your submission at a Council meeting.

Please include your full name and email address or postal address in your submission if you want:

- the Council to acknowledge receipt of your submission
- to make an oral presentation – you will be contacted about when and where the meetings for this are taking place.

Consultation will take place between 01 August and 29 August 2025. Those interested in supporting their submission orally will be contacted with a date and time following the four-week consultation period.

Privacy statement

Please be aware, any submissions that are made on the amended Land Drainage Bylaw become part of the public consultation process. As such, all submissions, any summaries of submissions, and any documents provided with your submission, are copied and made available to the Council's governing body as well as the public. Any personal information included with a submission such as your name is treated as part of the submission and will also be released publicly. Your submission and any personal information that you supply such as your name will not be treated as confidential unless you specifically request it in your submission.

8 Draft Amended Land Drainage Bylaw and Schedule 1: Land Drainage Maps

1. Title

This Bylaw is the Land Drainage Bylaw 2019

2. Commencement

This Bylaw came into force on the 7th day of October 2019.

3. Application

This Bylaw applies to land drainage areas in the Far North District as identified in Schedule 1 of this Bylaw.

4. Purpose

4.1 The purpose of this Bylaw is to regulate land drainage assets within land drainage areas identified in schedules to this Bylaw.

4.2 This Bylaw is made by the Far North District Council pursuant to section 145 and section 146(b)(iv) of the Local Government Act 2002, Part 29 of the Local Government Act 1974, the Land Drainage Act 1908, and every other enabling power and authority.

4.3 Note that this bylaw does not remove the need for any necessary resource consents (under the Resource Management Act 1991) from the Northland Regional Council.

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a) Immediately before the commencement of the Bylaw was a drainage channel under the control of the Council; or

b) Is constructed by the Council as a drainage channel after the commencement of this Bylaw; or

c) Is vested in the Council as a drainage channel; -

And includes the land occupied by the drain itself plus all that land abutting each side of the drain to a distance of 3.5 metres from the top of the banks of the drain, but does not include a water race.

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Landowner means the owner of any property, or as applied to any land, building, or premises means any person for the time being entitled to receive the rack rent of such land, building, or premises, and where the content so requires or admits the expression shall include the habitant occupier of any such land, building or premises, and where such owner is absent from New Zealand the expression shall include his attorney or agent or any other person acting for him or on his behalf.

Obstruction includes earth, stone, timber and material of all kinds and trees, plants, rubbish, weeds and growths of all kinds.

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5.3 The Legislation Act 2019 applies to this Bylaw.

6. Access to and Along Drains

6.1 Without the prior approval of Council and then only subject to such conditions as Council shall impose, no owner of any land on the banks of any drainage channel shall plant or permit to grow any tree, shrub or hedge, or erect or maintain any fence, building, bridge or other construction or make any excavation in such a position as to interfere with or obstruct the free access of Council's workmen or agents, plant or machinery along such drain or to any part thereof, for a distance of 10 metres from the edge of the drain, or such other distance as Council may specify in respect to any drain or part thereof.

6.2 No person shall construct or maintain any road or accessway for the passage of stock, machines or other vehicles along the bank of any drain under the control of Council, within 3.5 metres of the edge of the drain, without having first obtained the prior written approval of Council, which may impose any conditions it thinks fit if such consent is granted.

7. Private Drain Connection

7.1 No landowner shall connect a private drain with a drainage channel or enlarge a connected private drain or branches thereof, or add new branch drains thereto without obtaining the prior written approval of Council.

7.2 Any owner applying for such approval shall submit to Council such plans and specifications as may be required by Council showing the exact location of the private drain and branches (if any) giving details of the length, size and construction and indicating the approximate area to be drained.

7.3 Council may impose such conditions as it thinks fit upon the connection or continuance of the connection of private drains including the payment of a fee to cover the cost of inspection and report to Council relating to any such drain.

8. Obstruction to Flow

8.1 No person shall stop, obstruct, increase or interfere with or divert the flow of water in any drainage channel, without the prior written approval of Council.

8.2 No owner of the land on either side of any drainage channel shall allow, permit, or suffer to grow therein or on the banks thereof any plant growth that may be likely to impede the flow of any water

in any drainage channel.

8.3 No owner of the land on either side of any drainage channel shall throw into the drain, or cause, permit or suffer to be thrown or to fall therein any material that may be likely to impede the flow of water in any drainage channel.

8.4 No person shall deposit any debris or rubbish, in or on land in the drainage channel on which, if no such impediment was created, flood water might encroach and cause a nuisance.

8.5 No person shall stop or obstruct any drainage channel or erect any barrier (other than required by law), buildings, structures or alter level or grades of landscapes (e.g. filling), or defence against water in or near any drainage channel; (e.g. fencing not to cause a barrier).

8.6 No person shall allow any private channel or watercourse to become blocked in a way which may endanger or become a hazard or impede the water flow of any drainage channel or watercourse under the control of Council.

8.7 No person shall allow animals, or machines or other vehicles to damage drainage assets. Grazing cattle are to be kept a minimum distance of 2 metres from any drain.

8.8 Any damage so caused by animals or machines shall be reported immediately to Council and any costs associated with repairing such assets shall be the responsibility of the landowner concerned.

8.9 Any permitted development affecting or likely to affect any drainage channel shall be designed and carried out so as to safely accommodate a 100 year storm flow, and without causing more than minor damage.

9. Removal of Obstructions

9.1 The Council may require the removal of any growth or other obstruction that is, or is likely to obstruct the free flow of any water in any watercourse - and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

10. Alterations to Drainage Channel

10.1 No person shall widen or deepen a drainage channel, or stop or obstruct the same or alter the course thereof or in any way interfere with any drainage channel or associated works or structures without the prior written approval of Council.

11. Pollution and Nuisances

11.1 No person may –

(a) Widen or deepen; or
(b) Stop or obstruct; or
(c) Alter the course of; or
(d) In any way interfere with,

Any drainage channel or associated works with the prior written approval of Council.

11.2 No owner or occupier of the land on either side of a drainage channel or private drain connected therewith, shall permit or suffer any dead stock or animals or any part thereof, to be or remain in any drainage channel or private drain connected therewith.

12. Stopbanks

12.1 No person shall erect or cause or permit to be erected any stopbank, on or along any drainage channel, without the prior written approval of Council and in accordance with such terms and conditions as Council may impose.

12.2 Every owner upon whose land a stopbank adjoining a drainage channel is located, whether for the protection of the land or not, shall not remove it or suffer or permit it to be removed, lowered or

breached without the prior written approval of Council.

13. Crossings

13.1 No person shall cross or pass over a drainage channel with any vehicle, or drive any stock or convey any implement or machinery or goods or materials thereover except at crossings appointed by Council.

13.2 No person shall remove, change or construct any culvert, bridge or crossing in upon or over any drainage channel without the prior approval of Council.

13.3 Council may require the owner or owners of properties on which there is a drainage channel, to construct, maintain or renew crossings at places and in such manner approved by Council and in default thereof Council may do the work required and recover the cost thereof from such owner or owners.

14. Watering Places

14.1 No owner shall construct in any drainage channel a watering place for stock or maintain or use the same without the prior approval of Council which may impose such conditions for mode of construction and for fencing and otherwise as it decides and such consent may be suspended or revoked at any time.

14.2 The owner or owners of land adjoining watering places shall use and maintain the same so that no damage to the drainage channel can result from their use. In the event of damage Council may call upon the owner or owners responsible to repair the same and in default thereof may do the work and recover the cost thereof from such owner or owners.

15. Damage, Maintenance and Repair

15.1 No person shall injure, destroy, cause damage to or interfere with any dam, reservoir, stopbank, headworks, building or any installation connected with drainage assets, or allow, permit or suffer any stock to damage or destroy the same.

15.2 Where any drainage channel is damaged by stock, or otherwise, Council may require the owner responsible for such damage to repair such drainage channel to the satisfaction of Council and on default thereof may have the necessary repairs executed and recover the costs thereof from the said owner.

16. Inspection

16.1 An enforcement officer or authorised person shall have the power, right, and authority to inspect any installation set up for the withdrawal or diversion of water from any drainage channel, whether authorised or not and the Council may direct any alteration or improvement to or replacement of such installation or request its removal or demolition at any time.

17. Obstruction to Officers

17.1 No person, whether on private land or not, shall obstruct any enforcement officer or authorised person, with or without drain cleaning machinery or plant, in the performance of anything which such member, appointee, employee or agent is or may be required to do in the discharge of their duties.

18. Penalty

18.1 Any person who commits a breach of this Bylaw shall be liable to a fine not exceeding $20,000 and in addition to any penalty imposed for breach of this Bylaw, Council may sue any person for the amount of damage done by them to the drainage assets and for any penalty fine or fee which

is prescribed by any statutory enactment whatsoever.

19. Other Requirements

19.1 The provisions of this Bylaw do not remove the need for any resource or other consents required under the Resource Management Act 1991, Building Act 2004. Where consents are required under this chapter of this Bylaw and other acts or regulations, all shall be lodged with the Council at the same time.

20. Land Drainage Areas

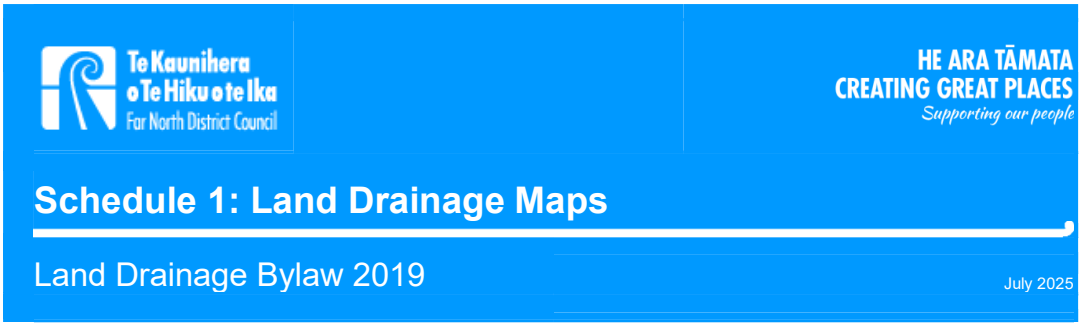
20.1 After consultation in accordance with the requirements of section 82 of the Local Government Act 2002 Council may identify any additional area that should be regulated for land drainage purposes and pursuant to a resolution made under section 151(2) of the Local Government Act 2002 add that area to the definition of Land Drainage Area in this Bylaw.

Additional information

The history of the bylaw is for information purposes only and does not form part of this Bylaw.

History of the Bylaw

Action	Commencement
Made	03 October 2019
Reviewed	24 September 2024
Decision to amend Bylaw	24 September 2024
Amendment approved	
Next review	



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1.7 Kaitāia (Kaitāia)
1.8 Waiharara (Northern)
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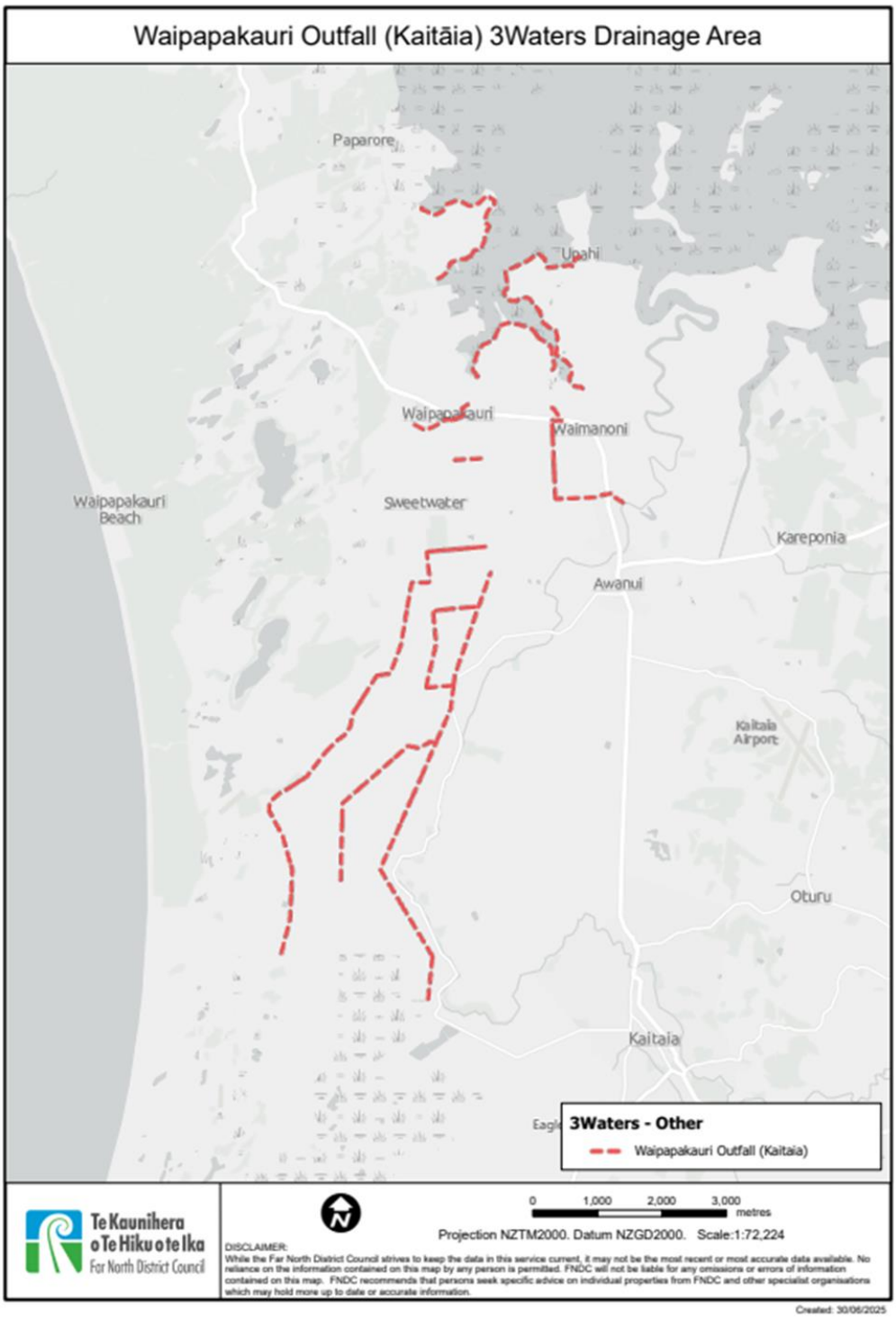
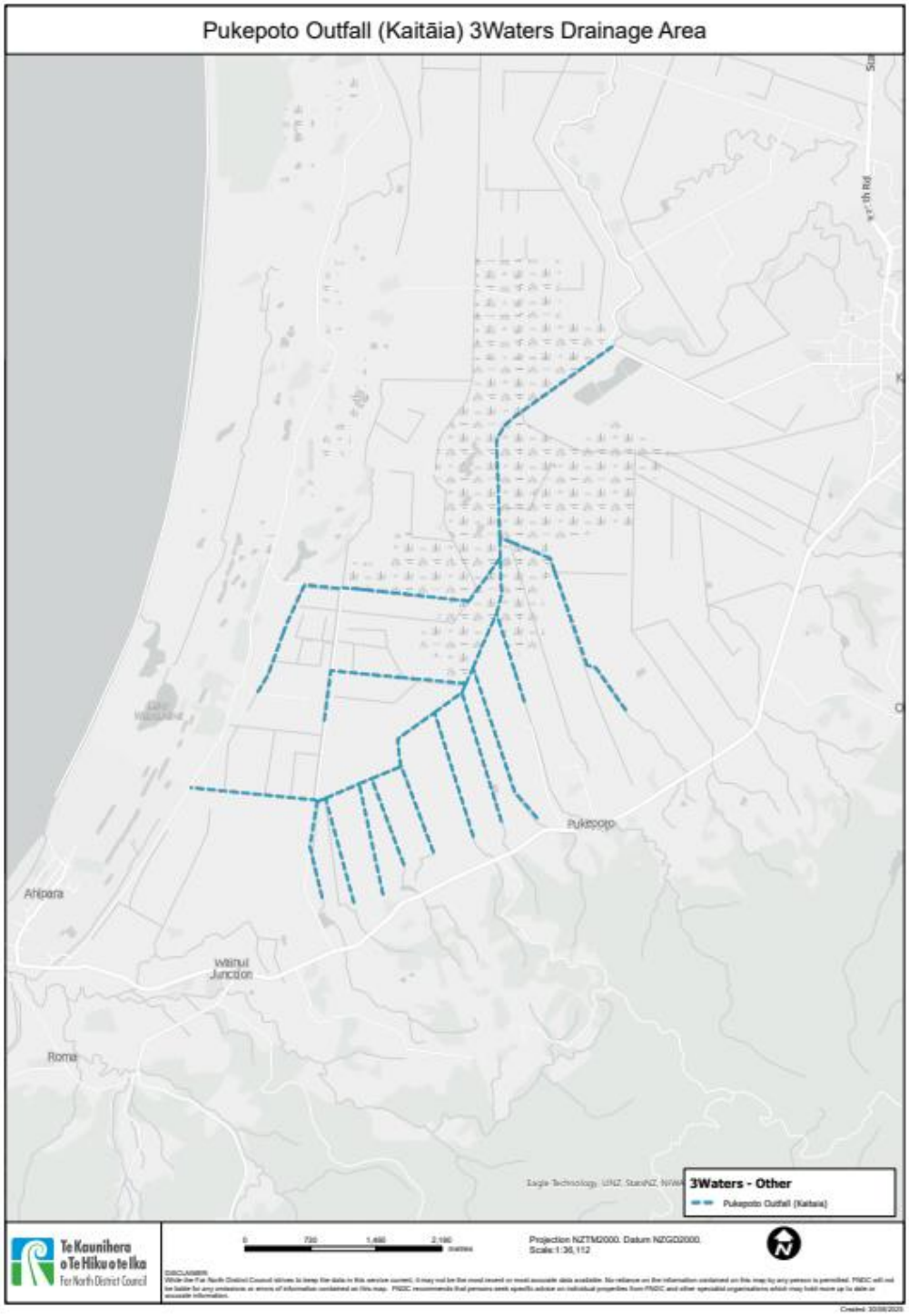
2.10 (06D9C) Kaikino C Drainage Area Rate
2.11 All Properties Charged Drainage Area Rate

1. 3Waters - Drainage Areas

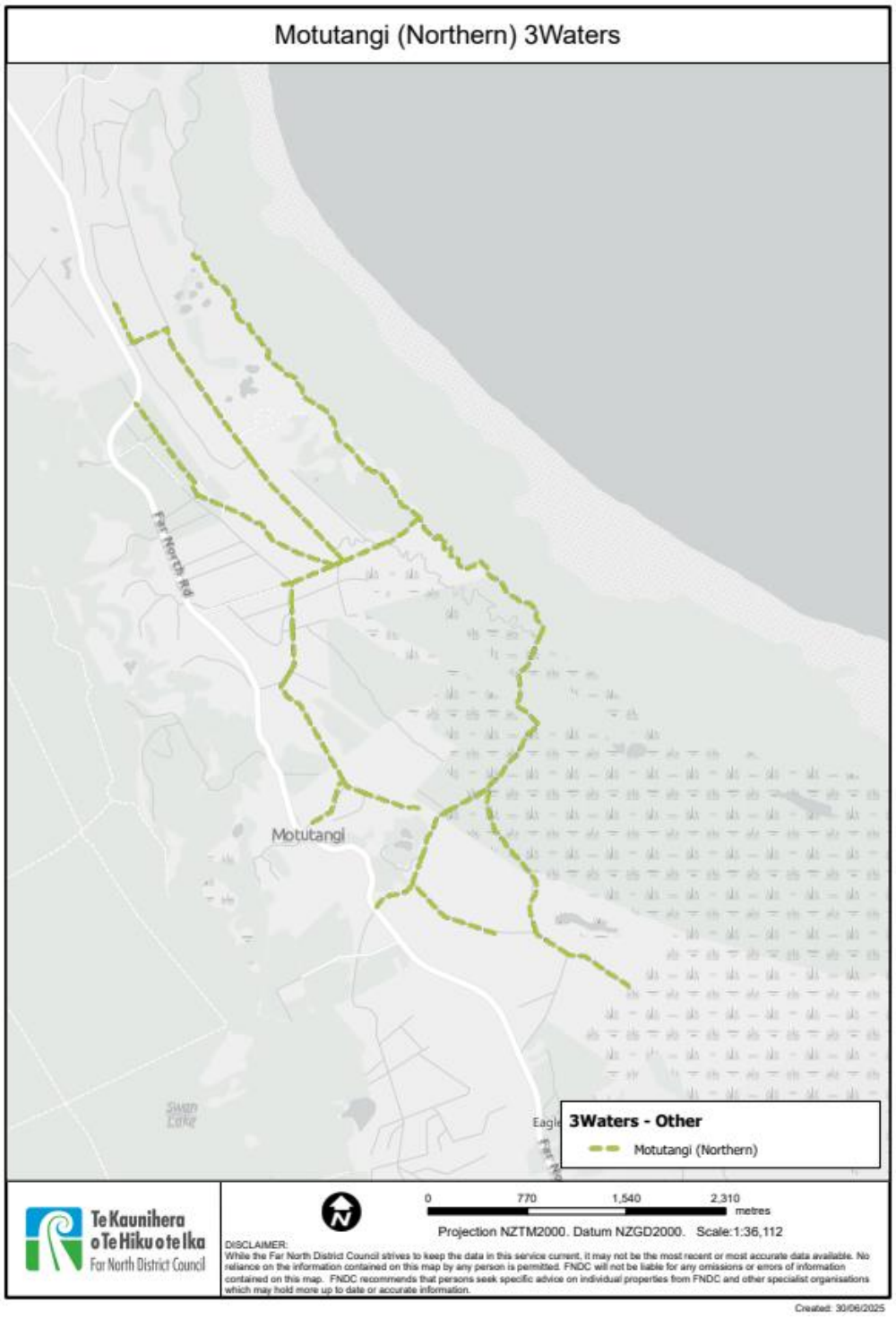
1.1 Waipapakauri Outfall (Kaitāia)



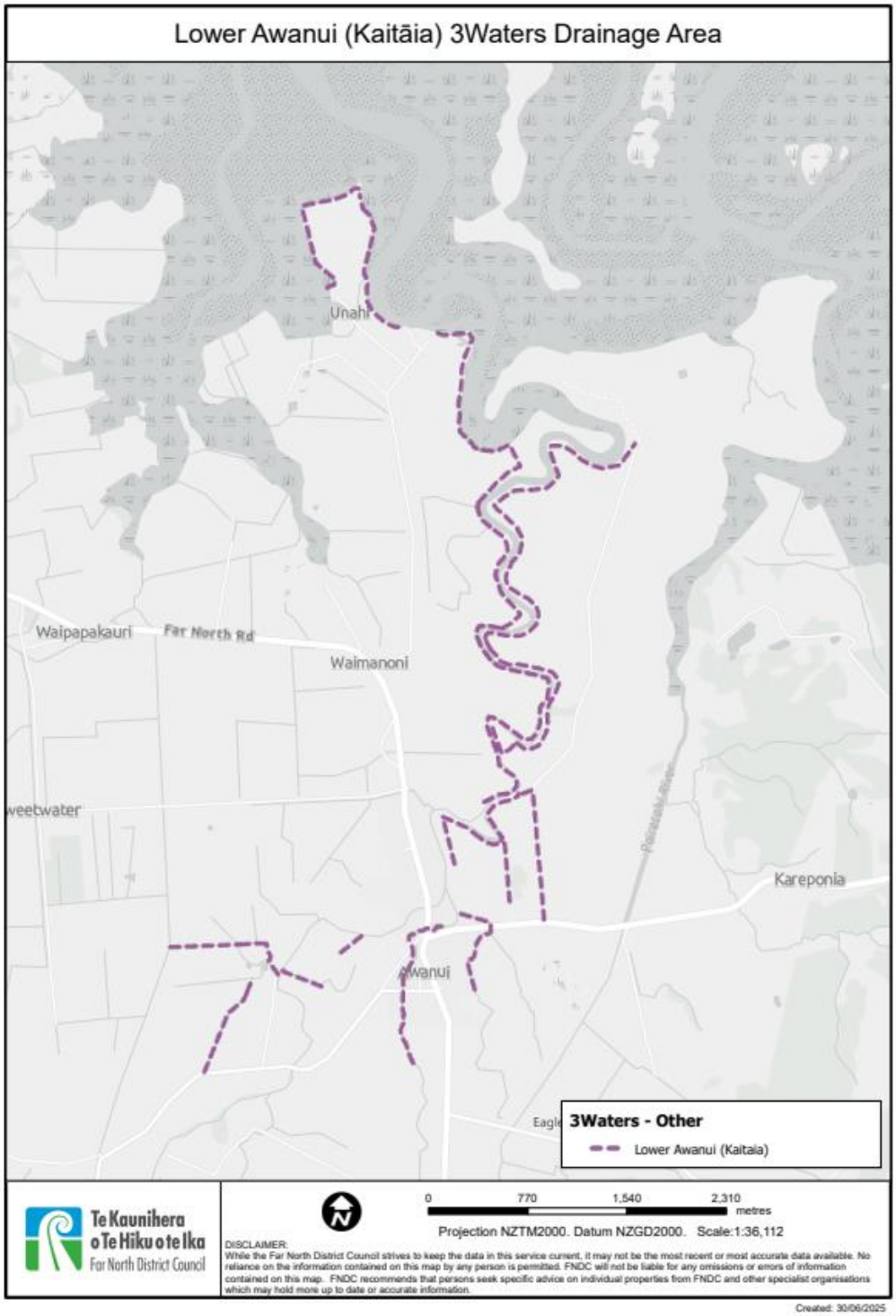
1.2 Pukepoto Outfall (Kaitāia)



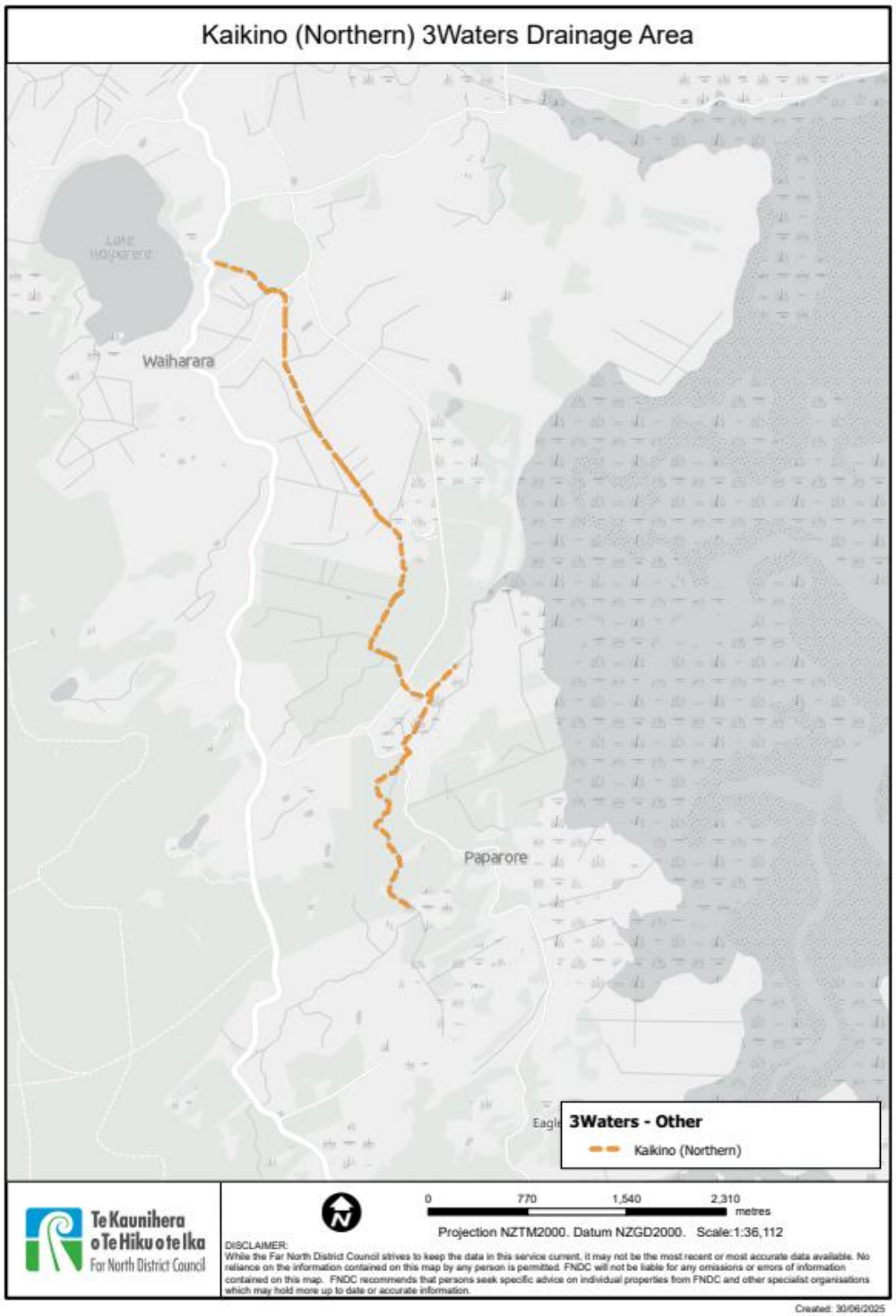
1.3 Motutangi (Northern)



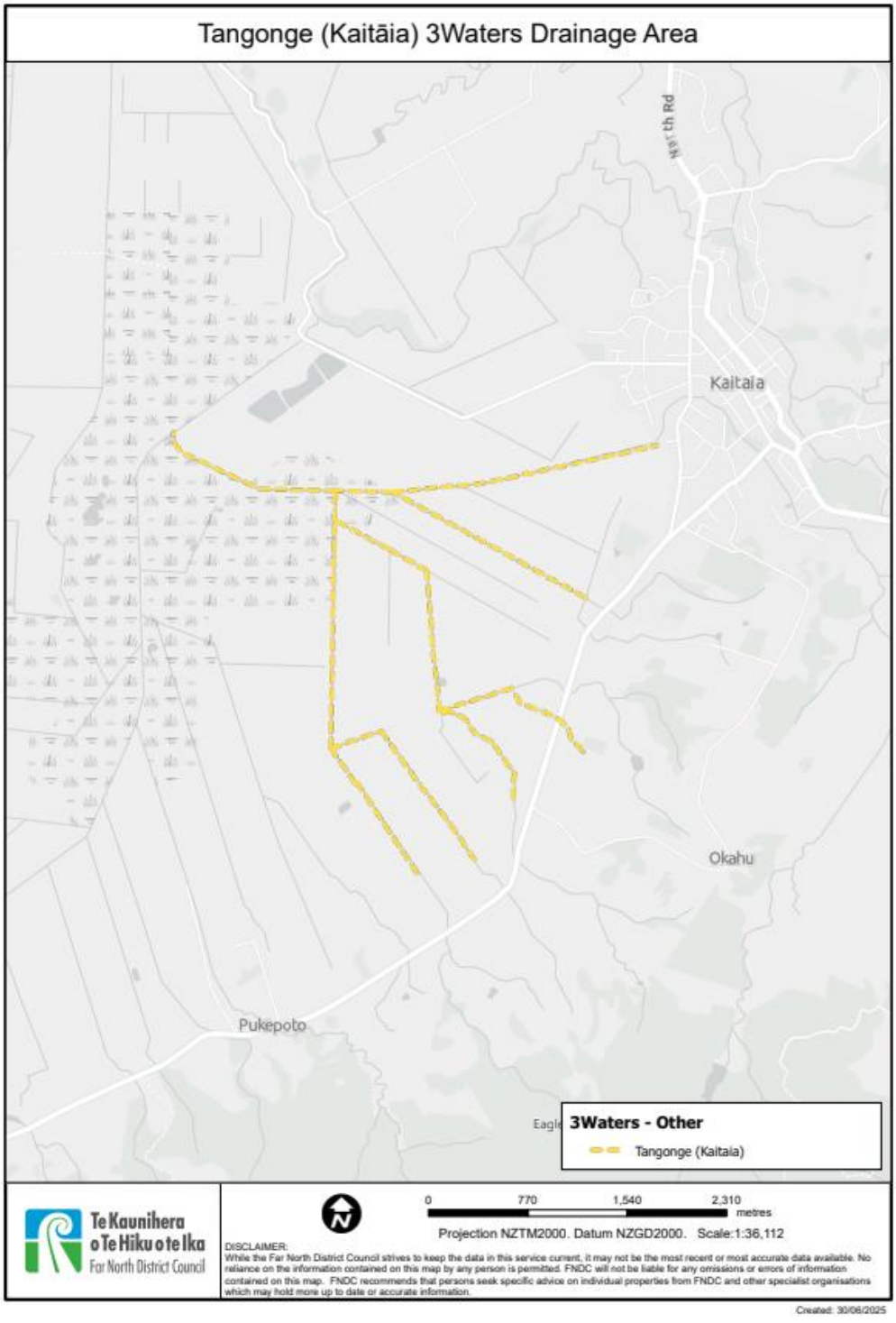
1.4 Lower Awanui (Kaitāia)



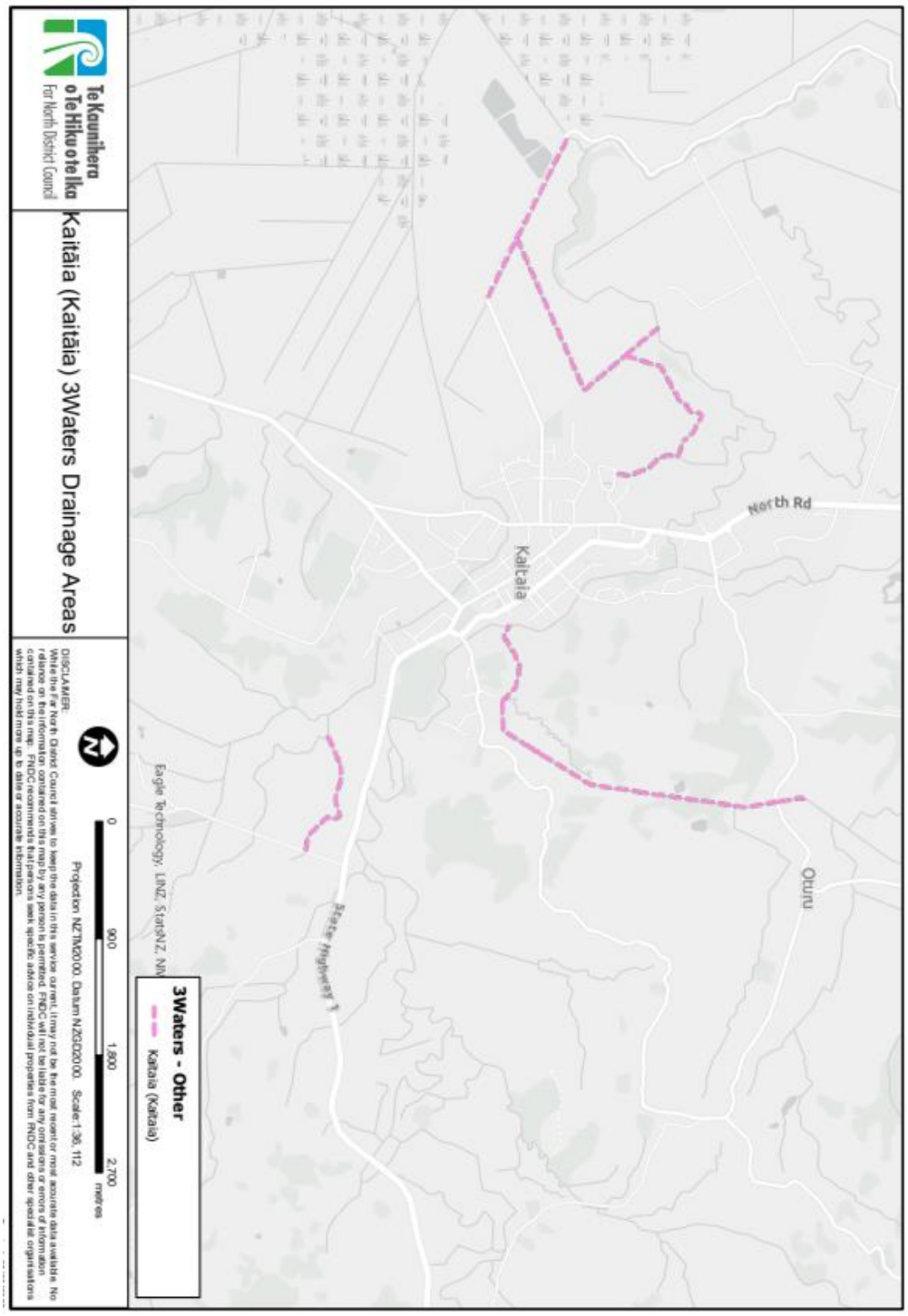
1.5 Kaikino (Northern)



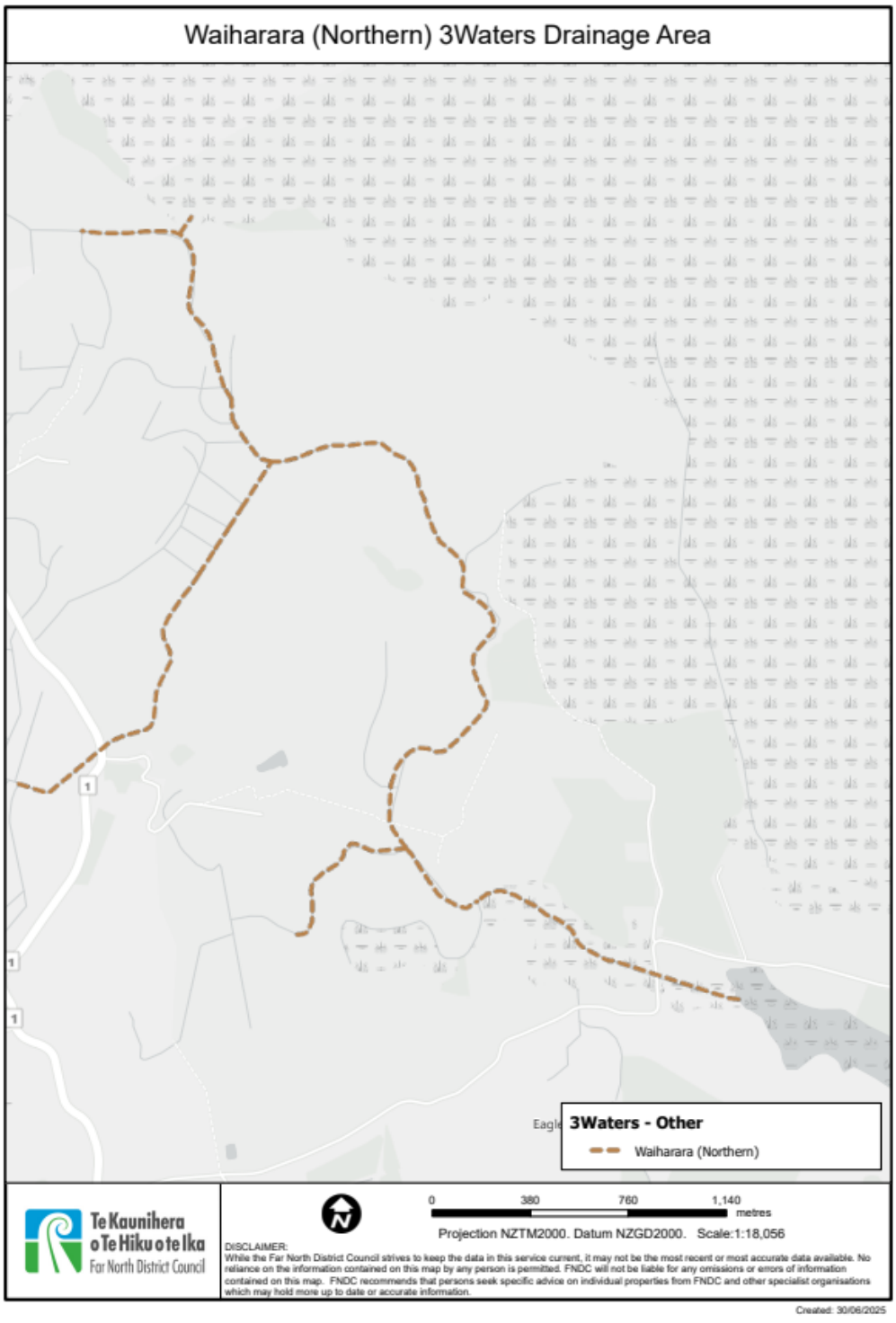
1.6 Tangonge (Kaitāia)



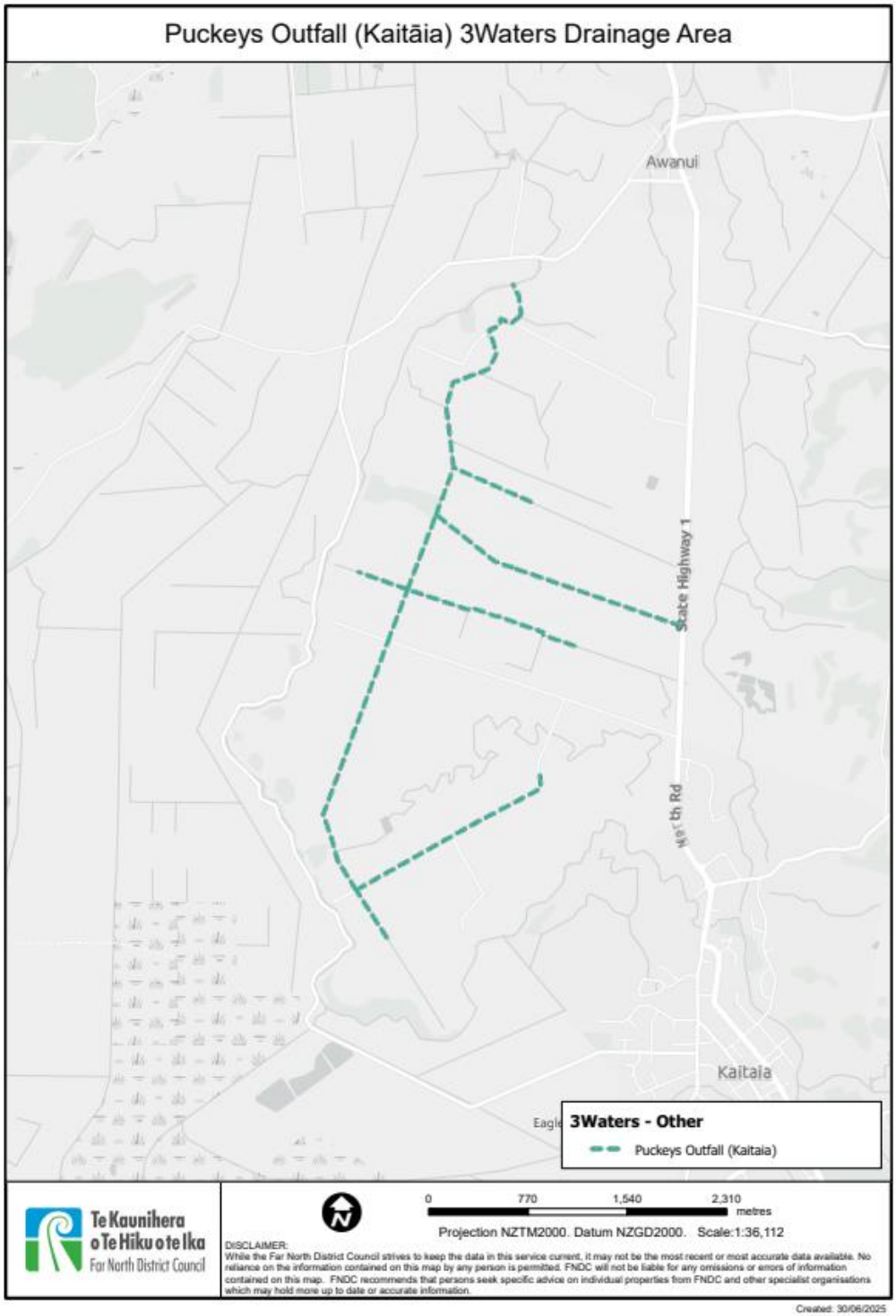
1.7 Kaitāia (Kaitāia)



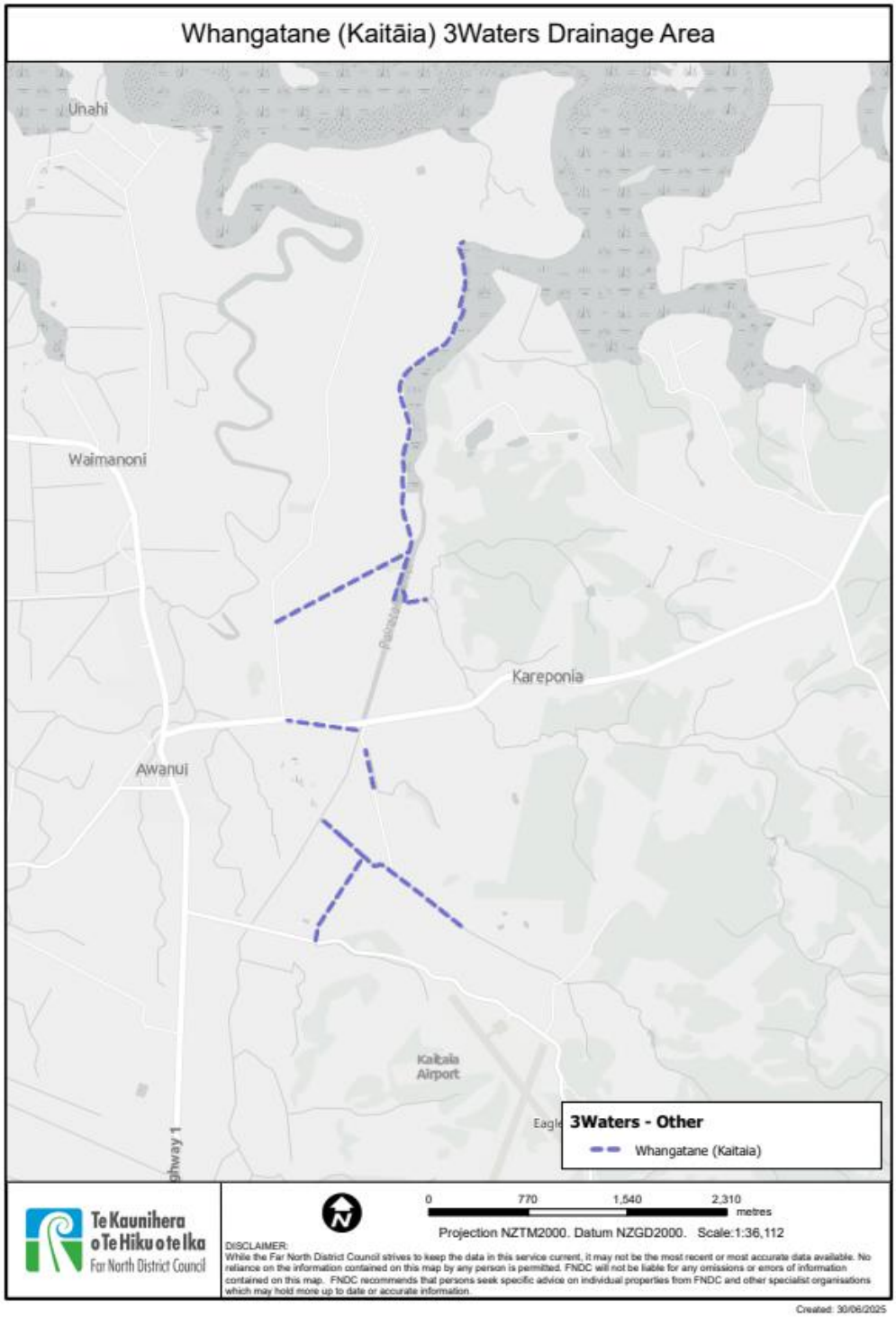
1.8 Waiharara (Northern)



1.9 Puckeys Outfall (Kaitāia)

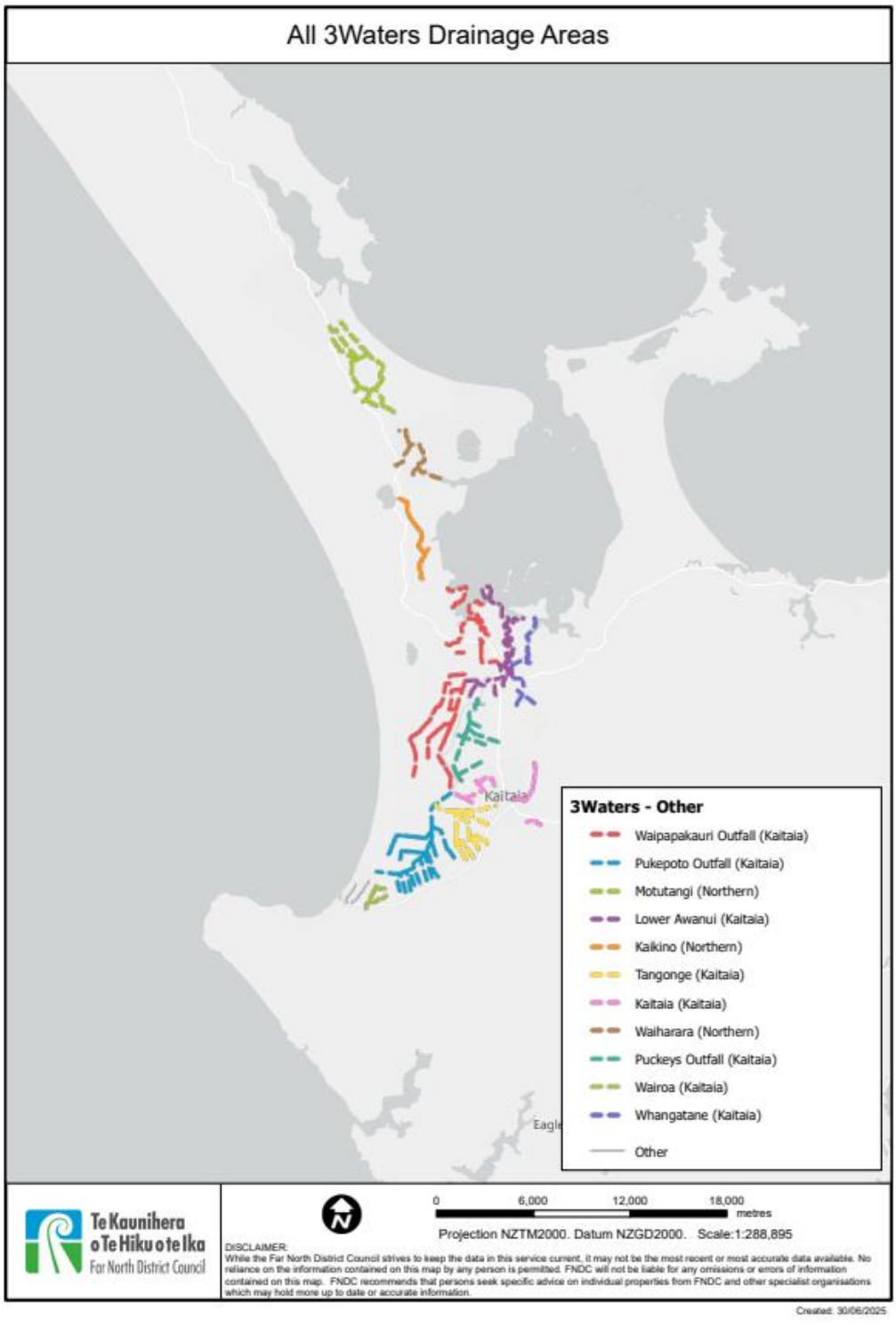


1.10 Whangatane (Kaitāia)



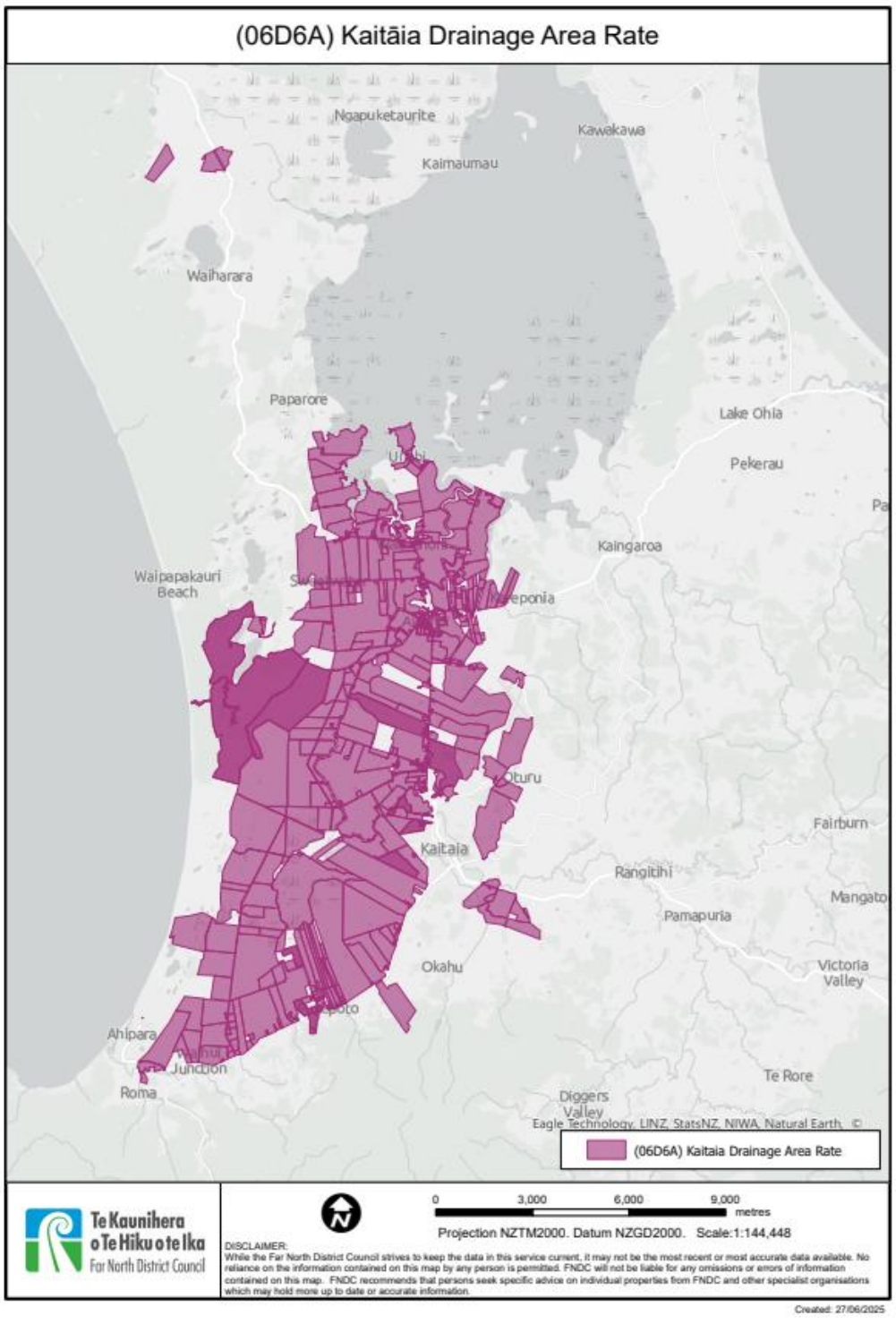
1.11 Wairoa (Kaitāia)

1.12 All Drainage Areas

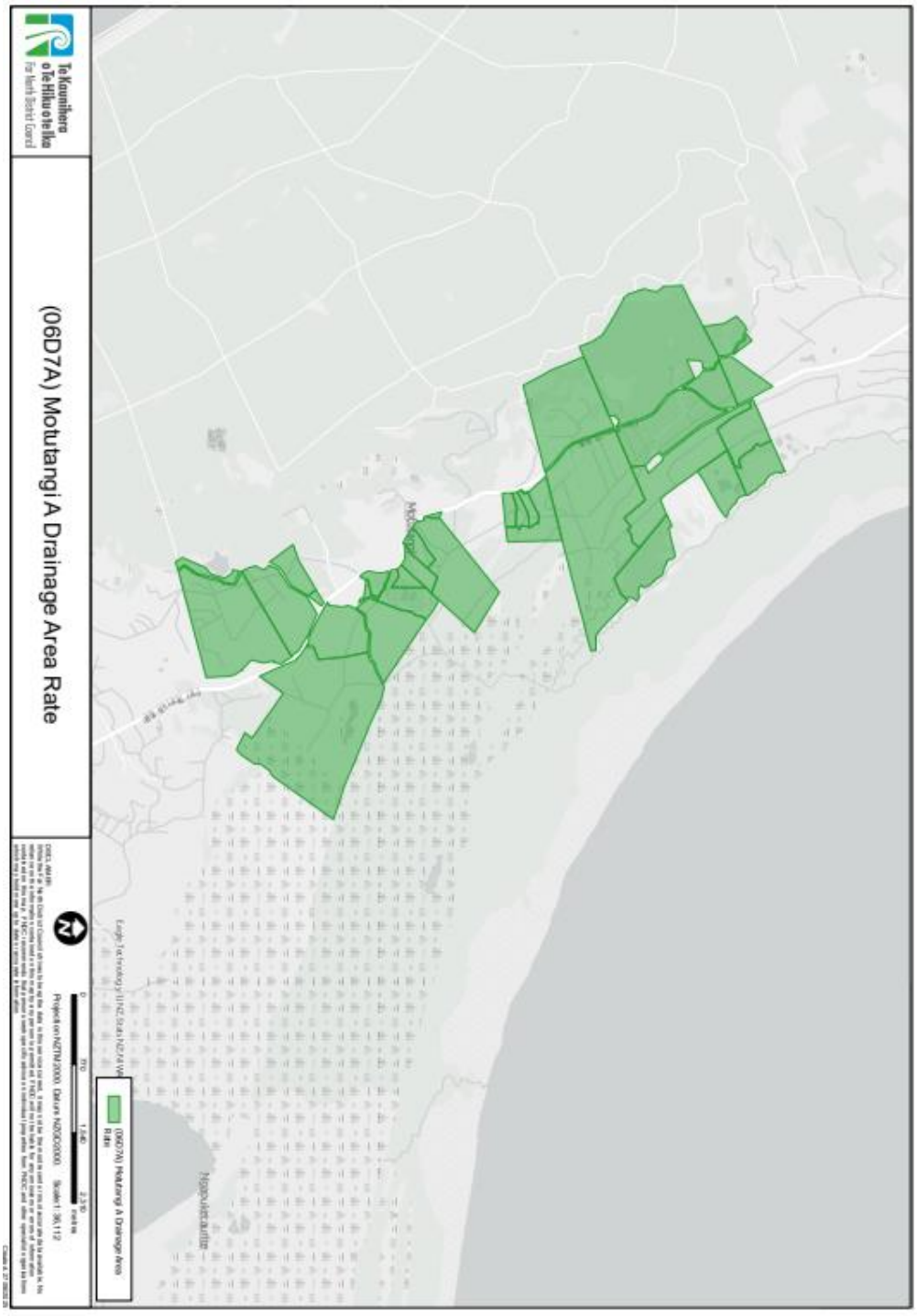


2. Properties Charged Drainage Area Rates (FNDC)

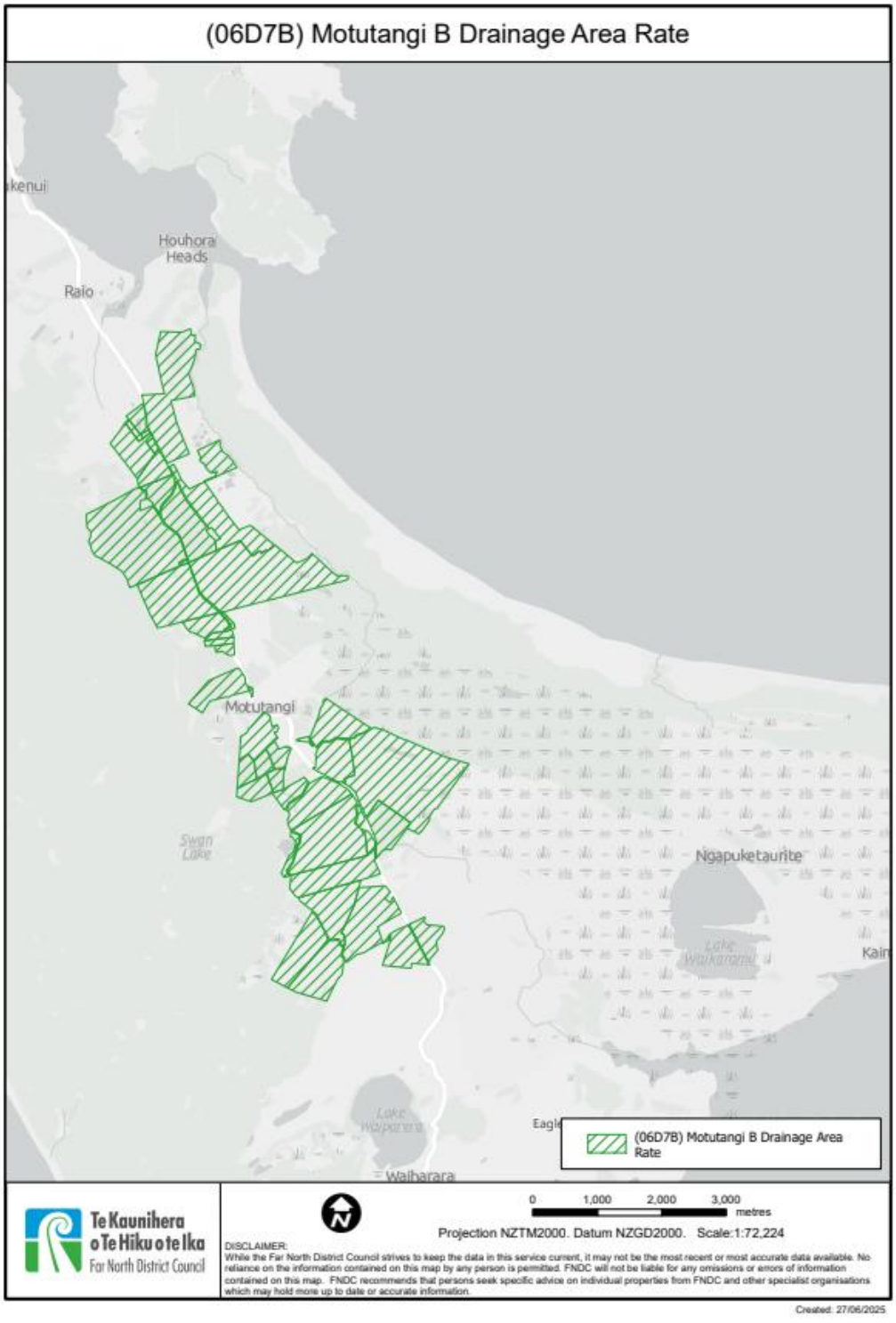
2.1 (06D6A) Kaitāia Drainage Area Rate



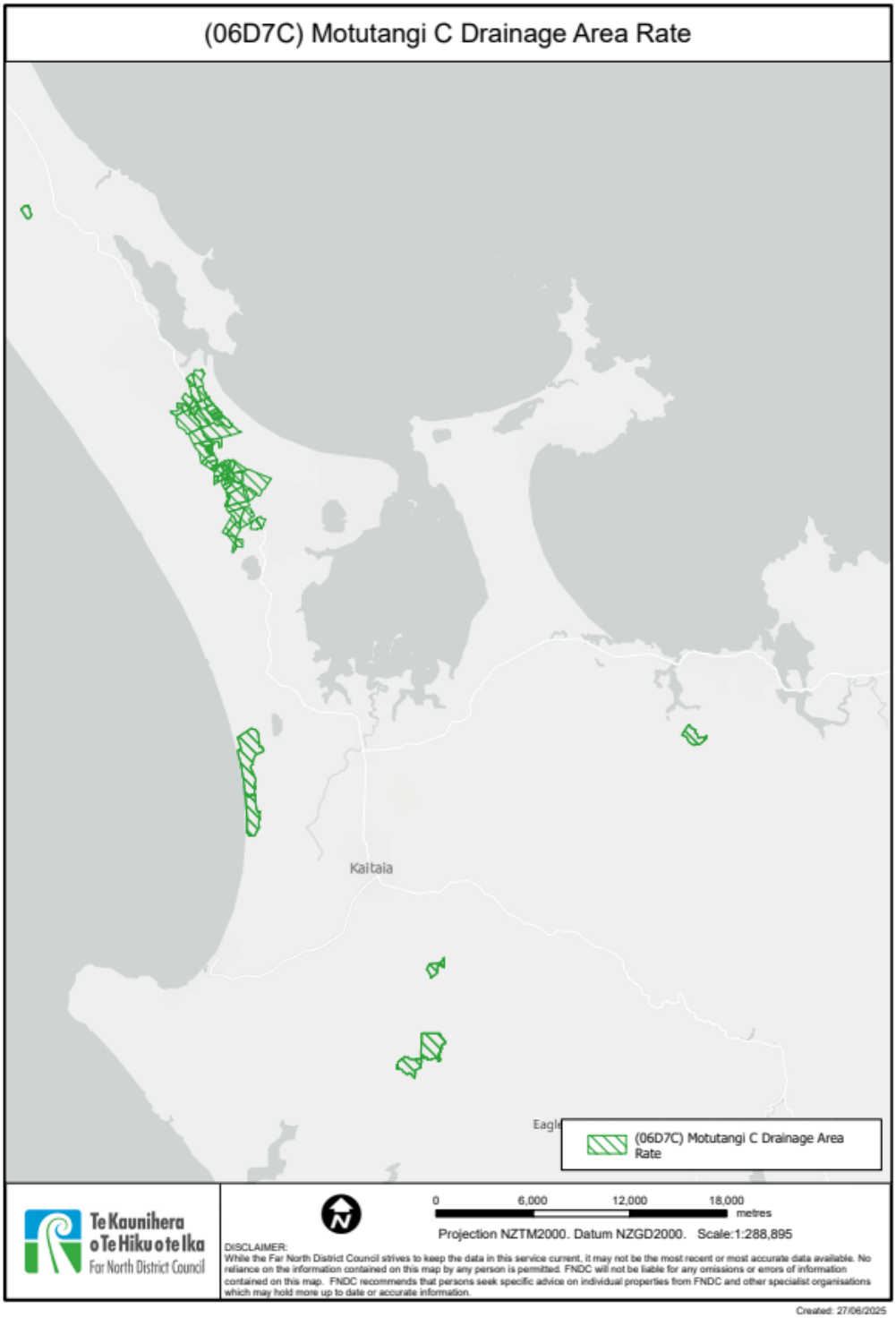
2.2 (06D7A) Motutangi A Drainage Area Rate

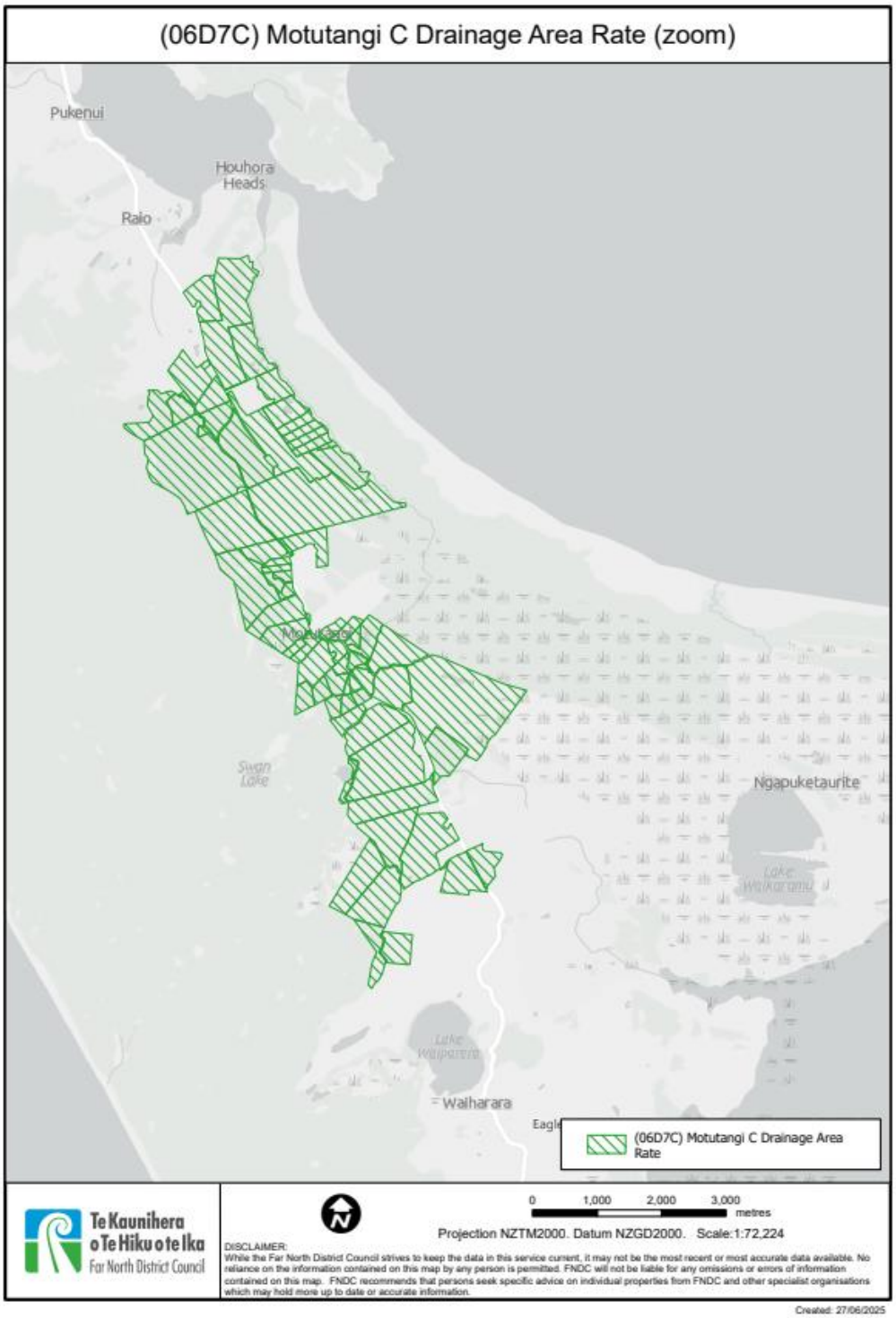


2.3 (06D7B) Motutangi B Drainage Area Rate



2.4 (06D7C) Motutangi C Drainage Area Rate




(06D7C) Motutangi C Drainage Area Rate (zoom)
Pukenui
Houhora Heads
Rako
Ngapuketaurite
Waiharara
(06D7C) Motutangi C Drainage Area Rate
Te Kaunihera o Te Hiku o te Ika
Far North District Council
0 1,000 2,000 3,000
metres
Projection NZTM2000. Datum NZGD2000. Scale:1:72,224
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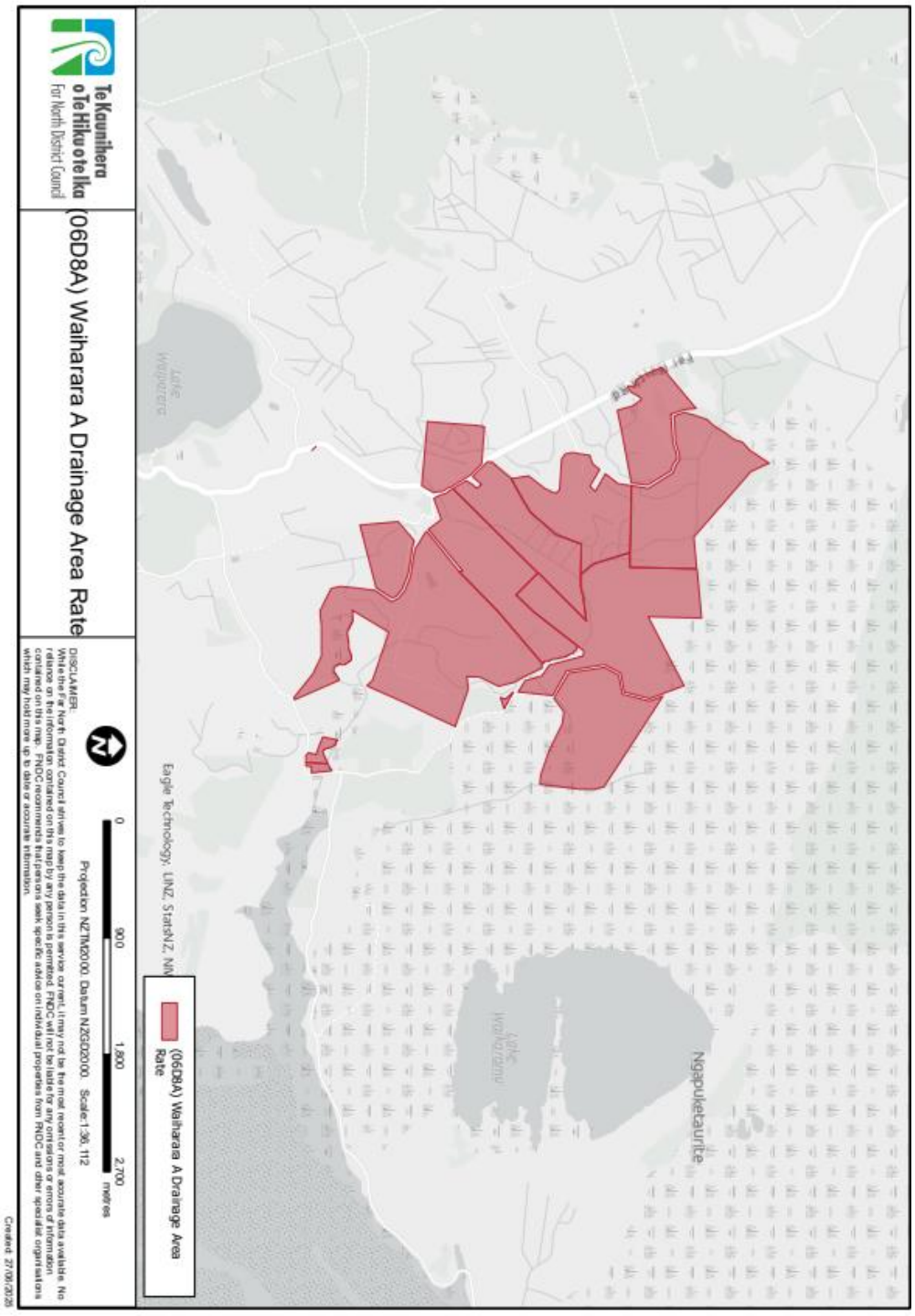
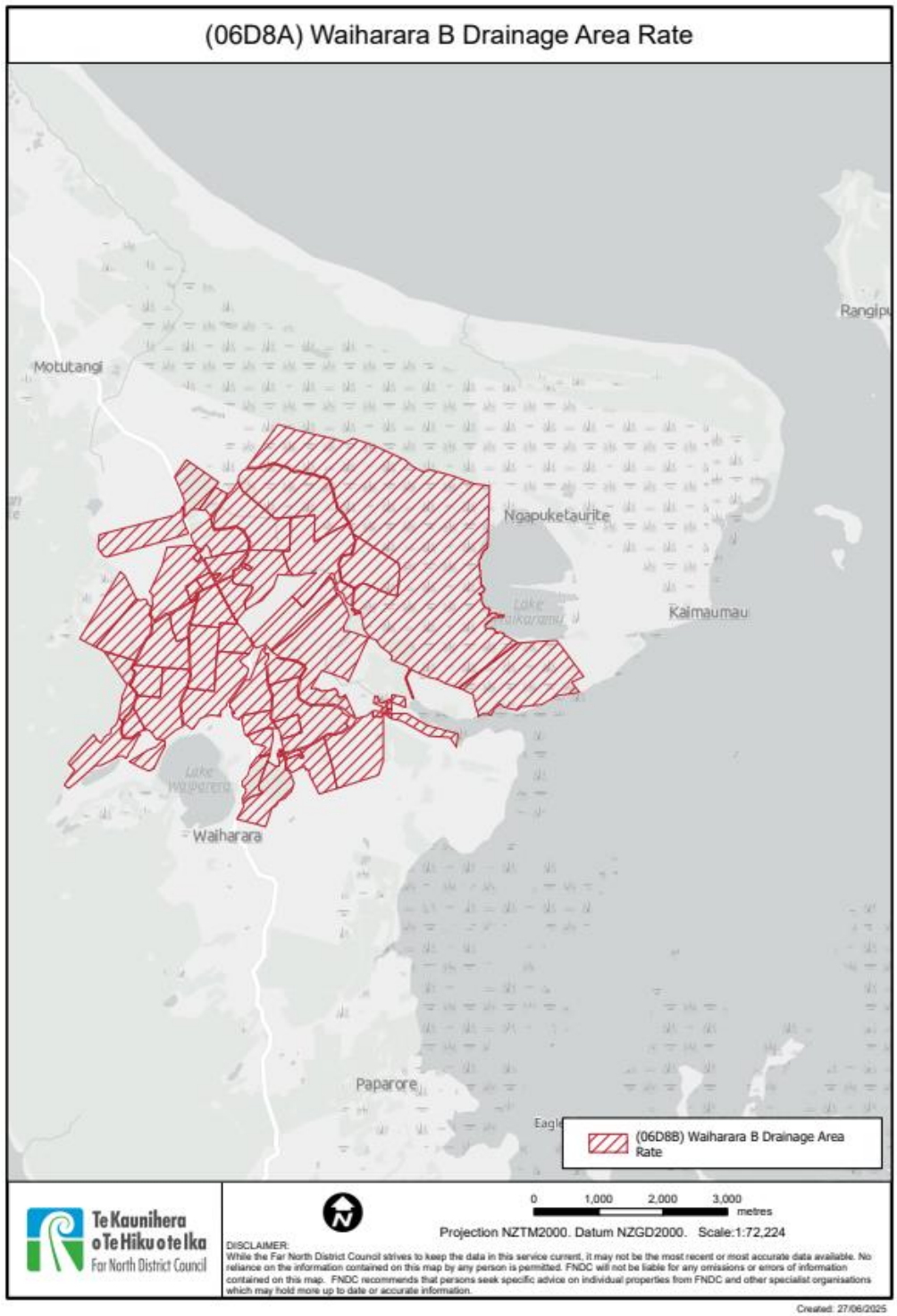
Created: 27/06/2025

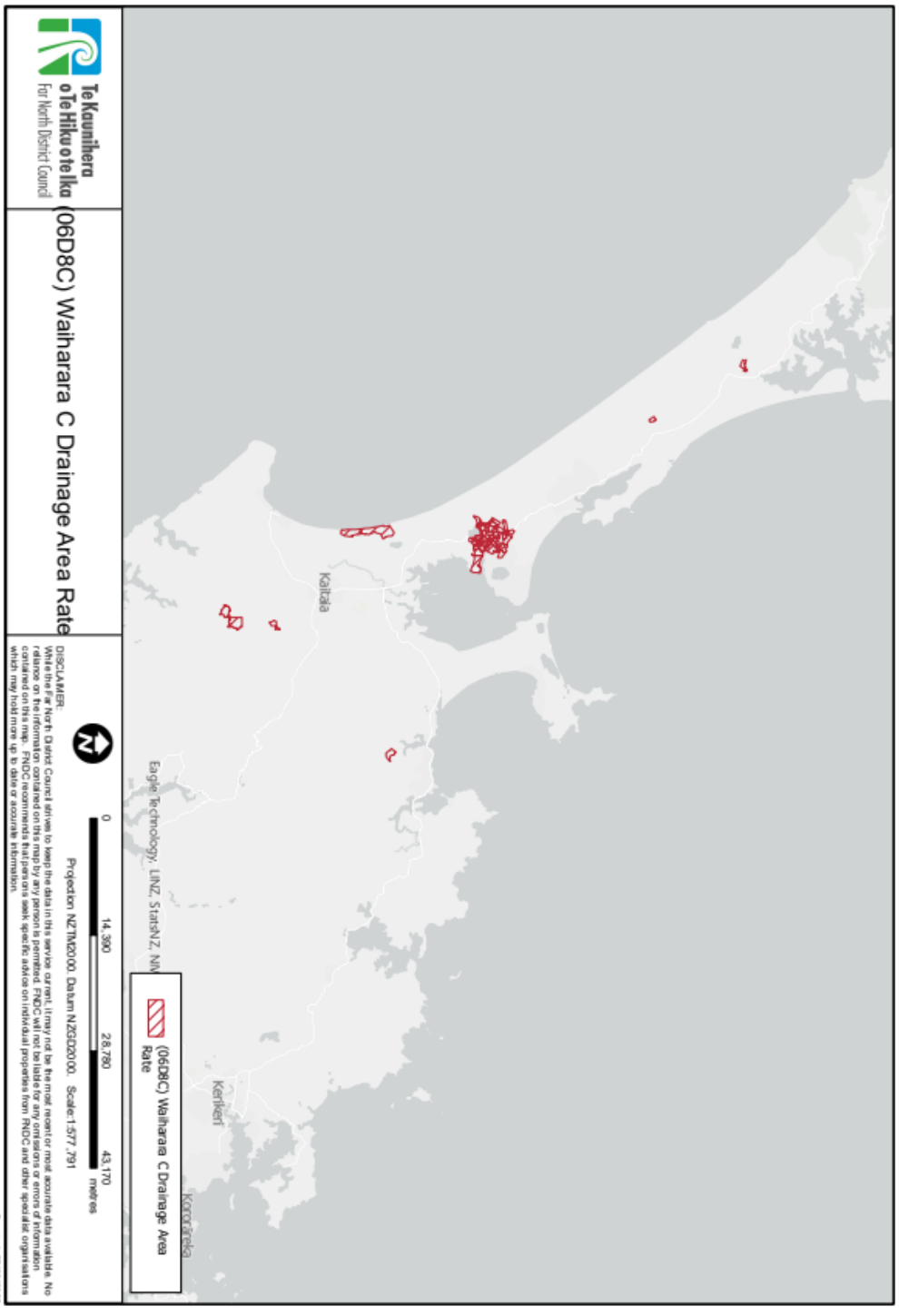
2.5 (06D8A) Waiharara A Drainage Area Rate

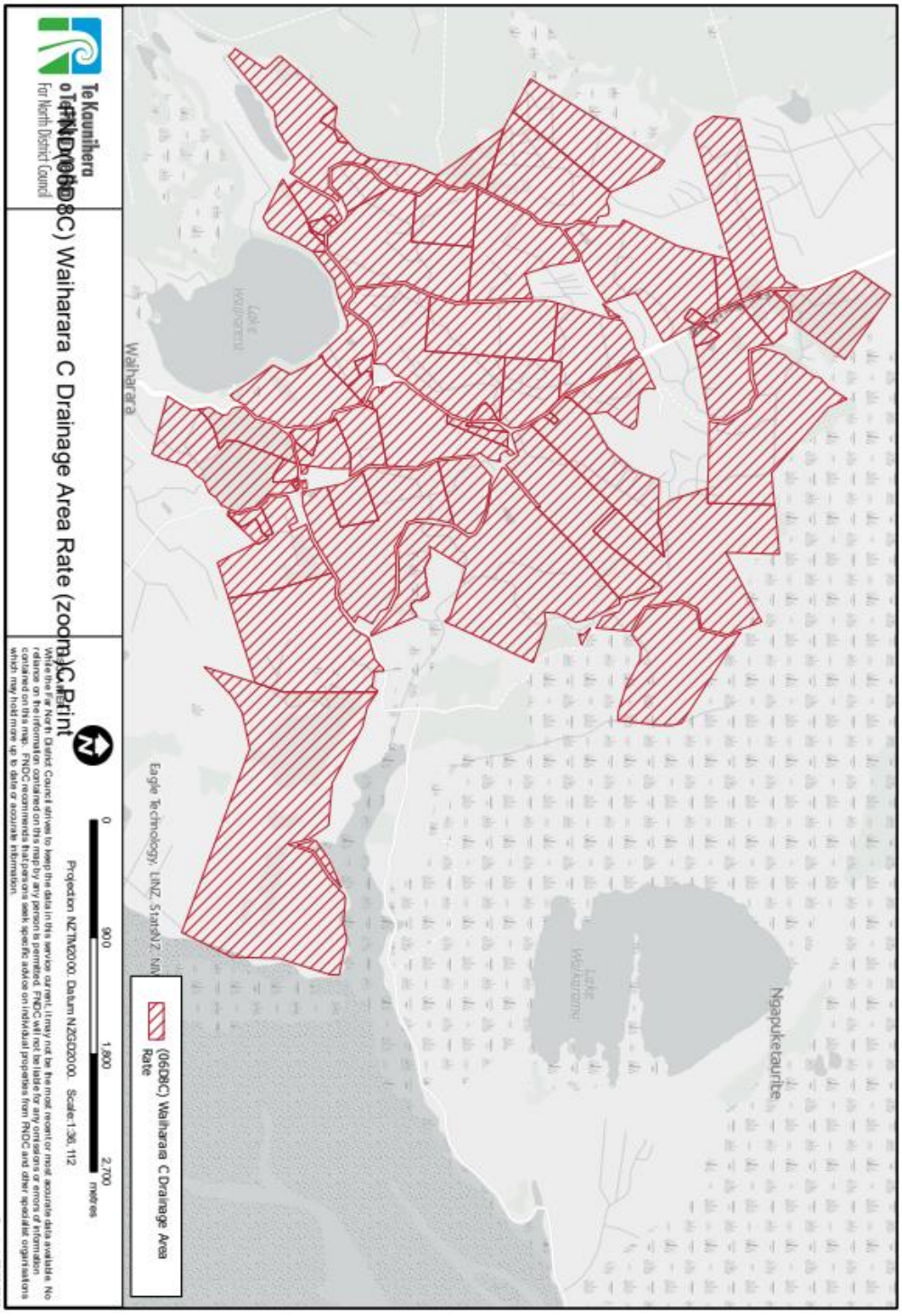


2.6 (06D8B) Waiharara B Drainage Area Rate



2.7 (06D8C) Waiharara C Drainage Area Rate




Te Kaunihera o Te Hiku o te Ika
For North District Council
(0608C) Waiharara C Drainage Area Rate (zoom) C Print
Waiharara
Lake Waiharara
Lake Waiaruma
Ngapuketaurite
Eagle Technology, LINZ, StatsNZ, NM
(0608C) Waiharara C Drainage Area Rate
0
900
1,800
2,700
metres
Projection NZTM2000. Datum NZGD2000. Scale: 1:36, 112
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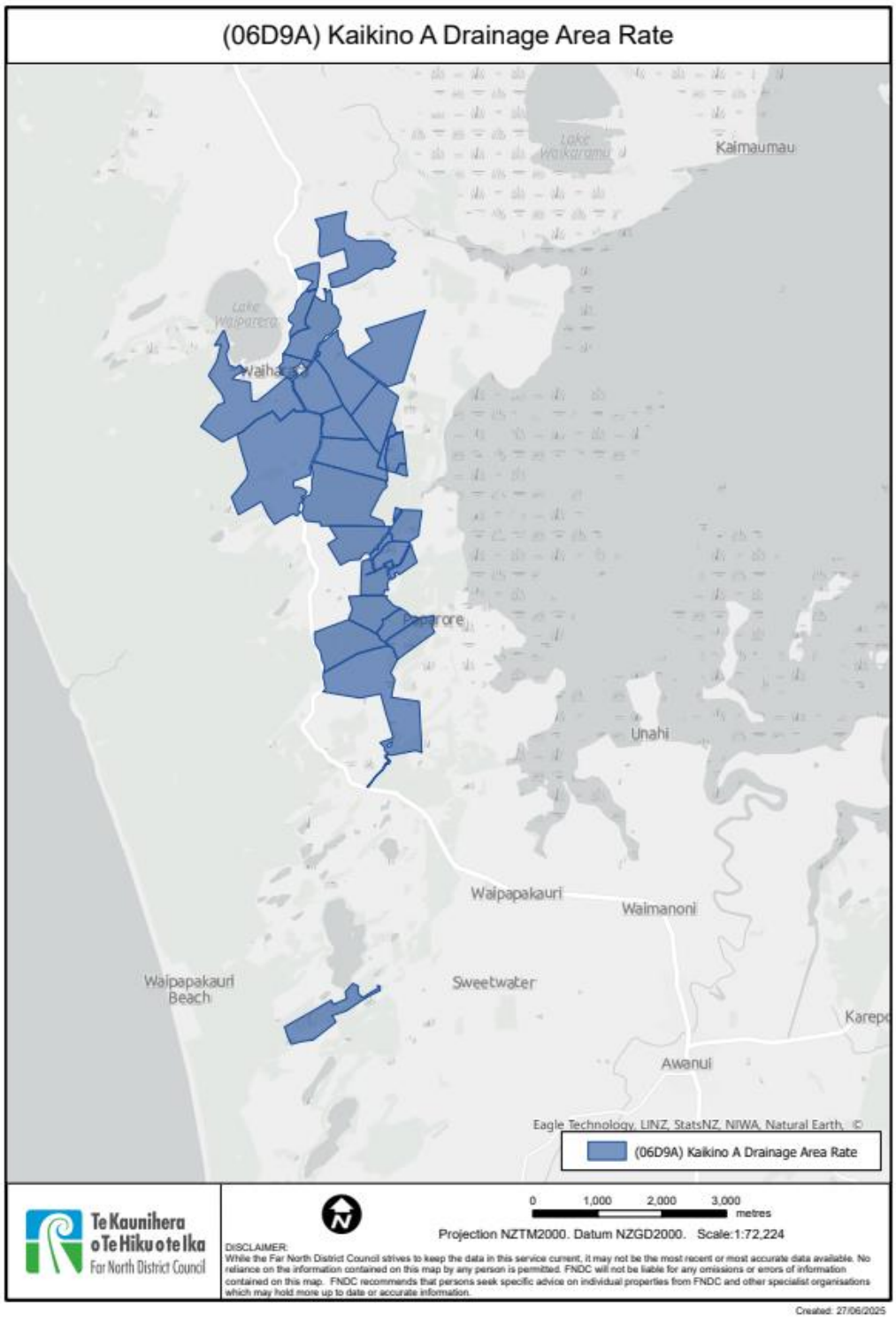
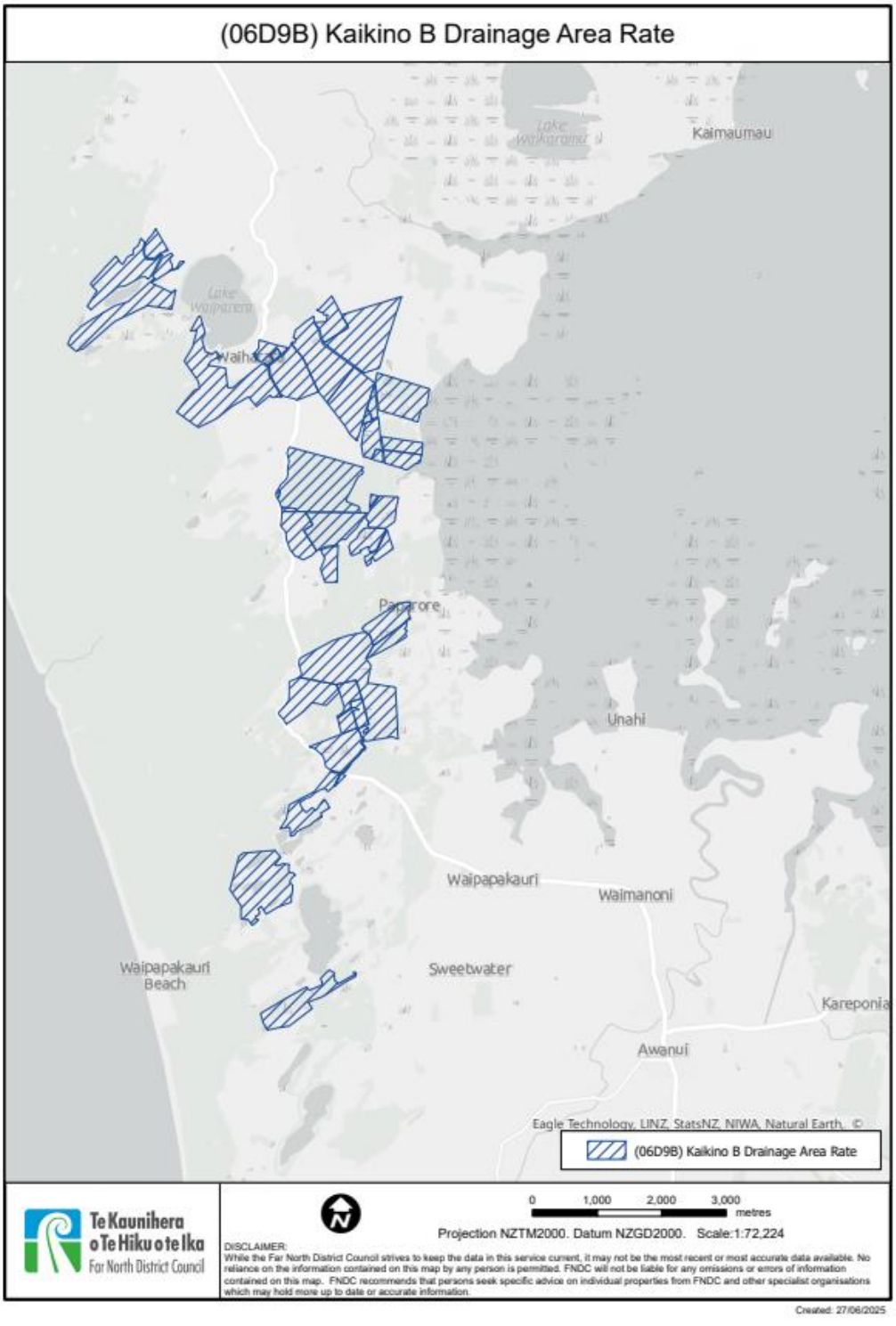
contained on this map. FNDC cannot confirm that any boundaries shown are correct. Please seek specific advice on individual properties from FNDC and other spatial organisations
which may hold more up to date or accurate information.
Created: 27/06/2025

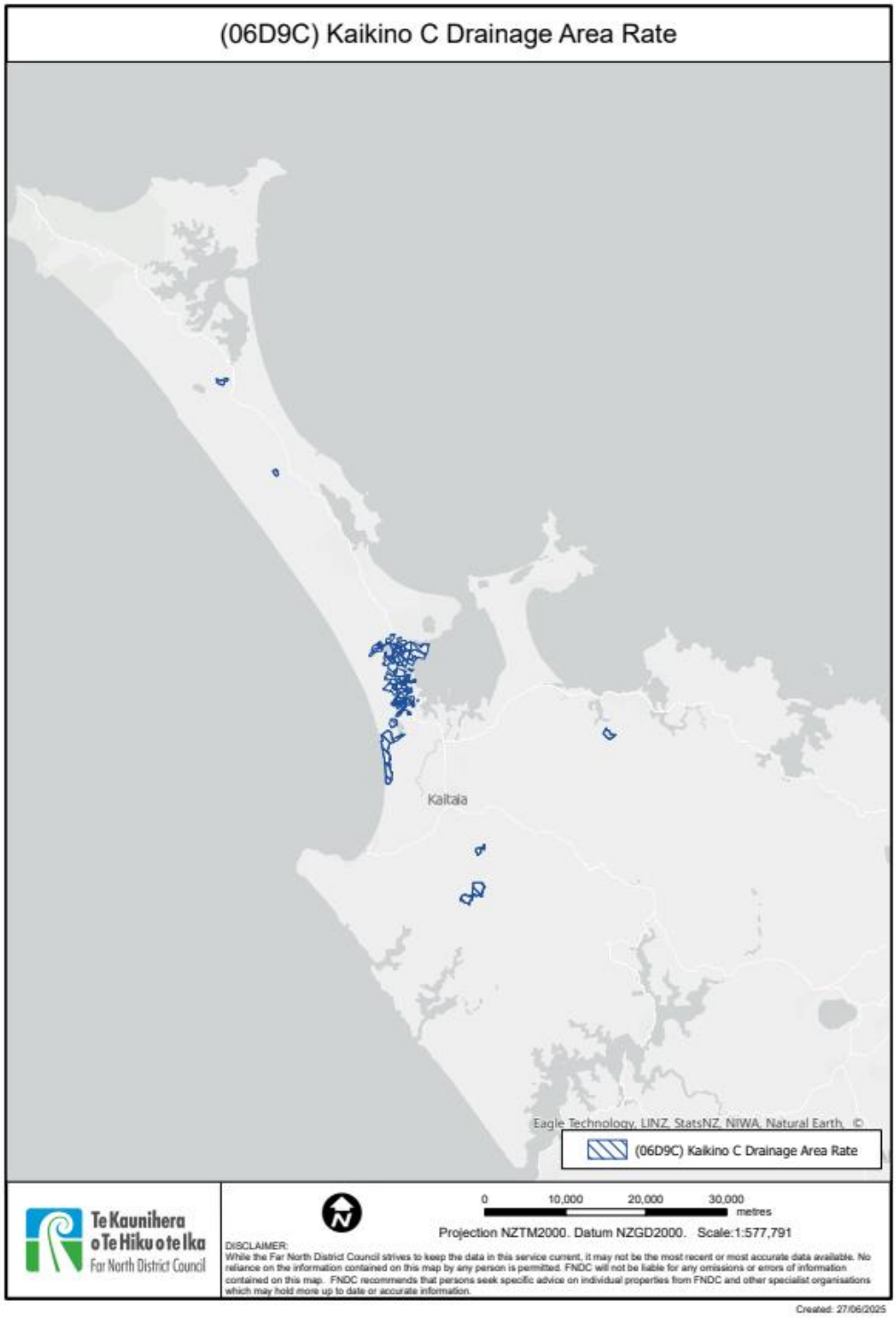
2.8 (06D9A) Kaikino A Drainage Area Rate

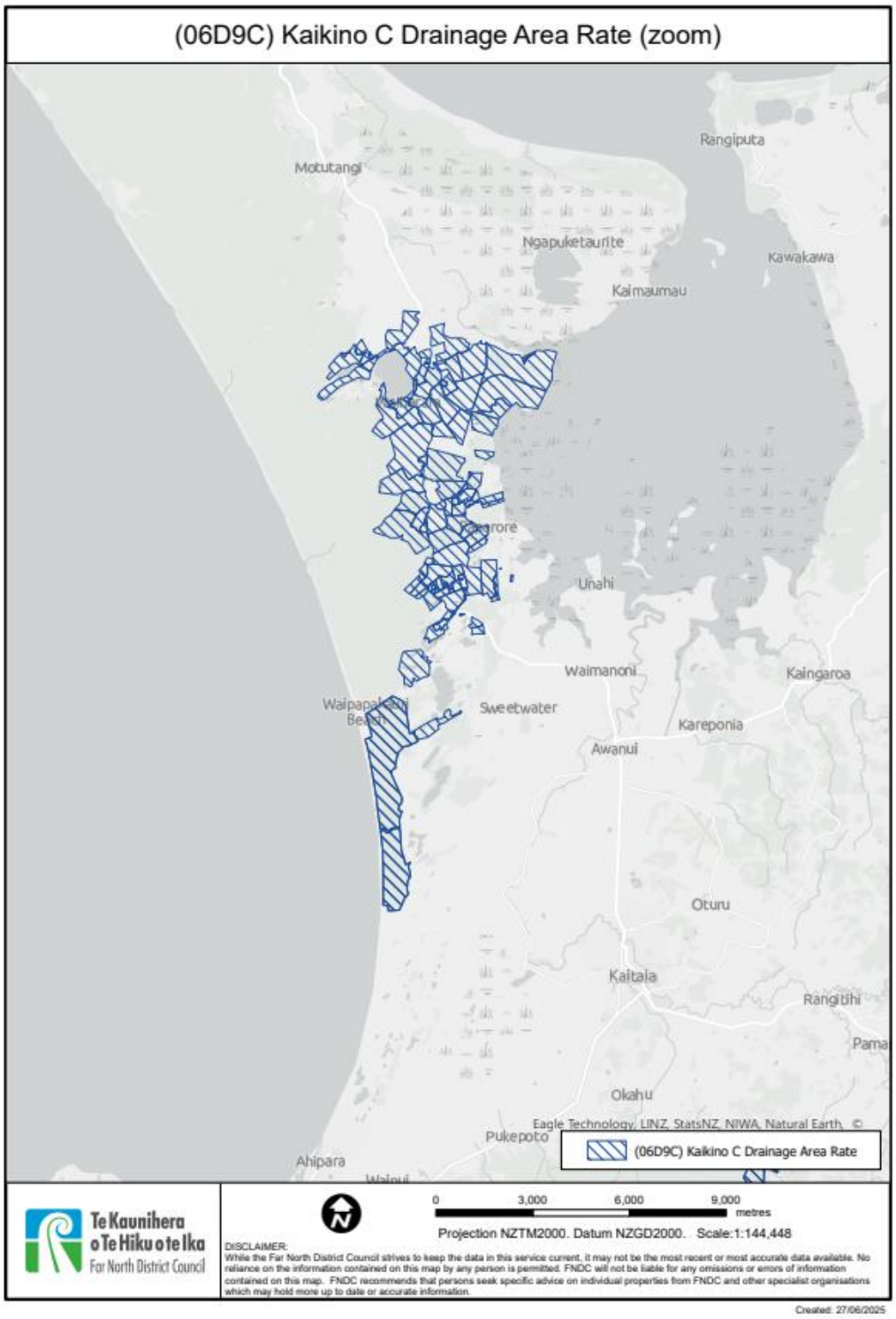


2.9 (06D9B) Kaikino B Drainage Area Rate



2.10 (06D9C) Kaikino C Drainage Area Rate




(06D9C) Kaikino C Drainage Area Rate (zoom)
Rangiputa
Motutangi
Ngapuketaurite
Kawakawa
Kaimaumau
Unahi
Waimanoni
Kaingaroa
Sweetwater
Kareponia
Awanui
Oturu
Kaitaia
Rangitihi
Pamapuria
Okahu
Pukepoto
Ahipara
Eagle Technology, LINZ, StatsNZ, NIWA, Natural Earth, ©
(06D9C) Kaikino C Drainage Area Rate
0 3,000 6,000 9,000
metres
Projection NZTM2000. Datum NZGD2000. Scale:1:144,448
Te Kaunihera o Te Hiku o te Ika
Far North District Council
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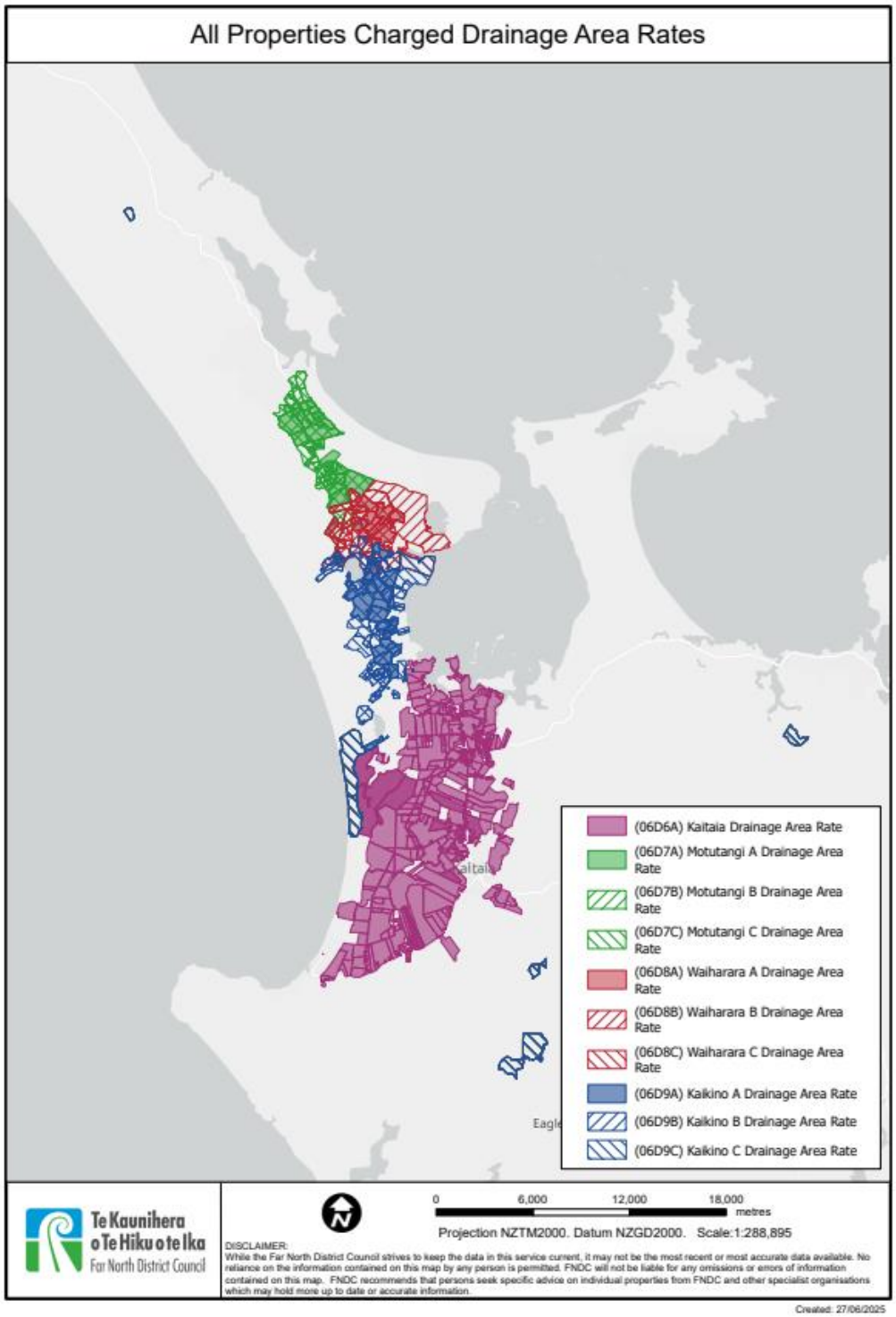
Created: 27/06/2025

2.11 All Properties Charged Drainage Area Rate



6.4 HOUSING FOR THE ELDERLY REVIEW OF RENT SETTINGS AND OPTIONS FOR PUBLIC CONSULTATION

File Number: **A5261722**

Author: **Nadine Hopkins, Executive Projects Advisor**

Authoriser: **Ruben Garcia, Acting Group Manager – Delivery and Operations**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To inform the Council of options arising from a review on how rents are increased for the Housing for the Elderly portfolio and seek approval to commence public consultation on the options.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Housing for the Elderly portfolio consists of 144 units across 12 locations.
- The Housing for the Elderly Policies and Information 2010 requires rents to be adjusted annually based on the Consumer Price Index. This was set by a Council decision in May 2010. A change to this method requires a Council decision.
- The 2010 policy sets out that the Housing for the Elderly activity is to be funded from rents received. Council's Long-Term Plans 2021-2013 and 2024-2027 also outline that the Housing for the Elderly portfolio is intended to be funded entirely through rents received, however recognises that at times this activity may not be self-funding.
- The portfolio is not covering its operational outgoings, with a forecasted operational shortfall exceeding $200,000 for the 2025/2026 financial year.
- A review has:
    - Considered the current Consumer Price Index (CPI) based adjustment to see if it is still fit for purpose, and also considered other approaches such as:
        - setting and reviewing based on a percentage of income,
        - market rent benchmarking,
        - tiered rents which take into account features of the units or household,
        - cost-recovery approach, and
        - mixed approaches.
    - Obtained feedback from 60 tenants on potential approaches along with their views on what impact this may have on them.
- Council is to decide on whether to proceed to go out for public consultation. The approaches for consultation are continuing with CPI-based annual rent increases, setting rents as a percentage of NZ Super, adjusting rents to cover actual operating costs, benchmarking rents against market rates, as well as including variations based on unit features and household types.
- Public consultation on approaches is recommended due to the anticipated community interest and the impact on tenants and ratepayers.

TŪTOHUNGA / RECOMMENDATION

That Council:

a) **Adopt the Proposal in Attachment 3 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.**

b) **Approve that the period for making written submissions on the proposal will be a minimum of 4 weeks.**

c) **Delegate authority to the Mayor to decide on the date of oral presentation/s of submissions.**

d) **Authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the Proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication and public release.**

1) TĀHUHU KŌRERO / BACKGROUND

Far North District Council has a Housing for the Elderly portfolio of assets consisting of 144 units across 12 locations. These are tenanted by persons who meet specific eligibility criteria, including being over 60 years old.

Rents are set and reviewed based on the Housing for the Elderly Policies and Information 2010 document (**2010 Policy**). The 2010 Policy provides that:

> *Far North District Council aim to ensure that adequate facilities are provided for our elderly by providing 144 Pensioner Housing units at 12 locations within the Far North District.*
>
> *Council's Housing for the Elderly Funding Policy requires the activity to be funded from rents received and endeavours to keep rents as low as possible while providing units that are well maintained and presented.*
>
> *Council will increase rents every year on the 1st October by the June Consumer Price Index (CPI).*

In accordance with Council resolution 2021/17 from May 2021, options for divesting the portfolio have been explored and have led to a closer examination of the portfolio's operational viability and future needs for it to be sustainable. The portfolio is not covering its expenses, with operational shortfalls for the 2025/2026 financial year forecast to exceed $200,000. This figure does not include depreciation funding.

The current rents are:

• **Location**	• **Type of Unit**	• **Weekly Rent**
• Kaikohe, Kerikeri, Rāwene	• Bedsit unit	• $130.00
• Ahipara, Awanui, Horeke, Kawakawa, Oxford St, Puckey Ave, Rāwene, Kohukohu, Waimā	• One bedroom unit	• $136.20
• Kaikohe, Ōmāpere, Kerikeri	• Larger units: One/ Two-bedroom unit (s)	• $140.00
• All complexes	• Couples	• $144.60

The 2010 Policy sets out primarily administrative and operational matters relating to the Housing for the Elderly portfolio of assets. However, a small number of high-level policy statements in the Booklet reflect previous Council decisions and require a Council resolution to change, including that annual rent increases will be based on CPI figures. Council resolved this as the method of rent increases at the meeting of 26 May 2010 as set out below:

6.9. Pensioner Housing

Resolved Baker/Macauley

"That the report, "Pensioner Housing", be received;

And that Council will increase pensioner housing rent annually effective from 1st October each year based on the CPI increase;

This approach which has been in place for 15 years. A review in accordance with resolution 2025/40 has been undertaken into the current approach of how rents are set and reviewed, and whether it is still fit for purpose.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

A research report has been completed as set out in **Attachment 1.** The research report considered other ways rents could be approached and reviewed how other councils establish and review rents. The following approaches were considered:

- CPI-Based Adjustments: Continuing the current method of adjusting rents annually based on the CPI. Using this approach since 2010 mean rents increased an average of $2.13 per week each year. Depending on the CPI increase, weekly rent rises have ranged from $0.60 to $7.70, with the biggest jumps happening during the high inflation years of 2022 and 2023.
- Percentage of Income: Setting rent as a fixed percentage of the tenant's income, typically between 25% and 30% of New Zealand Superannuation. This approach focuses on the tenant's income.
- Independent Valuation and Market Rent Benchmarking: Basing rents on professional valuations and market rates, potentially setting them at a full or discounted market rate.
- Tiered Rents Based on Unit Features and Household Type: Adjusting rent levels based on factors such as unit size, condition, and location, as well as considering different rates for single occupants versus couples. These are factors which can be considered as part of any approach.
- Cost-Recovery Approach: Calculating rent to cover the actual cost of operating and maintaining the housing, with or without depreciation, to ensure financial sustainability.

Mixed approaches which combine elements from multiple methods were also considered. These can be used to strike a balance between affordability for tenants, market variation, and financial sustainability although come with more complexity.

The review also:

- Considered what other financial support may be available if rents were to increase such as the accommodation supplement[1] and how that may affect amounts paid by tenants who were eligible for it, and
- Obtained the views of the tenants on the approaches, with 60 tenants providing feedback. Tenants were given the option to have face to face meeting with staff as part of this, which option was taken up by 53 tenants. Those could not, or did not want to, meet in person were provided with the option to provide feedback by providing staff with their written responses (via email, service centres or post) which approach was taken for the rest of the responses received.

Attachment 2 provides an analysis of each of the approaches covering:

- Whether the approach will meet operating costs.
- Impact on tenants, including the change per week.
- Impact on ratepayers.
- Implementation and administration considerations.
- Whether the approach considered unit features like size, area or if they tenants are a couple and how that may contribute to a mixed approach.
- Advantages and disadvantages.

OPTIONS TO PROGRESS THIS REVIEW

[1] The accommodation supplement is a is a weekly payment administered by Work and Income (part of the Ministry of Social Development) which is to help people with the cost of rent, board or owning a home. This support is available to individuals with low income, low asset levels, and housing costs that exceed a set proportion of their income.

To progress this review, Council is to consider whether to undertake consultation on the options and approaches arising from the review. Council can either:

- Undertake public consultation on the options (recommended option), or
- Chose to not undertake public consultation and not proceed any further with this review, or
- Make a decision on an approach without undertaking public consultation.

Attachment 3 is a draft proposal setting these approaches to consult on, including background information to explain the approaches (**Proposal**).

The approaches in the Proposal would be:

• **1**	• **Keep things as they are** • Rents to continue to be increased annually based on the Consumer Price Index (CPI). • *This is the current situation (status quo)*
• **2**	• **Link rents to NZ Super** • Rents to be increased by basing the amount as a percentage of NZ Super and reviewed annually to keep that proportionality.
• **3**	• **Align rent increases with actual costs** • Rents to be increased/adjusted annually to cover the actual or forecast operating costs incurred each year.
• **4**	• **Benchmark rents against market rates** • Rents to be benchmarked against market rates, set as a percentage and reviewed annually.

Each option would also include a tiered approach to setting rents. This means the amount charged may differ based on things like the size or location of the unit, and whether it is occupied by one person or a couple.

There are no legislative requirements for undertaking this review, however the Local Government Act 2002 sets out certain considerations about decision making and consultation. Council's Significance and Engagement Policy 2021 also provides the appropriate level of public engagement.

The subject matter of this review is of high interest to tenants who are directly affected.

Is anticipated to have a medium level of public interest from wider communities and interest groups (such as those who advocate for elderly persons or are interested in housing) and ratepayers (as the operating shortfall is funded from rates). In addition, the proposal is likely to have an impact on the social, economic, environmental or cultural wellbeing of the District or an aspect of the District. It is considered that the proposal is of high significance for current tenants and tenant involvement should occur, and of medium significance for the public, and public engagement to consult on the options should occur.

Views and feedback from the tenants were collected as part of explaining the review to them and researching approaches. This has helped to consider the potential impacts on them of some approaches and the advantages and disadvantages of them, however not all tenants have provided feedback.

Consultation process

Section 82 of the Local Government Act 2002 does not set out a minimum length of time for consultation, however a consultation period of at least four weeks is considered best practice.

Council staff recommend people be encouraged to present their views primarily by making comments or submissions via the Council's website. A submission form will be provided for download on the website for people to print and use to make written submissions either by post or delivery to Council offices. A small number of printed copies of the proposal document and submission form will be made available at Council offices for people to use if they are not able to print the documents themselves. A link to the webpage for making submissions will be emailed to the Council's "subscribers" database and publicised on the Council's social media pages. Tenants will also be contacted via their preferred method (phone or text) and be encouraged to participate.

Council staff will be available to discuss the options with interested and affected parties during the consultation period. The options will most likely be of interest to the public and staff expect there may be requests to present submissions orally to elected members. Staff therefore recommend the Council delegate, to the Mayor, the power to arrange and change the date of the oral presentations of submissions.

Option 1: Undertake public consultation on the Proposal (recommended option)

To progress this review and undertake public consultation on the Proposal.

This option will mean it takes longer to complete the review and make a decision, however it provides the opportunity to gather feedback from the community and ratepayers on these potential approaches.

Tenants will also have another chance to provide more targeted input, which is important for those who did not participate in the original meetings with staff. In addition, the information in the Proposal also contains more detail and analysis of the approaches than the original questions asked of the tenants.

Option 2: Do not undertake public consultation and not proceed any further with this review

This will bring the review on how rents are set to an end, and the status quo will continue with rents to be adjusted by way of CPI.

Option 3: Make a decision on an approach without undertaking public consultation

This approach would mean a decision is made without further consultation or engagement occurring, which is a quicker approach to changing the rent settings in the 2010 policy. However, this approach would limit transparency and accountability in decision making as not all tenants participated in the initial meetings where their feedback was sought, the timeframe for them to be involved was short and occurred as part of the research into approaches with the engagement with them focused more on their views as part of understanding impacts, advantages and disadvantages. The information and analysis in the Proposal is much more detailed and has been informed by that feedback.

It also misses the opportunity to gather feedback, views and insights from the wider public, as the decision also affects the communities where these properties are located, and ratepayers. Further, it increases the risk of public opposition (including legal challenge) and lack of support if changes are to be implemented.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommended approach is option 1: to undertake public consultation on the Proposal. Although a special consultative procedure is not required for this decision, it is recommended to conduct public consultation due to the anticipated community interest. Tenants are directly and financially affected by any changes in rent, but the broader community may also be impacted as tenants are often family members of those in the community, and there is concern for the care of the elderly and housing. Additionally, ratepayers are subsidising the portfolio through their rates to cover operational costs and may wish to have their views heard.

Given the implications on community wellbeing and the anticipated level of public interest, consultation is appropriate under Council's Significance and Engagement Policy. The Proposal in Attachment 3 meets statutory requirements for consultation under section 82 of the Local Government Act 2002.

Next steps

If the Council adopts the recommendation, staff will implement public consultation and aim to present the outcome and recommendations arising out of that for consideration to the 25 September 2025 Council Meeting.

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

The operational cost of consultation is expected to be minimal, involving primarily staff time and resources, and will be met from within existing budgets.

Financial implications on the approaches are considered at a high level in Attachment 2, will be further considered as part of any future decision.

ĀPITIHANGA / ATTACHMENTS

1. **Attachment 1: Research Report HfE Review of Rent Settings - A5272593**
2. **Attachment 2: Evaluation of Approaches - Options Analysis - A5272598**
3. **Attachment 3: Housing for the Elderly Rents Proposal Document - A5272595**

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	High significance due to the potential impact on tenants, and medium significance for the community and ratepayers. This means a need to ensure decisions reflect community needs and preferences, and public consultation should be conducted to gather feedback. Tenant feedback has been obtained, and wider feedback from the community is required.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Council's Housing for the Elderly Funding Policy requires the activity to be funded from rents received and endeavours to keep rents as low as possible while providing units that are well maintained and presented. This is reflected in the LTPs 2021-2013 and 2024-2027 which outline that the Housing for the Elderly portfolio is intended to be funded entirely through rents received, however recognises that at times this activity may not be self-funding.
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 issue is District Wide. Community Boards do not have delegation to make decisions over Housing for the Elderly related matters.
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.	This decision does not relate to land or a body of water. Iwi and hapū have not been specifically consulted. Iwi and hapū will have the opportunity to provide feedback as part of public consultation.
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).	Tenants' views were obtained for the research report and potential impacts on them has been included in the analysis of the approaches. Tenants will also be able to provide feedback as part of public consultation.

State the financial implications and where budgetary provisions have been made to support this decision.	Decisions to undertake consultation will be covered by current resource allocation. Financial implications from the options to be addressed in decision making. High level financial implications are included in the analysis for each approach in Attachment 2.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

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

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Phone 0800 920 029

Research Report – Review of Annual Rent Increase Settings for Housing for the Elderly portfolio

Housing for the Elderly Policies and Information 2010

1 Purpose

To undertake a review of the annual rent increase settings as set out in the Housing for the Elderly Policies and Information 2010 document (**Booklet**).

2 Objectives

The objective of this review is to:

- Consider whether the current approach to annual increases by reference to annual Consumer Price Index (**CPI**) adjustments remains the most appropriate method to review rents, and
- Identify and consider alternative approaches.

3 Problem (and opportunity) Statement

The Housing for the Elderly property portfolio is financially unsustainable, with operating costs exceeding income. Rents are reviewed and increased annually by the CPI, which has been the approach for 15 years. This review is to consider whether the current approach is still fit for purpose, or whether there are alternative approaches which could be more suitable.

3.1 Scope/caveats on research and analysis

This report is limited by its scope to undertake a review as to how rents are currently increased and whether that approach is still fit for purpose. In addition, it also explores other approaches to how rents could be reviewed.

Additionally, it is recognised that while there may be opportunities to reduce operational costs, a detailed or forensic review of these expenses is outside the scope of this report.

4 Context

Council is owner of 12 properties (144 units) which are used as Housing for the Elderly[1]. These are tenanted by persons who meet the requirements of the Booklet, and Council is the landlord. The tenants have tenancy agreements made pursuant to the Residential Tenancies Act 1986 (**RTA**).

The Booklet provides that:

> *Far North District Council aim to ensure that adequate facilities are provided for our elderly by providing 144 Pensioner Housing units at 12 locations within the Far North District.*

[1] Also referred to as *pensioner housing*.

Council's Housing for the Elderly Funding Policy requires the activity to be funded from rents received and endeavours to keep rents as low as possible while providing units that are well maintained and presented.

Council will increase rents every year on the 1st October by the June Consumer Price Index (CPI).

Eligibility criteria for a unit are[2]:

- Housing priority will be given to applicants 60 years old and above.
- The applicant must not be a land or property owner and the combined value of the applicant's assets must not exceed $20,000.
- The applicant must be a permanent New Zealand Resident or Citizen of New Zealand.

Generally, tenants are in receipt of New Zealand Superannuation (**NZ Super**) or other benefit/financial support from Ministry of Social Development (**MSD**). Demographic details of the current tenants are in *section 4.3* below.

The Booklet is essentially an operational document setting out primarily administrative and operational matters relating to the Housing for the Elderly portfolio of assets. However, a small number of high-level policy statements in the Booklet reflect previous Council decisions and require a Council resolution to change, including that annual rent increases will be based on CPI figures. Council resolved this as the method of rent increases at the meeting of 26 May 2010 as set out below:

6.9. Pensioner Housing

Resolved Baker/Macauley

"That the report, "Pensioner Housing", be received;

And that Council will increase pensioner housing rent annually effective from 1st October each year based on the CPI increase;

Information about annual rent increases being based on the CPI is included in the Booklet provided to the tenants. The Booklet also provides that rent increases occur once per year.

Table 1 below sets out the current rent amounts for the properties, which includes some variation based on the type of unit.

Table 1 - 2025 Rent Amounts

Location	Type of Unit	Weekly Rent
Kaikohe, Kerikeri, Rāwene	Bedsit unit	$130.00
Ahipara, Awanui, Horeke, Kawakawa, Oxford St, Puckey Ave, Rāwene, Kohukohu, Waimā	One bedroom unit	$136.20
Kaikohe, Ōmāpere, Kerikeri	Larger units: One/ Two-bedroom unit (s)	$140.00
All complexes	Couples	$144.60

Under the Residential Tenancies Act 1986, landlords are required to give at least 60 days' written notice before any rent increase takes effect. Additionally, rent cannot be increased within 12 months of either the tenancy start date or the last rent increase. These requirements are also reflected in the tenancy agreements for Housing for the Elderly units. The last scheduled rent review was due in October 2024 but was not completed. While this could be completed now, it would mean rents cannot be increased again for another 12 months.

[2] See https://www.fndc.govt.nz/our-facilities/housing-for-the-elderly

Council has not changed how annual rent increases for the portfolio are calculated since 2010.

4.1 Funding/Financing Policies

The Booklet provides that it "*requires the activity to be funded from rents received and endeavours to keep rents as low as possible while providing units that are well maintained and presented".*

The Long-Term Plans 2021–2031 and 2024-2027 outlines that the Housing for the Elderly portfolio is intended to be funded entirely through rents received, however recognises that at times this activity may not be self-funding. It refers to the activity having a high level of private benefit paid which is intended to be covered by rental income, but some costs cannot be recovered. Unrecovered costs are funded from general rates or borrowings.

In addition, the Long-Term Plan 2024-2027 provides that depreciation will not be funded from rates for Housing for the Elderly assets[3].

4.2 Costs to Operate the Portfolio

Based on the forecast figures for 2025/2026, the portfolio is expected to generate an income of approximately $880,000, with operating costs around $1,110,000 (excluding interest and depreciation). These costs include necessary repairs and maintenance to meet landlord obligations but exclude capital costs for completed works such as Healthy Homes standards for occupied units. This results in an anticipated operational loss of $230,000, which would be funded by rates.

Many units require refurbishment works or upgrades to enable them to be re-tenanted. Due to refurbishment needs, not all units can currently be tenanted. The number of units that are occupied or can be re-tenanted without additional capital works is 117.

The Long-Term Plan 2024-2027 reduced the budget for these with the revised budget being to meet the requirements under the Healthy Homes standards and provision for essential works. In addition, it was identified that the operational loss was affecting the portfolio's sustainability and to mitigate this, depreciation was no longer funded from rates. As a result, capital works continue to be deferred and these costs are not included in the costs associated with operating the portfolio. However, this may affect the ability to re-let units at the end of tenancies, or complete upgrades to meet changing needs of tenants.

Due to current policy settings from the Ministry of Housing and Urban Development (**MHUD**), redirects are no longer accepted for existing housing units.[4] Redirects refer to the process where existing properties, including those owned by councils, are brought into the public housing system and become eligible for the Income-Related Rent Subsidy (**IRRS**). This subsidy helps bridge the gap between what a tenant can afford to pay (typically calculated as 25% of their net income up to the weekly income threshold (being $538.42) plus 50% of the amount received over the income threshold) and the market rent for the property as MHUD will pay the difference between those amounts to the landlord.

The discontinuation of redirects means that existing Housing for the Elderly units and their tenants do not qualify for IRRS, even if the properties were transferred to a registered Community Housing Provider. As a result, the Council is currently unable to increase revenue by partnering with a provider or transferring these units to a provider to house individuals on the public housing register. This limits options for council to increase revenue for the existing units through assistance from MHUD funding.

[3] Long-Term Plan 2024-2027, p. 211.
[4] https://www.hud.govt.nz/funding-and-support/income-related-rent-subsidy and https://www.hud.govt.nz/assets/Uploads/Documents/OIA-release/HUD2024-005380-Response_Redacted.pdf

5 Review of Settings and Research

5.1 Process Undertaken

This review has been carried out through a combination of research and tenant engagement as follows:

- Research included:
  - Examining how other councils set and increase rents.
  - Assessing how these approaches could apply to the Far North context.
  - Reviewing eligibility criteria for accommodation subsidies.
- Tenant feedback was gathered to help consider approaches through a questionnaire. This was undertaken by:
  - Each tenant was contacted by phone and if required, by text, and offered the option to meet in person to discuss the questionnaire.
  - Tenants who preferred not to meet, were not available, or did not respond were given alternative methods to provide their feedback:
    - The questionnaire could be left in their mailbox and returned via a prepaid envelope or to any service centre.
    - It could be returned via email.
    - It could be completed over the phone.
  - Some tenants chose not to participate.

Tenants were provided information about current rent levels, how these compare to market rates, different approaches and what they would look like, and how current rents do not cover outgoing expenses. They were specifically invited to share their views on various rent-setting approaches, including:

- The existing CPI-based method
- Whether rent should be linked to the amount of superannuation received
- If couples should be charged a higher rate
- Whether receiving the accommodation supplement should be a requirement
- Rent calculations being based on unit size, location, or condition
- Aligning rents more closely with market rates

Tenants were also asked to comment on how a potential rent increase would affect them and to provide any additional feedback regarding the rent review process.

When meeting with tenants, staff were aware that some individuals might have health or disability limitations, such as hearing, vision, or memory impairments, as well as other potential vulnerabilities. Undertaking the meetings in person also allowed the tenant to seek immediate clarification on the questions if they did not understand.

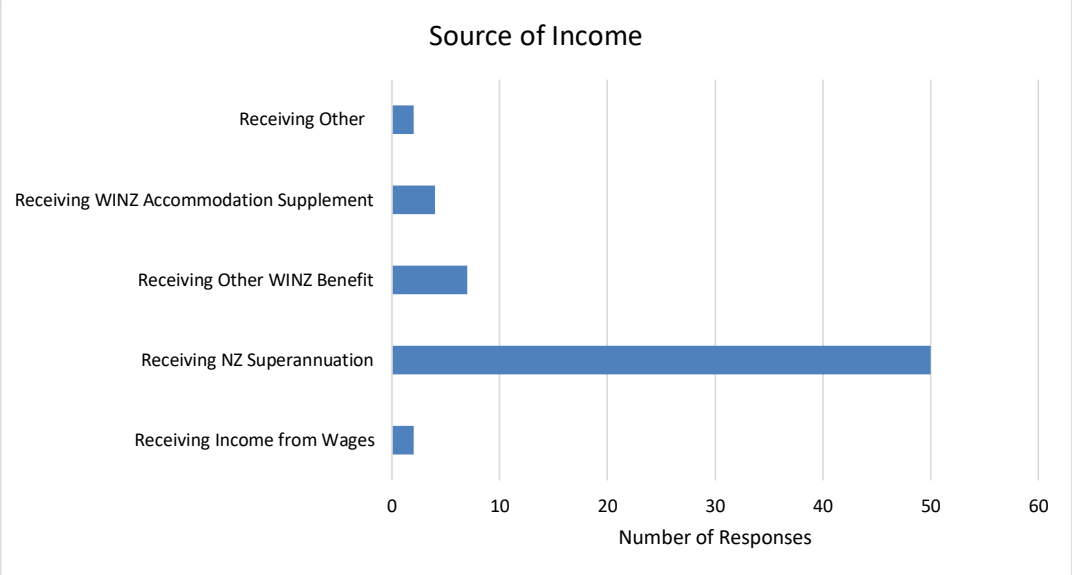
Sixty responses (60) responses were received.

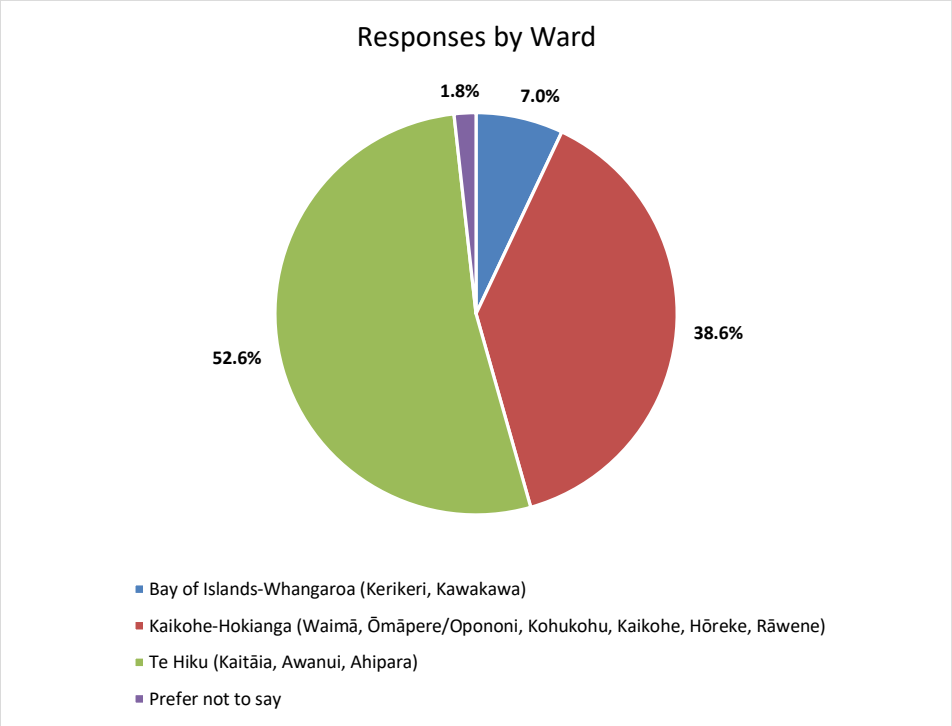
A copy of the questionnaire is included in **Attachment A.** Key feedback is incorporated into this report.

5.2 Current Tenant Demographics

Most current tenants (88%) are aged 65 years and over. Less than 5% of units are tenanted by couples.

Based on feedback from the current tenants as part of this review about 83% receive NZ Super as their sole form of income. Below are two graphs illustrating income source (responses could select more than one option), and a breakdown of the responses received by ward.


Source of Income
Receiving Other
Receiving WINZ Accommodation Supplement
Receiving Other WINZ Benefit
Receiving NZ Superannuation
Receiving Income from Wages
0
10
20
30
40
50
60
Number of Responses


Responses by Ward
1.8%
7.0%
38.6%
52.6%
Bay of Islands-Whangaroa (Kerikeri, Kawakawa)
Kaikohe-Hokianga (Waimā, Ōmāpere/Opononi, Kohukohu, Kaikohe, Hōreke, Rāwene)
Te Hiku (Kaitāia, Awanui, Ahipara)
Prefer not to say

5.3 Housing Affordability

Housing affordability is a key issue in the Far North and for those on fixed incomes like NZ Super. The key housing affordability metric threshold used by Statistics NZ states that rents should not exceed 30% of a person's gross income.[5]

For those in public housing, the majority pay an income-related rent determined by MSD, with the amount generally set at 25% of the net household income.[6]

Using NZ Super figures, *Table 2* below illustrates the possible amounts a tenant would pay for rent when applying those metrics. This is based on a sole occupant.

Table 2 - Amounts based on housing affordability or public housing metrics

Type of super	Amount per week (gross)	Amount per week (net, M tax rate)[7]	30% of gross amount (affordability metric)	25% of net amount (public housing approach)
NZ Super for single (living alone) 2025	$627.14	$538.42	$188.14	$134.60

5.4 Approaches and Examples from Other Councils

There are several ways councils could approach how rents are set and increased. These methods vary in complexity, affordability, and alignment with local conditions. Options for reviewing and setting rents include:

- **CPI-Based Adjustments:** Rents are adjusted annually in line with the CPI to reflect inflation. This is the current approach used by Far North District Council.
- **Percentage of Income (e.g., NZ Super):** Rent is set as a fixed percentage of the tenant's income, typically between 25% and 30%. This ensures affordability and aligns with public housing benchmarks.
- **Independent Valuation and Market Rent Benchmarking:** Rents are based on professional valuations and may be set at a full or discounted market rate. Councils may then benchmark rent as a percentage of local market rents (e.g., 50%, 75%).
- **Tiered Rents Based on Unit Features and Household Type:** Rent levels can vary depending on factors such as unit size, condition and location. This approach reflects the relative value of each unit and market variation. Additionally, units occupied by couples may warrant different rent considerations due to higher household income or shared occupancy.
- **Cost-Recovery Approach:** Rent is calculated to cover the actual cost of operating and maintaining the housing, with or without depreciation. This model prioritises financial sustainability. In addition, it also reflects the requirement for *"the activity to be funded from rents received"* as provided in the Booklet.
- **Mixed Approaches:** A combination of the above approaches which may provide a method for striking a balance between affordability for tenants, market variation, and financial sustainability.

Tables 3 to 7 below provide examples of how different councils apply these approaches, including:

- Fixed percentages of income (e.g., Whangārei District Council).
- Flat weekly rates with adjustments for couples (e.g., Kāpiti Coast District Council).
- Tiered rates based on unit type and location (e.g., Rotorua Lakes Council).

[5] Bentley, A. (2021). Sticky Rents and the Affordability of Rentals for Housing in New Zealand. New Zealand Population Review, 47, pp.145-170. Population Association of New Zealand. (pgs 150-151), Stats NZ refer to this in their suite of statisticsnz.shinyapps.io/wellbeingindicators/_w_5dc588de3e4a4f3490f0e0609c6cd3e8/?page=about&subpage=main

[6] Income-related rent subsidy - Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development

[7] https://www.workandincome.govt.nz/eligibility/seniors/superannuation/how-much-you-can-get.html

Table 3 - Whangārei District Council

Whangārei District Council[8]

Has 165 units over 16 separate sites, at 7 locations in its district. Rent for these is a fixed cost based on the current superannuation payment as follows:

- single- and two-bedroom units are 30% of the weekly superannuation, and
- bedsits are 28% of the weekly superannuation.

Based on the 2025 superannuation rate, these would be:

	Amount per week (gross)	**30% (1, 2-bedroom units)**	**28% (bedsits)**
NZ Super for single person (living alone) 2025	$627.14	$188.14	$175.60

Table 4 - Rotorua Lakes Council

Rotorua Lakes Council[9]

Has 152 units at 7 locations in its district. Rent for these is a fixed cost which provides for differences for the area, size (or type) and whether the occupants are a single person or two people:

COMPLEX	**Fee per week - Single**	**Fee per week - Double**
Domain Avenue	$136.56	$180.56
Dawson Drive	$136.56	$180.56
West Brook	$148.33	$176.00
Lucas Place – bedsit	$121.09	$160.00
Lucas Place - one bedroom	$148.33	$175.59
Rawhiti – bedsit	$106.65	$130.00
Rawhiti - one bedroom	$148.33	$175.49
Kahikatea Street	$158.95	$200.00

Rotorua Lakes Council reviews the rent by undertaking a three yearly independent rental review, and an annual CPI adjustment.[10] In addition, the annual rental is required to be no more than 30% of national superannuation.

Rotorua Lakes Council also charges between $20 and $45 more for couples.

[8] https://www.wdc.govt.nz/Community/Community-services/Pensioner-housing
[9] https://www.rotorualakescouncil.nz/community/housing-in-rotorua/housing-for-older-people
[10] ECM_20274902_v2_Community & District Development Committee 2024 05 MAY - CDDC - PUBLICAgenda Community and District Development Committee Meeting 8 May 2024

Table 5 - Kāpiti Coast District Council

Kāpiti Coast District Council[11]
Has 118 units across 10 locations. They charge a fixed rate for individuals and couples without any differences for area or size as follows:

Accommodation category	**Weekly rent effective 1 July 2024**
Individuals	$186
Couples	$271

Couples pay $85 more per week.

Table 6 - Gisborne District Council

Gisborne District Council[12]
Has 136 units across 10 properties with a majority being single units. These are:

Unit Type	**Rent per Week**
Single Unit	$205
Twin Unit	$215 - $220
Disabled Persons Unit	$215

Table 7 - Hauraki District Council

Hauraki District Council[13]
Has 57 units across 3 properties and charges the following for rents:

Unit Type	**Rent per Week**
Bedsits	$208
Single Bedrooms	$215

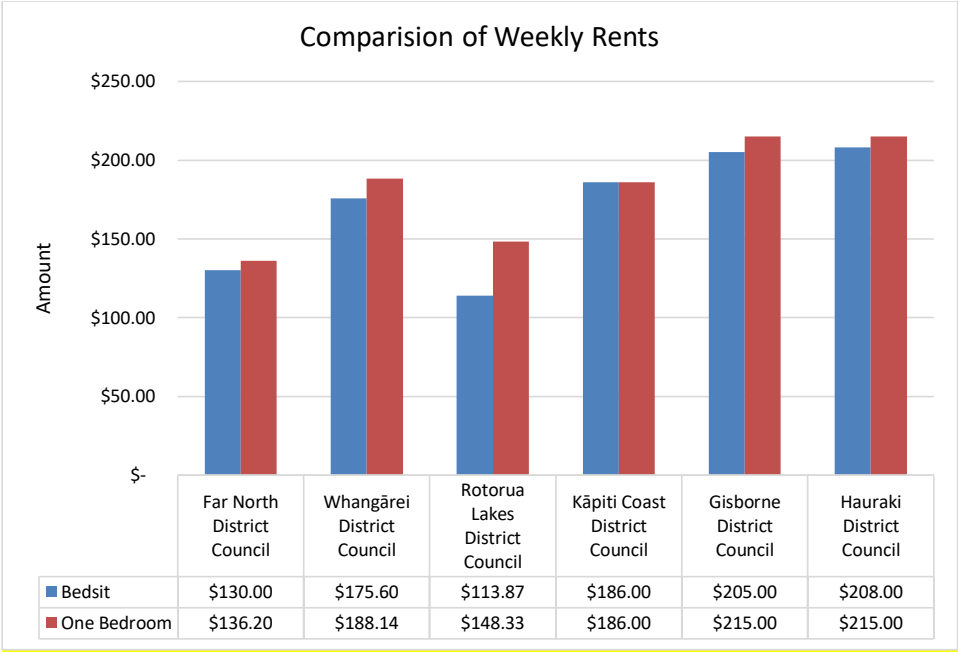
In addition, this council requires applicants to be eligible for the accommodation supplement from MSD. The reason given for this is that "*Tenants that cannot receive it generally have too much income or assets and should be renting in the private sector*."

5.5 Comparison of Weekly Rent Amounts

Below is a graph illustrating a comparison of the weekly rents charged for bedsits and one-bedroom units using the above council examples.[14] While this does not cover all district councils, this does demonstrate that rents for Housing for the Elderly units in the Far North are at the lower end.

[11] https://www.kapiticoast.govt.nz/services/fees-and-charges/service-fees-and-charges/council-housing-charges/
[12] https://www.gdc.govt.nz/property/community-housing
[13] https://www.hauraki-dc.govt.nz/facilities/housing-for-elderly
[14] To enable a comparison, for Rotorua units, the averages are based on the range of charges for both types of units which clearly provide for being a 'bedsit' and a 'one bedroom'. For Gisborne units, a 'single' unit is considered a bedsit, while a 'twin' unit is considered as a one-bedroom.

Table 8 - Graph comparing rents



5.6 Market Value

Valuations were obtained in February 2024, which provides for market rents as set out in the below *Table 9,* as compared to the current rents. These account for the property's overall condition, different towns/areas the properties are located in and the typology of the units.

Table 9 - Market Values

Property	Typology	Amounts per week as per policy (sole occupant)	Market rent per week based on valuations
47 Puckey Ave, Kaitāia	All one-bedroom units	$136.20	$350.00
19 SH 10, Awanui	All one-bedroom units	$136.20	$400.00
24 Boswell St, Kawakawa	All one-bedroom units	$136.20	$320.00
3 Hobson Ave, Kerikeri	3 bedsit units.	$130.00	$350.00
	4 one-bedroom units	$140.00	$400.00
288A SH12, Ōmāpere	2 one-bedroom units. 4 two-bedroom units. 2 three-bedroom units	$140.00	$420.00
39 Takahe Rd, Ahipara	All one-bedroom units	$136.20	$375.00
2 Potter St, Kohukohu	All one-bedroom units	$136.20	$350.00
5 Birch St, Rāwene	4 bedsit units	$130.00	$350.00
	6 one-bedroom units	$136.20	$375.00

Property	Typology	Amounts per week as per policy (sole occupant)	Market rent per week based on valuations
5-7 Oxford St, Kaitāia	All one-bedroom units	$136.20	$350.00
40-61 Tawanui Rd, Kaikohe	36 bedsit units	$130.00	$300.00
	2 one-bedroom units	$140.00	$340.00
17 Waimā Valley Rd, Waimā	All one-bedroom units	$136.20	$375.00
2093 Horeke Rd, Horeke	All one-bedroom units	$136.20	$350.00

The above amounts represent the market rent for the properties, based on comparable rentals in similar localities, as listed by local agents and private landlords on Trade Me at the time of the 2024 valuations. The valuations then considered the locality of the property, features (such as design of units, outdoor space, parking availability) and whether there was a limitation on numbers of rentals in the nearby vicinity which affected demand.

5.7 Accommodation Supplement Eligibility

The accommodation supplement is a weekly payment administered by Work and Income (part of MSD) which is to help people with the cost of rent, board or owning a home. This support is available to individuals with low income, low asset levels, and housing costs that exceed a set proportion of their income.[15]

For people receiving NZ Super, eligibility is assessed as follows:

- A person may qualify if their weekly housing costs (i.e. rent) exceeds 25% of their base rate.
- The base rate[16] is the maximum weekly rate of NZ Super that the person would be entitled to before any deductions or tax.
- If eligible, the person may receive 70% of the amount by which their housing costs exceed 25% of the base rate, up to a maximum cap. The maximum caps for sole occupants the Far North are
    - Kerikeri is classified as Area 2 with a maximum cap of $105 per week.
    - The other properties fall into areas within Area 3 (maximum cap of $80 per week) or Area 4 (maximum cap of $70 per week).

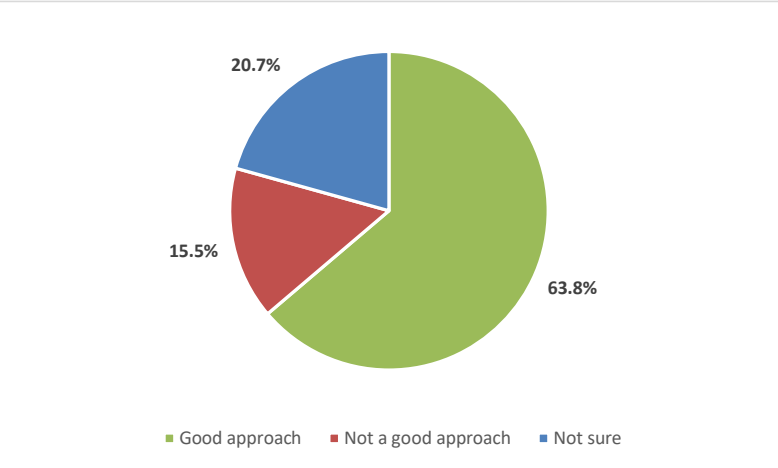
Tenants were asked about the accommodation supplement, with nearly 64% saying they considered requiring tenants to be able to receive this as being a good approach. Comments were that it would help towards paying rent, although a few considered it may still not be enough. Some raised concerns about the requirements WINZ have in order to qualify for it.

This is considered further in the worked examples in *Section 7: Effect on Tenants* below.

Other financial support from MSD or other entities may be available for tenants, however as that is based on individual circumstances and may be related to other factors such as health needs, this is not included in this report.

[15] Social Security Act 2018 sets out the requirements to receive the accommodation supplement.
[16] Social Security Regulations 2018, reg 17.

Tenants were asked about following an approach like Hauraki District Council for tenants to be required to qualify for the accommodation supplement with the results below:



6 Consideration of Different Approaches

This section considers each of the approaches detailed above, being:

- CPI-Based Adjustments
- Percentage of Income (e.g., NZ Super)
- Independent Valuation and Market Rent Benchmarking
- Tiered Rents Based on Unit Features and Household Type
- Cost-Recovery Approach
- Mixed Approach

6.1.1 Reviewing Rents using Consumer Price Index Based Adjustments

The CPI is a measure that examines the average change over time in the prices paid by consumers for a basket of goods and services across NZ. It is widely used to adjust rents for residential housing, ensuring that rental prices reflect changes in the cost of living.

Table 10 below is a summary of weekly rents as of 2011 and 2025.

Table 10 - Comparison of 2011 and 2025 rent amounts

Unit type	2011 (per week)	2025 (per week)
Bedsit	$100.15	$130.00
One bedroom unit	$105.25	$136.20
Larger one or more-bedroom unit	$107.75	$140.00
Couples (all units)	$112.00	$144.60

On average, rents have gone up by about $2.13 per week each year. Depending on the CPI increase, weekly rent rises have ranged from $0.60 to $7.70, with the biggest jumps happening during the high inflation years of 2022 and 2023.

The benefits of using a CPI adjustment to review rents are:

- It creates fairness and predictability by following a consistent, inflation linked measure.

- Create some stability and certainty for tenants and landlords.
- It is a transparent approach, with the CPI information available from the Reserve Bank.
- Administering a CPI adjustment is simple.

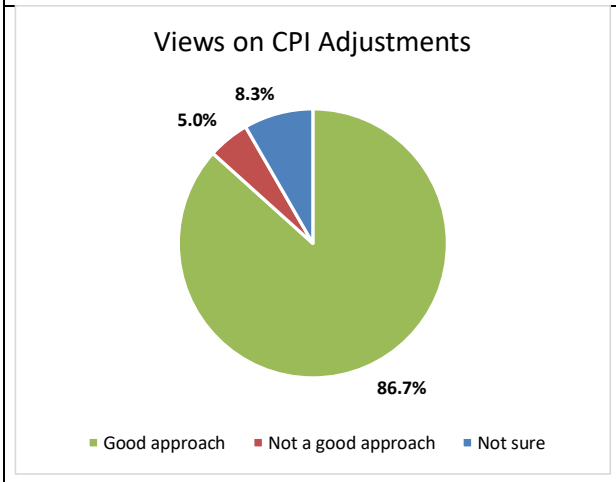
The disadvantages of using a CPI adjustment are:

- CPI might not match local costs, especially in areas where living expenses are much higher or lower than the national average. For example, provincial areas in New Zealand may face higher inflation rates compared to large urban centres.
- Housing costs like rent and building expenses can vary a lot between regions.
- CPI can become less accurate if is not periodically 'reset' to account for changes in specific market conditions for that area.

Superannuation payments are reviewed annually and adjusted based on CPI and wage growth.[17]

Unless both rents and superannuation are adjusted by the same metric, overtime the proportionality can change. This has happened when considering rents relative to superannuation amounts between 2011 and 2025. More detail on how these figures have changed are in section *6.1.2 Amount benchmarked against NZ Super.*

Tenant Feedback on approach



Key themes from additional comments left by tenants were that:

- Rent amounts were already rising fast enough.
- A few comments indicated that they considered the amount was a bit low, even if they did think this was a good approach.

Doesn't feel its enough to cover maintenance

I think it's fair – terrified of big rent hikes

Yeah, small amounts are good

6.1.2 Rent amount benchmarked against NZ Super

Table 11 below shows how rent costs for single tenants have changed between 2011 and 2025 and compares these amounts to superannuation payments at those times to see the proportionality.

[17] https://www.workandincome.govt.nz/about-work-and-income/news/2025/changes-to-benefit-rates-from-1-april-2025.html#:~:text=About%20the%20increase,what%20you're%20getting%20now.

Table 11 - Comparison of 2011 and 2025 rents and NZ Super

	2011			2025		
	NZ Super per week (gross) 2011	**Rent per week**	**Proportion of super for rent**	**NZ Super per week (gross)**	**Rent per week**	**Proportion of super for rent**
Bedsit	$389.14	$100.15	26%	$627.14	$130.00	21%
One bedroom unit		$105.25	27%		$136.20	22%
Larger one or more-bedroom unit		$107.75	28%		$140.00	22%

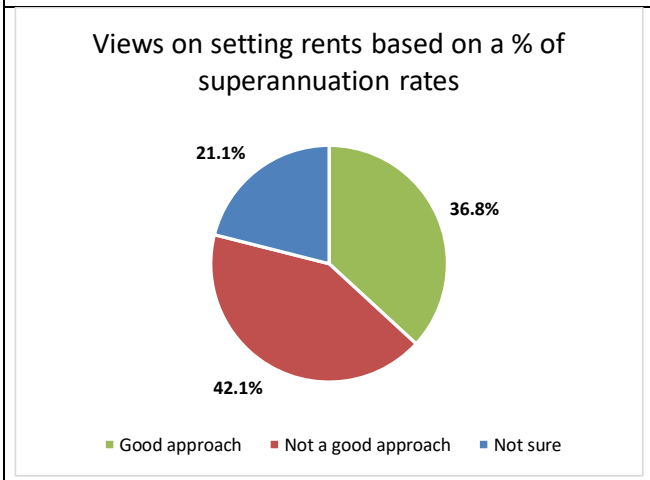
Table 12 below shows the superannuation rate and the amounts of rent which would be charged based on different percentages. These are:

- 30% which follows the model for affordable rents as set out in section 5.3 above, and which Whangarei District Council uses to set rents for one- and two-bedroom properties.
- 28% which is what is charged by Whangarei District Council uses to set rents for bedsits.
- 25% which is a similar approach to public housing as set out in section 5.3 above (noting that the below uses the gross amount for superannuation, whereas public housing would use a net figure and take into account all household income). This percentage is also the entry threshold used as part of assessing how much a person may receive from the accommodation supplement.

Table 12 - Percentages of NZ Super

Type of super	**Amount per week (gross)**	**30%**	**28%**	**25%**
NZ Super for single (living alone) person 2025	$627.14	$188.14	$175.60	$156.79

Tenant Feedback on approach



Key themes from additional comments left by tenants were that:

- This approach would be unaffordable.
- It would be a fair way to approach it.

Would not be able to pay and would have to move back into her van

I wouldn't be comfortable. I would have to budget as the cost of everything else is too high

Some people have debts to repay that come out of super first. This leaves them with a lesser amount.

Realistic and fair

6.1.3 Market value

Market rents are approximately 150% to 200% more than current rents. Current rents are between 30 – 40% of market rents. *Table 13* below illustrates the amounts tenants would be charged if rents were adjusted to:

- 50% of market rents
- 75% of market rents
- 100% of market rents.

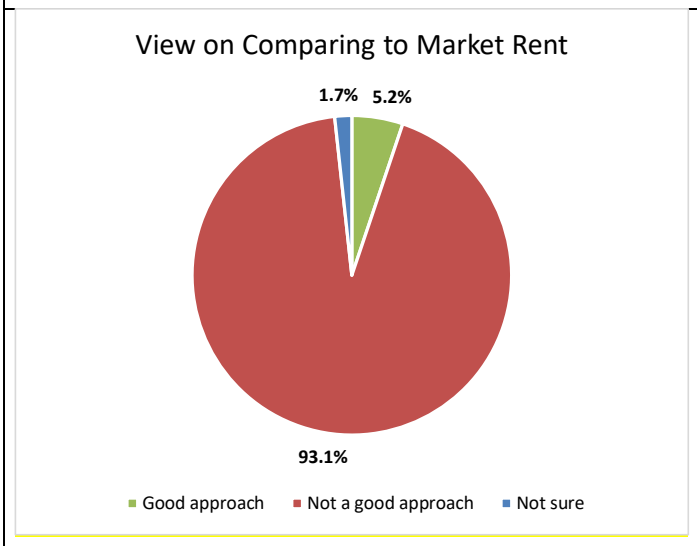
Table 13 - Market Rent Comparisons

Property	Typology	Amounts per week (sole occupant)	Market rent per week based on valuations		
			At 100%	At 75%	At 50%
47 Puckey Ave, Kaitāia	All one-bedroom units	$136.20	$350.00	$262.50	$175.00
19 SH 10, Awanui	All one-bedroom units	$136.20	$400.00	$300.00	$200.00
24 Boswell St, Kawakawa	All one-bedroom units	$136.20	$320.00	$240.00	$160.00
3 Hobson Ave, Kerikeri	3 bedsit units.	$130.00	$350.00	$262.50	$175.00
	4 one-bedroom units	$140.00	$400.00	$300.00	$200.00
288A SH12, Ōmāpere	2 one-bedroom units. 4 two-bedroom units. 2 three-bedroom units	$140.00	$420.00	$315.00	$210.00
39 Takahe Rd, Ahipara	All one-bedroom units	$136.20	$375.00	$281.25	$187.50
2 Potter St, Kohukohu	All one-bedroom units	$136.20	$350.00	$262.50	$175.00
5 Birch St, Rāwene	4 bedsit units	$130.00	$350.00	$262.50	$175.00
	6 one-bedroom units	$136.20	$375.00	$281.25	$187.50
5-7 Oxford St, Kaitāia	All one-bedroom units	$136.20	$350.00	$262.50	$175.00
40-61 Tawanui Rd, Kaikohe	36 bedsit units	$130.00	$300.00	$225.00	$150.00
	2 one-bedroom units	$140.00	$340.00	$255.00	$170.00
17 Waimā Valley Rd, Waimā	All one-bedroom units	$136.20	$375.00	$281.25	$187.50
2093 Horeke Rd, Horeke	All one-bedroom units	$136.20	$350.00	$262.50	$175.00

This approach would put rents in line with market conditions, which would also include unit features and variations such as area and size. Completed market reviews each year would require up to date valuations.

Market valuations conducted in 2024 cost over $30,000. Although updated valuations are expected to be less expensive, there will still be a cost involved in obtaining them each time.

Tenant Feedback on approach



Key themes from additional comments left by tenants were that:

- It was too expensive.
- That you cannot compare these units to private market rentals.

Can't compare private to council

Private rents are too high

A lot more expensive

6.1.4 Setting differences based on area, unit size, and/or condition

Rents could be more finely tuned by considering three key factors:

- Location,
- Unit size, and/or
- Unit condition.

These can be applied individually or in combination. These approaches consider the differences which arise between properties and are relevant for the market valuations undertaken. These features could also be combined to create a tiered rent structure that reflects the value of each unit. For example, a refurbished, large unit in a high-demand town may attract a higher rent than a smaller, un-refurbished unit in a lower-demand area.

Location-Based Rent Differences.

Currently, rents do not vary by town, despite differences in local market conditions. Introducing location-based rent adjustments could better reflect the relative value and demand of housing in each area.

This approach would use market rent data specific for each town as a benchmark. A baseline rent could be established based on the average market rent across all towns, with adjustments applied accordingly to how each town compares to that average.

For example, if the average market rent is approximately $350 per week, and Kaikohe's market is 10% lower than average, rents in Kaikohe could be adjusted proportionally. This same percentage adjustment could be applied to any starting rent amount, allowing for consistent and fair differences between towns based on market data.

In addition, all tenants in receipt of NZ Super receive the same amount regardless of which town they live in so those in a more expensive area would not necessarily have a higher income to offset that. If a tenant qualifies for the Accommodation Supplement, the amount received does vary based on area, with persons in Kerikeri able to receive more due to a higher cap.

Unit Size

Rents are already differentiated by unit size, which reflects the value and utility of larger spaces.

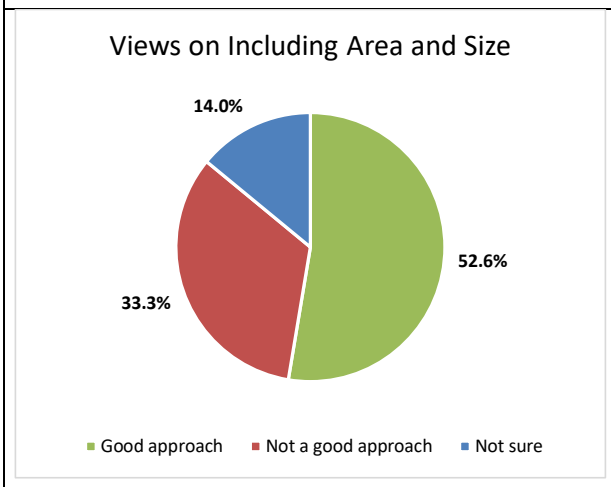
Unit Condition

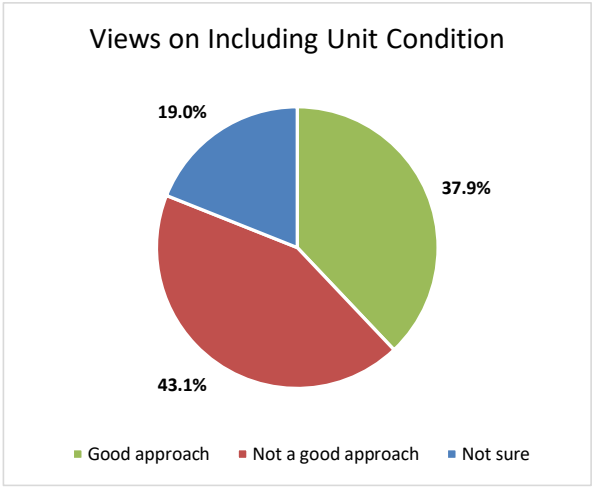
The condition of a unit, especially whether it has been recently refurbished, may be a feature which can attract a higher amount of rent as it may be considered more desirable. However, tenants who have been placed in a unit due to availability (as opposed to the tenant being able to choose their unit) does mean that tenants would have little ability to choose. Further, applying this in practice may be difficult as what qualifies as 'refurbished' needs to be clearly defined, with upgrading activities in previous years being a mix depending on specific needs of the units (i.e. some units have upgraded bathrooms or kitchens, others just have upgrades to windows or accessways).

A unit's condition can also be affected by how it is used and looked after by a tenant. While malicious damage would be covered by the terms of their tenancy, expected general wear and tear will differ from person to person.

The valuations consider the overall condition of the property but does not have individual values per unit. Obtaining individual unit valuations may prove costly and would require a fair metric to be determined, especially as condition could be subjective.

Tenant Feedback on approach





Key themes from additional comments left by tenants were that:

- Everyone gets the same income, so they should pay the same amount regardless of area, size or location.
- Area, as in being close to amenities like doctors, banks etc were considered of value
- With unit condition, tenants commented that they should be responsible for the look and presentation of the units, and that tenants who do not look after their units should not pay less.
- That some areas are more expensive to live in (i.e. goods and services cost more in Kerikeri versus Kaikohe, or cost more in rural locations) however NZ superannuation amount is the same regardless of area.

Depends on how the tenant looks after the unit in the first place

Pay more to be closer to amenities etc.

Everyone gets the same income so rent should be the same

6.2 Rent amounts paid by couples

Couples currently pay $4 to $10 more per week for a unit. When both receive NZ Super, their combined income is $952.94 per week. In public housing, couples typically pay more because rent is based on household income. For example, a single person on NZ Super receives $627.14 weekly, while a couple receives $952.94, resulting in higher amounts paid.

Other councils also charge more for couples such as:

- Rotorua Lakes Council: $23–$44 more per week
- Kāpiti Coast District Council: $85 more per week
- Gisborne District Council: $10 more per week for their twin units

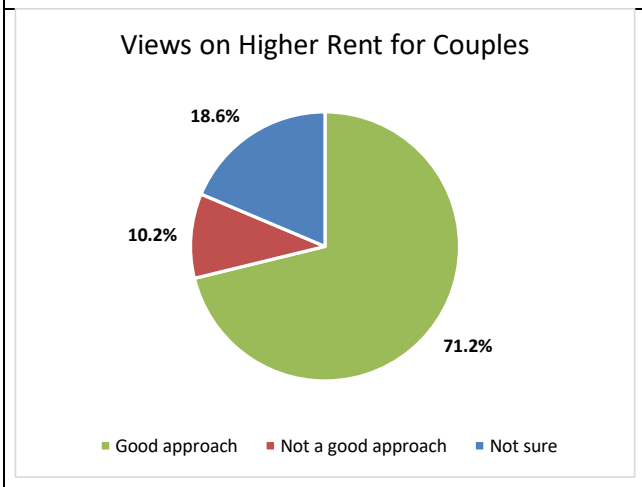
Advantages charging couples more are that it:

- Reflects higher household income and lower per-person living costs.
- Accounts for potential extra wear and tear from two occupants.

Disadvantages of this approach are that it:

- May feel unfair to couples with low combined income.
- Could discourage cohabitation or lead to undeclared occupancy.
- While there is a higher household income, two people cohabiting will have some higher costs such as for food and electricity.

Tenant Feedback on approach



Key themes from additional comments left by tenants were that:

- More people meant more wear on the units
- More people meant the household has more income
- Even though couples may have more income, they have more expenses.

They have double income but need enough money to live

Wouldn't think so. Especially if living in same kind of unit

Wear and tear and usage increases

6.2.1 Cost-recovery approach: based on shortfall for operational costs

This approach, although not explicitly used by other councils reviewed for this report, aims to assess the financial sustainability of the portfolio. While tenants were not specifically asked to comment on this approach, they were informed via the questionnaire that the portfolio was not covering its outgoings. This analysis helps monitor how rents compare to operational costs, especially in the context of funding policies designed to cover these costs. Comparing the results from this approach with those from other methods can provide valuable insights into whether alternative approaches can achieve financial sustainability.

Table 14 below shows the 25/26 forecast income and operating costs for the portfolio and the shortfall per unit, per week. The per unit calculations are based on:

- If all 144 units were tenanted. As referred in this report, some units cannot be retenanted without refurbishment work being completed.
- If 117 units were tenanted (being the current amount occupied or able to be occupied without additional works).

Table 14 - forecast income and OPEX

Income (forecast)	$880,000.00
Operating costs (forecast)	$1,110,000.00
Operational Loss	**-$230,000.00**
Spread across 144 units	
Shortfall per annum, per unit	$1,597.22
Shortfall per week, per unit	$30.72
Spread across 117 units	
Shortfall per annum, per unit	$1,965.81
Shortfall per week, per unit	$37.80

The above excludes costs for capital works like renewals or refurbishments needed at the end of tenancies. Many units, built between 1960 and 1980, require updates to improve conditions and meet tenants' needs. It also excludes any unplanned renewal works identified during tenancy.

Depreciation is not currently funded as set out to the Long-Term Plan 2024-2027. If it was, this would increase the annual shortfall it to $760,000 approximately. While depreciation is not funded, this means there are no amounts held intended for capital expenditure works such as refurbishment for vacant units or renewal works. A shortfall amount of $760,000 per annum increases the shortfall to an amount between $101.50 and $124.92 per unit, per week.

Reviewing rents by reference to OPEX has advantages and disadvantages. Advantages of this approach are it:

- Ensures financial sustainability by aligning rent with the actual cost of running and maintaining the units.
- Supports transparent cost recovery, as rent levels are directly linked to real expenses.
- May encourage efficient management by creating an incentive to control costs.

Disadvantages with this approach are it:

- Will require rents to be adjusted annually based on operational costs, which could fluctuate depending on inflation, maintenance needs, or interest rate changes. As units age and require more repairs, maintenance costs may increase, leading to corresponding rent increases. This creates uncertainty for tenants who are on fixed incomes.
    - An incremental approach which applies a fixed percentage increase over time could reduce this volatility. More details about an incremental approach are below.
- Places the financial risk of property condition directly on tenants.
- May create inequities, as some properties may require significantly more repairs than others, particularly where some units still require refurbishment or arising from actions of tenants. While a unit-by-unit approach could address this, it would be resource-intensive to implement and monitor and could result in unfairness across the portfolio if tenants are unable to easily move between properties.
- Tenants in older or less-refurbished units may end up paying the same as those in upgraded units unless further tiering is applied.
- Introduces administrative complexity, requiring detailed financial tracking and forecasting to ensure rent levels remain accurate and fair.
- If rents rise significantly, tenants may need to rely more heavily on other financial support, which may not fully offset the increase.

An incremental approach could occur whereby income and costs are forecast over a fixed period to work out when the portfolio may 'break even'. For example, calculating a fixed increase over a 10-year period which would require inputs or assumptions such as:

- A vacancy rate (for example of 5%)
- Including known or anticipated increases to costs (such as rates increases as set out in long term plans).
- Incorporating inflationary increases to costs (where those are not already known) using a metric such as that published by Reserve Bank of New Zealand in their Survey of Expectations.[18]
- A contingency may be required to allow for additional costs for repairs and maintenance for properties which were older or in more disrepair than others.

This sort of approach would calculate an annual increase of a fixed period. By way of example if the approach was an annual 8% increase for a 10-year period, *Table 15* below illustrates how the weekly rental amount would change in that scenario.

Table 15 - Example of fixed 8% increase over 10-year period

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Bedsits	140.40	151.63	163.76	176.86	191.01	206.29	222.80	240.62	259.87	280.66
One bedroom unit	147.10	158.86	171.57	185.30	200.12	216.13	233.42	252.10	272.26	294.05
Larger one or more bedroom unit	151.20	163.30	176.36	190.47	205.71	222.16	239.94	259.13	279.86	302.25
Couples	156.17	168.66	182.15	196.73	212.46	229.46	247.82	267.64	289.06	312.18

This approach risks being inaccurate if forecasts and assumptions used are not correct, which could occur due to unexpected cost increases or reduced revenue from vacant units awaiting refurbishment. This approach leaves no room for funding depreciation for renewals works, meaning loans would need to be raised for these. When that happens, the interest cost of those would need to be included as an operational cost to be captured, and the above method may not capture this unless they are included in forecasts.

6.3 Mixed Approach

Mixed approaches combine elements from multiple rent-setting approaches to create what may be a more balanced and tailored framework. For example, a mixed model could blend:

- Income-based rent (e.g., a percentage of NZ Super) with adjustments based on unit size, condition, or location (for example bedsits at 25%, one-bedrooms at 28% and larger units/couples at 30%).
- Market benchmarking to ensure rents remain aligned with local housing values but including a cap to fit with income-based rent. This could also incorporate CPI adjustments in alternative years instead of market reviews every year.[19]
- Operational cost recovery to maintain financial viability and including tiered adjustments.
- CPI adjustments continuing but with a fixed additional percentage on top (i.e. CPI+3%).

Mixed approaches would introduce an additional layer of complexity needing to use multiple metrics to calculate each time and could create uncertainty and unpredictability for tenants, and this would need to be balanced

[18] https://www.rbnz.govt.nz/-/media/project/sites/rbnz/files/statistics/series/m/m14/insights/survey-of-expectations-february-2025.pdf

[19] An approach mixing annual CPI adjustments, and market valuations at fixed intervals is common in commercial leasing.

against the benefits of being able to tailor rent amounts more specifically to specific unit types or household makeup.

7 Effect on tenants

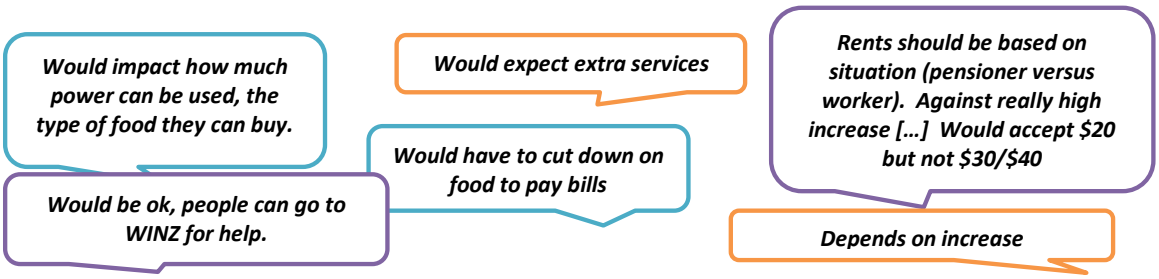
Tenants who rely primarily on fixed incomes like NZ Super are vulnerable to rent increases which may create financial pressure for them, especially for those with no supplementary income. An increase to rents may impact tenants by:

- Requiring them to seek additional support from WINZ, including the accommodation supplement.
- Reducing the amount of disposal income available to tenants, forcing tenants to make difficult choices between housing, food, healthcare, and other essentials. This situation contributes to increased stress, potential displacement, and reliance on community services such as food banks and budgeting support.
- Worsen housing insecurity and diminished quality of life if they are unable to afford rents.
- Increased homelessness for older persons in the district if they are unable to pay their rent and cannot find alternative accommodation.
- Increased demand on central government or other community housing.

If tenants are unable to pay rent, there is a risk of default by tenants and may lead to eviction of the tenant for unpaid rent. This is a resource heavy process undertaken through the Tenancy Tribunal.

Tenants were asked about how a rent increase may impact them, and what may make a rent increase feel more justified. Responses varied, with common themes being:

- They could not afford it.
- As long as it is reasonable – depended on how much the increase would be.
- People can go to WINZ for help.
- Won't worry about it too much.
- May mean having to sacrifice other expenses like food, power, car insurance.
- Would expect extra services or upgrades to the units for it.
- May mean they have to leave and seek alternative accommodation with some comments raising a concern about having to go back to living in a campground or van.



The financial impact on tenants will also depend on whether they can receive the accommodation supplement. *Table 16* below illustrates how much tenants may pay if they received the full accommodation supplement for a bedsit in Kaikohe, and rents were based on:

- Current rate for a bedsit in Kaikohe of $130 per week.
- Adjusted for current CPI (from Q3 2023 to Q1 2025). This timeframe is to cover the 2024 adjustment not completed, and at the time this report was prepared data for Q2 2025 was not available.
- NZ Super (at 25%, 28%, 30% amounts).
- Market rents (at 50%, 75%, 100%, utilising an amount of $300.00 per week as per the valuations).
- Based on an increase to meet forecast outgoings being an extra $31 per week.

Table 16 - Accommodation Supplement

	Rent Amount per week	Base Rate (NZ Super)	Entry Threshold (25%)	Excess Rent	70% of Excess Rent	Amount Accommodation Supplement Pays	Amount Tenant Pays in total
Current rate	$130.00	$627.14	$156.78	Too low to qualify	Too low to qualify	Too low to qualify	$130.00
Current Rate CPI adjusted	$134.77	$627.14	$156.78	Too low to qualify	Too low to qualify	Too low to qualify	$134.77
Paying 25% of NZSuper	$156.79	$627.14	$156.78	$0.00	$0.00	$0.00	$156.78
Paying 28% of NZSuper	$175.60	$627.14	$156.78	$18.82	$13.17	$13.17	$162.43
Paying 30% of NZSuper	$188.14	$627.14	$156.78	$31.36	$21.95	$21.95	$166.19
Paying 50% of Market	$150.00	$627.14	$156.78	Too low to qualify	Too low to qualify	Too low to qualify	$150.00
Paying 75% of Market	$225.00	$627.14	$156.78	$68.22	$47.75	$47.75	$177.25
Paying 100% of Market	$300.00	$627.14	$156.78	$143.22	$100.25	(CAPPED) $80.00	$220.00
Meeting outgoings	$161.00	$627.14	$156.78	$4.22	$2.95	$2.95	$158.05

If the units were located in Kerikeri, the cap increases. If they are located elsewhere other than Kaikohe or Kataia, then the cap reduces. In addition, for considering the effect of utilising market rates, this will vary significantly across the properties, with Kaikohe rates at $300 per week being at the low end, and these increasing to an amount of $400+ per week for the properties at Ōmāpere and Kerikeri. The average market value is about $350.00 per week.

These calculations are indicative only and subject to changes to government policies or legislation. These are based on generalised information, as each person is assessed based on their own circumstances. This includes the amount of cash assets and non-cash assets they have and the number of people living in a home. To qualify a person must apply to Work and Income.

7.1 Consideration of different approaches to implement

Several approaches have been considered and many of them will result in an initial 'jump' to set rents against a new metric. A summary of the amount extra a tenant may have to pay for each of the approaches in the section above is in *Table 17* below. This is based on the current tenant being in a bedsit paying $130 per week and compares the amount if they receive the accommodation supplement or not. For comparing with market rent, two amounts have been used, one being for $300 per week which is the amount for bedsits in Kaikohe, and one being for $350 per week which is the amount for bedsits in Rāwene and Kerikeri.

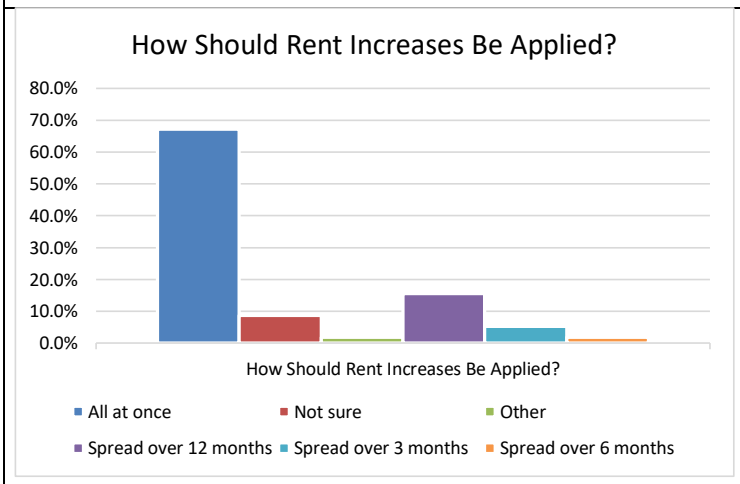
Table 17 - Amount extra payable per week

	Rent Amount per week, current	Extra tenant would pay per week (if no accom supplement)	Extra tenant would pay per week (if receives accom supplement)
Current rate	$130.00	$0.00	$0.00
Current Rate CPI adjusted	$134.77	$4.77	$4.77

	Rent Amount per week, current	Extra tenant would pay per week (if no accom supplement)	Extra tenant would pay per week (if receives accom supplement)
Paying 25% of NZSuper	$156.79	$26.79	$26.78
Paying 28% of NZSuper	$175.60	$45.60	$32.43
Paying 30% of NZSuper	$188.14	$58.14	$36.19
Paying 50% of Market (if market rent is $300 p/w)	$150.00	$20.00	$20.00
Paying 75% of Market (if market rent is $300 p/w)	$225.00	$95.00	$47.25
Paying 100% of Market (if market rent is $300 p/w	$300.00	$170.00	$90.00
Paying 50% of Market (if market rent is $350 p/w)	$175.00	$45.00	$32.25
Paying 75% of Market (if market rent is $350 p/w)	$262.50	$132.50	$58.50
Paying 100% of Market (if market rent is $350 p/w)	$350.00	$220.00	$140.00
Meeting outgoings	$161.00	$31.00	$28.05

Tenants were asked about whether if there was a rent increase how would they prefer it was applied: all at once or over a period of time. Incremental increases can help allow a current tenant to adjust to change, review their budgets and have time to seek additional financial assistance. However, this can also be more administratively burdensome to implement and monitor for both council and the tenant.

Tenant Feedback on approach



Key themes from additional comments left by tenants were that:

- Tenants preferred only having to remember one payment and going to the bank or WINZ once rather than multiple times.
- Some comments referred to it depended on how much it was.

I don't like the idea of going to the bank to change amount all the time

If it's going to go up, then all at once. I would have to go to WINZ more often if it was spread out over a period of time.

Depends on rent increase amount

23

8 Effect on community and ratepayers

The shortfall is covered by general rates, meaning all ratepayers contribute an amount based on the differential that applies to their property and its land value. Based on forecast figures for 2025/2026, this is an amount of $230,000 (or $265,000.00 including GST) to come from rates. This means that for each rate payer, for every $100,000 of land value, they are contributing the below amounts:

General Differential	$1.39
Commercial/Industrial Differential	$3.82
50% Land Differential	$0.70

The provision of Housing for the Elderly is also an asset which members of the community may wish to use one day, they may already be on a waitlist or may have family living on one of the units. Changes to the rents may have financial implications for those persons if they consider they could no longer afford to live there in the future, or if current tenants can no longer live in the units and need to move out and live with others.

9 Conclusion

This review has examined the current rent-setting approach for the Housing for the Elderly portfolio, which has remained unchanged since 2010 and is based solely on annual CPI adjustments. While this method offers predictability and simplicity to administer, rents are not meeting the operating costs of the portfolio. Alternative rent-setting approaches are explored in this report, including methods to take into account income of tenants (benchmarking against NZ Super), aligning with market rents, basing rents on operational shortfalls, and variations based on unit condition, size, or location. Each approach presents different trade-offs between financial sustainability, tenant affordability, and complexity.

Tenant feedback gathered through the questionnaire highlighted a range of views, with many expressing concerns about affordability and the potential impact of rent increases on their ability to meet their basic living costs. Most tenants are on fixed incomes, and any significant increase beyond CPI may require them to seek additional support from Work and Income or other community services.

The review also considered the broader community impact and the impact on ratepayers. The provision of Housing for the Elderly is of high private benefit to the tenants, but it is also an asset which others in the community may seek to benefit from one day.

While the CPI-based approach has provided a simple way of reviewing rents over the last 15 years, in order to meet the stated funding objective for rents to meet outgoings, another approach should be considered.

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Far North District Council

ATTACHMENT A: QUESTIONNAIRE

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Housing For the Elderly – Review of Rent Settings Questionnaire for tenants

July 2025

We are currently reviewing how rents are set for the Housing for the Elderly units and would appreciate your feedback as part of this process. This review is to ensure the current approach remains fair and appropriate.

The attached questionnaire is anonymous, and whilst we'll ask for some general information to help us understand responses by area (ward), no individuals will be personally identified.

Your input is valuable and will help shape how rents are set in the future. All feedback will be considered as part of the review of the Housing for the Elderly 2010 Policy. A copy of this policy, along with the Tenant Information provided at the start of your tenancy, is included for your reference.

To ensure your views are captured in this review, please return your completed questionnaire by **16th July 202**5 to:

- **By Email**: michelle.rockell@fndc.govt.nz, or
- **In Person**: Any Far North District Council service centre or library.

If you are unable to return it to us by using one of the above methods, please contact your tenancy manager to discuss options.

CURRENT SITUATION

Since 2010, Council has increased rents for elderly housing units each year based on the Consumer Price Index (CPI), which reflects changes in the cost of living. CPI is a of measure how much the cost of everyday things go up or down over time. This has meant small annual rent increases have been implemented — usually between $1 and $8 per week. This approach hasn't been reviewed in 15 years.

Here's a comparison of weekly rents in 2011 and what they currently are:

Unit type	2011	2025
Bedsit	$100.15	$130.00
One bedroom unit	$105.25	$136.20
Larger one or more-bedroom unit	$107.75	$140.00
Couples (all units)	$112.00	$144.60

Even with these increases, the rent paid is still lower than market rent; about one-third (33%) of what private rentals cost.

At the same time, the cost of running the housing portfolio has increased. Rent income does not cover these costs, so the difference is paid from rates.

We are reviewing how rents are set and are seeking your views on this. As part of the review, we have also looked at what other councils do. This questionnaire is to help us understand your thoughts about the different ways rent could be worked out. Please read each option and let us know if you think it is a good approach or not. There is space for comments too, as well as some general questions.

QUESTIONS FOR YOU

1. CPI-Based Rent Increases (Current Situation)

Rents are currently increased annually by the CPI. Do you think it is a good approach to keep increasing rent based on this?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

2. Superannuation-Based Rent

Some councils set rent as 30% of your superannuation. This means your rent would change depending on changes to the superannuation amount each year.

Based on the current superannuation amount for a single person of $627.14 per week, this would equate to a rental amount of $188.14 per week.

What do you think about rent being 30% of the superannuation amount, changing each year as your superannuation does?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

3. Higher Rent for Couples

Some councils charge more rent if two people live in the unit. Examples from other councils we have reviewed show an increase between $30 and $90 more per week for couples, which is higher than what we currently charge.

Do you think it is fair for couples to pay more rent than single tenants?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

4. Accommodation Supplement Requirement

Some councils only rent to people who qualify for the Accommodation Supplement from the Ministry of Social Development.

Should tenants be required to qualify for the Accommodation Supplement to live in council housing?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

5. Rent Based on Area and Size

Instead of just the size of the unit, some councils also consider where the unit is located. For example, a unit in a more expensive area might cost more.

Do you think the rent should depend on both the size of the unit and the area it is in?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

6. Rent Based on Unit Condition

Do you think rent should be different depending on the condition of the unit? For example, units that have been recently upgraded might have higher rent, while older units might have lower rent.

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

7. Market Rent Comparison

Some councils look at what similar private rentals cost in the area and set their rents to be similar to those prices. These private rents are normally higher (ranging from $300 - $400+ per week).

Should council rents be similar to private rentals cost in the area?

☐ **Good approach** ☐ **Not a good approach** ☐ **Not sure**

Comments:

_____
_____
_____

8. How Should Rent Increases Be Applied?

If there is a rent increase, how would you prefer it to be applied?

☐ All at once

☐ Spread over 3 months

☐ Spread over 6 months

☐ Spread over 12 months

☐ Not sure

☐ Other *please specify below:*

_____
_____
_____

ATTACHMENT 2

Options Analysis: Evaluation on Potential Approaches to Rent Reviews/Increasing Rents arising from Research Report

All examples are based on a bedsit in Kaikohe with a current weekly rent of $130.00. They are intended to illustrate the additional amount a tenant may pay under each option. The calculations also factor in the potential impact of receiving the full accommodation supplement, showing the net effect on the tenant. Please note that actual entitlements will vary depending on individual circumstances, so the figures provided should be used as a general guide only.

1: CPI Adjustment (Status Quo)

Example of change based on a bedsit in Kaikohe current at $130 per week

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Current Rate CPI adjusted	$134.77	$4.77	$4.77

Will it meet forecast operating costs	No
Impact on tenants (incl change per week).	*Low:* no change from current approach
Impact on ratepayers	*Medium-High:* rates continue to subsidise the operational costs for the portfolio. For each ratepayer for every $100,000 of land value, they are contributing the below amounts: General Differential: $1.39 Commercial/Industrial Differential: $3.82 50% Land Differential: $0.70
Difficulty to implement and administer	*Low:* no change from current approach. Information to calculate adjustment is independent from council and available from Reserve Bank NZ.
Takes into account unit features or household type	*Yes* for size and household type. Current rates already consider: • Unit size • Household type (couples pay between $4 - $10 per week). *No* for unit condition

Advantages	***Disadvantages***
No change in approach for tenants	Will not meet forecast operating costs and shortfall will continue to be funded by ratepayers
Approach will have the least financial impact on tenants with increases being relatively small	
Simple to administer	
Uses independent, external data to calculate changes	
Takes into account some unit features and household types	

2: Household income/calculation based on rates of NZ Super

Example of change based on a bedsit in Kaikohe current at $130 per week

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 25% of NZ Super	$156.79	$26.79	$26.79
Paying 28% of NZ Super	$175.60	$45.60	$32.43
Paying 30% of NZ Super	$188.14	$58.14	$36.19

Will it meet forecast operating costs?	*Likely if at the 28/30% range:* the average rent needed to meet outgoings is between $160-$180 per week (depending on all units being occupied, versus only those units which do not need additional refurbishment being occupied). The 25% amount would not quite meet this.
Impact on tenants (incl change per week)	*Medium-High:* will require a rise from current rates of between $26-$58 per week. If tenants can receive the full accommodation supplement, this would reduce the financial impact to be between $26-$36 per week. If the increase is too high tenants may struggle to adjust their budgets to meet this which could result in some tenants defaulting on rent or having to move out (and have no other options where to live).
Impact on ratepayers	*Low:* if rents are meeting outgoings, the amount to be subsidised from rates is much less and could be nil. Rents which are higher than costs to operate would also mean funds would be available for renewal works.
Difficulty to implement and administer	*Low:* would be similar to current approach with using information from an independent source like Work and Income NZ to calculate adjustments as superannuation rates change.
Takes into account unit features or household type	*No*

Advantages	***Disadvantages***
Simple to administer once implemented	Will require an initial rise from current rates of between $26-$58 per week (would reduce to $26-$36 per week if tenant can receive accommodation supplement) which increase may be difficult for tenants to budget for.
Uses independent, external data to calculate changes	Would not take into account unit features and household types unless a tiered approach was applied
Likely to meet forecast operating costs if at the 28% or 30% rate, reducing or eliminating amount funded by ratepayers	
Links rents to income	

3: Review and increase to meet outgoings annually

Example of change based on a bedsit in Kaikohe current at $130 per week

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Meeting outgoings	$161.00	$31.00	$28.05

Will it meet forecast operating costs?	*Yes:* provided these are accurately forecast and adjusted annually. Circumstances may arise where vacancy rates increase the required amount, as operating costs may not decrease proportionally.
Impact on tenants (incl change per week)	*Medium-High:* will require a rise from current rates of approx. $30 per week. If tenants can receive the full accommodation supplement, this would reduce the financial impact to be approx. $28 per week. If the increase is too high tenants may struggle to adjust their budgets to meet this which could result in some tenants defaulting on rent or having to move out (and have no other options where to live).
Impact on ratepayers	*Low:* if rents are meeting outgoings, the amount to be subsidised from rates is much less and could be nil.
Difficulty to implement and administer	*Medium-High:* forecasting needed well in advance each year, which needs to have a relative confidence to it (taking into account particularly possible repairs and maintenance needs for individual properties). If forecasting is to occur over a longer duration (say 10-year period) to create an incremental increase to reach a break-even point, this would need careful consideration of the inputs and assumptions.
Takes into account unit features or household type	*No*

Advantages	***Disadvantages***
Intended to meet forecast operating costs so removing reliance on rates.	Amounts may vary year to year creating uncertainty for tenants
Links rents to sustainability of the portfolio	Would not take into account unit features or household types
Could include an implementation approach where it was gradually increased over a fixed period to reach a breakeven point, which would soften any increase.	Complicated to administer, especially to forecast over longer periods if taking an incremental approach
	Risks forecasts are incorrect which requires adjustments in later years
	May require an initial rise from current rates of approximately $30 per week (reducing to $28 per week if a tenant can receive the accommodation supplement)

4: Review using market rates and align as a percentage of those

Example of change based on a bedsit in Kaikohe current at $130 per week

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 50% of Market	$150.00	$20.00	$20.00
Paying 75% of Market	$225.00	$95.00	$47.25
Paying 100% of Market	$300.00	$170.00	$90.00

Example of change based on the if the weekly market rent was $350 per week (average amount across the portfolio)

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 50% of Market	$175.00	$45.00	$32.25
Paying 75% of Market	$262.50	$132.50	$58.50
Paying 100% of Market	$350.00	$220.00	$140.00

The full table for market value for each property is in pages 14 and 15 of the research report.

Will it meet forecast operating costs?	*Likely:* the average rent needed to meet outgoings is between $160-$180 per week (depending on all units being occupied, versus only those units which do not need additional refurbishment being occupied). The properties valued at $300 per week such as Kaikohe bedsits will be under that amount, however this would be offset by higher rents from other properties, with the average across the portfolio being approx. $350 per week.
Impact on tenants (incl change per week)	*High:* the initial review will require a rise from current rates of between $20-$170 per week for Kaikohe (it will be more for other properties which have market values of $350, $400+ per week). If tenants can receive the full accommodation supplement, this would reduce the financial impact to be between $20-$90 per week. If the increase is too high tenants may struggle to adjust their budgets to meet this which could result in some tenants defaulting on rent or having to move out (and have no other options where to live).
Impact on ratepayers	*Low:* if rents are meeting outgoings, the amount to be subsidised from rates is much less and could be nil. Rents which are higher than costs to operate would also mean funds would be available for renewal works.
Difficulty to implement and administer	*Medium:* valuations can be obtained annually but come at a cost (could be $2,000-$3,000 per property). These would need to be arranged well in advance of when they are required and then percentage approach can be readily applied. Will mean different amounts across the portfolio which will have initial administrative work to implement.

Takes into account unit features or household type	*Yes:* for size and area: valuations would take these into account. Would also consider property condition (and could be obtained to take into account unit condition). *No:* for household type (couples).

Advantages	***Disadvantages***
Simple to administer once market values are obtained	Valuations come at a cost and take lead in time to organise.
Uses independent, external data to calculate changes	Will require an initial rise from current rates of between $20-$170 per week (would reduce to $20-$90 per week if tenant can receive accommodation supplement) for a bedsit in Kaikohe. Amount will be higher for properties with higher market values.
Likely to meet forecast operating costs if at 50% of market (as the average amount is $350 per week), reducing or eliminating amount funded by ratepayers.	May be significant differences between areas, whereas income of tenants on NZ Super is static.
Would account for unit features like size, area and property condition, but not household types or individual unit condition.	Comparing private rentals to council operated rentals are generally considered to operate under different goals with council operated rentals more intended to provide affordable housing.
	What is considered valuable for an area for pensioner housing (i.e. being close to certain amenities like doctors, banks) may be quite different to how market views it.

Additional factors: including variations to consider unit features (like area, size, condition) and/or household type

With all approaches there is the additional overlay which can be applied to have different amounts to take into account unit features, or household type. Some options, such as continuing with a CPI adjustment or using market rents will already include these factors such as:

- The current approach using CPI accounts for size and household type (i.e. there are different rent amounts depending on whether the unit is a bedsit, one bedroom, or larger, and couples pay between $4 - $10 more per week for their unit).
- Market valuations will account for size, area and property condition. They can potentially account for unit condition too depending on the scope of the valuation.

Other options which do not automatically include these factors could be adjusted to include these.

Unit Size	
Advantages	***Disadvantages***
Accounts for differences in unit type– especially those which may be larger as they provide greater utility for tenants	Fixed incomes like NZ Super does not vary based size of the unit, however if a unit has a higher rent, tenants may be eligible for a higher accommodation supplement from WINZ
Once amounts for different sizes is set, administration of this is relatively simple.	

Unit Area	
Advantages	***Disadvantages***
Accounts for differences in where units are located with some in areas considered more expensive, or with higher values.	Fixed incomes like NZ Super does not vary based on area, however if a unit has higher rent, tenants may be eligible for a higher accommodation supplement from WINZ (and some areas do have a higher cap).
	Could become administratively difficult to apply and monitor to keep up with changes to values based on area.
	Will require a metric for how differences will be accounted for and what that means – for example what is considered valuable for an area for pensioner housing (i.e. being close to certain amenities like doctors, banks) may be quite different to how others consider an area to have a higher value.

Unit Condition	
Advantages	***Disadvantages***
Accounts for differences in units especially for those which may be better presented, recently refurbished and which may provide better utility for tenants.	Fixed incomes like NZ Super does not vary based on the condition of a unit, however if a unit has higher rent, tenants may be eligible for a higher accommodation supplement from WINZ.
	Will require a metric for how differences will be accounted for and what that means (i.e. condition may be quite subjective).
	How a tenant looks after their unit can affect its condition.
	Could become administratively difficult to apply and monitor as condition changes.

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Proposal
Housing for the Elderly Review of Rent Settings 2025

1 Context and Situation

Far North District Council owns and manages 144 Housing for the Elderly units across 12 locations. These units are tenanted by eligible older residents under agreements governed by the Residential Tenancies Act 1986. Eligibility criteria include being aged 60 or over, not owning property, having assets under $20,000, and being a permanent New Zealand resident or citizen. Most tenants receive NZ Superannuation or other financial support from the Ministry of Social Development.

The Council's operational document, being the Housing for the Elderly Policy 2010 (2010 Policy), outlines that rents are to be increased annually based on the Consumer Price Index (CPI), with changes taking effect on 1 October each year. This approach has been in place since a Council resolution made in 2010.

Current weekly rents range from $130 for bedsits to $144.60 for units occupied by couples as set out below:

Location	Type of Unit	Weekly Rent
Kaikohe, Kerikeri, Rāwene	Bedsit unit	$130.00
Ahipara, Awanui, Horeke, Kawakawa, Oxford St, Puckey Ave, Rāwene, Kohukohu, Waimā	One bedroom unit	$136.20
Kaikohe, Ōmāpere, Kerikeri	Larger units: One/ Two-bedroom unit (s)	$140.00
All complexes	Couples	$144.60

These are lower than market rent, about one-third (33%) of what private rentals cost.

Despite CPI-based increases, rental income is no longer sufficient to cover operational costs. Forecasts for 2025/2026 show a shortfall of approximately $230,000 which is currently funded by rates. Depreciation is not funded, contributing to deferred capital renewals.

This shortfall means that for each ratepayer for every $100,000 of land value, they are contributing the below amounts:

- General Differential: $1.39
- Commercial/Industrial Differential: $3.82
- 50% Land Differential: $0.70

The Council's Long-Term Plans state that the Housing for the Elderly activity should be funded through rents but acknowledge that some costs may be unrecoverable and require ratepayer support.

Councils are unable to access central government funding like the Income Related Rent Subsidy administered by the Ministry of Housing and Urban Development. In addition, central government policy settings about redirects means that existing units and existing tenants would not qualify for this subsidy, even of the properties were owned or managed by Community Housing Providers.

The current review aims to determine if CPI-based rent increases are still suitable and to explore other rent-setting methods. This proposal seeks to evaluate if the existing approach is effective or if a different method would be better.

On 31 July 2025, the governing body of the Council determined that:
[INSERT RESOLUTION]

Following the consultation period, the council will carefully review all submitted feedback before making a final decision on how rents are reviewed.

2 Proposal and Analysis of the Options

The Council proposes to review the way rents are set/increased for the Housing for the Elderly properties and is consulting on options, being:

Option 1	**Keep things as they are** Rents to continue to be increased annually based on the Consumer Price Index (CPI). *This is the current situation (status quo)*
Option 2	**Link rents to NZ Super** Rents to be increased by basing the amount as a percentage of NZ Super and reviewed annually to keep that proportionality.
Option 3	**Align rent increases with actual costs** Rents to be increased/adjusted annually to cover the actual or forecast operating costs incurred each year.
Option 4	**Benchmark rents against market rates** Rents to be benchmarked against market rates and set as a percentage and reviewed annually.

Each option would also include a tiered approach to setting rents. This means the amount charged may differ based on things like the size or location of the unit, and whether it is occupied by one person or a couple. A tiered structure could help ensure rents are set fairly and reflect the living arrangements and value of each home.

Details about each of these options and their advantages and disadvantages are below. More information can be found in the supporting research report, found at [LINK]

EXPLANATION OF OPTIONS AND EXAMPLES

All examples below are based on a bedsit in Kaikohe with a current weekly rent of $130.00. They are intended to illustrate the additional amount a tenant may pay under each option. The calculations also factor in the potential impact of receiving the full accommodation supplement, showing the net effect on the tenant. Please note that actual entitlements will vary depending on individual circumstances, so the figures are a general guide only.

The accommodation supplement is a weekly payment which contributes towards peoples rent, board or cost of owning a home and is administered by Work and Income NZ. This support is available to individuals with low income, low asset levels, and housing costs that exceed a set proportion of their income. How much a person can get depends on their income, accommodation costs, where they live, family circumstances and assets. More details can be found on the Work and Income website.

Option 1: Keep things as they are - CPI Adjustment (Status Quo)

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Current Rate CPI adjusted	$134.77	$4.77	$4.77

Advantages	***Disadvantages***
No change in approach for tenants	Will not meet forecast operating costs and shortfall will continue to be funded by ratepayers
Approach will have the least financial impact on tenants with increases being relatively small	
Simple to administer	
Uses independent, external data to calculate changes	
Takes into account some unit features and household types	

Option 2: Link rents to NZ Super - Household income/calculation based on rates of NZ Super

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 25% of NZ Super	$156.79	$26.79	$26.79
Paying 28% of NZ Super	$175.60	$45.60	$32.43
Paying 30% of NZ Super	$188.14	$58.14	$36.19

Advantages	***Disadvantages***
Simple to administer once implemented	Will require an initial rise from current rates of between $26-$58 per week (would reduce to $26-$36 per week if tenant can receive accommodation supplement) which increase may be difficult for tenants to budget for.
Uses independent, external data to calculate changes	Would not take into account unit features and household types unless a tiered approach was applied
Likely to meet forecast operating costs if at the 28% or 30% rate, reducing or eliminating amount funded by ratepayers	
Links rents to income	

Option 3: Align rent increases with actual costs – Review and increase to meet outgoings annually

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Meeting outgoings	$161.00	$31.00	$28.05

Advantages	***Disadvantages***
Intended to meet forecast operating costs so removing reliance on rates.	Amounts may vary year to year creating uncertainty for tenants
Links rents to sustainability of the portfolio	Would not take into account unit features or household types
Could include an implementation approach where it was gradually increased over a fixed period to reach a breakeven point, which would soften any increase.	Complicated to administer, especially to forecast over longer periods if taking an incremental approach
	Risks forecasts are incorrect which requires adjustments in later years
	May require an initial rise from current rates of approximately $30 per week (reducing to $28 per week if a tenant can receive the accommodation supplement)

Option 4: Benchmark rents against market rates - Review using market rates and set as a percentage of those

Example of change based on a bedsit in Kaikohe current at $130 per week

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 50% of Market	$150.00	$20.00	$20.00
Paying 75% of Market	$225.00	$95.00	$47.25

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 100% of Market	$300.00	$170.00	$90.00

Example of change based on the if the weekly market rent was $350 per week (average amount across the portfolio)

	Rent Amount per week	**Extra tenant would pay per week (if no accom supplement)**	**Extra tenant may pay per week (if receives full accom supplement – net effect)**
Paying 50% of Market	$175.00	$45.00	$32.25
Paying 75% of Market	$262.50	$132.50	$58.50
Paying 100% of Market	$350.00	$220.00	$140.00

Advantages	***Disadvantages***
Simple to administer once market values are obtained	Valuations come at a cost and take lead in time to organise.
Uses independent, external data to calculate changes	Will require an initial rise from current rates of between $20-$170 per week (would reduce to $20-$90 per week if tenant can receive accommodation supplement) for a bedsit in Kaikohe. Amount will be higher for properties with higher market values.
Likely to meet forecast operating costs if at 50% of market (as the average amount is $350 per week), reducing or eliminating amount funded by ratepayers.	May be significant differences between areas, whereas income of tenants on NZ Super is static.
Would account for unit features like size, area and property condition, but not household types or individual unit condition.	Comparing private rentals to council operated rentals are generally considered to operate under different goals with council operated rentals more intended to provide affordable housing.
	What is considered valuable for an area for pensioner housing (i.e. being close to certain amenities like doctors, banks) may be quite different to how market views it.

Additional factors: including variations to consider unit features (like area, size, condition) and/or household type

With all approaches there is the additional overlay which can be applied to have different amounts to take into account unit features, or household type.. Some options, such as continuing with a CPI adjustment or using market rents will already include these factors such as:

- The current approach using CPI accounts for size and household type (i.e. there are different rent amounts depending on whether the unit is a bedsit, one bedroom, or larger, and couples pay between $4 - $10 more per week for their unit).

- Market valuations will account for size, area and property condition. They can potentially account for unit condition too depending on the scope of the valuation.

Other options which do not automatically include these factors could be adjusted to include these.

Unit Size	
Advantages	***Disadvantages***
Accounts for differences in unit type– especially those which may be larger as they provide greater utility for tenants	Fixed incomes like NZ Super does not vary based size of the unit, however if a unit has a higher rent, tenants may be eligible for a higher accommodation supplement from WINZ
Once amounts for different sizes is set, administration of this is relatively simple.	

Unit Area	
Advantages	***Disadvantages***
Accounts for differences in where units are located with some in areas considered more expensive, or with higher values.	Fixed incomes like NZ Super does not vary based on area, however if a unit has higher rent, tenants may be eligible for a higher accommodation supplement from WINZ (and some areas do have a higher cap).
	Could become administratively difficult to apply and monitor to keep up with changes to values based on area.
	Will require a metric for how differences will be accounted for and what that means – for example what is considered valuable for an area for pensioner housing (i.e. being close to certain amenities like doctors, banks) may be quite different to how others consider an area to have a higher value.

Unit Condition	
Advantages	***Disadvantages***
Accounts for differences in units especially for those which may be better presented, recently refurbished and which may provide better utility for tenants.	Fixed incomes like NZ Super does not vary based on the condition of a unit, however if a unit has higher rent, tenants may be eligible for a higher accommodation supplement from WINZ.
	Will require a metric for how differences will be accounted for and what that means (i.e. condition may be quite subjective).
	How a tenant looks after their unit can affect its condition.
	Could become administratively difficult to apply and monitor as condition changes.

Household Type (Individuals/Couples)	
Advantages	***Disadvantages***
More people in a unit may mean more wear/maintenance needs and a higher rent would contribute to paying for that	Even though couples have more income they may have more expenses

6.5 GOVERNANCE OF TE PUĀWAITANGA

File Number: **A5261974**

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

Authoriser: **Charlie Billington, Acting Chief Executive Officer**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval to initiate the establishment of a governance group to oversee the administration of the existing Te Puāwaitanga Sports Complex in Waipapa.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Te Puāwaitanga is a multi-use, multi-purpose sports complex located in Waipapa.
- Opened on 24 April 2025 to the public it consists of turf and sand based playing fields, onsite waters, an ablutions block and carpark and is currently used by Football and Rugby League and will be used by Cricket in the coming Summer.
- Council currently manages the facility including maintenance, bookings, and relationships with the current users. This is currently rates funded.
- A working group established in 2021 considered the establishment of an incorporated society to oversee Te Puāwaitanga.
- Council approved a resolution in 2022 that a partnership structure between Far North District Council and an independent community entity be negotiated to ensure the sustainable long-term governance and management of Te Puāwaitanga.
- A Council workshop on 22 May 2025 that considered ‘what next?’ for Te Puāwaitanga confirmed that the next priority now that facility was opened was to put in place the governance structure to oversee the operations of the current facility.
- This paper considers a range of possible governance structures and recommends that Council request Sport Northland to commence the establishment of group that can be taken through to becoming an incorporated society that can enter into an agreement with Council for the use and occupation of the land that Te Puāwaitanga is on.

TŪTOHUNGA / RECOMMENDATION

That Council:

a) **Request Sport Northland establish an appointments panel to commence the establishment of a group to oversee the administration of the existing Te Puāwaitanga Sports Complex by initially appointing;**

   i) three community representatives

   ii) three sports representatives

   iii) a chair from one of the above six appointee representatives.

b) **Request that the appointments panel consists of representatives from;**

   i) Sport Northland

   ii) Ngāti Rēhia

   iii) The Bay of Islands-Whangaroa Community Board

   iv) An Elected Member of the Far North District Council and

   v) A Sport Northland nominated independent with sports complex administration experience.

c) **Request that Sport Northland convene the first meeting of the group of appointed representatives plus one hapū appointed representative and one appointed Council representative where the group will;**

i) Commence the preparation for an application to become an incorporated society, including refinement of any necessary founding or governance documents for an incorporated society. These documents should reflect the expectations in the draft constitution attached to this report.

d) **Request that the process to establish a right to lease or use to occupy of Te Puāwaitanga between Council as the landowner and the incorporated society is commenced once the incorporated society for Te Puāwaitanga is registered under the Incorporated Societies Act 2022.**

e) **Grant the Te Puāwaitanga incorporated society $15,000 for each of the 2025/26 and 2026/27 financial years to cover establishment and initial administration costs associated with the commencement of the trust.**

1) TĀHUHU KŌRERO / BACKGROUND

- In 2012 Council undertook a football field capacity study. This study indicated that more fields are required to accommodate the needs of the local community. Community groups were also proposing that Kerikeri needed a sports hub.
- On 1 May 2020 Council purchased rural property (Lot 18 Deposited Plan 316057 identifier 26858 and Lot 17 Deposited Plan 333643 identifier 137900) opposite the Waipapa retail area on State Highway 10. Initial workshops were held in 2021 with sporting codes in the Bay of Islands area to discuss the short-, medium-, and long-term future for a sports hub. This engagement also aimed at identifying ways to ensure interest groups could be included in the development of the site.
- $2,000,000 of funding from the Provincial Growth Fund (PGF) was awarded for the building of sports facilities on the site. This was added to $7,049,670 in funds allocated in Council annual plans over 2021 to 2024 period for a sports hub in Waipapa. These funds were further supplemented with an additional $2,000,000 from the Government's COVID19 Response and Recovery Fund. As a result of the need to fulfil the requirements and conditions of the PGF funding, it was decided that development on the site would be conducted in phases.
- Phase one was scoped to develop thirteen of the total 44.376 hectarage available into four
- soccer/rugby league playing fields, a carpark, and an ablution block. The phase one project was gifted the name Te Puāwaitanga by Ngāti Rēhia at an initial Waipapa sports hub working group meeting in 2021.
- The purpose of the initial working group was to engage the community and lead the thinking on all matters relating to the design, development, and delivery of a sports hub on the Council owned land. On 22 February 2022 the working group established for the development of sports hub at Waipapa identified the values of Te Puāwaitanga as follows.
    - W - Wellbeing for all
    - H - Healthy competition
    - A - Active communities
    - K - Kindness in all that we do
    - A - All are welcome
    - U - United we are stronger
    - T - Tangata whenua at our heart
    - E - Excellence is our aim.
- The same report identified partners of Te Puāwaitanga as.

The Communities of Kerikeri, Waipapa, the Far North and all of Northland, including but not limited to; pre-schools, schools and colleges, clubs and centres, businesses and professionals, religious and ethnic groups, whanau, hapu and iwi, gaming and charitable Trusts, regional and national sports organisations, sport and recreation providers, and the Far North District Council.

- It was also acknowledged at the time that community fundraising would be necessary if all the requirements and desires for the facilities were to be achieved.
- In late 2021 Global Leisure Group (GLG) was engaged by Council to develop a governance model for the running of the sporting facilities that would be built on the Council owned land. The work on the governance model resulted in the following resolution at the Strategy and Policy Committee meeting on 6 September 2022 that was then approved by Council on 22 September 2022.

5.8 'TE PUĀWAITANGA' - BAY OF ISLAND / WAIPAPA SPORTS HUB GOVERNANCE ARRANGEMENTS

Agenda item 5.8 document number A3545152, pages 153 - 186 refers

RESOLUTION 2022/60

Moved: Cr Moko Tepania
Seconded: Chair Rachel Smith

That the Strategy and Policy Committee recommends to Council that a partnership structure between Far North District Council and an independent community entity be negotiated to ensure the sustainable long-term governance and management of Te Puāwaitanga.

CARRIED

- In December 2022 the working group was stood done and would reconvene to undertake the next stage of development of the sports facilities at Te Puāwaitanga while Council considered the long-term governance structure being put forward for Te Puāwaitanga.
- GLG completed an updated sports needs assessment for Kerikeri/Waipapa that was delivered to Council in August 2023 and then a revised needs assessment delivered in February 2025 for Te Pātukurea, Kerikeri/Waipapa Spatial Plan (attached). These studies concluded that there was still demand for active recreation based on registered members in the sports of cricket, rugby league and football in the Kerikeri/Waipapa area. However, it also pointed out that the population in the Kerikeri/Waipapa Area is aging and plateauing in the coming two decades and therefore there will be a changing demand for active recreation facilities in the area.
- On 24 April 2025 Phase One of Te Puāwaitanga was opened by Council for public access and use by the Kerikeri Football Club, The Makos Rugby League Club and Kerikeri Cricket Club in a limited capacity. The operational running of the facility, including the operational overheads are current managed by the Far North District Council.
- On 22 May 2025 Council workshopped the future of Te Puāwaitanga. This was broken down into the following areas for consideration.
    - Administration of the current facility opened on 24 April 2025
    - Master planning of Waipapa as per the implementation of Te Pātukurea which has the following identified to commence upon adoption;
        - "Develop Structure Plan/Catchment Mgmt. Plan - Waipapa for Urban Intensification and Greenfield areas of Waipapa, including 'Te Puāwaitanga Stage 2 Project', and consideration of the future of Baysport."
        - "Update placemaking / neighbourhood plan - Waipapa (ahead of plan change and to reflect Structure Plan outcomes sought).

  - Project Governance of Phase II of Te Puāwaitanga. This initially includes further sporting code fields and any vertical structures. First task will be determining the scope of Phase II
  - The future development of the Council landholdings that contain Te Puāwaitanga and other landholdings that will be impacted by the further development of Te Puāwaitanga as part of Phase II.

- It was generally agreed in the workshop that progressing with the confirmation of the administration of the current Te Puāwaitanga complex is the priority of the four workstreams considered in the above mentioned workshop.
- On 18 June 2025 Council approved Te Pātukurea, a spatial plan for Kerikeri and Waipapa. The spatial plan makes as specific reference to the further development of Te Puāwaitanga.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Discussion

The paper to September 2022 to the Strategy and Policy Committee identified the following.

The NZ Sporting Facilities Framework 2014 (published by Sport NZ) states recognises that:

> *"Often, communities have found the money to build a facility, only to struggle with the on-going operational and maintenance costs. Choices made to lower the initial capital cost often led to higher "whole of life" cost. The "BIG Three" operational costs (staffing, energy, repair, and maintenance) can, when combined, account for 75% of all costs. If these three main operational costs are not tightly controlled, over time the financial sustainability of the development will be placed under great pressure. "*

The working group established at the time acknowledged the risk of this scenario eventuating for Te Puāwaitanga and, as a mitigation, recommended that Te Puāwaitanga operate as non-profit distributing organisation (NPDO). The report also went on to recommend that a small initial operating grant (circa $50,000 per annum) may be required while any governance group is established and can turn a profit. However, this was premised on having fully completed and available building as per the initial designs for stage II of Te Puāwaitanga and therefore requiring some initial funding for the big three identified operating overheads identified above.

Further to this, the New Zealand Spaces and Places Framework, Pou Tarāwaho mō ngā Takiwā me ngā Wāhi o Aotearoa 2024 (attached) goes on to identify the following relevant principles

- 7 - Partnering and Collaboration (Whakahoahoa me to Mahi Tahi) which leads to well-used facilities and active environments that maximise the return (social and financial) on investment
- 9 – Financial Sustainability with the intent that facilities are financially sustainable and viable over the lifetime of the asset which means taking a long-term view of the financial sustainability upfront that will provide decision makers, like the Council, with information they need on whether to proceed of not. Key considerations are.
  - Modelling of whole of life costs to understand the long-term financial impacts and funding requirements to proceed
  - Ensuring all on-going operating costs are considered including compliance, all amenity maintenance (for example carparking and access roads), and renewals
  - Understanding the operating model early and ensuring key users (in the sake of Te Puāwaitanga this is currently football, rugby league and is about to be Kerikeri Cricket Club) can afford/commit to assumptions about use.

In the body of the report to the 22 September 2022 Strategy and Policy Committee, but not in the substantive resolution, the following is also noted.

> *The recommendation is for carparks, access roads, public toilets, changing rooms and field/carpark lighting to remain in Council ownership.*

Vertical structures and buildings (except for the changing rooms) would be owned by the incorporated society.

Early discussions held by the working group in place in 2021/22 on the establishment of the board proposed the following board appointee process and structure.

- That a panel of 4 (made up of 1 x Council, 1 x Sport Northland, 1 x Sports Club, 1 x Ngāti Rēhia) would be set up to appoint the Board.
- That the Board would initially be made of 7 members, including the following:

  3 x Code representatives

  3 x Community or local Iwi representatives

  1 x independent person.

The following points were raised by the working group after considering the proposed composition of the board:

- Concerns that board will not contain a member from each sporting code that either is using or intends to use Te Puāwaitanga. This was countered with the point that if every code is represented the board would become unmanageable as new codes and other organisations started using Te Puāwaitanga.
- It was proposed that there needed to be a fail-safe in the event the Governance fails at some point in the future and that Council needs a mechanism to over-ride the Board, and step in.
- Other 'Key Documents' such as the User / Management Agreements, Licences to Occupy, Ground Leases and MOUs would be put in place to define roles and responsibilities of all parties, protect the Council's asset, and the Sporting Codes 'place' at Te Puāwaitanga.

Concerns were also raised by staff in late 2022 and into the first half of 2023 about the draft constitution approved at the 22 September 2022 Strategy and Policy Committee meeting. These concerns were centred around the following issues:

- The ownership model proposed and the liability that this would represent to the current and future Councils as the enduring landowner if the entity entrusted with running and managing the facility built on the land became defunct due management and/or governance issues.
- Concerns about the draft constitution put forward and what this would bind Council to.
- Concerns about how the board that would oversee the running of the sports facilities would be formed under the draft constitution and how this draft constitution would grant exclusive rights of use and advantages to foundation sporting clubs over clubs and community groups that would join later via memorandum of understanding agreements.

Further discussion with Sport Northland leading up to the recommendation made in this report concluded on a proposed board structure as follows.

Eight (8) Board members made up of the following.

- Three (3) community representatives initially appointed by an appointments panel established by Sport Northland
- Three (3) sports appointed representatives initially appointed by an appointments panel established by Sport Northland
- One (1) hapū appointed representative
- One (1) appointed Council representative

The draft constitution has been modified to reflect the points raised is attached to this report with modifications highlighted in yellow. The following specific change has been made to 7.16 – Removal of Officer or Representative

The Far North District Council may, via resolution of Council made under the Local Government Act 2002 and The Local Government Official Information and Meetings Act 1987, resolve to remove an officer of the Society, or a Board representative, before the officer's or representative's term of office ends.

It is recommended that this clause be reviewed to determine if, by its nature, creates Te Puāwaitanga as a Council Controlled Organisation. This will need to be determined as part of the refinement of the constitution if the recommendation in this paper is approved.

Options

The practicable options available for Council to consider regarding the ongoing administration of Te Puāwaitanga are presented as follows:

Option	Advantages	Disadvantages
1. Administration of Te Puāwaitanga is via an incorporated society – Te Puāwaitanga Trust	• An incorporated charitable trust is a distinct legal entity, allowing it to own property, enter contracts, and limit trustee liability • Trustees of an incorporated trust are generally protected from personal liability, except for certain taxes like GST or PAYE • Registered charitable trusts may qualify for tax exemptions and can receive donations that are tax-deductible for donors • Charitable trusts can apply for funding from community trusts, gaming societies, and government bodies • Operating as a charity aligns with promoting community health, youth engagement, and social inclusion through sport and is in alignment with the values of Te Puāwaitanga (WHAKAUTE) • Once registered, the trust is recognised nationwide, simplifying compliance via national registration.	• All activities must align with charitable purposes; profits cannot benefit individuals • Unlike private entities, charitable trusts may face constraints in pursuing commercial ventures unless clearly aligned with their charitable objectives. Establishing the trust as a non-profit distributing organisation goes some way to addressing this disadvantage • Trustees must act in good faith, avoid conflicts of interest, and manage assets prudently. Poor governance can lead to legal issues or loss of charitable trust status.
2. Council administers Te Puāwaitanga	• Council, under the Local Government Act 2002 is mandated to serve the public interest, and can ensure equitable access to Te Puāwaitanga for all community members	• Decision-making can be slow and risk-averse, especially with multiple layers of approval and public accountability as required by Local Government legislative requirements

Option	Advantages	Disadvantages
	• Council can align the use and development of Te Puāwaitanga with broader community wellbeing goals, such as health, social cohesion, and youth engagement and leverage its engagement capabilities to ensure the facility meets local needs • Council can leverage existing infrastructure (e.g., other Council land and facilities in Waipapa including the residual land around the Te Puāwaitanga Sports Complex) to support facility use and development • Te Puāwaitanga can benefit from stable funding through rates and long-term planning cycles via the Long-Term Plan and would be less vulnerable to donor fatigue compared a charitable trust.	• Innovation may be limited by rigid procurement and governance processes in place at the Council • Council has faced competing demands across services exacerbated by severe weather events. This has limited investment in sport and recreation and, if this trend continues, could result in the deferral of maintenance and improvements at Te Puāwaitanga due to higher priorities and funding constraints bought on by affordability issues across the Far North District • Council Operations lack the commercial agility of a charitable trust or a private company with staff currently being generalists rather than specialists in sports facility management, which is highly likely to affect service quality and responsiveness if Te Puāwaitanga remains administered by Council and there is no change in capacity and capability in Council operations • Council priorities can shift with changes in council leadership and governance with each local body election affecting continuity and long-term planning • Council is restricted in how it can commercialise Te Puāwaitanga (e.g., sponsorships, naming rights), which limits its income potential from the complex now and into the future as it is further developed.
3. Administration of Te Puāwaitanga is via a single Sports Code	• A single code can provide clear strategic direction and consistent priorities with	• Other codes or community groups may face reduced access, higher fees, or scheduling conflicts. This

Option	Advantages	Disadvantages
	decisions often made faster due to unified governance • Te Puāwaitanga is likely to be well-maintained and tailored to the needs of the single governing sports code (e.g., turf quality, lighting, changing rooms) with investment being focused, potentially leading to elite-level infrastructure • The code can use Te Puāwaitanga to grow grassroots participation, run academies, and host competitions with a strong alignment between facility use and player development pathways • There would be less administrative complexity compared to multi-stakeholder models making it easier to manage bookings, maintenance, and staffing with a single user group focus.	undermines the multi-use intent of Te Puāwaitanga and is not in alignment with the values of Te Puāwaitanga (WHAKAUTE) that Council has agreed to • Public perception could shift toward Te Puāwaitanga being "owned" by one sport, leading to community dissatisfaction. This raises the risk of political or reputational backlash, as public some funds used for the development of Te Puāwaitanga tagged to Council providing a multi-use, multi-code facility • If the primary sport is seasonal or has limited participation, the facility may be underused during off-peak times creating missed opportunities for diverse programming (e.g., fitness classes, cultural events) • Other codes may struggle to access grants or sponsorships tied to Te Puāwaitanga • If the code's leadership lacks facility management experience, it may lead to operational inefficiencies or poor maintenance of Te Puāwaitanga.
4. Te Puāwaitanga is comanaged – Council and a Charitable Trust	• Is more aligned with the New Zealand Spaces and Places Framework principles than the other options presented in this report • Council can bring long-term funding, infrastructure, and public accountability while the Charitable Trust can contribute agility, community engagement, and access to philanthropic funding	• This model will require clear agreements (e.g., MOUs, contracts) to define roles, responsibilities, and dispute resolution and runs the risk of creating conflicting priorities between public and charitable interests • Joint governance can slow decisions if consensus is required or if roles are unclear creating the potential for bureaucratic overlap or duplication of

Option	Advantages	Disadvantages
	• Access to public funding (rates, government grants) and private sources (donations, sponsorships, gaming trusts) can reduce reliance on a single funding stream, improving financial resilience • A Trust for Te Puāwaitanga can include local stakeholders, hapū, and sports representatives, ensuring inclusive decision-making while Council can ensure alignment with broader community goals and outcomes • A Trust for Te Puāwaitanga that is focused on day-to-day operations could make more efficient decisions than what Council bureaucracy allows • Dual oversight could improve transparency and performance monitoring with each party holding each other accountable to agreed outcomes.	effort on the part of both parties • If not well-structured, each party might assume the other is responsible for key tasks (e.g., maintenance, reporting) creating the risk of blame-shifting if issues arise • Councils operate under strict regulatory frameworks while trusts may be more informal or community-driven creating misalignment in values, pace, or communication styles creating the risk of friction between the two parties • If either party withdraws (e.g., council funding cuts or trust leadership changes), the model may become unstable • Council does not have the maturity in its capability, or does it have a track record of high trust relationships with current charitable trusts that could move it to a place where it could enter into a co-management agreement. Conversely there is little evidence of examples of trusts in the Far North that also have the capability to enter into a complex co management arrangement that address the risks identified in the disadvantages list above.
5. Administration of Te Puāwaitanga is via a private company under a lease or management contract with Council and/or a public private partnership agreement.	• Private companies can bring professional expertise in facility management, marketing, and customer service and may operate with leaner staffing models and more flexible procurement processes, reducing costs • A private operator is incentivised to maximise usage and income through memberships, events, sponsorships, and retail	• A private company may prioritise profit over accessibility, potentially pricing out low-income users or community groups while also creating the risk of a reduced focus on non-commercial activities like youth development or disability sport • Council may have limited influence over day-to-day operations, programming, or pricing with community

Option	Advantages	Disadvantages
	This can reduce the financial burden on councils and ratepayers • Private firms can quickly adapt to market trends (e.g., new fitness programs, new sports, digital booking systems) and may offer extended hours, premium services, or tailored programs to attract diverse users • Council could transfer operational risks (e.g., staffing, maintenance, revenue shortfalls) to the private operator providing more predictable budgeting for the Council • With a well-structured agreement, both parties could benefit: the public retains ownership, while the private sector drives performance.	needs potentially becoming secondary to commercial goals • Facilities may become less inclusive, with fewer free or subsidised programs with priority given to high-revenue activities (e.g., corporate events) over grassroots sport • This model requires detailed contracts with clear KPIs, performance monitoring, and dispute resolution mechanisms with poorly written agreements leading to legal disputes or service failures • If the private operator underperforms or faces controversy, the council's reputation may suffer by association.

Staff recommend Option 1: Administration of Te Puāwaitanga is via an incorporated society – Te Puāwaitanga Trust. However, staff also acknowledge that the constitution should be limited in its objectives and powers to encompass the administration of the existing Te Puāwaitanga Complex leaving open the possibility for co-management and or a Public/Private Partnership for the administration of Te Puāwaitanga as it is further developed as a multi-use, multi-code community recreation facility in the future.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Staff recommend Option 1 because it progresses the furthering of the initial intentions of Te Puāwaitanga, is aligned with the values of Te Puāwaitanga and enables a trust to form, creating the benefits that come with an incorporated society as captured in the advantages of the analysis of options in this report.

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

The report recommends $15,000 for each of the 2025/26 and 2026/27 financial yeas be granted to the Te Puāwaitanga Trust so it can be established and can initially operate. This is currently unbudgeted for both financial years.

ĀPITIHANGA / ATTACHMENTS

1. **New Zealand Spaces and Places Framework - A5265902**
2. **Te Puāwaitanga Needs Assessment 2025 Update Report - A5275311**
3. **Te Puāwaitanga Incorporated Society Constitution Draft 2025 - A5275325**

Hōtaka Take Ōkawa / Compliance Schedule:

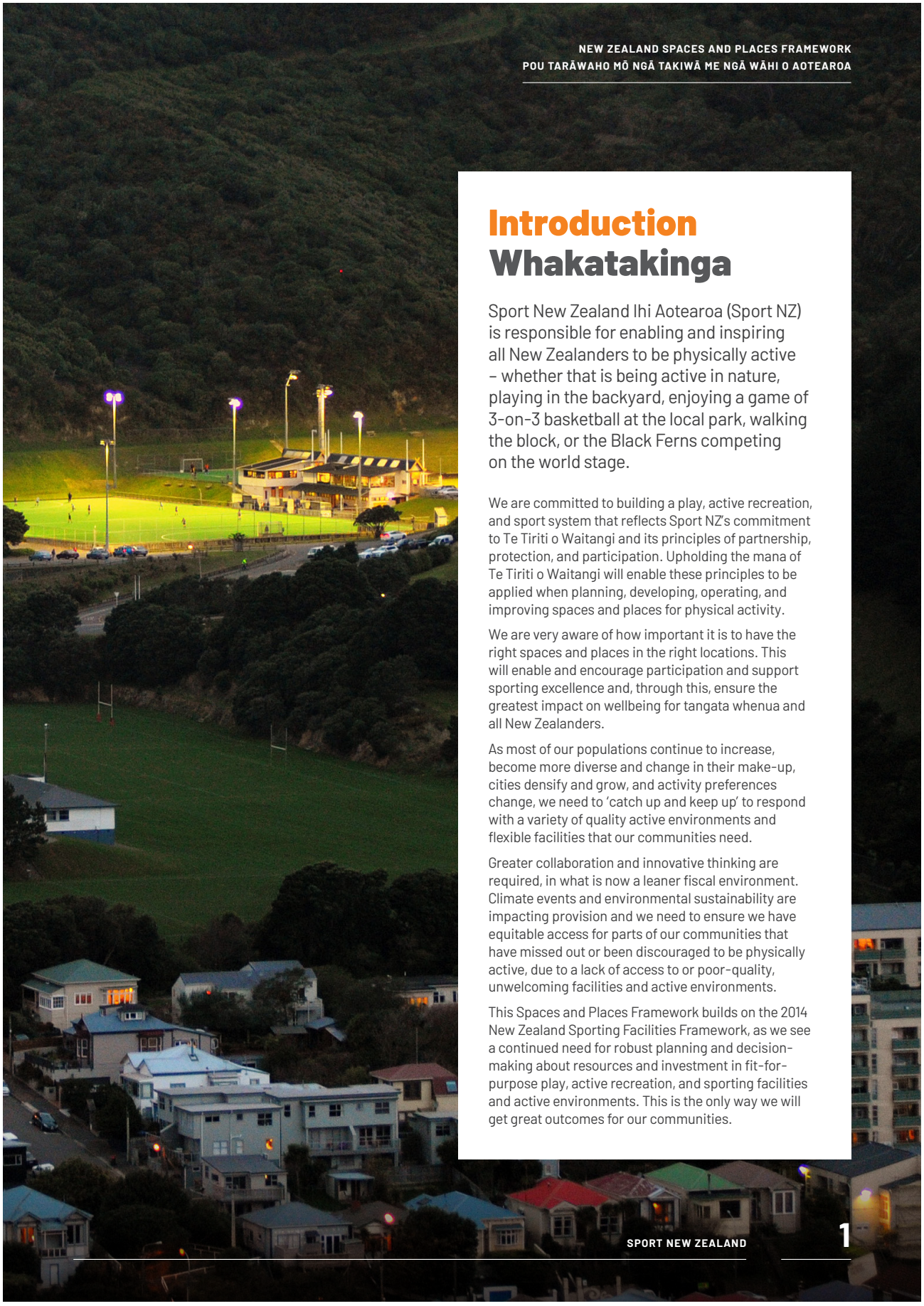
Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The content and recommendation in 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.	Parks and Reserves Policy 2022. Kokiri ai Te Waka Hourua Regional Sports, Active Recreation and Play Strategy 2021 – 2030 (endorsed by Council 21 July 2021). Far North Spaces and Places Plan (supported in principle by the Council on 4 November 2021).
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 has not yet been determined if Te Puāwaitanga is District wide park or is to be overseen by the Bay of Islands/Whangaroa Community Board as part of their delegations for local parks and reserves. Community Board Representatives, including the community board chair have been part of the working group and have also been in attendance in recent workshops.
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.	Ngāti Rēhia has been part of the working group, has provided input into decision making and currently provides ground maintenance services to Te Puāwaitanga. The name Te Puāwaitanga was gifted by Ngāti Rēhia and was instrumental in defining the values for Te Puāwaitanga. Ngāti Rēhia have been provided with an early copy of this paper and the draft amended constitution attached to this report for feedback.
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).	Sporting Codes that currently use Te Puāwaitanga, being Football, Rugby League and Cricket have all had meetings with staff following the 22 May 2025 workshop and have been informed of Council's intention to table this paper at the 31 July 2025 Council meeting.

State the financial implications and where budgetary provisions have been made to support this decision.	The paper proposes that $15,000 per annum for the financial years 2025/26 and 2026/27 be granted to the Te Puāwaitanga Trust. This has not been budgeted for.
Chief Financial Officer review.	This report has been reviewed by the Chief Financial Officer.

New Zealand Spaces and Places Framework
Pou Tarāwaho mō ngā Takiwā me ngā Wāhi o Aotearoa
FOR PLAY, ACTIVE RECREATION AND SPORT 2024
SPORT NEW ZEALAND IHI AOTEAROA
Te Kāwanatanga o Aotearoa
New Zealand Government



Introduction
Whakatakinga

Sport New Zealand Ihi Aotearoa (Sport NZ) is responsible for enabling and inspiring all New Zealanders to be physically active – whether that is being active in nature, playing in the backyard, enjoying a game of 3-on-3 basketball at the local park, walking the block, or the Black Ferns competing on the world stage.

We are committed to building a play, active recreation, and sport system that reflects Sport NZ's commitment to Te Tiriti o Waitangi and its principles of partnership, protection, and participation. Upholding the mana of Te Tiriti o Waitangi will enable these principles to be applied when planning, developing, operating, and improving spaces and places for physical activity.

We are very aware of how important it is to have the right spaces and places in the right locations. This will enable and encourage participation and support sporting excellence and, through this, ensure the greatest impact on wellbeing for tangata whenua and all New Zealanders.

As most of our populations continue to increase, become more diverse and change in their make-up, cities densify and grow, and activity preferences change, we need to 'catch up and keep up' to respond with a variety of quality active environments and flexible facilities that our communities need.

Greater collaboration and innovative thinking are required, in what is now a leaner fiscal environment. Climate events and environmental sustainability are impacting provision and we need to ensure we have equitable access for parts of our communities that have missed out or been discouraged to be physically active, due to a lack of access to or poor-quality, unwelcoming facilities and active environments.

This Spaces and Places Framework builds on the 2014 New Zealand Sporting Facilities Framework, as we see a continued need for robust planning and decision-making about resources and investment in fit-for-purpose play, active recreation, and sporting facilities and active environments. This is the only way we will get great outcomes for our communities.

Challenges and Opportunities
Ngā Wero me ngā Āheinga

In the last 10 years, new challenges and opportunities have arisen in the development of play, active recreation, and sport facilities and active environments. This is reflective of social, cultural, economic, and environmental changes and greater accountability to do better. Even with all the great facilities and incredible active environments across Aotearoa New Zealand, we still have work to do to improve what we have and better plan and deliver what we need.

Addressing affordability

- Construction, operating, and maintenance costs for facilities have increased significantly. At the same time, the time required to plan and fund facilities of significance has increased.
- The major providers of spaces and places are facing immense financial pressure and some funders are reducing investment.
- The increased desire to deliver local facilities needs to be balanced against the cost of fewer, larger centralised facilities.
- Consideration of whole-of-life costs (operating and renewal costs) and user affordability upfront is now used to support better, more equitable facility investment decisions.
- More cross-district planning and funding of sub-regional facilities is required for efficient and affordable investment.
- Environmental sustainability and accessibility initiatives are not always prioritised when value-managing projects, diminishing the potential long-term benefits and potentially incurring additional costs.

Responding to urban development and growth

- There is increased demand for more facilities from growing populations in some districts and regions.
- Scarcity of flat or useable land/ green space for spaces and places is a growing issue in some cities.
- Better connections (and active transport) are needed between spaces and places and home, work, or school to enable increased physical activity.
- Integration of play as an ‘everywhere activity’ and more open space in urban neighbourhoods is necessary as density increases and as backyards and other quality play spaces reduce.

Improving environmental sustainability and climate resilience

- The high level of embodied carbon emissions through the lifecycle of constructing and decommissioning facilities is now understood with a greater emphasis on sustainable design, construction, and operation.
- Mana whenua and consumer expectations are rising to reduce carbon emissions from facilities and to decrease environmental impacts.
- Older facilities are facing higher operational costs due to poor energy efficiency and/or design.
- Weather events are threatening the viability of poorly located facilities and spaces.
- There are many fast-changing technologies to improve the environmental sustainability of facilities that can be used.

In addition to the emerging challenges and opportunities, some have endured and morphed over decades.

Changing demand

- People are choosing to be active in different ways and preferences are changing with changing demographics.
- People are using their time differently, for example working from home more and wanting activity closer to home.
- High-performance sport delivery is moving away from a centralised model to training opportunities closer to athletes' homes.
- New models of facility provision and technology are emerging. Digital platforms, data analytics, and mobile applications are enhancing operations to meet changing demand.
- There is greater demand for accessible facilities and spaces for people with disabilities, suitable amenities for women and girls, and safe and accessible spaces for other groups such as rainbow communities.

Improving functionality

- Decisions are still being made in isolation where groups could work together and share facilities and resources, resulting in too many of one kind of facility or space, and not enough of another.
- There are a growing number of aged (50+ years old) facilities requiring investment, replacement, or re-purposing to make fit-for-purpose and/or earthquake-strengthened.
- Growing community access to existing school facilities to enable better utilisation and fill gaps in provision locally remains a priority.
- Community/education partnerships face a complex legislative, funding, and operating environment to develop new shared facilities.
- Sport code and consumer expectations of facility provision are sometimes not aligned to need and viability.
- Greater skills and time are required to undertake evidence-based planning, genuinely partner with mana whenua, and project-manage more complex projects.

The Outcomes
Ngā Putanga

Our objective is to provide greater access to a range of good quality facilities and active environments in which to play and participate in active recreation and sport. By doing this, we will increase participation and physical activity levels. We can achieve this together through better planning and design; cross-agency collaboration; and encouraging others to share resources, facilities, and active environments.

By 2028 we will have made more progress towards:

Strategic and robust decision-making around investment and resources for spaces and places provision that ensures:

- robust planning and use of evidence and technical guidelines
- inclusive engagement processes and involving mana whenua as determined by them, throughout development
- the right spaces and places developed in the right locations meeting community need
- a connected and complementary network of spaces and places
- investors collaborating to support regional and sub-regional priorities.

Smart investment in play, active recreation, and sport spaces and places that:

- makes best use of finite resources
- represents social, cultural, and economic value
- is coordinated and aligned
- ensures priority projects are funded.

Diverse, equitable, and inclusive play, active recreation, and sport facilities and active environments that are:

- fit for purpose
- well-utilised
- future-proofed
- accessible and affordable
- providing everyday casual as well as structured opportunities
- climate resilient and minimise impact on the environment
- whānau and participant centred.

The Spaces and Places Framework
Te Pou Tarāwaho Takiwā me ngā Wāhi

The framework has been developed by Sport NZ for use by anybody planning or making decisions about spaces and places for physical activity. Our role (see page 17 for more information) is as a leader, partner, and investor, supporting quality planning and decision making.

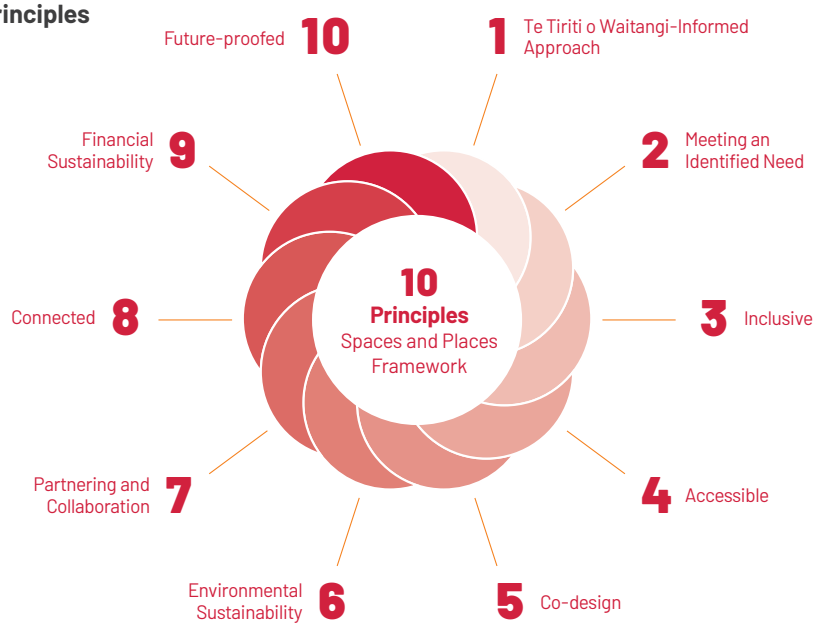
To achieve our vision of Every Body Active, we must ensure that the spaces and places where New Zealanders are physically active are accessible, meet their needs and enable quality experiences. This requires better planning and decision-making about the play, active recreation, and sporting environments and facilities we develop, much of which will happen at a regional or local level.

We have reflected on who used the previous New Zealand Sporting Facilities Framework (2014) and how, and have built upon that strong foundation. We also talked to Territorial Authorities (TAs), funding agencies, regional and national recreation and sports bodies, sector consultants, disability organisations, and our counterparts in government to help us develop this new framework.

The revised 10 Principles in the Spaces and Places Framework provide guidance to all those involved in planning, developing, funding, and managing active environments and facilities, by building on the gains of improved planning and decision-making over the last 10 years and facing up to some of the new challenges. By using this framework, spaces and places will be well-used, sustainable, universally accessible and seen as good value investment by those who fund their development, ongoing maintenance and use.

On the pages that follow, greater detail is provided about applying the principles in action.

Guiding principles

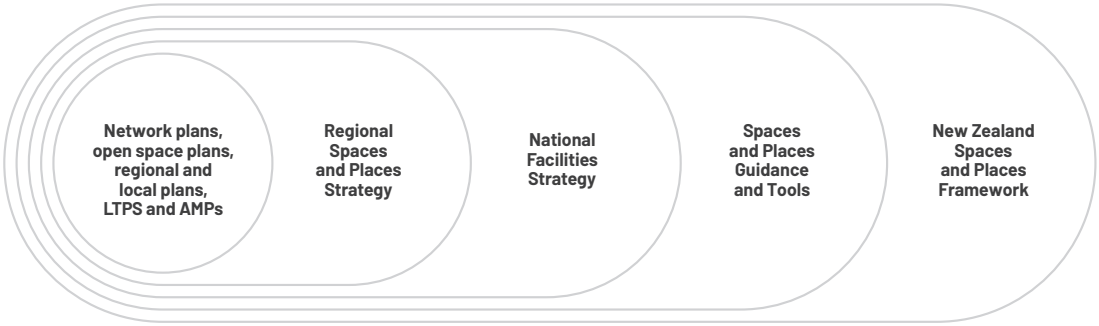


The principles within this framework, whilst expressed as individual principles, do not work in isolation – they overlap and are interconnected.

How does this framework work together with other strategies and plans?

The Spaces and Places Framework is reflective of Sport NZ's strategy and strategic priorities.

The Spaces and Places Framework provides planning principles and guiding development lifecycle for use in national guides and strategies and in turn regional and local strategies, plans and projects.



Strategic Priorities

To be successful, we will aim to achieve:

Capable and resilient partner organisations

Effective governance and leadership

Diverse and inclusive systems and structures

Uphold the mana of Te Tiriti o Waitangi led

Environmentally responsible

Quality opportunities and experiences

Aligned and integrated systems

Diverse and inclusive

Participant centred

Culturally distinctive pathways

Empowered local communities and hapori

Supported to lead and act

Community and hapori centred

Equity focused

Accessible natural and built environments

Active schools and kura

Active learning environments

Culturally distinctive approaches

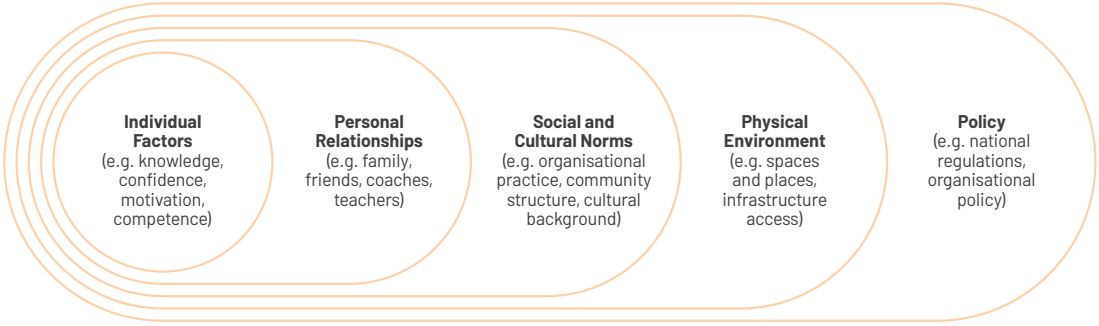
Ākonga centred and equity focused

Connected local communities

Sport NZ and HPSNZ Strategy

Preferred Future

Outcomes Framework: Sport NZ and Te Pākē



1

Te Tiriti o Waitangi Informed Approach
He Kaupapa Tūāpapa Tiriti o Waitangi

INTENT

The mana of Te Tiriti o Waitangi is recognised when providing strategic guidance and planning, developing, and operating facilities and active environments.

Sport NZ has made a commitment to honouring Te Tīriti o Waitangi through the principles of partnership, protection, and participation. Our guidance towards a Te Tiriti o Waitangi informed approach reflects this commitment and is evident throughout the framework.

We recognise that each organisation may have different methods of applying Te Tiriti o Waitangi (for example article-based) and acknowledge their mana motuhake (authority) in doing so.

For organisations other than councils, seek advice from your local council if unsure when, who, and how to engage with mana whenua (iwi, hapū, and whānau).

Key considerations:

Mana Ōrite – Partnership

- Grow enduring relationships with mana whenua and relevant Māori organisations (Māori sport authorities, health organisations, commercial entities).
- Establish and agree the kaupapa (challenge you are seeking to solve) or the 'why' at the beginning of any planning process or project with all partners.

Mana Māori – Protection

- Ensure appropriate use of mātauranga Māori (traditional Māori knowledge) and mahi toi (Māori artwork) within the development of a plan or project.
- Mana whenua will guide what appropriate use of their knowledge looks like.

Mana Taurite – Participation

- Ensure that space is allowed for mana whenua involvement throughout the entire process and they are kept informed. Mana whenua involvement could include but is not limited to cultural narrative, kaitiakitanga (environmental sustainability practices), commercial and employment opportunities, resource consent processes, spaces for Māori-based activity, and enabling by Māori, for Māori.

Read the full document: A Te Tiriti o Waitangi-Informed Approach to Spaces & Places Provision for Physical Activity

Case Study:
Te Pūtake o Tawa Mountain Bike Trail Entranceway Whakarewarewa Forest Rotorua

Image credit: Rotorua Lakes Council

The primary objectives of this project were to improve mountain biking amenities, create a second access point to the forest tracks, and increase the opportunity for commercial access to the land.

Building on the relationships formed prior to this project, Rotorua Lakes Council and iwi landowners worked together to recognise and celebrate cultural history, to maximise resources for both public recreational and commercial purposes with a focus on the future.

Underpinning the partnership was a shared vision to protect and develop the land, empower the people, and collectively build the future.

The forest's Recreational Management Group (comprising mana whenua, council, CNI Iwi Holdings (landowner)) manages the recreational activities on CNI Iwi land and makes decisions on commercial opportunities linked to the carpark.

Council has a legal agreement with mana whenua to manage the recreation assets and activities.

Read the full case study: Te Pūtake o Tawa Mountain Bike Trail Entranceway

2

Meeting an Identified Need
Te whakaea i tētahi urupare kua tohua

INTENT

An evidence-based approach to identifying need ensures fit-for-purpose solutions.

The expectation from decision makers and investors is that there is an independent and rigorous approach to the question of need and the most appropriate solutions for solving that challenge. This will ensure that facilities and active environments are fit-for purpose for their intended use.

Key considerations:

Gain a deep understanding of the needs and priorities (rather than the wants)

- Be inclusive of all potential users. Consider the surrounding and wider community; emerging and established sports and activities (including non-sport); and the needs of tamariki and different/priority groups (for example Māori, women and girls, rangatahi, disabled people, ethnic groups, and rainbow communities).
- Take into consideration who potential future users may be and their potential needs.

Explore all options to meet the needs identified

- Are there non-capital solutions, such as changing the way you deliver your activities, or making use of existing assets such as school tennis courts for hockey, streets as play spaces, or playing junior sports across court or field?
- Are there potential collaborators or partners?
- Can we better use the wider network and connections?
- Can we repurpose or improve what we already have if necessary?

Strategic alignment of potential solution

- Proposed projects should align to national and regional strategies, plans and guidelines.
- Ensure those with the highest needs are a priority.

Case Study:
Te Pou Toetoe Linwood Pool Christchurch

Image credit: Christchurch City Council

Understanding the need is the first step to help determine what is required for a community.

Christchurch City Council spent time engaging with residents and businesses at the start of this swimming pool project, to identify needs and allow input into the site selection. Ongoing consultation during the design/build process served to check that the facility was still meeting the needs of residents and businesses.

The intention was to create "a facility that reflected the community not only in the building but in the staffing – 'people from within the community' on the front desk, on poolside, that had a real commitment to enriching the lives of THAT community".

What makes the facility successful today are features important to that community: spaces for community recreation, gatherings, family group and food related areas, enabling use by a range of ethnic groups, the ability to provide a women's only facility at times, manu pool for tamariki and rangatahi, and linkage between the sports park and pool.

Read the full case study: Te Pou Toetoe Linwood Pool

3

Inclusive
Whakawhāititanga

INTENT

Valuing diverse groups by developing safe, welcoming, and collaborative environments where everyone can participate and thrive.

To meet the needs of our diverse communities we have a responsibility to ensure facilities and active environments are places where anyone who wants to be active or involved has the same opportunity to do so. Inclusiveness is about proactive behaviours and actions to make everyone feel that they belong. It is not just about the physical place or space, but also about the experience and for facilities, the operational culture and what's on offer.

Key considerations:

Equitable opportunities regardless of age and stage, ability, ethnicity, gender, or income

- Clearly set out a commitment to achieving inclusion in the project strategy and brief.
- Apply universal design principles so that the design, activation, and operation of the facility or environment supports and enables use by everyone.
- Prioritise inclusion of amenities and operational approaches that support equitable access. For example, gender-neutral and family accessible changing facilities, discrete workout areas, targeted programming, quiet spaces, safe well-lit carparks, and friendly, well-trained staff.
- Ensure equity in the provision of quality facilities and environments to cater for different geographic and socio-economic communities.
- Consider what's needed to support intergenerational whānau participation in physical activity. For example, for outdoor spaces include lighting, seating, water, shade, shelter, level access, toilets/changing facilities and active transport connections.

Enabling social connections

- Incorporate spaces to practice manaakitanga to facilitate gathering and social interaction.
- Enhance the connection between indoor and outdoor spaces visually and make them welcoming spaces to traverse through, linger or take part in informal activities.

Case Study:
Lorna Irene Reserve Playground Kāpiti Coast

Image credit: Kāpiti Coast District Council

Inclusive spaces and places are accessible, welcoming and can be used by everyone. If designed well, people should want to stay and participate.

Kāpiti Coast's Lorna Irene Reserve Playground not only includes accessible wheelchair equipment, sensory elements, musical equipment and in-built ground trampoline, but the provision of Communication Boards, or Coreboards. These facilities meet the need for non-verbal or neuro-diverse tamaraki and rangatahi to make "meaningful" use of the playground, using the communication "style" they know.

Potential users from a variety of lived experiences, technical experts, language experts and council's Disability Advisory Group were all engaged in the design process, to make this an inclusive space.

Read the full case study: Lorna Irene Reserve Playground

4

Accessible Wātea

INTENT

Truly accessible environments are created that enable the entire community to access and use a facility or space with dignity.

Accessibility is the usability of a space for all people regardless of ability. New Zealand is a signatory to the UN Convention on the Rights of Persons with Disabilities – Article 30 recognises the right of persons with disabilities to participate in recreational, leisure and sporting activities on an equal basis with others. This includes ensuring access to facilities. We have an obligation to uphold this commitment.

Everyone benefits when we create fully accessible facilities and environments, including the growing number of people identifying with a disability, young families, and the aging population. It is not just the built environment that is important but also affordability for the users and locational accessibility. Accessibility and inclusion are different, but to have a thriving facility or active environment, one isn't without the other.

Key considerations:

Facilities are accessible for everyone

- Complement universal design with accessible design to ensure accessibility and use by everybody regardless of their ability. For example, step-free access to the facility main entrance so people of all abilities, as well as those pushing pushchairs and prams, can access and enter the building.
- Design above the NZ Building Code Standard 4121, which is not adequate to meet many disabled people's access needs. For example, designing for sports wheelchairs with larger dimensions and providing additional space in accessible changing rooms for caregivers and whānau.
- Use expert and lived experience advice, for example disability consultants and local advisory groups, to identify simple interventions that can make a big difference to users with different needs.
- Address the 'whole-of-journey experience', starting with information, wayfinding, transport connections, parking and getting into and around and experiencing and exiting a space or place.

Affordability for the end user

- Evaluate upfront how affordable the facilities or spaces will be for the intended user and what changes you can make to ensure greater equity and affordability.

Accessible delivery model

- Ensure provision models (centralised, hub and satellite, locally or regionally distributed) are accessible and fit-for purpose for the intended use. For example, a centralised model may be convenient and sustainable for deliverers but might not meet the needs of entry level participants who want lower cost, more welcoming spaces that are easier to get to.
- Think about accessibility for both members and casual users. For example, booking and access system, pay-to-play.

Case Study:
Ahei: Accessible Tauranga

Image credit: Tauranga City Council

Accessibility doesn't just apply to traditional built facilities. Tauranga City Council is identifying priority areas for future upgrades and improvements to create a network of accessible places.

One of the outcomes is accessible beach facilities and equipment. This includes:

- a fully accessible changing facility which includes a height adjustable toilet and sink, adult changing table, shower and hoist at Hopukiore Reserve, opposite Maunganui Beach
- portable rollout beach access mats that create a sturdy and visible access path to the beach at four destinations
- wheelchair accessible picnic tables
- beach wheelchairs for hire or use
- the TrailRider all-terrain wheelchair Te Kaiwhakatere, giving disabled people access to the Mauao/Mount Maunganui summit.
- Read the full case study: Ahei - the Accessible Tauranga Action and Investment Plan

5

Co-design
Hoahoa-paparua

INTENT

Communities and hapori[1] are involved in the planning, design, and operations of facilities and active environments so that their needs are met.

Co-designing with mana whenua, disabled people, the wider community, and/or targeted groups will enhance what can be achieved and ensure well-designed, well-used, and well-loved facilities and spaces that fulfil the aspirations and meet the needs of the community that will use them.

Key considerations:

Good practice when co-designing

- Co-design with mana whenua as determined by them (iwi, hapū, whānau), capturing their perspective and shared aspirations.
- Engage key people or organisations with connections and expertise to support community-led and co-design engagement processes.
- Co-design with the intended end-user, those with current lived experience, to ensure their needs are met. Support this with the right technical and operational advice.
- Think about what stages of the project life stage (if not all stages) are appropriate for co-design or locally led development dependent on the type of project.

Responding to community-led approaches

- Be open to alternative community-led approaches (embracing social license) and fostering innovation.
- Provide resources to support community-led approaches to be successful.
- Support the community to clearly articulate the 'need' and appropriate solution.

Case Study:
Māra Hūpara
Te Auaunga Oakley Creek
Auckland

Image credit: Jay Farnworth Image Search Ltd

The need for a playground was identified early on in planning the wider Te Auaunga Oakley Creek restoration project.

Mana whenua suggested the opportunity for māra hūpara (traditional Māori play) in line with the wetland restoration and natural play elements proposed for the project. Harko Brown, a Māori play expert, brought his knowledge and expertise to the project alongside the landscape architects. The project was community driven and mandated through a community advisory group, with mana whenua engagement from the start. The final design that occurred on-site, is a response to the place, the available materials, and has a strong cultural narrative: the story behind the different elements and its link to te ao Māori.

This project is unique to a specific place and group of people, but the principles of māra hūpara can be applied in other places if approached in the right way.

Read the full case study: Te Māra Hūpara Playground

1 Kinship group, family, society, community

PRINCIPLES NGĀ MĀTĀPONO

6

Environmental Sustainability
Toitūtanga Taiao

INTENT

Facilities and active environments are developed and operated in a more environmentally sustainable way over their lifetime.

Reducing embodied carbon in facility developments and implementing sustainable operational practices is now a 'must do'. Legislation and new building regulations mean there is a greater emphasis on reducing carbon emissions and greenhouse gases. We need to consider more the positive and negative impacts on current and future generations and the environment from the actions we take today in planning, developing, and operating spaces and places.

Key considerations:

Taking a holistic view

- Develop an environmental sustainability vision at the outset to guide decision-making throughout the project's life.
- Enhance connections with the surrounding natural environment and protect and enhance the natural ecology/biodiversity, strengthening the relationship between tangata and whenua.
- Support mana whenua reconnecting to historic sites, protecting and enhancing these.
- Review whole-of-life costs to ensure environmentally sustainable operations (that is, materials, energy sources, digitisation, renewals).
- The location of new facilities and spaces should consider climate resilience and be integrated into active and public transport routes and co-located with other facilities if possible.

Changing the approach to how we develop spaces and places

- Rather than build new, can we improve or redevelop an existing facility or active environment to meet community needs?
- Review options to attain a low carbon footprint when redeveloping or building a new facility or space. Consider need, size, materials, waste, water, sharing of facilities/ optimising use, and energy use to minimise embodied and operational carbon.
- Establish baseline data and monitor over time.

Case Study:
Edgar Centre
Dunedin

Significant environmental benefits can result from the adaptive reuse of existing buildings.

Redeveloping an existing facility is a good option especially for indoor sport and active recreation facilities and can reduce the time it takes to getting a facility up and running.

The Edgar Centre is a 1970s woolstore converted to a multi-use indoor community sports and event facility in 1996. It has 21 indoor courts in total and about 200,000 visitors per annum. An estimation of the carbon emission savings that are outlined in the Sport NZ Environmental Sustainability Guidelines for Spaces and Places is significant. An adaptive re-use strategy is estimated in this case to have saved 2,600 tonnes of CO^2 when compared with an equivalent new build facility of the same size. Adaptive reuse also avoids disruption and degradation to existing ecosystems.

Read the full case study, page 43, Environmental Sustainability Guidelines for Spaces and Places

7

Partnering and Collaboration
Whakahoahoa me te Mahi Tahi

INTENT

Partnerships and collaboration lead to well-used facilities and active environments that maximise the return (social and financial) on investment.

Partnerships and collaboration can take many forms and be between local government and the sport and recreation sector, within the sector, and/or include iwi, education, health, and commercial organisations.

They provide the opportunity to be community-centred, broadening community access, garnering financial efficiencies and better use of resources, including reducing carbon emissions and in some cases, the burden on volunteers. Shared, multi-use, and co-located facilities and spaces often become community hubs promoting social connection, cross pollination of users and catering to other activities important to their surrounding community, for example arts, community events, cultural activities.

Key considerations:

Potential for partnerships and collaborations at the outset

- Seek opportunities to co-locate/integrate facilities in one location, for example pool, library, health centre, transport facilities, civic infrastructure.
- Explore partnership opportunities over building standalone and/or single-use facilities and spaces.
- Explore partnerships with neighbouring TAs/Auckland local boards.
- Facilitate multi-use or shared facilities to meet the needs of the expected primary users, yet flexible enough to cater to a variety of uses now and in the future (but not developed to try and fill all provision gaps – 'multi-useless'!)
- Seek greater access to existing school and kura facilities and spaces through operational and access agreements and identify potential school/community partnership opportunities for new or expanded facilities.
- Look to where you can collaborate to access spaces used for other purposes such as marae, RSAs, and community centres.

Case Study:
The Peak
Te Pūmanawa O Rototuna
Hamilton

Image credit: The Peak and Rototuna High Schools

Partnerships can be challenging but well worth it.

Development of The Peak facility in 2017 (four indoor courts) was in response to a long-term and well-known community need – a lack of indoor court space in Hamilton-Waikato. It started as a partnership between the Ministry of Education (MoE), Hamilton City Council, and the Rototuna High Schools Establishment Board. As part of their agreement, MoE became the project owner and developed the facility. A community trust was formed to be the facility operator. The council and school contribute to operational costs and the council and MoE contribute to maintenance and renewals. Occupancy is up around 76% with a 40/60 split of use between the school and community making the facility a valuable community asset for everyone.

Read the full case study: The Peak – Te Pūmanawa O Rototuna

8

Connected Hononga

INTENT

Networks of connected and complementary facilities and active environments creating physical activity opportunities and connected communities (rural and urban).

Strengthening the connection between facilities and active environments and better integration with their surrounding neighborhoods and/or natural environments, transport services, active transport, and community and other infrastructure can have a huge impact on our community's health and well-being. These inter-connections encourage greater physical activity, neighborhood and local participation, social connection, and a growing sense of place.

Key considerations:

Potential for strengthening wider connections

- What is the integration potential of the facility or space with existing and planned transport routes, urban or rural developments, health, education, cultural, and civic infrastructure?
- Where can you improve the connections to wider spaces and places (local commuting, parks, open space, town centres, marae, kura, schools) when selecting sites or redeveloping brownfield areas?

Potential for strengthening local connections

- Look at safe and level connections within neighborhoods and streets as an opportunity for play and active recreation, integrating them as an 'everywhere activity'.
- Strengthen connections between local clubs and the community through small community facilities and spaces at the local level. For example, bowling clubs that act as a social facility for the local community, where people volunteer and do a variety of activities.
- Is there access to active, safe and accessible transport (walking, cycling, public transport, and wheel sport) enabling independent travel for everyone?
- Are there opportunities to connect with and enhance local economic activities, such as the connection between walking and cycle trail developments, local businesses, and economic development agencies?

Case Study:
Te Ara Awataha Greenway Project Auckland

Image credit: Kāinga Ora – Homes and Communities

Te Ara Awataha, Northcote's new 1.5 km long greenway connects the town centre, schools, bus stops and homes via a network of parks, public spaces, quiet streets and shared cycling and walking paths. It follows the path of the original Awataha stream, which has been daylighted, bringing it above ground and restoring its mauri (life essence). Planting along the greenway provides a newly establishing natural environment. As a safe pathway to the town centre, it encourages people to take active transport modes (walking, biking) to get around Northcote.

Play elements allow tamariki to have safe, fun, and accessible play opportunities in their neighbourhood. It acts as a shared backyard for the community. The existing Greenslade Reserve was lowered and renovated improving the sports field and new public spaces developed. It has an integrated flood wall to allow it to capture flood waters in major weather events and drain away in a controlled way.

The project is being jointly delivered by Eke Panuku Development Auckland and Kāinga Ora, along-side Healthy Waters, the Kaipātiki Local Board and mana whenua. The Northcote community and local organisations played a leading role in the design, restoration and development process.

Read more about the Te Ara Awataha Greenway Project.

PRINCIPLES NGĀ MĀTĀPONO

9

Financial Sustainability
Toitūtanga Ahumoni

INTENT

Financially sustainable and viable facilities and active environments over the lifetime of the asset.

Taking a long-term and comprehensive view of financial sustainability upfront will provide decision-makers with the information they need on whether to proceed or not and if so, greater assurance that over the life of the assets, all costs and funding sources are known.

Key considerations:

Account for whole of life costs at the outset

- Model whole of life costs for all solution options to understand the long-term financial impacts (including future replacement and end of life costs) and funding requirements before proceeding.
- Ensure all on-going operational costs are considered including compliance, all amenity maintenance (for example carparks and access roads), and renewals.
- Understand the operating model early and ensure key users can afford/commit to assumptions about use.

Multiple approaches to improving financial sustainability

- Appropriate scale of development to address the need whether this be in the hierarchy of provision (international to local) or the size of the catchment.
  For example, Albany Pool in Auckland as a local leisure facility complements rather than duplicates the AUT Millennium National Aquatic Centre, 4km away.
- Appropriate and efficient governance and operating models that optimise utilisation.
- Additional and complementary revenue streams such as gyms, cafes, laundromats, coffee carts, other concessions, noting constraints of Reserves Act 1977 where applicable.
- Consider multi-use, flexible facilities that can optimise use, particularly at off peak times.
- Alternative funding models and potential partnerships such as offsetting operational costs through funders who support equity of access.

Case Study:
Green Family Taradale Pool Napier

Image credit: Taradale Community Pool Trust

Innovative approaches to solving this facility's challenges have ensured its financial sustainability.

The rebuild of the pool at Taradale Primary School (closed in 2016) was a community-driven project, working collaboratively with the MoE, local schools, clubs and businesses to establish and renew this community asset.

A new governance structure (community trust), and new lease with the MoE and primary school was put in place. Critical to the ongoing sustainability is MoE ownership of the building and its improvements and an operating agreement between the trust and a commercial entity. The rental paid by the operator is sufficient to cover forecasted renewals for the next 20 years. Utilities and minor maintenance costs are covered.

The pool is available for the school's use and four surrounding schools during the school day. The schools pay the operator for their booking/programmes.

Read the full case study: Green Family Taradale Pool

10

Future-proofed
Ka ora āpōpō

INTENT

Facilities and active environments can easily adapt to changing circumstances and emerging trends over time.

Changes in what activities people want to do, how they want to do them, and the environment in which they do them are inevitable. This requires facilities and active environments designed today to be capable of accommodating changing needs, technologies, and climatic and social norms over time.

Key considerations:

Designing flexible, expandable, and adaptable spaces that can respond to future demand

- Consider how people may use spaces and places in the future and plan accordingly such as acquiring enough land for later development, building in design redundancy (for example removable walls), future proof building design (designing to accommodate more indoor courts if required) and providing flexible spaces where use can easily change. Examples where use may change include:
  - tracks originally built for recreation are now being used as major commute routes
  - facilities with the ability to expand to deliver future major events.
- Plan for use of open space and parks to assist in flood management, heat reduction, and increasing the carbon sink such as creating water detention areas, and native plantings.
- Can greater digital connectedness be supported in the future?

Developing a robust network

- Locate, design, and operate spaces and places to be more climate resilient to sea level rise and extreme weather events, such as storms, heatwaves, and heavy rainfall.
- Assess whether there is a complementary mix of facilities in the network ranging from entry to advanced level, local facilities, school facilities, marae, and active environments for everyday use.

Case Study:
Moutere Hills Community Centre Tasman

Image credit: Moutere Hills Community Centre

Developing facilities that are adaptable and flexible to meet future needs requires vision and community-led approaches.

Moutere Hills Community Centre is a multi-use facility that combines outdoor areas such as rugby and soccer pitches, playgrounds, picnic areas and tennis courts with 1,120 sqm of indoor space. The Sports Hall can be opened into a large area with a function space and stage for community and other events. The Centre has a strong connection to its local community with responsive and proactive programming. Adapting to changing community need, the Centre has added a fitness centre, and recently renovated the rugby changing rooms to include four gender- neutral showers for fitness centre members, as well as rugby teams.

Read the full case study: Moutere Hills Community Centre

Bringing the Framework to Life
Te whakatinana i te Pou Tarāwaho

Many organisations have important roles to play in helping provide more New Zealanders with a network of better spaces and places to play, recreate, or participate in sport. The New Zealand Spaces and Places Framework provides the guiding principles to underpin and support their roles. These roles range from leadership, investment, and advocacy to facilitating partnerships, supporting projects, and facility management.

The organisations involved, who often work together include TAs, Regional Sports Trusts, mana whenua (iwi, hapū, whānau) and Māori entities, National and Regional Sport and Recreation Organisations, clubs and hubs, commercial providers and operators, the MoE, schools, funders, Department of Conservation, and agencies such as Waka Kotahi NZ Transport Agency.

Sport NZ's role, alongside others, is enabled by the Spaces and Places Framework. There are three parts to our approach:

Providing leadership

Sport NZ will be engaging across the sector and with other agencies, facilitating alignment and collaboration between all those with an interest in facilities and active environments for play, recreation, and sport.

Partnering

We will work with others to build expertise and knowledge to improve provision.

Guiding investment

We will use the New Zealand Spaces and Places Framework alongside relevant insights and tools (for example the Facilities Planning Tool) to advocate for quality decisions with respect to resources and investment into facilities and active environments.

The Seven Stages in the Lifecycle of Spaces and Places
Ngā Wāhanga e whitu i te hurihanga o te Takiwā me ngā Wāhi

Identify the challenge | **Proof of need** | **Proof of viability** | **Design** | **Build** | **Operate** | **Improve**

The life cycle of spaces and places is broken down into seven stages to assist all those involved in the process of planning, advocating for, developing and operating facilities and active environments understand the steps required to ensure quality opportunities and experiences are delivered.

The greatest impact on strategic outcomes is made in the **Challenge Identification, Proof of Need** and **Viability** and **Improve** stages of the lifecycle. To enhance the outcomes, ensure the following happens throughout the seven stages:

- Consider and apply the 10 guiding principles.
- Partner with mana whenua as agreed in the initial stages.
- Identify, budget for, and involve the right expertise in the process and decisions, for example disabled people with lived experience, technical expertise (for example 'expert' accessibility advice), operators, and specialist designers (for example skate facilities), as it will save time and costs in the long run.
- Keep the challenge in mind as the solution progresses (particularly as design and budget pressures increase).
- Take on lessons learnt and examples of good practice from elsewhere.

Identify the challenge

Tip

Take the time to interrogate the challenge or opportunity.

Work with a diverse range of stakeholders and mana whenua (as determined by them) to clearly identify what the challenge or opportunity is and ensure that all initial options in response are explored, including modifying delivery and optimising the existing network. Look at how the project aligns with local priorities, and/or regional and national strategies.

This is a gateway decision point before proceeding to further analysis.

Proof of need

Tip

Approach the needs analysis relative to the scale of the project.

Use evidence to confirm the need for a facility or space and develop a strategic case for developing it, ensuring the solution options are appropriate for the challenge you are trying to solve. Apply a network view.

Identify potential partners or collaborators and further establish mana whenua relationships as determined by them.

Build in escalation costs to the initial budget estimate.

Proof of viability

Tip

Critically investigate and analyse options to evaluate feasibility.

Assess a range of options to meet the need and determine feasibility of the preferred option. Consideration should be given to the location options; ownership and governance; operations and activation; funding plan; and establishing sustainability ambitions. Develop the capital and operational budget at this time.

Take account of whole-of-life costs when moving on to develop a business case and analysing the cost benefit and social return on investment of the proposed project.

This is a gateway decision point to proceed to design or not.

If proceeding, and the project is funded in part or whole by a local authority, update funding in the LTP to cover escalation to align with delivery timeframe.

Design

Tip

Be innovative about alternative solutions.

Develop the functional and spatial requirements of the facility ensuring it's fit for purpose and future-proofed (go back to initial challenge you are solving and the sustainability and inclusiveness vision for the project). Explore inclusion and accessibility, connections, opportunities for play, environmentally sustainable and technology solutions, undertaking a life cycle assessment of design options. Details are confirmed and estimates finalised.

This is a gateway decision point to proceed to build or not.

Build

Tip

Use the procurement method that delivers the most value.

Construction of facility or active environment.

Operate

Tip

Balance access, affordability and quality with cost drivers.

Manage and maintain the facility or space to ensure it delivers an ongoing quality experience, including developing the most effective and efficient operating model, asset management plan, information accessibility, activation, and programming. Embed accessibility awareness, cultural, and environmental sustainability system training into all roles.

Improve

Tip

Evaluate performance against original goals and identify changing needs.

Evaluate performance of the facility or space against the project vision and outcomes including feedback from users.

Measure performance against inclusion and environmental sustainability goals set at the beginning. Identify areas for improvement across all aspects of the facility or space.

Identify any future upgrades or redevelopment needed.

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About RSL Consultancy

RSL Consultancy undertakes projects and offers strategic advice throughout Aotearoa to enable community well-being. We support organisations to make informed decisions when it comes to their people, facilities, places and spaces. RSL carries out a range of pre-planning work from needs assessments and feasibility reports to business cases. We also work on a range of organisational strategic and operational projects.

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Disclaimer

This report is based on the Te Puāwaitanga Needs Assessment 2023 undertaken by Global Leisure Group. Updates have been restricted to the Blue Sky population scenarios provided by FNDC and the implications these have on future demand. No other review or update has been undertaken.

Information, data and general assumptions used in the compilation of this report have been obtained from sources believed to be reliable. RSL Consultancy has used this information in good faith and makes no warranties or representations, express or implied, concerning the accuracy or completeness of this information. RSL Consultancy is acting as an independent consultant. In doing so, the recommendations provided do not necessarily reflect the intentions of the client. Interested parties should perform their own investigations, analysis and projections on all issues prior to acting in any way in regard to this project.

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1. Introduction and Background

1.1. Study Objectives

Far North District Council (FNDC) appointed Recreation Sport and Leisure (RSL) to update the 2023 Needs Assessment of Sports Facilities in Waipapa. This has been a desk based update to consider the implications of alignment with the Kerikeri-Waipapa Spatial Plan and updated Blue Sky population projections. All other information, including participation data by the sporting codes, has not been updated from the 2023 report.

In 2023, FNDC appointed Global Leisure Group (GLG) to support the development of Governance structures for the proposed Te Puāwaitanga sporting hub. As part of this process, FNDC has identified the need to review and update the 2019 Needs Assessment of Sports Facilities within Kerikeri. The purpose of the assessment is to update the current participation and needs of all potential members of the Te Puāwaitanga sporting hub and identify any additional needs within the Kerikeri catchment area .

1.2. Background

Far North District Council undertook a study in 2012 to assess the request for additional football fields. It was determined the current 2 fields for football needed to be supplemented by an additional 5 football fields.

From this study it was recommended to acquire 10 ha to address this need. Funding of $2.4M was approved in the 2015/25 LTP for land purchase and development of facilities. A multi sports hub was proposed on a 10ha site with the land purchase ($1M) not being completed.

It was then determined additional funding for land was required and an additional $2M was approved in the 2018/28 LTP. Total funding available for land purchase is $3M and $1.4M for facilities development.

In the later part of 2017 a small community group were proposing that Kerikeri needs a Sports Hub to address the football field shortage and with a view to expanding facility availability and long term consolidation of existing facilities.

In 2019 a Needs Assessment was completed and a site assessment undertaken. Subsequently a site was purchased in 2020 and work undertaken to develop Stage 1 of the Te Puawaitaga sports hub.

In 2023 an updated Needs Assessment was completed to review the potential site area required to ensure future growth can be accommodated based on updated club participation data.

It has been decided that a further update is required to ensure alignment with the Kerikeri-Waipapa Spatial Plan and the Blue Sky population projections.

2. Strategic Context

There are a number of current strategies and plans that provide direction for the provision of sports fields, aquatic and indoor court facilities. While the focus of this report is to identify the supply and demand for these facilities these documents set the context and provide direction when considering current and future provision.

2.1. Kokiri Ai Te Waka Hourua (2021)

A strategy for play active recreation and sport was developed for Te Tai Tokerau in 2021 to provide a high-level strategic framework for regional sport and recreation spaces and places (facility) planning. The strategy is designed to help guide the approach, programmes of work and how best to undertake planning for future provision. The strategy identifies that by working in a collaborative manner, a view of the priorities for future play, active recreation and sport needs has been developed.

The strategy is intended to help guide Councils across Te Tai Tokerau, and relevant funding agencies, in their decision making. It will help the sector as a whole, be better informed as to what the needs, rather than wants, are across the region and its districts.

This strategy identifies six key pillars that provide a framework for a recommended programme of work that will support the region to achieve the desired strategic outcomes. These are:

- Partnerships
- People
- Connectivity
- Programmes and Participation
- Planning and Policy
- Spaces and Places.

Under the Spaces and Places pillar there are a number of objectives that are specifically relevant for the proposed development. These include:

- Culturally appropriate places and spaces
- A well planned network of spaces and places across the region.
- Locally accessible opportunities and facilities

The plan identifies specific facility projects that are considered to be regionally significant and have identified a number of short term priorities (1 – 3 years). This identifies the Bay of Islands Sports Hub (Te Puāwaitanga):

> *Support the staged development of this new, multi-sport hub site which will become an important sub-regional sport, active recreation and play asset. Completion of stage one is the initial priority and will result in the development of playing fields (with lighting), car parking and an amenity block to support football and cricket. It is important to ensure that casual and informal play opportunities are also considered at all stages of site planning.*

2.2. Balance is Better, Sport New Zealand

Sport NZ has developed the Balance is Better philosophy to inform and provide a framework that puts the needs of the participant first and focusses on maximising participation and skill development.

"Balance is Better is about creating quality experiences for all young people to keep them active and in the game."

The focus of Balance is Better is to work with the sector to provide quality experiences in sport for all, including for those who enjoy competition as well as those who just want to have fun with a central philosophy on why young people play sport – to have fun, be challenged, develop and improve, be part of a team or group, and enjoy time with friends.

2.3. Futures Project, Sport New Zealand[1]

Futures Summary Report

Sport New Zealand has been leading a Futures Project to consider what the future of play, active recreation and sport should or may look like. This identified that there is a consensus that the sector is currently struggling due to a number of reasons including declining participation numbers, funding constraints, demands on time, and a focus on competition rather than participation.

There is uncertainty how the sector will be impacted on by these long-term challenges:

- Low levels of participation in traditional sports – participation has declined over the past few decades with a marked drop off in participation when young people leave school and in some groups (such as girls, women and some ethnic communities).
- Changing lifestyles and motivations – motivation or opportunities to be more active are reducing due to more sedentary lifestyles, fewer active transport options, health status, less healthy diets, multiple jobs, pressures outside office hours, helping others. Increasing competition for leisure time can come from a growing focus on academic attainment, church and community service and from digital technologies.
- Accessibility – difficulties in getting to or accessing facilities, event or places leads to reduced levels of activity.
- Monocultural design and delivery – a monocultural view of play, active recreation and sport can leave Māori activities unrecognised and unsupported.
- Governance – there is inconsistency in the quality of governance and oversight across the sector. Poor governance and oversight challenge the integrity of, and trust in, many local, national and international organisations.
- Economic – for some participants the costs (fees, gear, travel etc) can be too high. Some organisations struggle to be viable and can lead to too much focus on securing funding at the expense of meeting the needs and aspirations of communities.
- Workforce – many organisations depend on volunteers, but as much of the population ages this base of support is declining. Other commitments also put pressures on volunteers involvement.

[1] https://sportnz.org.nz/media/3707/futures-report-6.pdf

Future Trends

Trends and developments expected to shape the future of play, active recreation and sport have been identified. These include:

- Technologies - technologies (digital, physical, and biological) will have a variety of roles (legally and illegally) in enhancing performance and engagement, as well as being competitors for people's leisure time.
- Data - how personal and other data is gathered, used, shared and regulated will have increasingly significant implications for services and privacy for most aspects of our lives.
- Demographic and social changes - the changing age and ethnic diversity of our communities will increasingly shape the demands on the sector.
- Social cohesion and wellbeing - physical activities are seen to play an increasing role in building social cohesion and improving individual and community wellbeing. A growing expectation for recreation and sport to improve both social bonding (connections within groups) and social bridging (connections between groups).
- Inclusion and equity of opportunities - there is increasing recognition of the need for the sector to be more inclusive and accessible, and improve equity of participation and leadership opportunities. This includes not only recognising the changing face of New Zealand and addressing historical underrepresentation of particular groups in the sector, but also applying the principles of the Treaty of Waitangi, and recognising Māori worldviews and processes.
- Locally-led design and delivery - design and delivery of services will depend on local community involvement and the need to reflect the lived experiences and aspirations of the identities, cultures and ethnicities in those communities.
- Climate change impacts - the impacts of climate change will be important when deciding on the location and maintenance of facilities, and may affect access to places and spaces used for physical activity.

2.4. Papa Noho Report, Towards and Bicultural Future[2]

The Papa Noho Report brings together the work of Te Tūara Futures Group and the Working Group who were tasked with challenging current thinking and exploring a range of possible futures for Aotearoa from a Māori perspective and the sector as part of the Futures Project.

The Papa Noho report is written in parallel with a Scenarios Report that also builds on workshop discussions and focuses more specifically on exploring possible future scenarios and how the sector could respond. While Te Tuarā and the Working Group employed different approaches to exploring the future, both arrived at a remarkably similar future. Te Tuarā described 2040 as Hawaiki Ora, with its preferred future centred on:

Mauri Ora

Maximum health and wellbeing

Oranga Taiao - environmental wellbeing.

Whānau Ora – community wellbeing.

Hauora – individual Wellbeing.

[2] https://sportnz.org.nz/media/3709/futures-report-5.pdf

Mana Māori

The status of Māori

Mana Motuhake - self-determination.

Mana Ōrite – partnership.

Mana Taurite – equity.

Mana Rangatira – leadership.

Mana Tangata – workforce.

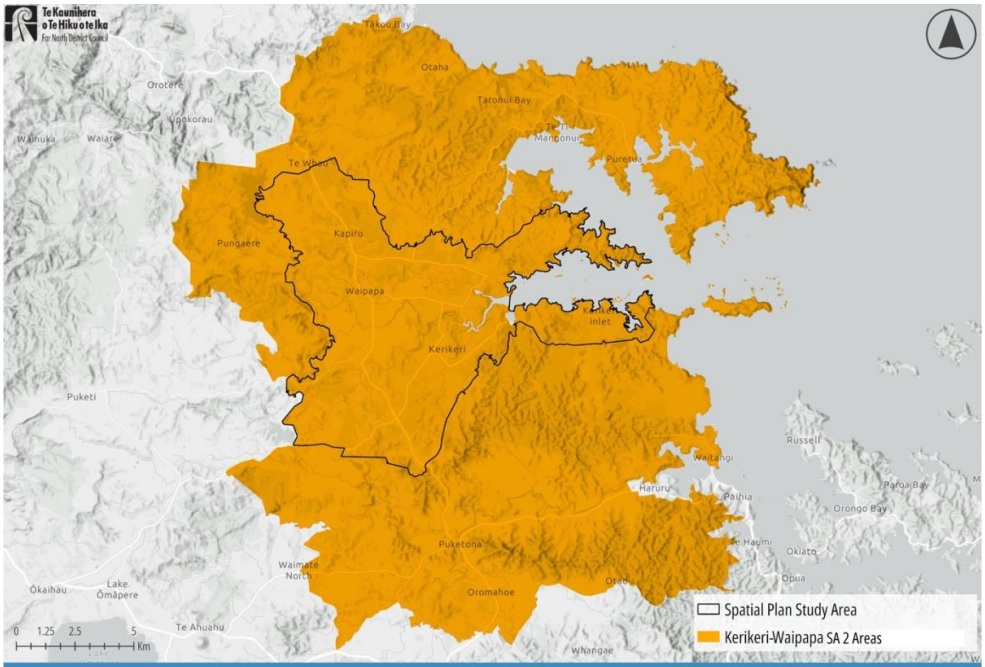
Both the Balance is Better and Futures Project provide a comprehensive overview to the current trends and challenges facing the sector and outline how potential futures can be explored.

3. Kerikeri Catchment Demographics

3.1. Impact of Population Growth and Trends

Population growth is a key driver of increased demand for sports fields, outdoor courts, turf and indoor sporting facilities. In considering the demand for sports fields the study has been updated to align with the Kerikeri-Waipapa spatial plan area.

Figure 3.1Kerikeri-Waipapa Spatial Planning Area



Kerikeri-Waipapa Spatial Plan Study Area

It is recognised that some sporting users will travel from outside this core catchment area to use sporting facilities however this catchment represents the area with the greatest projected population change and the majority of the projected future growth.

The study area for the Kerikeri-Waipapa spatial plan is projected to increase by 29% from 17,040 (2023) to 25,4003 (2053). The area highlighted in orange is the wider Kerikeri-Waipapa area incorporates the all or part of the SA2s areas of Kerikeri Central, Kerikeri South, Riverview, Waipapa, Lake Manuwai-Kapiro, Puketona-Waitangi, Puketotara, Rangitane-Purerua.

3 Market Economics Blue Sky scenario for the population of Kerikeri Waipapa Spatial Plan area (study area) based on the district-wide population distribution as provided by Infometrics. StatsNZ medium projections at the SA2 level were used to determine the distribution. Supplied by FNDC January 2025.

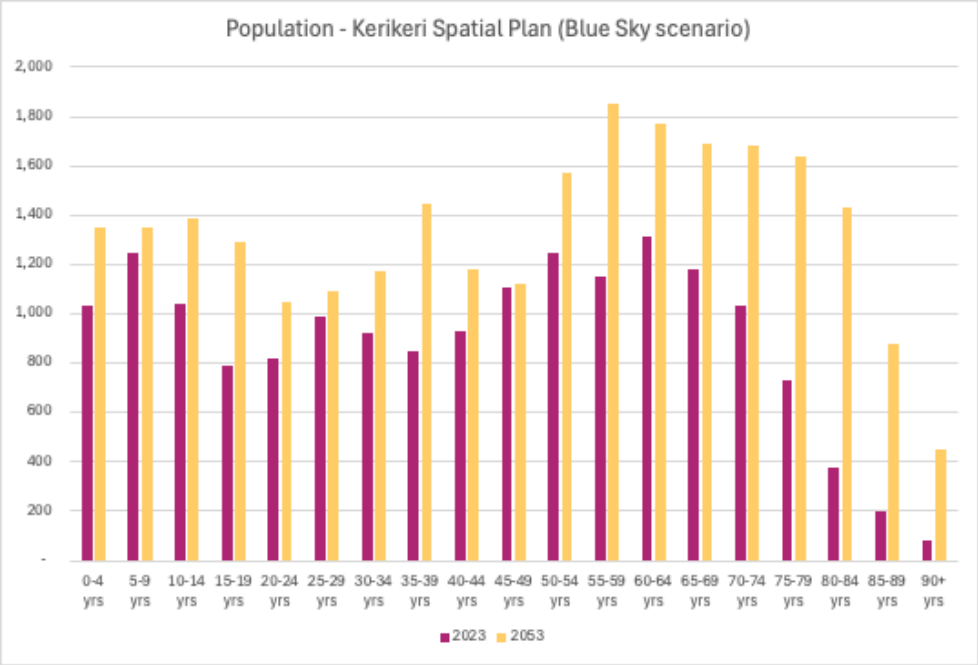
Table **3.1: Far North District Projected Population Change 2023 to 2053**

	2023	2028	2033	2038	2043	2048	2053
Total	17,040	19,210	21,300	22,460	23,420	24,450	25,400

Kerikeri-Waipapa Growth Trends

In considering the population trends it is important to consider that while there is significant growth projected it is important to consider the impact of an aging population.

Figure 3.1: Far North District Projected Population Change 2022 to 2052 – Age Profile



This is of particular importance as growth in the 'active population' (defined as 5 to 49 years) which currently make up the significant proportion of current participation is lower. This is especially important with the Tamariki (5 – 11 years) and Rangatahi (12 – 18yrs) as these groups make up the significant majority of sporting participants.

Table 3.2: Kerikeri-Waipapa Spatial Plan Area Projected Change in Active Population – 2023 to 2053

	2023	2033	2042	2052	Change 2023 to 2052 (%)
Tamariki (5-11 yrs.)	1,666	1,744	1,812	1,886	14%
Rangatahi (12-18 yrs.)	1,256	1,630	1,878	1,794	49%
65 Years +	3,600	4,640	5,560	6,360	116%

3.2. School Roll Projections

The MoE[4] project that nationally the overall school role is projected to increase from 821,146 students in 2023 to a peak of 827,834 in 2025 before falling back to 813,788 in 2028, a slight decrease of 0.9% over the five-year period (refer to Figure 1, below). Beyond 2028, the total school roll is projected to decrease, falling by around 26,680 from 813,788 in 2028 to 787,109 in 2033. Reductions are expected to be experienced in both primary (2.8%) and secondary (4.0%).

The impact of higher net migration in 2023 and projected migration in the following three years have raised the total projected school roll to a higher level than projected in the 2022 NSRP, but don't change the future trend significantly.

In the 2023 Report, the MoE have projected that the Kerikeri Primary School roll has been declining from a peak of 540 in 2018 with the Kerikeri High School declining from a peak in 2020. The 2024 projections now indicate that these were incorrect and both the primary and secondary school roles have recently increased with the 2024 primary roll of 527 and the secondary roll of 1,644.

Figure 3.4 Kerikeri Primary School Roll

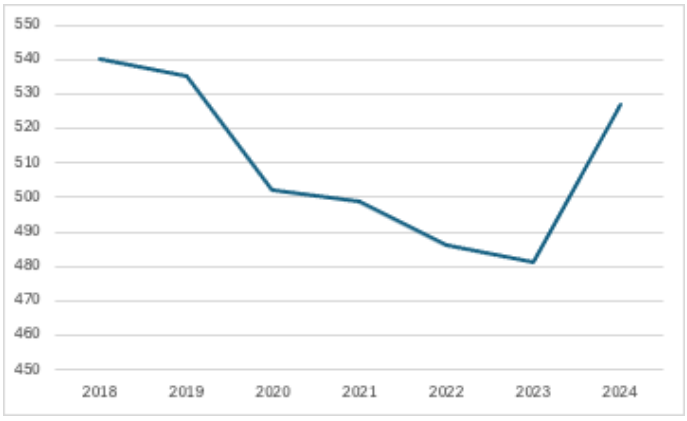
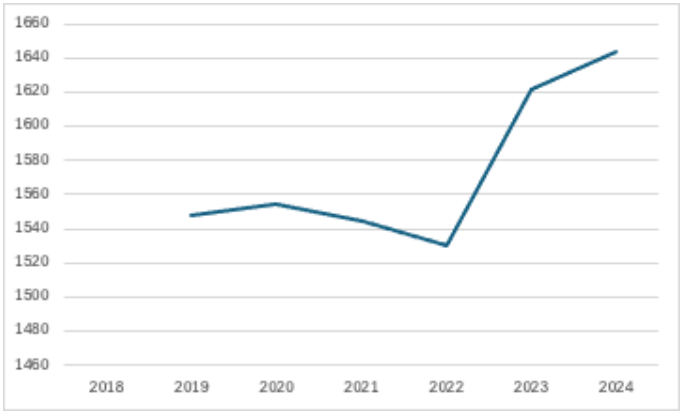


Figure 3.5 Kerikeri High School Roll



[4] https://www.educationcounts.govt.nz/statistics/national-school-roll-projection

4. Sport and Recreation Trends

4.1. Trends and Observations in the Play, Active Recreation and Sport Sector

The way we play and/or are active is changing. Trends and observations in the play, active recreation and sport sector considered most relevant to the supply and demand assessment include:

- Participation in outdoor recreation activities is growing and so too is the provision of spaces and places for outdoor recreation (e.g. mountain biking and MTB parks)
- A growing active retiree population (the age group with the most discretionary time) is driving demand for different offerings
- Being active is now 'cool' and the value activity has on our mental, physical and spiritual well-being is recognised (amplified by Corona virus pandemic)
- Use and impact of digital technology (social media, websites, online booking systems, fitness apps, fit bits etc.)
- Globalisation of sport and recreation - new activities are appearing all the time
- Patterns of use are changing (more working from home, shift work, mid-week sport competitions)
- General casualisation, move away from structured traditional activities and clubs – participants just want to have a game or a 'run around' without committing to training ahead of games
- Declining volunteer lead activity and growth in pay to play delivery (consumption of commodity)
- Greater quality expectations of space and facility provision and activity options
- Centralisation (or consolidation) of many sport spaces and facilities and more hubs
- Increasing awareness of the need to be multi-purpose and flexible, whenever possible
- The ability to play more than one sport per season and participate in numerous active recreation pursuits, therefore multiple activities per year (exception is high performance sport where specialisation is common)

Foreseeable future space and facility attributes

Key observations for the future:

- Places to meet / gather in spaces and facilities is critical. Most active recreation and sport activities by their nature foster meaningful social connectedness via face-to-face interaction and this social capital is increasing in importance in our virtual/ digital screen focused age
- Digital technology is playing an even greater part in how we access, engage, organise, manage and supervise participation in spaces and facilities (e.g. on-line, digital control of access, safety cameras)
- Technology and innovation is leading to new activities and new groups of non-traditional participants (e.g. growth in electric bikes for older adults and electric scooters and skateboards for recreation and micro-mobility transport)
- Growth in virtual gaming type experience alongside conventional (physical) experience of active recreation and sport
- Continued evolution of sports and active recreation in the way they are played and the playing spaces and facilities used with more emphasis on casual/ informal activity provision
- Spaces and facilities will need to be fit for purpose (and adaptable) to remain relevant with shifting expectations and needs
- Increasing commercial and 'social enterprise' provision of active recreation and sport
- People's knowledge, awareness and expectations of facility standards and experiences will be even greater
- Participants may become more generalists than specialists (apart from HP athletes)
- Issues around centralisation and concentration of facilities and services in main urban areas within a district, city or region may increase access barriers for those residents living outside of these urban areas
- Accessibility and cost issues may become more significant as space and facility standards increase for sport provision (usually correlate to increased cost)

- There may be more of a shift back to accessing freely accessible outdoor spaces and places (as has happened with use of local parks, pathways and front country tracks, particularly walking, cycling and mountain biking during the Corona virus pandemic)

4.2. Sport Specific Trends

Understanding the sport specific trends is important when predicting future participation and demand for facilities. There is increasing evidence that the historic structural model for sport lacks the agility required to best meet the needs of our changing community and the associated expectations of participants, coaches, parents and volunteers alike.

As a result, the position of traditional sport is being challenged by an increasing range of recreational activities, the rise of the internet and on-demand consumerism. The evidence is growing that more and more individuals are choosing non-traditional sport options for their physical activity, many young people are turning away from formal sport or not undertaking physical activity at all.

The traditional model of delivering sport in New Zealand has not changed significantly in over 100 years and is embedded within National Sporting Organisations (NSOs), Regional Sporting Organisations (RSOs), Club and School delivery.

Recent trends[5] highlight:

- The system is losing young people from sport, and they are missing out on the opportunity to be physically active.
- High performance behaviours are creeping into youth and school-based sport.
- There is too much emphasis on being the best and winning.
- Young people are being forced to specialise in one sport too soon.
- Too much focus on skills and competitions rather than participation and fun.
- The system is allocating more resources to high-performance sport.
- Schools, parents and coaches encourage kids to be more competitive.
- The sport system lacks integration and focus, with significant dislocation with the club-school-club transitions, with resistance at governance levels to adopt change.
- There is a need for more suitably skilled and experienced people to deliver quality programmes.
- Increasing demands on time and the nature and quality of volunteer experience plus health & safety compliance, is reducing the number of volunteers.
- Reduced or changing nature of funding.
- Duplication of resources and activity.
- Systems not flexible and adaptable to changing needs / trends.
- Increasing number and variety of options available.
- The delivery model (i.e. rules, uniforms, cost, facility centralisation, representative pathways etc) often create barriers to participation rather than enable access.

Understanding the motivations of why people play sport have been well researched and understood for a long time:

- To have fun.
- To be challenged.
- To develop and improve.
- Be part of a team or group with a common interest.
- Enjoy time with friends and family.
- To compete and to win.

[5] Sport New Zealand Balance is Better and Future of Play, Recreation and Sport https://sportnz.org.nz/resources/balance-is-better-philosophy/

One of the key challenges we are facing is the imbalance between the variety of motivations behind why people get involved in a sport and the focus of the experiences they often receive.

4.3. Environmental sustainability approach in meeting space and facility needs

Environmental sustainability is becoming the key focus in meeting play, active recreation and sport needs through a built space or facility. There is a drive for carbon neutral developments to address climate change. Denmark is a leading innovator in looking at options to minimise carbon use in the options phase of planning including a hierarchy as follows:

1. Is it viable to optimise what we have such as change the fitout and mix of use and extend the life of an existing space or building to meet the need
2. If not 1, then is it viable to convert an existing built space, structure or building (e.g. could be a former commercial warehouse such as the Mitre 10 building in Wānaka)
3. If not 1 or 2, then a new space or building if absolutely necessary, then drive for the lowest practical impact on the environment (for whole of life)

4.4. Impact of Sporting and Recreational Trends

Key attributes for active recreation and sport spaces and facilities

They need to be/have:

- Attractive social spaces as these are critical to the success of a space and facility
- Ultra-engaging – 'activated' spaces with programmes and services that meet participant needs
- Well planned, sustainably designed and managed/ operated
- Good amenities
- Safe
- Fit for purpose, can be multi-purpose if it meets user needs
- Accessible for all in terms of design
- Usually inter-generational and provide family friendly facilities
- Appropriate capacity, for current and projected demand
- Affordable pricing (when not free)
- Secure parking for bikes and scooters

In addition to the above, particular considerations for the following groups are:

People with disabilities

- Need a good supply of universally accessible programmes
- Need a good supply of universally accessible facilities and outdoor activity spaces
- Accessible information required on the opportunities available
- Wider consideration of access needs (e.g. pathways round/ adjacent to sports fields, lifts large enough to accommodate mobility scooters)
- Transport and parking considered a significant barrier to accessibility
- Access for electric mobility scooter and wheelchair charging points.

Tamariki and Rangitahi

- Socialisation - Safe social interaction (areas to 'hang out' safely)

- Accessible (well connected to transport networks, particularly bike and walk, open for casual use)
- Provide for non-traditional activities e.g. streetball (basketball), climbing or bouldering walls, parkour at Gymsports facility, Futsal, beach sports at 'urban beach' facility
- Targeted programming (outside school day).

Retirees

- Socialisation - Safe social interaction (often with refreshments)
- Accessible - appropriate comfort level and amenity provision
- Targeted programming (often during school day).
-

Parents with young children

- Need engaging play areas with good amenities (shade, seating, shelter and toilets with change facilities)
- Safe – securely fenced
- On-site child-minding/ supervision options available.

5. Indoor Court and Aquatic Benchmark Analysis

5.1. Indoor Courts

The initial demand analysis identifies that there is demand for 1 indoor court (equivalent to a basketball / netball size court) demanded for every 7,800 population.

The current demand analysis is based at an RST level and on this basis it has been projected that Northland has a demand for 24 indoor courts in 2023, increasing to 26 by 2038.

In considering the supply of indoor courts, the initial demand analysis considers both the total number of courts and the Full Time Equivalent (FTE) Courts to take account of any restrictions in community access, for example a school court with only limited community access.

On this basis the demand analysis identifies that there are 22 FTE courts available indicating a potential shortfall of 2 courts across Northland increasing to a 4 court shortfall by 2038.

While the initial demand analysis is at a regional level it is possible to review the core Kerikeri catchment area.

Based on a identified catchment population it is projected that there is demand for 2.2 indoor courts in 2023 increasing to 3.3 courts by 2038.

The National Facility Strategy audit identifies the following facilities:

	Courts	FTE Courts
Bay Sports	1	1
Kerikeri High School	1	0.25

Based on the above analysis, it is indicated that there is a shortfall of indoor court space in the Kerikeri core catchment area.

It is considered that a detailed assessment of the demand for indoor courts is undertaken once the national Indoor Court Strategy has been finalised.

5.2. Aquatic Facilities

The initial demand analysis identifies that there is demand for 27m^2 of water space per 1,000 residents.

The current demand analysis is based at an RST level and on this basis it has been projected that Northland has a demand for 5,051m^2 of water area in 2023, increasing to 5,380 by 2038.

In considering the aquatic supply, the initial demand analysis considers both the total aquatic area and the Full Time Equivalent (FTE) aquatic area to take account of any restrictions in community access, for example a school pool with only limited community access.

On this basis the demand analysis identifies that there is 3,533m^2 FTE pool area available indicating a potential shortfall of 1,847m^2 across Northland increasing to 1,827m^2 shortfall by 2038.

While the strategy identifies a shortfall in the available provision, it also identifies that there is a total water area (including all school pools) in Northland of 18,650m^2, should this water area be fully available for community use there is a projected regional surplus.

In addition to considering the overall supply / demand at a regional level the initial demand analysis identifies an imbalance between the type of water space provided and the type demanded from the population.

This identifies that 58% of all current water space is designed towards fitness, health, lane sports and competition while this makes up 16% of the total demand. It identifies that leisure, play, relaxation, hydrotherapy makes up 67% of the demand however only 30% of the current provision is targeted towards meeting these needs.

The Northland Regional Aquatics Strategy 2023 identifies 2 specific recommendations the Bay of Islands:

Bay of Islands	FNDC, in partnership with Kerikeri High School, to upgrade the community change facilities at the Kerikeri Pool.	Short
Bay of Islands	FNDC to look at the provision of additional space to meet the needs of the growing ageing population in the area, such as hydrotherapy and relaxation water.	Medium

6. Winter Sports Fields

The section of the report covers football and rugby league.

6.1. Current Demand

This report considers the demand for football and rugby league and follows the same methodology used in the 2019 study to ensure a comparable approach. This approach utilises the Sports Field Model developed in 2008 by Longdill and Associates in conjunction with Auckland City Council. The Model was peer reviewed by representatives from large and small Territorial Authorities across New Zealand. Since development, the Model has undergone a number of refinements.

Model Stages

The model is based on a 7 stage process:

Stage 1 Identification of all teams

Stage 2 Determining current field demand

Stage 3 Identification of all fields

Stage 4 Determining current field capacity

Stage 5 Identification of current surpluses and shortfalls (hours per week)

Stage 6 Identification of future surpluses and shortfalls (hours per week)

Stage 7 Analysis and development of options.

This approach consider the sizes of fields and the length of time they are used for both competition and training and calculates the total hours demanded per week as full field equivalents.

The winter season

The senior winter season usually runs from early April to mid/late September. Demand usually peaks between May and August as junior competition is timed to fit the school term. Senior competition tapers when teams who have not qualified for the competition play offs drop out.

There is significant pressure on sports field space at the end of the summer season with winter codes wanting to start training in February but summer sport is still playing. Sports field renovation also takes place at the end of the summer season, which adds more pressure to the available space.

Scope

Demand for winter fields is predominantly made up of regular competition games and regular training by community based teams (i.e., not schools) involved in winter competitions. While school teams are usually excluded, a number are now beginning to enter teams as clubs within the community leagues. The table below outlines additional demand that is included or excluded.

Included as demand:	Excluded from demand*
All regular competition and training use by community based (i.e. club / community group)	Any use outside the field playing area.

teams for the 3 main winter codes – rugby, league and football.	
Any school use, both general use and sports team competition and training that is either regularly or intermittently scheduled on community fields.	Any use considered to be 'non capacity' reducing, i.e. does not impact on the use of the field by teams or groups that are included as demand in this study.
Representative training and games that occur during the season	School use of school fields
High performance, skills development or academy programmes	
Any 'one off' demand, such as for club, regional or national games or tournaments	
Regular or intermittent use by minority sports	
Regular or 'one off' community events	

6.1.1. Field demand - Kerikeri

Demand hours are based on the field space teams in different codes and at different levels require to play games and train. The field demand is calculated by using the Sports Field methodology and uses information provided by the current users supported, National and Regional best practice and other studies undertaken throughout New Zealand to identify game and training requirements. All demand is considered in terms of the full field requirements to standardise the approach and take account of different field sizes and game times.

6.1.2. Other Uses

In addition to regular rugby, league and football competition and training, Kerikeri sports fields are used for a variety of other non-regular and 'one off' activities, as outlined in the scope. This use is captured, where possible, through discussions with the clubs and council officers.

Winter fields have a finite capacity for play before the field surface suffers long time damage. Some 'other use' such as the time booked for set up and take down has limited impact on field capacity.

6.1.3. 2019 Study

The 2019 study identified that football and rugby demanded 54 hours per week (40 hours from training and 15 hours for competition) based on the number of teams identified.

It was identified that there was a 26 hour a week shortfall for football and a small surplus for league.

2019 Surplus / shortfall in capacity in FFE hours per week by sports code

Code	Weekend surplus / shortfall	Weekday surplus / shortfall	Full week surplus / shortfall
Football	-6	-20	-26
League	2	4	6

The 2019 Study considered a number of options and concluded that the total demand would increase to 96 hours a week and to accommodate this potential increase in demand 5 fields would be required to meet the current demand, increasing by 2 fields to 7 fields by 2043.

6.1.4. Background to the Winter Sports Codes

Football

	2023	2019
Team Numbers	• There are 23 teams plus 130 players U4 to U8.	• There were 21 football teams at Kerikeri Football Club based out of BaySport.
Fields Utilised	• The club currently utilise 2.5 fields at BaySport, 2 full field at Kerikeri High School and junior fields at Kerikeri Primary School and Riverside School. • One of the fields is floodlit to enable training after 6pm during the main winter season. • Bay of Islands International Academy	• The club currently utilise 2.5 fields at BaySport, 2 full field at Kerikeri High School and junior fields at Kerikeri Primary School and Riverside School. • One of the fields is floodlit to enable training after 6pm during the main winter season.

It can be seen that football participation and the number of teams have increased since 2019.

Rugby League

	2023	2019
Team Numbers	• One senior men's team, one U16's. • Club has 40 registered senior and 55 registered junior players	• There is one rugby league team based out of the Domain.
Fields Utilised	• Kerikeri Domain. The team currently does not have access to changing facilities or floodlighting.	• Kerikeri Domain. The team currently does not have access to changing facilities or floodlighting.

It can be seen that football participation and the number of teams have increased since 2019.

6.1.5. Field demand hours by code

Demand for field space varies across the codes with the different age grades having different requirements. Senior teams require more game and training space than juniors, who in turn require more than mini teams.

Games being played midweek, representative team training on weekdays or weekends during the season and other use of winter sports fields also impact the split of demand between weekend and weekday.

	Football	League	Total Hours Demanded
Total Hours Demanded	89	13	102

The demand for football and league has increase by 47 hours to 102 hours per week from 55 hours per week in 2019.

6.1.6. Current Number and Capacity of Fields

Number and size of fields

Fields are considered secured for community use if they are Council owned or secured from other ownership through a formal agreement (lease, partnership etc) for a period of longer than one year.

Capacity of Current Fields (Secured and Unsecured)

The total weekly capacity is the assessment of how many hours of play each field can withstand before significant damage is caused that would result in field closure and increased maintenance costs. Associated facilities that impact on hours of use, such as lighting, are included in the assessment.

Field capacity for community use per week have been estimated based on:

- Secured field having 3 hours for competition (weekend) and 7 hours for training (mid-week)
- Unsecured fields having 1.5 hours for competition (weekend) and 3.5 hours for training (mid-week).

Unsecured fields have a reduced capacity for community use to take account of other field use during the week, e.g. school use during the day.

Across Kerikeri, all fields have been assessed as providing 67 hours full sized field equivalent (FFE) hours per week.

2023 Capacity of All Fields (FFE hours per week)

	Football	League	Total capacity
Total Kerikeri 2023	57	10	67

As has been noted, not all the fields currently used are considered as secured fields. Should the demand modelling consider the secured fields only, it is identified that these provide 35 hours full sized field equivalent (FFE) hours per week.

2023 Capacity of Secured Fields (FFE hours per week)

	Football	League	Total capacity
Total Kerikeri 2023	25	10	35

2024 Future Field Availability and Capacity Update

Under the Kerikeri-Waipapa Spatial Plan the 2.5 fields at BaySports will no longer be available for football. In addition it is considered unlikely that the Domain will remain as a secured field for league in the longer term.

The removal of these secured fields will reduce the capacity of secured fields (for football and league) to 0 (FTE hours per week).

6.2. Current Capacity Surplus / Shortfall

As the field size requirements are fairly similar for the three codes it is potentially feasible to reallocate fields should there be a significant supply surplus in one code and a shortfall in another. This analysis therefore considers not just surpluses and shortfalls within each code, but all three codes as a whole.

Currently, most competition games are played at the weekend with mid-week training. If this tradition is to continue the weekend and weekday capacity will need to meet demand at those times. Travel times also need to be considered, as while teams are generally willing to travel out of their immediate area for games, if training space is not provided locally, particularly for junior and youth grades, participation rates can be impacted as some people are unwilling or unable to travel greater distances for training.

Kerikeri Current - Secured Fields Only

Across Kerikeri there is a 43 hour shortfall across the week (assuming BaySports and the Domain are available).

2024 Surplus / shortfall in capacity in FFE hours per week by sports code

Code	Weekend surplus / shortfall	Weekday surplus / shortfall	Full week surplus / shortfall
Football	-12	-28	-40
League	0	-3	-3
Kerikeri Total	**-12**	**-31**	**-43**

6.3. Future Demand

6.3.1. Calculating future demand

Demand for future years is based on the number of teams produced by the current population factored up by population growth and sport development growth.

A Team Generation Rate (TGR) is calculated by dividing the total active population in each grade by the current number of teams, i.e., the TGR is the size of the active population at that particular level that is required to produce 1 team.

This TGR, together with population projections, is used to project the likely number of teams in the future and hence future demand (assuming game lengths, field sizes and training requirements remain constant) based on projected population growth.

In addition to population growth, sport development factors are used (these can be positive or negative) to account for changes in sport popularity, demographics etc. These factors are assessed using information from a range of sources including historic team number trends over and above natural population growth. Sport development targets from Regional Sports Organisations, club membership projections and other factors that could affect team numbers such as sport marketing programmes, local, regional, national and international events, changing sport popularity and changing demographics.

6.3.2. Projections of Future Demand

Current demand is projected to increase by 34% by 2053. While the total population is projected to increase by 49%, the active population is projected to increase at a lower levels due to the significant impact of an aging population.

Projected Demand Field Hours per week

	2023	2053	
	Demand hours	Demand hours	% increase on current
Kerikeri	102	137	34%

6.4. Future Capacity Surplus / Shortfall

When the full week is considered there is a:

- Current (2023) -43 hour shortfall
- Excluding fields at BaysSports and Domain)
  - The current shortfall -102 hour shortfall
  - The projected weekly shortfall increases to -137 hours per week by 2053.

Kerikeri - surplus / shortfall in capacity in FFE hours per week (2023 – 2052)

	2023 Report Assumptions	Kerikeri-Waipapa Spatial Plan Assumptions (excluding fields at BaySports and Domain)	
	2023	2024	2053
	-43	-102	--137

6.5. Fields Required to Meet Demand

6.5.1. Fields Required to Demand (2023)

Demand for football and league is projected to be 12 hours per week. Options to meet this demand include:

- 10 floodlit soil fields (based on a capacity of 10 hours per week) or;
- 6 floodlit high quality sand based fields (based on a capacity of 18 hours per week)

6.5.2. Fields Required to Demand (2053)

Demand for football and league is projected to be 124 hours per week. Options to meet this demand include:

- 14 floodlit soil fields (based on a capacity of 10 hours per week) or;
- 8 floodlit high quality sand based fields (based on a capacity of 18 hours per week).

7. Cricket

7.1. Current Demand

7.1.1. Background

- Kerikeri Cricket Club has 142 members. This is an increase of 37% since 2019 (103 members).
- The club are based at Kerikeri High School
- A further 90 / 100 players play in an informal midweek T20 twilight competition based at the Domain.

7.1.2. Methodology - Wicket and net demand

Demand hours are based on the wicket and net space that teams at different levels require, to play and train.

Teams require wickets for competition and (generally) both nets and wickets for midweek training, midweek twilight cricket games and unbooked games at the Domain, with a trend to more net and less wicket use. As teams are reluctant to train the night before they play, demand and supply for training is based on Monday to Thursday evenings. Demand is assessed as hours required on a wicket or a net.

Note:
Demand on junior wickets assumes all games are played on formal wickets. Some Year 2/3 games can be played on mown strips.

Kerikeri Saturday cricket requires:

- 7 wickets for junior and senior competitions. (can be accommodated on 4 wickets with junior in the morning and senior in the afternoon)

Kerikeri Midweek cricket requires:

- 15 wicket hours for training
- 31 net hours for training
- 16 hours for informal/social competition.

In addition to the local club demand it has been identified that Northland Cricket are supportive of developing a community hub site within the Far North to act as a focus for regional competitions and development squad training.

7.2. Current Supply

Wickets and nets are considered secured for community use if they are Council or club owned or secured from other ownership through a formal agreement for a period of at least one year. School wickets are considered secured if the club has a formal agreement. School nets are considered secured if the school teams are 'managed' by a club and that club has use of them.

7.2.1. Kerikeri wicket supply

There are currently no secured community wickets in Kerikeri.

There are unsecured wickets including:

- 2 wickets at Kerikeri High School for Saturday competition and mid-week training.

- 3 net lanes for training

The table below summarises the available **weekly** playing hours on wickets and nets.

Kerikeri – Weekly Playing hours on wickets and nets

	Secured	Unsecured	Total
Weekend wickets (games)	0	4	4
Mid-week Wickets[6] (hours)	0	32	32
Nets (hours)	0	48	48

Note: Playing hours are based on:

- Weekend games – 2 games per wicket (1 AM one PM)
- Wickets and nets - 4pm to 8pm Monday to Thursday to reflect the availability of players and availability of daylight hours.

The above capacity indicates the theoretical capacity of the facilities available, however, these are regularly used by the school and other users, e.g. athletics, which reduce the capacity available for community cricket.

7.3. Current Supply Demand Overview

In considering the supply and demand of cricket wickets it is clear that the community demand for cricket is not being met by the community provision of secured wickets. The current demand is made up from formal club cricket, using the Kerikeri High School and informal, casual use of the Domain.

Analysis of the club use indicates that, once school use is factored in, the school facilities are being utilised to their capacity and are restricting the ability of the club to grow. The club highlight that the High School prioritises use of the school facilities for students and school based teams which can restrict club access, sometimes at short notice.

Cricket participation has increased significantly since 2019 and analysis of the informal, casual cricket indicates that there is additional latent demand within the community for cricket and informal/ unbooked activities have become established to meet the demand.

It has been identified that the club are not able to enter a team into the Senior Men's Premier Grade as they do not have access to a grass block.

It is therefore considered that there is a current shortfall of:

- 4 wickets on a Saturday
- 2 mid-week cricket nets
- 16 hours mid-week casual competition (4 wickets)
-

7.4. Future Demand

It is projected that cricket participation will increase and that by 2053:

Kerikeri Saturday cricket requires:

- 6 wickets for junior and senior competitions.

[6] No allowance has been made of the informal / unapproved use of the Domain.

Kerikeri Midweek cricket requires:

- 19 wicket hours for training
- 40 net hours for training
- 30 hours for informal/social competition

7.5. Future Shortfall

To assess the number and location of wickets and nets likely to be needed, future demand has been modelled against the current supply. Regular use of wicket space mid-week for other activities is assumed to grow in line with projections for the sports codes included in this study, or population growth only for other activities.

It is therefore considered that there is a projected future shortfall of:

- 6 wickets on a Saturday
- 3 mid-week cricket nets
- 30 hours mid-week casual competition (4 wickets).

7.6. Options to Meet Demand

The cricket club currently utilise a network of unsecured facilities. It is identified that the club require:

- 1 grass block/wicket
- 4 artificial wickets
- 2 cricket nets.

8. Hockey

8.1. Overview of Hockey

Hockey operates a centralised model with teams competing at a central venue in Kaikohe with a full size, wet dressed hockey turf. The majority of training takes place at the Kaikohe turf, while some training also takes places locally within schools. A small number of premier teams currently travel to Whangārei to play in the Northland Hockey Association competitions while the majority play locally in competition organised through the Bay of Islands Hockey Association.

The senior winter season usually runs from early April to mid/late September. Demand usually peaks between May and August as junior competition is timed to fit the school term and senior competition tapers when teams who have not qualified for the competition play offs drop out.

Player numbers have decreased recently to 280 members in the Bay of Islands Hockey Association (360 in 2019). Analysis of the player numbers indicate the a significant proportion of the Bay of Islands Hockey Association members are based within the Kerikeri catchment area and that the location of the turf is a barrier to increasing participation.

8.2. National Overview and Turf Provision Indicators

8.2.1. Hockey New Zealand National Facility Strategy 2016

The Hockey New Zealand National Facility Strategy 2016 undertook detailed research and analysis into hockey turf provision based on an analysis of how the game is played. This strategy is currently under review however no details are currently available, as such, this demand assessment considers the 2016 Facility Strategy as the most appropriate measure of strategic need.

The National Strategy identifies that when considering the provision of hockey turf, it is important to look at a number of key indicators:

- The resident active population (the potential player pool)
- The ratio of registered players per full-time equivalent turf (FTE) as this gives an indication of the current level of use of the existing turfs (current turf utilisation).
- The ratio of FTE per resident active population (turf accessibility per population).
- The ratio of registered players per active resident (a measure of local participation rates).

These indicators highlight levels of provision and can indicate regions where people do not have the same level of access to turf and there is potential latent demand.

- Resident Active Population. This is a measure of the potential player pool and identifies the total population aged between 5 and 49 years old. This age group represents the significant majority of players with analysis of available player data indicating that an average of 75% of plays are aged between 5 and 18 years old; 27.5% between 19 and 49 years old and 2.5% over 50 years old.
- Ratio of Total Registered Players per FTE. This is a measure of turf utilisation and provides an indication of the overall level of use. These were established in the 2010 facility strategy and have been further refined by considering the breakdown of the local membership between senior and junior (those requiring a full size turf and those that can play on a half turf or smaller respectively).
- Ratio of Full Field Players per FTE (full field). This is a measure of turf utilisation that considers the demand from those that require a full sized field for competition play and includes all Senior and College age teams. This recognises that the younger age groups play on a half turf or smaller and potentially do not have to play on a full sized field.

- FTE per Resident Active Population. This provides a measure of accessibility of the turfs. This considers accessibility in terms of overall capacity as opposed to geographical accessibility.
- Ratio of Registered Players per Active Resident. This provides a measure of local participation rates in hockey.

A turf is considered to be operating at a sustainable capacity when there are between 650 to 850 players per FTE depending on the ratio of senior to junior players within the Association.

Where the ratio of players to FTE exceeds the number identified above this indicates that there is additional demand for hockey turf in the Association area.

8.3. Current Turf Supply

8.3.1. Number and size of turf

Turfs are considered secured for community use if they are Council owned or secured from other ownership through a formal agreement (lease, partnership etc) for a period of longer than one year.

Hockey Turfs in the Kerikeri / Kaikohe

Turf	Size	Surface	Owner	Capacity per week for community hockey
Kaikohe Hockey Turf	Full turf	Water	FNDC	30 hours

8.3.2. Capacity of Current Secured Turf

A full sized community based turf has been identified as having a peak time available capacity of 48 hours a week. It is recognised that the turf is capable of being used 24 hours a day, 7 days a week. While it may be available, consideration has to be taken of the suitable hours capacity based on the availability of players. As such, a peak time capacity of 48 hours is considered appropriate.

As both the training demand from school based teams and the access to turfs is undertaken during or immediately outside school hours the available community access has been reduced to 30 hours a week. This is equivalent to 56% of a fully accessible community based turf.

8.4. Current Demand and Surplus Shortfall

The Bay of Islands Hockey Association currently has 280 players per Full Turf Equivalent.

The National Strategy identifies that for an association with a similar make up of players a turf is operating at capacity when there are 650 - 850 players per turf). As the current turf is a shared facility operating on a school site it is projected that the reduced capacity could accommodate 56% of a full turf. The demand parameter therefore is 364 - 476 players per turf.

This indicates that there is sufficient capacity within the existing turf to meet the current demand.

8.5. Future Demand

8.5.1. Calculating future demand - Methodology

Demand for future years is based on the number of teams produced by the current population factored up by population growth and sport development growth. Analysis of the current participation, together with population projections, is used to project the likely number of players in the future and hence future demand (assuming game lengths, field sizes and training requirements remain constant) based on projected population growth.

In addition to population growth, sport development factors are used (these can be positive or negative) to account for changes in sport popularity, demographics etc. These factors are assessed using information from a range of sources including historic team number trends over and above natural population growth, sport development targets from Regional Sports Organisations, club membership projections and other factors that could affect team numbers such as sport marketing programmes, local, regional, national and international events, changing sport popularity and changing demographics.

8.5.2. Projections of Future Demand

Current demand is projected to increase by 33% by 2052. The increase in demand results in a projected membership of 372 by 2053.

This indicates that by 2053 the Kaikohe turf would be operating at close to capacity. Additional turf would be required to meet any additional future growth.

8.6. Discussion with Hockey

Discussions with hockey support the analysis of the current supply / demand for hockey and identify that there is additional capacity within the current turf to meet current demand. In considering the future demand the following factors were identified:

- A majority of current hockey players (approximately 75%) currently come from Kerikeri however the location of the turf is considered a barrier to significantly increasing participation.
- Should an additional hockey turf be built now;
- It is unlikely that there would be sufficient demand to ensure both facilities were sustainable
- There is the potential that a new community turf would become the main hockey facility at the detriment to the Kaikohe turf
- A turf in Kerikeri has the potential to increase participation and demand for turf as this would be closer to the main hockey population and enable a 2 centre hockey competition to be developed.

8.7. Options to Meet Demand

The development of a second turf will be required in the longer term (20 years+) and has the potential to increase the overall demand for hockey and enable hockey to grow at an increased rate.

A second hockey turf in Kerikeri would support this future growth, therefore, provision of space identified for the future provision of hockey should be included as a long term option.

9. Gymsports

9.1. Current Demand

9.1.1. Background

- Kerikeri Gymnastics Club has 462 regular participants (308 members and 154 casual users). This is an increase of over 10% since 2016.
- Members are aged between 2 and 17 with 80% of members female.
- The club is currently based out of a commercial building in Waipapa and is required to pay commercial rent.
- The current building is not fit for purpose. The restricted space available does not allow the club to provide the full range of activities and restricts the clubs ability to meet demand.

9.2. Strategic Need

The National Gymsports Facility Strategy 2017 identifies a Hierarchy of Facilities with a gap identified for Kerikeri as a (Small) Sub-Regional Facility that has a primary focus on Training purposes and local events. A sub-regional facility is defined as:

- Primarily utilised for training purposes.
- Cater for athletes and clubs from the surrounding area/district.
- Majority of the activity delivered meet community and recreational level outcomes.
- Supports programmes through to a senior competitive level (not including high performance
- pathway athletes).
- Can service single or multiple Gymsports codes.
- Ability to host club competitions/events (depending on facility capacity and location/access
- to regional facilities).

It is identified that, dependent on the user numbers and configuration a sub-regional facility should be between 800m^2 and 1400m^2. It is considered that the specification should be finalised by a business case and feasibility study however the strategy identifies that the Kerikeri facility should be at the smaller end of the range for a Sub-Regional Facility.

Kokiri Ai Te Waka Hourua (2021) specifically identifies the need for a feasibility study into a potential sub-regional gymnastics' facility. The strategy further identifies that:

> There is community demand for a fit-for-purpose gymnastics facility to replace the current Kerikeri Gymnastics facility.

9.3. Options to Meet Demand

It is identified that there is demand for a fit for purpose gymnastics facility.

10.Croquet

10.1. Background

The croquet club is currently based at Waipapa Landing and provides for localised competition and social participation.

10.2.Strategic Context

Croquet NZ has a strategy to increase participation with a focus at a junior and youth level. While it has not been possible to identify accurate membership numbers, analysis of the Croquet NZ annual reports indicate that overall membership numbers have been increasing in recent years.

Kokiri Ai Te Waka Hourua (2021) identifies that:

Support the retention of the three croquet club facilities in the district where demand continues to exist. Prior to investment in significant upgrades or development of any new croquet facilities undertake needs and feasibility assessments.

10.3. Current Demand and Supply

There is no established methodology for establishing the demand for croquet clubs. In 2019 it was identified that the membership of Kerikeri Croquet Club was 49, 36 senior, 3 youth and 10 casual players. The current facilities are based at WAipapa Landing and include 2 full size and 1 half size croquet greens.

Based on an analysis of other clubs it would appear that the current facilities have the capacity to meet the current demand should flexible management practices be adopted to fully utilise the facilities throughout the week.

10.4. Future Demand

As the population grows it is also identified to be aging. Croquet has traditionally been an activity which has been attractive to the older population and has adopted a strategy to increase participation in younger people.

Therefore, it is projected that player numbers will increase however analysis of other clubs indicates that future growth can be accommodated with flexible management practices to maximise the use of the facility across the week.

10.5. Options to Meet Demand

It is considered that the current facilities can meet the local community demand.

It has been identified that there is no regional croquet facility in Northland. While there isn't a Regional Facility it is important to note that Kokiri Ai Te Waka Hourua (2021) did not identify the need for additional croquet facilities.

Should the development of a Regional Croquet facility be supported 6 greens a land area of 6,000 sqm would be required.

11. Summary

In considering the needs of the sporting codes and the impact this has on the potential facilities to meet these needs there are a number of significant requirements placed on the potential requirements for facilities.

The following demands have been identified:

Code	Demand
Field Sports (Football and League)	That provision is made for: • 14 floodlit soil fields (based on a capacity of 10 hours per week) • OR 8 floodlit high quality sand based fields (based on a capacity of 18 hours per week).
Cricket	That provision is made for: • 1 grass block/wicket • 4 artificial wickets • 2 cricket nets.
Hockey	That a site allocation is made to accommodate a future hockey turf.
Gymsports	It is identified that there is demand for a fit for purpose (small) sub-regional gymnastics facility. Subject to a detailed feasibility assessment.

11.1. BaySport - potential demand for indoor court space and tennis.

Analysis of the National Indoor Court Facility Strategy indicates that there is a potential shortfall of 2 indoor court by 2038 within the Kerikeri catchment area in addition to the identified need for Gymsports.

It is consider that a detailed feasibility study should be undertaken to fully identify the need and explore the potential site options however it is considered that sufficient land area is included to accommodate the relocation of BaySports and the development of 2 future indoor courts.

While there is no need currently identified to there may be potential to relocate the Kerikeri Tennis Club in the long term.

11.2. Implications of updated population projections

Based on the Blue Sky scenario population projections it is estimated that there will be an additional demand through to 2054 for:

- Additional 3 hectares (equivalent to 3 sports fields)
- Additional 1 hectare to allow for a potential long term future relocation of tennis.

12.Appendices: Information From Codes

Te Puāwaitanga Needs Assessment – Update 2023

Club	Kerikeri Football Club
Contact Name	James Coleman
Contact Detail	James.coleman@nrf.org.nz 0273817961
How many members are there in your club?	443 registered for the 2023 season
Please provide a breakdown on the numbers of teams at each age grade in your club?	130 players - U4's-U8's 12 Teams - U10's-U12's 7 Teams – U13's-U17's 3 Teams – Senior Mens 1 Team – Senior Womens
Please identify which facilities you currently use?	Baysport Waipapa Kerikeri High School Kerikeri Primary School Bay of Islands International Academy
Please identify any challenges you currently face in accessing facilities?	No access to changing room facilities at KKHS , KKPS, BOI International Academy . Limited access to toilet facilities as above. Regular pitch closures at KKHS which impacts on number of games able to be played.
Please identify any barriers you see which impact on your clubs ability to meet current and future demand?	Right across the board there has been an increase in demand with player numbers increasing particularly in the Youth age group , however this is challenged by a reduction in available pitches to play on.

	In U10's , there are 6 Kerikeri Teams and only 3 available pitches to play on . In U12's/U13's (who play on the same size pitch) there are a total of 9 teams , but only 3 available pitches to play on . Youth and Seniors , who play on full size fields , there are a total of 8 teams , but only 3 available pitches. Only 1 of these full size pitches has floodlights , therefore is used by 5 teams , 5 nights a week for training and then potentially games on the Saturday. Usually by August , the pitch is unplayable – which further reduces capacity to play games. With numbers increasing following the COVID pandemic , and the increase in popularity in the Womens game ,the issues are simply compounding
Are there any other comments you would like to make?	I already have very real concerns that the number of pitches available to football at Te Puāwaitanga is insufficient to meet current and future needs. Already , football has compromised with Rugby League to offer their Club availability of one pitch in Stage 1 . All I can see happening at the moment is that Te Puāwaitanga will just become an additional venue for games to be played , rather than the Sportshub where ALL the games are played. Baysport , will continue to need to be used for Senior games as Te Puāwaitanga will not have lighting for training in Stage 1 , limited changing facilities and no clubroom facilities. The major challenge we currently face , is that because of the number of teams , multiple games are being played each week on the pitches , which is severely impacting on their condition . When training is also factored into the equation , it is only a matter of time before the schools refuse the Club permission to use their fields.

Club	Kerikeri Rugby League Football Club Inc. (Kerikeri Mako)
Contact Name	Timothy O'leary
Contact Detail	021 139 2341
How many members are there in your club?	40 Registered Senior players, 12 Registered Club Members, 55 Junior Players and 40 Volunteers
Please provide a breakdown on the numbers of teams at each age grade in your club?	2023 we had a Senior men's team with players aged 18+ 2023 we also introduced an under 16's team who play in the Rugby League Northland Competition and they range in age from 14-16. 2024 we aim to have under 18's, under 14's, and an under 12's.
Please identify which facilities you currently use?	We utilise the Kerikeri Domain to play on however there is no changing rooms or aftermatch facilities available so we currently shower at the community fitness gym in Kerikeri and utilise the Homestead sports bar and bistro for our senior mens aftermatch as we don't feel this is a suitable location to host our junior clubs.
Please identify any challenges you currently face in accessing facilities?	As a club, we face significant challenges due to our location's lack of changing facilities. Currently, our players are compelled to change on the field, leaving them with no privacy whatsoever. This not only compromises their comfort but also their dignity, as they have no option but to expose themselves in front of everyone. Additionally, our inadequate facilities prevent us from hosting our Juniors for an aftermatch gathering. This deprives our younger players of a supportive and nurturing environment where they can bond and celebrate their achievements. These limitations hinder the overall experience and development of our club, and it is crucial for us to address these issues to ensure the well-being and growth of our players.
Please identify any barriers you see which impact on your clubs ability to meet current and future demand?	The lack of changing facilities and suitable facilities for hosting Juniors after matches pose significant barriers to the growth of our club. Firstly, the absence of changing facilities creates discomfort and privacy issues for our players. This can discourage new players from joining and hinder the retention of existing players, as they may seek clubs with more appropriate amenities. Moreover, the lack of suitable facilities for hosting Juniors after matches inhibits the development of a supportive and inclusive club culture. Without a designated space for post-match

	gatherings, we miss out on valuable opportunities to foster camaraderie, mentorship, and the overall growth of our younger players. These barriers not only impede the expansion of our club but also undermine the positive experiences and long-term engagement of our members
Are there any other comments you would like to make?	These limitations not only hinder the growth and development of the club but also result in unfair treatment towards club members, By depriving them of basic amenities and a supportive environment, the club is inadvertently perpetuating inequities and barriers to participation. Therefore, it is essential that this situation be recognized as a priority moving forward, as it not only affects the overall experience of club members but also has implications for diversity, inclusion, and equal opportunities within the club. Taking immediate action to rectify these issues will demonstrate a commitment to fairness, inclusivity, and the well-being of all club members.

Club	Bay of Islands Hockey
Contact Name	Mike Warren
Contact Detail	0277119949 mike.warren@springbank.school.nz
How many members are there in your club?	280
Please provide a breakdown on the numbers of teams at each age grade in your club?	Mini Sticks (Year 1 – 4): 4 teams, approx. 32 total Kiwi Sticks Dvlpmt (Year 4-5): 4 teams, approx. 36 total Kiwi Sticks (Year 5-6): 4 teams, approx. 40 total Intermediate (Year 7-8): 4 teams, approx. 44 total Collegiate (Year 9 – 13): 5 teams, approx. 70 total Open Grade (adults): 4 teams, approx. 56 total
Please identify which facilities you currently use?	Lindvart Park hockey turf in Kaikohe
Please identify any challenges you currently face in accessing facilities?	Location – significant distance from towns such as Kerikeri
Please identify any barriers you see which impact on your clubs ability to meet current and future demand?	As location is a barrier, this is currently preventing a number of potential players from towns such as Kerikeri joining hockey in the Far North. A hockey facility in Waipapa would attract many more local players.
Are there any other comments you would like to make?	We are realistic in our timeframe expectations of a new hockey facility in the Far North and are mindful of this being a long-term project. We believe that, with continued population growth in and around Kerikeri, a hockey facility will be required within the next 10 years.

<table>
<tr><td>Club</td><td>Kerikeri Gymnastics Club Incorporated</td></tr>
<tr><td>Contact Name</td><td>Jaime Pavlicevic</td></tr>
<tr><td>Contact Detail</td><td>jaime@kerikerigymnastics.co.nz</td></tr>
<tr><td>How many members are there in your club?</td><td>As of the beginning of Term 3 2023
Total members – 308
Total casual - 154
Total participants - 462
Total number of participants (308 members and 154 casual combined) as shown in the table below.</td></tr>
<tr><td>Please provide a breakdown on the numbers of teams at each age grade in your club?</td><td>
<table>
<tr><th>Programme</th><th>Participants</th><th>Age (yrs)</th><th>M</th><th>F</th></tr>
<tr><td>Preschool PlayGym</td><td>42</td><td>2-4</td><td>12</td><td>30</td></tr>
<tr><td>ECE Centres (local)</td><td>12</td><td>2-4</td><td>10</td><td>2</td></tr>
<tr><td>Schools (local)</td><td>40</td><td>5-12</td><td>12</td><td>28</td></tr>
<tr><td>Go Girls Schools (Far North wide)</td><td>50 per term over 6 terms</td><td>9-13</td><td>0</td><td>50</td></tr>
<tr><td>Balance is Better</td><td>24</td><td>5-9</td><td>3</td><td>21</td></tr>
<tr><td>Gym For All</td><td>123</td><td>5-12</td><td>13</td><td>110</td></tr>
<tr><td>TeenGym</td><td>23</td><td>13-18</td><td>0</td><td>23</td></tr>
<tr><td>Homeschool</td><td>18</td><td>5-14</td><td>6</td><td>12</td></tr>
<tr><td>Holiday</td><td>52</td><td>5-12</td><td>20</td><td>32</td></tr>
<tr><td>Competition</td><td>46</td><td>5-17</td><td>2</td><td>44</td></tr>
<tr><td>Tumbling</td><td>8</td><td>10-17</td><td>2</td><td>6</td></tr>
<tr><td>Trampoline</td><td>24 (est)</td><td>10-17</td><td>12</td><td>12</td></tr>
<tr><td>TOTAL</td><td>462</td><td></td><td>92</td><td>370</td></tr>
<tr><td>Percentage</td><td></td><td></td><td>20%</td><td>80%</td></tr>
</table>
</td></tr>
</table>

	The programmes highlighted in blue are our core membership. The remaining programmes are our casual participants – either visiting the club or the coach team offering a mobile programme to our local community and wider Far North communities – the Go Girls programme for example (Ahipara, Rawene, Paparore, Paihia, Opua, Opononi).
Please identify which facilities you currently use?	We lease commercial premises.
Please identify any challenges you currently face in accessing facilities?	Our facilities are not fit-for-purpose and the equipment is decades old. We need additional space for programme development – this has severely impacted our popular Trampolining and Tumbling programmes. We estimate 24 trampolinists based on previous participation (although this number is on the conservative side). The trampoline venue All n Rhythm in town has closed and we aim to fill this gap. Due to a lack of space, we have only been able to offer a low-impact Tumble programme for 8 gymnasts. The gymnastic sport of Trampoline and Tumble is a national and internationally endorsed programme – **we have the equipment** but not the space. The issue of space also impacts our competitive gymnastics programme. We are unable to install a regulation competition floor (14x14m), so we make do with a smaller floor (7x10m). This means we are only able to hold regional competitions for Junior gymnasts and unable to currently hold competitions for Senior gymnasts as we do not meet the requirements. We recently hosted our annual Regional Junior Championships and had a record turnout, but we did not have the space for all the attendees – spectators and athletes had to wait outside in an area sectioned off in our carpark. We experienced issues delivering this event - the power tripped due to an overload, we had to borrow spectator seating from a local school and hire portaloos to cater to the demand.

	There are no opportunities to collaborate onsite with other codes… examples are the Balance is Better and Go Girls programmes we operate with Football.
Please identify any barriers you see which impact on your clubs ability to meet current and future demand?	Our biggest barrier is systemic inequity and a general lack of awareness about the barriers for women and girls in sport. This is evident in the disproportionate investment in gymnastics and a growing awareness (across the system) that there has been a lack of gender-responsive budgeting and associated metrics to measure equitable investment outcomes. This is systemic and relates to investment from the sport and recreational budgets of central government, local government, community funding administered by DIA, and NZ sports sector partners (RST's, Sport NZ, and Gambling Trusts). We have been operating for almost 50 years and investment in our code is significantly disproportionate compared to other sports – some with a much lower membership base/participation numbers. There is an assumption that institutional gender bias within these organisations has played a part over the years. Sourcing data to validate this assumption is not insurmountable but it would be a painstaking process. Instead, we are looking toward a future of gender-responsive budgeting and recognition that gymnastics has been neglected. Making space for girls has not been considered in any long-term planning, indeed, the concept may seem radical! However, this is something other Councils (globally esp. UK) are actively becoming more aware of and acting on by making changes. They recognise the need to address historical bias in community infrastructure planning development when designing recreational and sports spaces for women and girls to participate in physical activity. Their research focuses on outdoor parks and recreational spaces, however, the same principles apply to indoor recreational spaces – and the ***intent*** is the key takeaway – in a world designed for men *design for women and girls*. They provide distinctions between Play and Sport – it should be noted that our club provides both. Suggested reading on this is below.

Are there any other comments you would like to make?	Kerikeri Gymnastics Club highly recommends that all Council members and staff involved in infrastructure strategy and development read the following material to grow awareness of developing facilities with a gender equity mindset and an eye on gender-responsive budgeting. Women and Girls Facility Guide - Aktive Make Space for Girls Recreational Guidelines – UK Charity

Club	Kerikeri Cricket Club
Contact Name	Simon Hart
Contact Detail	02102400648
How many members are there in your club?	142 (as at end of 2022/2023 season) We are officially the largest cricket club north of Auckland (including Whangārei) in terms of registered members (players, coaches, admin etc), and have been for the last two seasons
Please provide a breakdown on the numbers of teams at each age grade in your club?	Year 1&2 (5-6 years old) - 16 Year 3&4 (7-8 years old) – 20 Year 5&6 (9-10 years old) - 20 Year 7&8 (11-12 years old) – 20 Div1 (13-14 years old) – 24 Collegiate Grade (15-18 years old) - 14 Reserve Grade (17-55 years old) – 15 Note - in 2023/2024 season, we will also have an extra Reserve Grade team Note – we also run the Kerikeri Twilight Cricket Competition, which includes an additional 90-100 participants (of all ages, both male and female). We are looking to incorporate these participants as members, thereby boosting our numbers to well over 200.
Please identify which facilities you currently use?	Kerikeri High School's sports fields, including 2 x artificial wickets, their 3 x cricket nets and their toilets and changing facilities. Kerikeri Domain (for Twilight Cricket). Kerikeri High School also lets us use one half of a lock-up storage container for secure storage year round (for both Twilight Cricket and weekend cricket).
Please identify any challenges you currently face in accessing facilities?	The school prioritises the uses of the above facilities for their students and school-based teams (sometimes at short notice), which means it is difficult for our club teams to train and play there. The school also has a chain fence to prevent unauthorised access to the sports fields. Although we have keys for the padlock on the chains, the padlocks are regularly replaced,

	without us knowing and having new keys. Same problem with the nets, storage container and toilet/changing facilities. Due to the explosion in player numbers, the amount of space allocated to us in the school's storage container is nowhere near enough.
Please identify any barriers you see which impact on your clubs ability to meet current and future demand?	School may choose to restrict our access to their facilities – we are completely beholden to them. With expanding membership, we need more than 2 wickets for competitive Saturday cricket. There is a vocal 'faction' within Kerikeri's community who want all sport (recreational and competitive, including our Twilight Cricket competition) removed from Kerikeri Domain, so we need the space at Te Puāwaitanga asap. We are unable to enter a team in the Senior Men's Premier Grade - despite having the player numbers and quality to do so – because we do not have a grass wicket (which is required for Premier Grade cricket). It is unfathomable that the biggest cricket club north of Auckland can't even offer its best players the chance to play Premier Grade cricket, because we don't have the facilities. This has to change. We are also one of only 2 cricket clubs north of Auckland that do not have our own Clubrooms.
Are there any other comments you would like to make?	As the biggest cricket club north of Auckland (including Whangārei), catering for the needs of a wide range of people (young and old, male and female, multi-cultural, social and competitive), we desperately need a new home venue with facilities to meet our growing membership. We (have been, and still are) ready and willing to keep things progressing at Te Puāwaitanga.

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Document version:

Date: 13 / 02 / 2025

Author: Richard Hutchinson

Recreation Sport Leisure Consultancy

Te Puāwaitanga Incorporated

DRAFT CONSTITUTION
September 2025

Te Tiriti O Waitangi

Te Tiriti O Waitangi and Te Whakaputanga is at the heart of the foundation of Te Puāwaitanga.

1. Name

The name of this Incorporated Society is the **Te Puāwaitanga Incorporated** ("Te Puāwaitanga"), incorporated under number XXXXXXXX.

2. Office

The registered office of Te Puāwaitanga is at <insert street address>, Waipapa, Northland. Due notice of any change in place of the registered office shall be given to the Registrar of Incorporated Societies, and to all Members of Te Puāwaitanga.

3. Objectives

The objectives of Te Puāwaitanga are:

(a) to provide sport and active recreation on behalf of, and for the benefit, of Members and the Kerikeri community;

(b) kawanatanga and rangatiratanga working together for the wellbeing of sport, recreation and leisure activities;

(c) improving the health, connectivity, happiness, and welfare of people in the community;

(d) to seek out and obtain funding and other resources and apply such funding and resources for the benefit of Te Puāwaitanga, and therefore its Members and the wider community;

(e) to engage with potential users of the facilities at Te Puāwaitanga, assist in attracting new Members and create programmes, events, services and community activities to address identified needs within the Kerikeri community;

(f) community awareness of Member Club offerings, programmes, and opportunities;

(g) assisting in the development and promotion of community recreation, in so far as they are charitable under the law, including:

- the provision of community, sport and recreational activities to children, youth, adults, and the elderly, to promote connectiveness and health in the community;
- the ongoing development and improvement of facilities for its Members and the Community as a whole.

(h) to do all such things and undertake such activities as may be necessary, incidental, or conducive to the advancement of these objectives;

(i) in attaining its objectives, Te Puāwaitanga shall recognise the views and expectations of tangata whenua, in keeping with the Treaty of Waitangi.

And be beneficial to the Members by fostering.

(i) operational savings;

(ii) the sharing of "best practice" among all partners, including collaboration on membership, marketing, funding, and administration;

(iii) efficiencies from shared services in a fit for purpose facility;

(iv) improved sporting performance and pathways;

(v) storage opportunities;

(vi) Member rates and seasonal booking opportunities;

(vii) realistic and affordable annual membership levy, per annum per Club Member;

(viii) the embracing of all cultures, all genders, and all ages, in that way facilitating a connected, active, and healthy community.

As a non-profit distributing organisation (NPDO) pecuniary gain is **NOT** an objective of Te Puāwaitanga.

4. Powers

The Society, in addition to any statutory powers, will have the powers of a natural person to do all things necessary or desirable for the attainment or advancement of any one or more of its objectives including, without limitation, the power to:

(a) to own, operate, manage, lease any facilities, programmes or services to meet any and or all of the objectives (a) to (i) listed in section 3.

(b) raise and receive funds by way of subscriptions, fees, grants, donations, sponsorship, legacies and bequests, gifts, or otherwise accepting that any amount payable on being admitted to membership of the Society, and the date by manner in which payment is due, shall be set from time to time by resolution of a Board Meeting;

(c) the Society may impose a membership levy on Members in any financial year, set by the Board at a realistic, appropriate, and affordable level, and set the date by manner in which such payment is due;

(d) use such funds to pay the costs and expenses of advancing the Society's objectives, and for that purpose employ such people as may be necessary;

(e) purchase, lease, hire or otherwise acquire, and exchange, sell, lease, or otherwise dispose of, real or personal property, rights, or privileges; negotiate and execute joint venture agreements and other contracts;

(f) borrow or raise money by debenture, bond, mortgage, or other means, with or without security (up to a maximum of $20,000, before Members must agree by majority vote);

(f) investor or otherwise deal with the property of the Society in accordance with the provisions of these rules;

(g) establish subsidiaries, incorporate, or become a shareholder of, companies, and become a Member of any Society;

(h) determine who may be Members of Te Puāwaitanga;

(i) commence, defend, or settle any legal proceeding; and

(j) do all lawful acts and things necessary, incidental, or conducive to the attainment or advancement of the Society's objectives.

5. Members

5.1 The membership of Te Puāwaitanga (collectively called "Members") shall consist of:

A Member is any Incorporated Society, or Charitable Trust, or Club, who has sought and applied for membership, and been admitted as a Member by the Board.

5.2 Board to determine applications for Membership:

The Board may make rules determining the procedure to be followed by any applicant for membership and shall have sole discretion, to determine whether any applicant may be admitted to membership, so that any organisation applying for Membership shall:

(a) Be a society incorporated under the Incorporated Societies Act 1908; or a charitable trust incorporated under the Charitable Trust Act 1957; or

(b) Be affiliated to their national or regional body; and shall

(c) Be involved in the delivery of sport, education, community, religious, multi-cultural, business, or recreation related activity; and

(d) Be involved in the support of the Objectives of Te Puāwaitanga.

5.3 Cessation of Membership:

Any Member may cease to be a Member by:

(a) Resignation, giving the Board not less than three months' notice in writing which notice will only be valid if the Member, at the time of giving such notice, has paid all monies due and owing to the Society; or

(b) Failing to renew membership in accordance with any procedure for renewal as the Board may determine from time to time

5.4 Suspension of a Member:

The Board may suspend, by notice in writing, the membership of any Member:

(a) Who it deems, acting reasonably, to have failed to comply with these rules;

(b) Who it deems, acting reasonably, to have engaged in conduct unbecoming of a Member, or prejudicial to the interests of the Society; or

(c) Whose payment of any fees stipulated by the Board, in accordance with rule 5.7, is in arrears.

Such suspension will continue in force until the Board deems, acting reasonably, that the Member is no longer in breach, or the suspension is lifted by a majority vote of Members at a general meeting.

Prior to taking such steps, mediation per clause 16 should be attempted in good faith.

5.5 Expulsion of a Member:

A General Meeting of Members may, by majority (minimum 75%) vote, expel any Member of the Society.

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5.6 Return of Society property:

Any Member who ceases to be a Member for any reason shall immediately return to the Board any property belonging to the Society which the Member may have acquired while a Member.

5.7 Membership Fees:

The Board shall set, from time to time, the fees payable by Members, at realistic, appropriate, and affordable levels, and the date and manner in which such fees are payable.

5.8 Obligations of Members:

Members acknowledge and agree that they:

(a) Are bound by these rules, and any regulations, decisions, or further rules issued by the Board;

(b) Submit to the jurisdiction of the Society and its Board; and

(c) Must treat all information relating to the commercial arrangements entered into by the Society as strictly confidential and must not disclose any information regarding the Society to any third party, or use that information for any purpose other than to fulfil the objectives of the Society, without the prior written approval of the Society, and that this obligation of confidentiality will survive the cessation of their membership of the Society and continue to bind them.

5.9 Register of Members:

(a) The Board shall keep a register of members, which shall record the full name, contact details, dates of admission, class of membership and the dates at which they became Members.

(b) If a Members contact details change, that Member shall provide the updated details to the Secretary.

(c) Each Member shall provide such other details as the Board requires.

(d) Members shall have reasonable access to the register of Members.

6. Board

6.1. The Board is the governing body of Te Puāwaitanga.

6.2. Powers of Board

(a) The affairs of Te Puāwaitanga shall be governed by a Board constituted under Rule 6.3;

(b) Subject to this Constitution and the Act (see Definitions), the Board:

(i) Will have oversight of the business and affairs of Te Puāwaitanga;

(ii) May exercise all such powers and functions as may be exercised by Te Puāwaitanga, other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and

(iii) Has power to perform all such acts and things as appear to the Board to be essential, or appropriate, for the proper management of the business and affairs of Te Puāwaitanga.

6.3. Board Composition

(a) The Board shall consist of eight (8) board members one of which will be appointed Chairperson by the Appointments Panel (refer 6.5):

(i) Three (3) Community Representatives appointed by the Appointments Panel (refer 6.5).

(ii) Three (3) Sporting Interest Representative appointed by the Appointments Panel (refer 6.5).

(iii) One (1) Hapū nominated representative

(iv) One (1) Far North District Council appointed representative

Note, the General Manager, or nominee, of Te Puāwaitanga, will attend all Board meetings (unless the Board decides otherwise), but will not hold a formal Board position, or have voting rights.

(b) Any Board representative or officer of the Society, or any person intending to stand for election or appointment as a Board representative or officer, shall declare, prior to such election or appointment, or at the time the conflict arises, any conflict of interest. The Secretary of the Society shall keep a register of such conflicts.

(c) The Board shall have sufficient diversity (for example, in relation to background, skillset, ethnicity, demographics, and gender) in order to ensure that the communities of the Far North, and their needs, are properly represented.

(d) The Board shall include a minimum of 2 members (either elected or appointed) who have an understanding of Te Tiriti, tikanga Māori, Te Reo Māori, and mataurangi Māori.

(e) The Board may at any time co-opt up to four additional members, with specific skills, for a period deemed necessary and appropriate by the Board. Such co-opted members shall not have any vote.

(f) To qualify to be a Board representative, or Officer of the Society, a person :

(i) Must consent in writing and certify that they are not disqualified;

(ii) They must be 16 years of age or older;

(iii) A person cannot be:

i An undischarged bankrupt

ii Prohibited from being a director or promoter of a company

iii Disqualified from being an officer of a charitable entity

iv Convicted and sentenced for certain offending (for example, a crime involving dishonesty)

v Subject to particular orders (for example, a banning order)

vi Unable to comply with any qualifications for officers contained in this constitution.

6.4 Term of Office

(a) The term of office for each elected Board Member shall be for a period of three (3) years.

(b) The term of office of each appointed Board Member shall be for a period of three (3) years.

(c) Notwithstanding Rules 6.4(a) and 6.4(b) each Board Member shall be eligible for reappointment. The maximum number of years of service shall not exceed two (2) consecutive terms, unless the Appointments Panel agree to grant additional term(s).

(d) Notwithstanding Rules 6.4(a) and 6.4(b), some appointments may be for less than three (3) years, in order to create some staggering of expiration dates.

6.5 Appointments Panel

(a) The Appointments Panel shall be independent of the Board and shall consist of:

(i) A Sport Northland Representative (or nominee)

(ii) A representative of Ngāti Rēhia

(iii) A Bay of Islands/Whangaroa Community Board Member

(iv) An Elected Member of the Far North District Council

(v) An Independent with sports complex administration experience

(b) The Chair of the Appointments Panel will be the Chair of Te Puāwaitanga, except prior to the first ever AGM, where the Chair of the Appointments Panel will be a Sport Northland Representative (or nominee).

(c) The Appointments Panel shall:

- Advertise, identify, and invite suitable candidates to apply for membership;
- Assess candidates who have applied, including via interviews and meetings;
- Determine which candidate(s) are to be appointed to the Board;
- Receive and assess any nominations from Members for election membership;
- Recommend to the Te Puāwaitanga General Manager the elected nominee's, in priority order, for those present and entitled to vote.

(e) The Appointments Panel will sit for a term of three (3) years.

(f) Notwithstanding Rules 6.5 (a) through (e), in exceptional circumstances Members of the Society may at a general meeting agree to a variation in the approach to Board appointments. Any new approach must be agreed unanimously by the Members present and entitled to vote and will apply only until the following Annual General Meeting.

6.6 Vacancies on Board / Specialists

(a) An appointed Board member, who resigns prematurely, shall be replaced for the balance of their term. The Board may co-opt a person onto the Board to cover this period.

(b) An elected Board member who resigns prematurely shall be replaced at the next AGM; their replacement will serve out the period of the replaced board member.

(c) The Board has the power to co-opt a person onto the Board to fill a vacancy created by someone resigning prematurely, or for a defined special project. This co-opted person will not have voting rights on the Board.

6.7 Quorum for Board Meetings

Five (5) Members of the Board present at a Board Meeting shall constitute a quorum.

6.8 Officers

At the first Board Meeting following the AGM, the Board shall elect, by a majority vote, the following officers :

(i) Deputy Chairperson
(ii) Treasurer
(iii) Secretary

6.9 Functions of the Secretary

(a) Keep minutes of the resolutions and proceedings of each General Meeting and each Board meeting in the Society's minute book and the Board's minute book. The Secretary must record in the minutes of a Board meeting the names of the persons present.

(b) Keep the Board informed promptly of all significant events.

(c) Maintain regular communications with Members.

(d) Provide such information as may be reasonably requested by any Member.

(e) Regularly liaise and communicate with local and central government agencies, industry groups and associated organisations.

(f) Complete such other duties as the Board may determine from time to time.

(g) Timely distribution of Board Minutes to Member Clubs.

6.10 Treasurer to Keep Accounts

The Treasurer must collect all money due to the Society and make (or approve) all payments authorised by the Society. The Treasurer must also keep accurate books and accounts of the financial affairs of the Society including full details of receipts and expenditure, and ensure the Society complies with its financial reporting obligations.

6.11 Board Meetings

(a) The Board must meet at least four times each calendar year, or more regularly as required.

(b) The Board shall meet at such place and at such times and in such manner as it shall determine.

(c) The Chairperson shall chair Board meetings, or in his or her absence, any other Board Member determined by the Board.

(d) Each Member of the Board present at a meeting of the Board is entitled to one vote (by show of hands) and in the event of an equality of votes on any question the Chairperson may exercise a second, or casting, vote.

(e) A resolution in writing, signed or assented to by facsimile, email or other form of visible or other electronic communication by all Board Members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held.

Any such resolution may consist of several documents in like form each signed by one or more of the Board Members.

(f) A meeting of the Board may be held where one or more of the Board Members is not physically present at the meeting, provided that:

(i) Notice of the meeting is given to all Board Members in accordance with the procedures agreed from time to time by the Board.

(ii) All Board Members participating in the meeting are able to communicate with each other effectively simultaneously, and instantaneously, whether by means of telephone or video conferencing facility, or by any other form of communication.

(iii) If any failure in communication prevents Rule 6.11 (f)(ii) from being satisfied and such failure results in the quorum not being met, or maintained, the meeting shall be suspended until Rule 6.11(f)(ii) is satisfied again. If not satisfied within 15 minutes from the time of interruption the meeting shall deem to have been terminated or adjourned.

(iv) Any meeting held where one or more Board Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Board Member is there present, and if no Board Member is there present, the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

6.12 Sub-Committees

The Board may appoint Sub-Committees of the Society consisting of such persons and for such purposes as the Board thinks fit. Sub-Committees will only have the powers and duties that are conferred on them by the Board.

Any Sub-Committee recommendations are not binding on the Board.

6.13 Indemnity

The Members of the Board, any committee appointed under these rules and any Members, will at all times be held indemnified by the Society from and against all claims, acts, proceedings and damages made, suffered or sustained by a Board or Committee representative, or Member, as a result of his, or her, carrying out in good faith, the requirements of the Board, Committee or the Society.

6.14. Board / Officers Duties

(a) Act in good faith and in the best interests of the society

(b) Exercise powers for proper purposes only

(c) Comply with the Act and the constitution

(d) Exercise reasonable care and diligence

(e) Not create a substantial risk of serious loss to creditors

(f) Not incur an obligation the officer doesn't reasonably believer the society can perform

7. General Meetings

Reference in these rules to general meetings includes both special general meetings and annual general meetings.

7.1. Notice to be Given

The Board shall cause at least 21 clear days' notice of a General Meeting to be given to each Member in writing, which notice shall state the place, date, time and nature of the proposed business to be transacted at the meeting.

7.2. Business of Meeting

(a) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

(b) A Member desiring to bring any business before a meeting shall give at least 28 days' notice in writing of that business to the Board, which shall include that business in a notice calling the next General Meeting, after the receipt of the notice.

7.3 Quorum

The quorum for a general meeting shall be 4 Members entitled to vote. No business may be transacted at a general meeting unless a quorum is present. If a quorum is not present at the time for commencement of a meeting, then:

(a) If the meeting was convened at the request of Members, the meeting is automatically dissolved; or

(b) In any other case, the meeting is automatically adjourned to the same time and day in the following week and shall be held in the same place unless this is not reasonably possible, in which case the Board will specify another place by notice to the Members to be issued not less than 2 days before the date of the adjourned meeting.

7.4 Absence of Quorum

If a quorum is not present at the time of commencement of an adjourned meeting, the meeting is automatically dissolved.

7.5. Chairperson

The Chairperson must preside as chairperson at each general meeting of the Society. If the chairperson is absent, the Deputy Chairperson is to preside at that meeting. If both the Chairperson and the Deputy Chairperson is absent, the Members present must elect one of their number to preside as chairperson at that meeting.

7.6. Annual General Meeting

The Society must convene an annual general meeting of its Members within 6 months of the society's financial year end, being 30 June, each calendar year.

7.7. Business of the Annual General Meeting

The ordinary business of each annual general meeting shall be to:

(a) confirm the minutes of the last annual general meeting and any other meeting of Members held since that meeting;

(b) receive from the Board, reports on the business and financial transactions of the Society during the last financial year and since the last meeting of Members;

(c) elect Board Members of the Society;

(d) consider motions;

(e) transact any special business, of which notice is given in accordance with these rules; and

(f) agree the approach to be adopted for independent assurance of the financial statement for the following year.

7.8. Special General Meetings

Any general meeting of Members, except the annual general meeting, is a special general meeting. The Board may convene a special general meeting whenever it thinks fit.

7.9. Special General Meetings at request of Members

The Board must convene a special general meeting if at least 75% of the Members request the Board to do so in writing. Such request must state the purpose of the special general meeting and be signed by the Members making the request.

7.10. Adjournment of Meetings

The Chairperson of a general meeting at which a quorum is present may adjourn the meeting with the agreement of at least 50% of the votes at that meeting. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given as in the case of the original meeting. No business may be transacted at the meeting when it is reconvened except business left unfinished at the original meeting.

7.11. Votes

Each Member is entitled to one (1) vote at a general meeting unless it owes an amount to the Society that is overdue. A Member has one vote on any question that is to be decided at a general meeting. Votes must be given personally by the Member's appointed delegate. If votes on a question are tied, the chairperson of the meeting is entitled to exercise a casting vote.

7.12. Voting by show of hands

A question that is to be decided at a general meeting of the Society is to be decided on a show of hands. Unless a poll is demanded in accordance with these rules, a declaration by the chairperson that a resolution has been carried, carried unanimously, carried by a particular majority, or lost, plus an entry to that effect in the minute book of the Society, is evidence of that fact, without proof of the number, or proportion, of the votes recorded for and against that resolution.

7.13. Demanding of Poll

If at least three Members entitled to vote at a general meeting demand a poll on a question that is to be decided at the meeting, the chairperson must comply with that demand. The demand may be made before a show of hands or immediately after the chairperson's declaration on a show of hands. In the latter case, the poll overrides the show.

7.14. Timing of Poll

A poll that is demanded on the election of a chairperson, or on a question of an adjournment, must be taken immediately. Any other poll must be taken before the close of the meeting.

7.15. Postal Voting

(a) Postal voting (including but not limited to voting by land mail, email, facsimile transmission or any other form of visible or electronic transmission) may be held from time to time in such instances as the Board may determine (other than in respect of matters which must be passed by Special Resolution) and shall be held in accordance with procedures prescribed by the Board.

(b) All postal voting shall be conducted under conditions of a secret ballot and shall be scrutinised by an impartial person duly appointed by the Board to conduct the ballot.

7.16. Removal of Officer or Representative

A general meeting of the Society may resolve to remove an officer of the Society, or a Board representative, before the officer's or representative's term of office ends, and

(a) in the case of an officer being removed, the Board may appoint another officer in his or her place, for the remainder of the officer's term;

(b) in the case of an elected representative being removed, the general meeting may appoint another representative in his or her place, for the remainder of the term;

(c) in the case of an appointed representative being removed, the Board may appoint another representative, in his or her place for the remainder of the term.

The Far North District Council may, via resolution of Council made under the Local Government Act 2002 and The Local Government Official Information and Meetings Act 1987, resolve to remove an officer of the Society, or a Board representative, before the officer's or representative's term of office ends

8. Financial Matters

8.1 Financial Year

The financial year of Te Puāwaitanga shall commence on 1 July and end on 30 June in the following year. This may be altered from time to time by the Board and ratified by Members at a subsequent General Meeting

8.2 Annual Report

The Board shall prepare an annual report, for presentation to the Annual General Meeting, which contains:

(a) The annual financial statements, using External Reporting Board (XRB) accounting standards, as required under the Act; and

(b) An annual report as to the year's activities (collectively known as the annual report);

8.3 Annual Financial Statement

The annual financial statement in Rule 8.2 (a) shall be subject to an appropriate level of independent scrutiny agreed by members. At a minimum, the annual financial statement will be reviewed by a

practicing-chartered accountant, appointed by the Board, who shall not be a member of the Board, or an employee of Te Puāwaitanga.

Alternatively, the annual financial statement in Rule 8.2(a) can be audited by an auditor, if so decided by the Board, who shall be a practicing chartered accountant.

8.4 Inspection of Books of Account

The books of accounts of Te Puāwaitanga shall be kept at the office of Te Puāwaitanga, or at such place as the Board may determine, and shall be open to inspection by Members, at such reasonable times as agreed by the Board.

8.5 Treasurer to register Financial Statements

The treasurer will send the annual financial statements, within 6 months of the society's financial year end, and a certificate in the required form, signed by the treasurer, certifying that the annual financial statements have been approved, to the Registrar of Incorporated Societies.

9. Application of Income

9.1. The income assets and property of Te Puāwaitanga shall be applied solely towards the promotion of the objectives of Te Puāwaitanga.

9.2. Save as is provided in this Constitution:

(a) No portion of the income, property, or assets of Te Puāwaitanga shall be paid, or transferred directly, or otherwise, to any Member, or Board Member, of Te Puāwaitanga.

(b) No remuneration, or other benefit in money or monies, shall be paid or given by Te Puāwaitanga to any Member, or Board Member, of Te Puāwaitanga.

(c) Nothing in Rule 9.2(a) or 9.2(b) shall prevent payment in good faith, of or to, any Member or Board Member for;

i Any services rendered to Te Puāwaitanga, whether as an employee or otherwise.
ii Goods supplied to Te Puāwaitanga in the ordinary and usual course of business.
iii Interest on money borrowed from any Member, or Board Member, of Te Puāwaitanga.
iv Rent for premises demised, or let, by any Member, or Board Member, of Te Puāwaitanga.
v Any approved out of pocket expenses incurred by the Member, or Board Member, on behalf of Te Puāwaitanga for any other reason.

Provided any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties, dealing at arm's length, in a similar transaction.

10. Common Seal

10.1 Te Puāwaitanga shall have a common seal.

10.2. The Board shall determine when, and by whom, the common seal is to be used and shall make provision for its safe custody in accordance with the Act.

11. Indemnity

Te Puāwaitanga shall indemnify its Board Members, officers, and employees against all damages and costs (including legal costs), for which any such Board Member, or employee may be, or become, liable to any third party, as a result of any act or omission, except wilful misconduct;

(a) In the case of a Board Member, or officer of Te Puāwaitanga, performed or made whilst acting on behalf of, and with the authority (express or implied) of the Board; and

(b) In the case of an employee, performed or undertaken in the course of, and within the scope of, their employment by Te Puāwaitanga.

12. Insurance

Te Puāwaitanga may take out Officers Liability Insurance cover for its Board Members, with such insurance company, and on such terms and conditions, as the Board shall decide.

13. Liquidation or Winding Up

13.1 Te Puāwaitanga may at any time be put into liquidation if:

(a) 75% of those entitled to vote at an Annual General Meeting, or Special General Meeting, pass a resolution appointing a liquidator; and

(b) Such resolution is confirmed in a subsequent Special General Meeting, called for that purpose, and held no earlier than 30 days and no later than 60 days after the date on which the resolution was passed.

13.2 Upon the appointment of a liquidator, the relevant provisions of the Act shall apply to the liquidation of Te Puāwaitanga.

13.3 Upon liquidation, or winding up, of Te Puāwaitanga, the surplus assets available after the payment of all liabilities shall be applied to the benefit of Te Puāwaitanga, in so far as Te Puāwaitanga remains charitable. In the instance that Te Puāwaitanga no longer seeks to exist, or it passes into non-charitable ownership, the surplus assets shall be applied to the benefit of any charitable body (defined as charitable under New Zealand law and have charitable purposes under the Charities Act 2005), which the Board determines will further the objectives of Te Puāwaitanga, but in no circumstances shall the assets be paid to, or distributed among, the Members.

14. Alteration to the Rules

14.1 This Constitution may only be amended, added to, or appealed by, resolution of 75% of the votes of those Members present at an Annual, or Special General Meeting.

14.2 Notice of intention to alter this Constitution must be given by a Member to the Board no later than 21 days prior to an Annual Meeting, or Special General Meeting.

14.3 Any rule change may not contravene the purposes, or charitable objectives, of Te Puāwaitanga.

14.4 Any alterations should be provided within three months to the Register of Incorporated Societies and the Department of Internal Affairs – Charities Services.

15. Regulations, Bylaws and Policies

15.1 The Board may make regulations and/or bylaws and policies and alter, amend, or rescind the same as occasions may require, and enforce penalties for their breach. Such regulations, bylaws and policies shall have the same force and effect as this Constitution, but shall not in any way oppose, or be in conflict with, this Constitution. Such regulations, bylaws and policies shall be published to the Members from time to time, or made available to Members, on request.

16. Disputes and Matters Not Provided For

16.1 If any dispute arises out of the interpretation of this Constitution or any Rules, resolutions, or policies implements pursuant to this Constitution, or any matter arising which is not provided for in this Constitution, then such dispute or matters shall be referred in writing to the Board, whose decision shall be final and binding.

16.2 If the dispute or matter in Rule 16.1 above is between the Board and a Member, or between one or more Board Members ("the parties") the dispute or matter shall be resolved as follows:

(a) By the parties acting in good faith to seek an agreement; or failing such agreement

(b) By a party or parties appointing an independent third person to mediate between them (with the cost of mediation shared 50/50); or failing such agreement at mediation

(c) By referring the dispute or matter to the Sports Disputes Tribunal of New Zealand in accordance with the Rules of that Tribunal and/or as directed by that Tribunal.

17. Definitions

In this Constitution, unless a contrary intention appears:

"Board"	means the controlling body of Te Puāwaitanga.
"Board Member"	means a member of the Board.
"Financial Year"	means the year commencing on 01 July and concluding 30 June.
"General Meeting"	means a meeting of Members.
"Member"	means a Member of Te Puāwaitanga for the time being.
"Regulations"	means any regulations made by the Board under the Rules.
"Rules"	means the Rules of Te Puāwaitanga as set out in this Constitution.
"Seal"	means the common seal of Te Puāwaitanga.
"Resolution"	means a resolution passed in a General Meeting in accordance with this Constitution.

"Objectives"	means the objectives of Te Puāwaitanga.
"Society"	means Te Puāwaitanga.
"Sports Disputes Tribunal"	means the Tribunal, established under the Sport and Recreation New Zealand Act 2002, to hear and determine sports related disputes, including appeals.
"Act"	means the Incorporated Societies Act 1908.

18. Interpretation

In this Constitution unless the context requires otherwise:

Plural and Singular	words in the singular, include plural, and vice versa.
Persons	references to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, trusts, associations, and other entities.
Statutes	references to any statutes, include statutes which amend, or replace them.

Te Puāwaitanga
"DRAFT" VISION, PURPOSE, VALUES

OUR VISION

The inclusive, connected and sustainable delivery of club and community led sport and recreation, to inspire the people of the Far North to engage in healthy activity.

Themes applied from naming workshop : Active, health, strength, resilience

OUR PURPOSE

To work positively with our members and the wider community, to provide fit for purpose, accessible, sporting and recreational facilities, for tamariki, pake and whanau, and to fully maximise the opportunities Te Puāwaitanga provides.

Themes applied from naming workshop : Family, gathering, teamwork, growth, learning

OUR VALUES

W	**W**ellbeing for all
H	**H**ealthy competition
A	**A**ctive communities
K	**K**indness in all that we do
A	**A**ll are welcome
U	**U**nited we are stronger
T	**T**angata whenua at our heart
E	**E**xcellence is our aim

Whakaute = Respect

Themes applied from naming workshop : Wellbeing, competition, challenge, excellence, performance, expressions

OUR PARTNERS

The Communities of Kerikeri, Waipapa, the Far North and all of Northland, including but not limited to; pre-schools, schools and colleges, clubs and centres, businesses and professionals, religious and ethnic groups, whanau, hapu and iwi, gaming and charitable Trusts, regional and national sports organisations, sport and recreation providers, and the Far North District Council.

6.6 DEVELOPMENT CONTRIBUTIONS POLICY STATEMENT OF PROPOSAL

File Number: **A5270575**

Author: **Virginia Smith, Policy Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To adopt a Statement of Proposal for public consultation to on a new draft Utu Whakawhanake – Development Contributions Policy 2025.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council is considering replacing the current Development Contributions Policy 2015 with the new draft Utu Whakawhanake – Development Contributions Policy 2025 under section 102(4)(a) of the Local Government Act 1991.
- The new draft Utu Whakawhanake – Development Contributions Policy 2025 reintroduces development contributions to ensure fair, equitable and sustainable funding for growth-related infrastructure.
- The new draft Utu Whakawhanake – Development Contributions Policy responds to recent growth pressures, legislative requirements, community expectations, and rectifies issues found with the Development Contributions Policy 2015.
- Staff have prepared a Statement of Proposal for Council to consider adopting for public consultation to comply with section 83 Local Government Act 1991.
- Council must now decide whether to adopt the Statement of Proposal (Attachment 1) and proceed with public consultation.
- For completeness, staff have prepared a supporting report to support public understanding about key elements of the new draft Utu Whakawhanake – Development Contributions Policy 2025 (Attachment 2) and assist Council's decision-making.

TŪTOHUNGA / RECOMMENDATION

That Council:

a) **Adopt the Statement of Proposal as provided in Attachment 1 of this report for public consultation on the new draft new draft Utu Whakawhanake – Development Contributions Policy 2025.**

b) **Approve that the period for making written submissions on the proposal will be for a minimum of one month.**

c) **Approve to delegate to the Mayor, the power to change the date of the verbal submissions.**

d) **Authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the Statement of Proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication.**

1) TĀHUHU KŌRERO / BACKGROUND

Under section 102 of the Local Government Act 2002 (LGA), Council may have a policy on development and financial contributions.

The first Development Contributions Policy was first adopted in 2001. At its statutory review date in 2014, Council determined that it would no longer require development contributions for developments within the district. This was a direct response to the Global Financial Crisis in 2007-2008 and the negative impact that eventuated on development within the district. This resulted in the Development Contributions Policy 2015 (2015 Policy).

Since then, the 2015 Policy remains unchanged. Although attempts have been made to change the 2015 Policy to reintroduce development contributions, both internal and external factors have affected the process and slowed the progress of making amendments, as seen in the Timeline table below.

Timeline Table

Date/Period	Action/Status
2001	Council adopts first Development Contributions Policy to fund growth-related infrastructure
2014	Policy is amended to suspend development contribution charges. Response due to the post-Global Financial Crisis negatively impacting development activity.
2014-2022	2015 Policy remains unchanged through its two statutory reviews. Council relies on Financial Contributions and Development Agreements
2021-2031 Long Term Plan review	2015 Policy reviewed as part of the Revenue review. Council commits to reintroduce development contributions.
16 December 2021	Council resolves to develop a new Development Contributions Policy for the 2024-2034 Long Term Plan
June 2022	Growth projections reviewed to inform future infrastructure needs
2023	Three Waters reforms introduced by Central Government prevent application of development contributions to three waters infrastructure. Council had insufficient evidence for other infrastructure assets to include in a Development Contributions Policy.
17 February 2024	Central Government repeals Three Waters legislation. Council regains development contributions powers for waters infrastructure.
14 March 2024	Council approves development of a draft Financial Contributions chapter for the District Plan that will progress as a plan change following the Proposed District Plan adoption.
March – June 2024	Staff prepare and internally review draft Development Contributions Policy
12 June 2024	Elected members provide feedback on Development Contributions policy at Council workshop
14 November 2024	The Development Contributions Policy Review report presented to Council. Council resolves to develop a new Policy rather than amend the current one.
November 2024 – July 2025	Staff prepare a new draft Utu Whakawhanake – Development Contributions Policy 2025 for public consultation.
11 March 2025	Elected members provide feedback on the development of a new draft Development Contributions policy at Council workshop
July 2025	Council considers the new draft Utu Whakawhanake – Development Contributions Policy 2025 for public consultation using a section 83 LGA process.

Issues Identified by Development Contributions Policy Review and Research Report

A review report was presented to Council at its 14 November 2025 Council meeting. The report identified the following issues with the 2015 Policy as being:

- not compliant with the content requirements of the LGA
- does not follow best practice policy development frameworks and is ambiguous
- does not align with Council's strategic objectives, and documents

The decision was made by Council to develop a new Policy.

Staff have now developed a new draft Utu Whakawhanake – Development Contributions Policy 2025 (Policy) in alignment with that resolution and is included in the proposed Statement of Proposal (SOP) in Attachment 1 to this agenda item. Council is asked to consider adopting the SOP for public consultation.

To assist Council, staff have also attached a supporting report to refresh Elected Members on development contributions subject matter and elements of the draft Development Contributions Policy. (Attachment 2).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

THE DRAFT DEVELOPMENT CONTRIBUTIONS POLICY

Overview

The purpose of the draft Utu Whakawhanake – Development Contributions Policy 2025 (draft Policy) is to:

- enable Council to recover a fair, equitable, and proportionate share of the capital expenditure required to service growth in the Far North District.
- Ensure that growth pays for growth and removes the inequity from current ratepayers.

The draft Policy seeks to achieve this by:

- applying to all developments that generate additional demand for infrastructure, including subdivisions, new buildings and changes in land use.
- Requiring development contributions (DCs), for three main categories of infrastructure:
  - **Network infrastructure**: roads, water supply, wastewater, and stormwater
  - **Reserves:** parks and sports fields; and
  - **Community infrastructure:** libraries, public toilets and playgrounds as examples.
- Subjecting any development that creates a new or increased demand on this infrastructure (whether residential or non-residential) to a development contribution (DC) assessment, to determine whether Council will require development contribution, including those developments requiring subdivision consent, building consent, or service connections.

This report will also touch on the implications of proposed legislative amendments that will directly impact a development contributions policy.

Before making a final decision to making the Policy and replacing the 2015 Policy, Council must:

- Consult on the proposal in accordance with section 83 of the LGA
- Decide on any amendments to the Policy after having considered public feedback
- Ensure that the Policy complies with legislation and aligns with Council's strategic documents.

Key Elements Of The Draft Policy

Attachment 2 to this agenda report contains further detail on the matters outlined below. For completeness, a summary of that content is included here.

Legal Framework

The draft Policy has been developed in accordance with the LGA, particularly sections 102, 106, 197-211, Schedule 13 and Schedule 13A.[2] Under the LGA, a DC Policy must follow the statutory process for consultation and adoption.

To ensure legal compliance and transparency, the draft Policy includes clear methodology for calculating development contributions, a Schedule of DC charges, and processes for developers to object or seek reconsideration of their assessments.

Growth Model And Projections

[2] See legislative framework located in Part G of the draft Policy.

The growth model that underpins the draft Policy has been informed by population projections from Infometrics and Market Economics for most of the district, except Kawakawa and Kaikohe. In those areas, projected growth was too low for DCs to be viable.

Instead, projected housing capacity based on capital works expected to be unlocked through Infrastructure Acceleration Fund applications in Kawakawa and Kaikohe were used. This assisted in ensuring that development contributions were affordable and aligned better with the other catchment areas.

Growth projections are converted into Household Equivalent Unit/s (HUE)

Calculation Methodology

DCs are calculated using a unit of measurement known as the Household Equivalent Unit/s (HUE),[3] which reflects the demand placed on infrastructure by an average household. The assessment process to determine a DC involves identifying the relevant catchment and type of development, calculating the number of HUEs the development generates, applying any credits for existing or previous land use, and then multiplying the net HUEs by the relevant charges for each infrastructure activity located in the Schedule of Charges.

Schedule of Charges and Assets

The draft Policy includes a detailed Development Contributions Fees Schedule[4] by infrastructure activity and catchment areas, along with a Schedule of Assets[5] (infrastructure projects) to be funded through DCs. These charges are set per HUE and are regularly reviewed to account for updated cost estimates and changes to projected growth.

To qualify for inclusion into the Schedule of Assets, infrastructure projects must be identified either in Council's Long-Term Plan or in its Infrastructure Strategy. This ensures alignment with Council's strategic investment planning and provides transparency to developers and the community.

Giving effect to the Preamble of Te Ture Whenua Maori Act 1993

The draft Policy give effect to the Preamble of Te Ture Whenua Maori Act 1993 by embedding its principles (retention, use, development, and control of Māori land use as taonga tuku iho) across its operative clauses and policy framework.

The draft Policy provides exemptions for papakāinga developments and housing developments on whenua Māori (including Māori freehold land, Treaty Settlement Land, and general title land converted from Māori freehold under Part 1 of the Māori Affairs Amendment Act 1967) from development contributions. This directly supports the retention, occupation, and development of Māori land by reducing financial barriers for whānau and hapū.

Consultation and Review

The adoption or amendment of a development contributions policy (DCP) requires either a section 82 consultation process or section 83 LGA special consultation process, (dependant on level of significance as determined by Council's Significance and Engagement Policy). Typically, most DCP reviews and amendments are integrated with the Long-Term Plan process. This approach ensures that the community and stakeholders can provide input on the DCPs content and implications.

A DCP has a minimum statutory review timeframe of every three years, however, the LGA enables amendments to a DCP under section 102(4)(b). This ensures that up-to-date information can be used to inform a DCP maintaining its equitable purpose.

DCs contained in a DCP may also be increased under section 106(2B) as determined by section 106(2C) of the LGA without consultation, formality or a review of a DCP. Section 106(2C) provides the strict criteria that Council must meet before it can legally increase a DC fee.

Alignment with Strategic Documents

[3] The determination of development contribution charges can be located in Part J of the draft Policy.
[4] The Development Contributions Fees Schedule can be located in Part B clause 19 of the draft Policy.
[5] The Schedule of Assets can be located at Section 1 of the draft Policy.

The draft Policy has been developed to align with Council's key strategic documents and initiatives, including *Far North 2100* (Council's long-term vision), *Te Pae Tata – Three Year Long-Term Plan (2024-2027)*, the *Infrastructure Strategy*, and *Te Pātukurea – Kerikeri Waipapa Spatial Plan.* This alignment ensures that growth-related infrastructure funding is coordinated with broader planning objectives, supports sustainable development, and remains responsive to the needs and aspirations of local communities.

Checks and Balances

The draft Policy incorporates a comprehensive set of checks and balances to ensure fairness, transparency, legal compliance and accountability throughout its implementation and operation. These mechanisms are embedded across policy design, assessment processes, consultation, and review procedures.

The table below provides a summary of the key Checks and Balances contained in the draft Policy.

Mechanism	**Purpose / Effect**
Statutory compliance	Ensures legal validity and provides redress should a DCP be applied wrong
Transparent calculation	Supports fairness and public understanding of changes
Public consultation	Enables community scrutiny, input and oversight
Objection / review rights	Provides recourse for developers and ensures impartiality
Regular DCP review	Maintains DCP relevance and responsiveness
Credits / remissions / refunds	Prevents double charging and ensures fairness. The draft Policy has limited remissions to maintain transparency and provides detailed circumstances where a refund will be provided, such as when infrastructure is not delivered within specified timeframes.
Strategic alignment	Ensures coordinated, sustainable growth and infrastructure funding.

The Proposal

The Statement of Proposal (Attachment 1) reflects the decisions and directions of Council to propose replacement of the 2015 Policy with the new draft Policy for the following reasons:

- The draft Policy aligns with previous decisions to reintroduce development contributions
- To replace rather than amend the 2015 Policy
- Addresses the identified policy issues found during the 2015 Policy reviews
- Provides an opportunity to educate the public about development contributions
- Supports better community engagement in infrastructure matters
- Provides equity, fairness, transparency and accountability
- Complies with legislation
- Aligns with Councils strategic documents.

Consultation

Section 83 of the Local Government Act 2002 stipulates a minimum one month for consultation. Therefore, consultation will open on 01 August 2025 and close 31 August 2025, which is a period of one month. Verbal submissions are scheduled to take place on 3 September 2025

The proposed SOP addresses both key elements of this proposal, which are replacing the current 2015 Policy, with the new proposed draft Policy.

Council staff recommend people be encouraged to present their views primarily by making comments or submissions via the Council's website.

A submission form will be provided for download on the website for people to print and use to make written submissions either by post or delivery to Council offices. A small number of printed copies of the proposal document and submission form will be made available at Council offices for people to use if they are not able to print the documents themselves. A link to the webpage for making submissions will be emailed to the Council's "subscribers" database and publicised on the Council's social media pages.

Council staff will be available to discuss the Statement of Proposal with interested and affected parties during the consultation period. The Statement of Proposal will most likely be of interest to the public and Council staff expect there may be requests to present submissions verbally to elected members. Staff therefore recommend the Council delegate, to the Mayor, the power to arrange and change the date of the verbal presentations of submissions.

The proposed consultation period will ensure that the Policy can be adopted ahead of the October local government elections, avoiding delays in implementation and giving certainty to the development sector.

Impact of amendments to legislation currently being proposed on development contributions policy.

- **Local Government (Infrastructure Funding) Bill – Development Levies:**
  This bill, is expected to be introduced to Parliament around September 2025 and will overhaul the current system for development contributions by establishing a new regulated Development Levy regime.

  Under this framework, councils and eligible infrastructure providers will charge developers a proportionate share of long-term capital costs across all planned and expected development. The levies are expected to be calculated based on an average cost for each infrastructure category (such as water, wastewater, stormwater, transport, reserves, and community amenities) within designated levy zones.

  The new approach will significantly reduce council discretion, but is aimed at increasing transparency by requiring methodology oversight, and providing standardised costs (which may end up being higher). The bill is expected to become law by mid-2026, with councils anticipated to implement the new levies from 2027, necessitating substantial policy revisions and operational changes during the transition.

- **Local Water Done Well (LWDW) Legislation:**
  Progressing in three legislative stages, the LWDW reform replaces the former Three Waters framework, aiming to ensure local/regional control, sustainability, and service quality for water delivery.

  Key to a DC policy, the upcoming Local Government (Water Services) Bill—introduced in December 2024 and before the Select Committee as of mid-2025—explicitly confirms councils' and new water entities' power to levy DCs to fund water and wastewater infrastructure.

  It also requires councils to ringfence revenue and assets for water, preventing cross-subsidy, and introduces new requirements for planning, transparency, and reporting.

  These provisions directly affect how DCs are set and managed in water services, requiring councils to update their DC policies accordingly. The remaining elements of LWDW are expected to be passed into law by mid-2025, with compliance required before or during the preparation of the 2025-2035 Long Term Plan.

- **Local Government (System Improvements) Amendment Bill:**
  This bill was introduced to Parliament in July 2025 and is currently under debate.

  This bill aims to narrow the statutory purposes of local government by removing references to the "four well-beings" and instead focusing on core services, including water, roads, waste, and essential community facilities.

For a DC policy, it restricts eligible use to these core services, strengthens financial discipline, and obliges councils to provide more detailed public reporting on DC charges, spending on consultants and contractors, and performance.

While some regulatory processes for DCs will be streamlined, the core impact is the removal of 'non-core' infrastructure projects for which the project driver is not growth-related. This bill, coupled with the proposed amendments in the Local Government (Infrastructure Funding) Bill will enable scrutiny of projects listed in future DC policies due to the increased transparency and accountability obligations. The bill is expected to become law in early 2026, with consequential updates to Council policy required soon after.

Ngā Kōwhiringa/Options

The practicable options available for Council to consider before determining its decision of whether to adopt the Statement of Proposal that includes the draft Policy are identified below:

Option	Advantages	Disadvantages
1. Adopt the Statement of Proposal in **Attachment 1** that includes the draft Utu Whakawhanake – Development Contributions Policy 2025	• Enables public input and supports transparent decision-making • Positions Council to adopt before October 2025 elections • Achieves legal and best practice compliance • Aligns with Council's strategic documents, objectives and directions • Provides DC revenue certainty for Council's future financial forecasting • Provides strong indicators to developers and ratepayers	• May attract developer opposition • Council may experience an influx of development applications to ensure they are exempt from any new development contributions.
2. Status Quo – Retain the current 2015 Development Contributions Policy	• None Identified	• May attract criticism for Council's inaction and perpetuate financial inequities between ratepayers and developers • Does not comply with legislation • Does not provide equity, transparency or accountability • Does not align with previous Council decisions and directions • Does not reflect Council's best use of resources
3. Defer adoption of the SOP and draft Utu Whakawhanake – Development Contributions Policy 2025 for further	• Provides Council staff to engage with targeted audiences	• Will not meet the adoption date deadline prior to the end of the triennium • Does not reflect Council's best use of resources • Prolongs implementation

amendments to the draft Policy.		• Prolongs certainty for future financial forecasting

Staff recommend Option 1: Adopt the Statement of Proposal in Attachment 1.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Due to the significance of the decision in accordance with Council's Significance and Engagement Policy, Council is required to adopt a Statement of Proposal in accordance with section 83 of the Local Government Act 2002.

Staff have completed the Statement of Proposal for the proposal to replace the current 2015 Development Contributions Policy with the draft Utu Whakawhanake – Development Contributions Policy 2025 in alignment with applicable statutory requirements.

NEXT STEPS

If Council adopts the draft Policy, public consultation will begin on 1 August 2025 and close for written submissions on 31 August 2025.

Submitters who wish to present their feedback in person will have the opportunity to do so on Wednesday, 3 September 2025.

The final Policy is scheduled to be presented at the September Council meeting where it will be considered for an adoption decision.

IMPLEMENTATION

Dependant on today's decision, it is expected that as a statutory financial policy, oversight and monitoring will be provided by Council's Finance team.

From a high-level planning perspective it is expected that the Policy will require extra staff resourcing:

Dedicated staff resources across relevant teams will be required to manage policy:

- administration,
- implementation,
- monitoring, and
- regular updates.

This includes:

- processing development contribution assessments for building and resource consents,
- managing service connection assessments,
- monitoring invoicing and payments,
- updating asset schedules,
- public communications, and
- periodic policy review to ensure ongoing compliance with the Local Government Act.

Internal systems are currently being reviewed for seamless cross-council communication and coordination. This is to ensure that every development contribution can be accurately tracked from its initial assessment right through to the deposit into the appropriate project fund for auditing and reporting purposes.

Based on the experience of other councils, there is likely to be an increase in consent and connection applications prior to the Policy's formal adoption, as developers look to avoid development contributions. After adoption, a temporary decrease in applications is expected before activity returns to normal, allowing additional time for staff to further refine and optimise implementation processes.

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

The operational cost of consultation on the draft WMMP is expected to be minimal (less than $1000 plus staff time and resources) and will be covered through existing operational costs and staff resourcing.

ĀPITIHANGA / ATTACHMENTS

1. **Attachment 1 DC Policy SOP - A5271359**
2. **Supporting report for development contributions policy - A5271464**

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	As per the significance and engagement policy, the level of significance is Medium – High. The Statement of Proposal in this report follows a Special Consultative Procedure as per section 83 of the Local Government Act 2002.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Local Government Act 2002 FN 2100 Te Pae Tata – Three Year Long Term Plan 2024-2027 Infrastructure Strategy Te Pātukurea – Kerikeri Waipapa Spatial Plan.
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 proposal in this report has district wide relevance, therefore, the views of the community boards have not been sort.
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.	Seeking the views and input of Hapū/Iwi in the development of policy is integral, and Māori will be given an opportunity to contribute during the consultation stage of the draft Utu Whakawhanake – Development Contributions Policy 2025 proposal.
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).	Interested and affected parties include but are not limited to developers and ratepayers.
State the financial implications and where budgetary provisions have been made to support this decision.	The operational cost of consultation on the draft Development contributions is expected to be minimal (less than $1000 plus staff time and resources) and will be covered through existing operational costs and staff resourcing.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

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Attachment 1

Statement of Proposal:
To make the new draft Utu Whakawhanake – Development Contributions Policy 2025 and replace the Development Contributions Policy 2015.

Introduction

This Statement of Proposal (SOP) is prepared in accordance with section 83 of the Local Government Act 2002 (LGA), which requires the use of the special consultative process for the adoption of a significant Council decision. The Far North District Council is proposing to replace its Development Contributions Policy 2015 in its entirety, by adopting the draft Utu Whakawhanake – Development Contributions Policy 2025. This SOP explains the reasons for the proposal, the options considered, and how the public can provide feedback.

1. Background and Context

The Far North District is experiencing sustained growth, requiring significant investment in infrastructure. In response, Council is reintroducing development contributions to ensure those undertaking development contribute fairly to the costs associated with growth. Development Contributions were previously suspended in 2014 due to slowed growth Council are now proposed for reintroductions due to renewed demand.

2. What is a development contribution and why is Council wanting to reintroduce them?

Development contributions (DCs) are charges levied on new development by councils to help fund the infrastructure required to support growth, such as roads, water supply, wastewater, stormwater, and community facilities.

Currently all growth-related infrastructure is primarily funded by ratepayers and external infrastructure funding through various Government Agencies / Departments and formalised development agreements. Council believes that funding infrastructure this way is unsustainable and unequitable.

To require and collect development contributions Council must have a development contributions policy that complies with and is adopted under the LGA. The proposed draft Utu Whakawhanake – Development Contributions Policy 2025 (the Policy) has been drafted to align with Council's strategic documents, such as *Far North 2100, Te Pae Tata – Three Year Long Term Plan*, Council's *Infrastructure Strategy* and the newly adopted *Te Pātukurea – Kerikeri Waipapa Spatial Plan* to ensure consistency of direction and objectives.

The purpose of the draft Policy is to enable Council to recover a fair, equitable, and proportionate share of the capital expenditure required to service growth in the Far North District. The proposed draft Policy will apply to all developments that generate additional demand for infrastructure, including subdivisions, new buildings and changes in land use as enabled by the LGA.

3. Reasons for the Proposal

This proposal is the result of Council resolution ref: 2024/157, at the Council meeting held on 14 November 2024. At that meeting Council determined to develop a new Development Contributions Policy to replace the current 2015 Policy. Other reasons why Council is proposing this are:

- **Growth pressure**: Ongoing population and business growth is driving increased demand for infrastructure.
- **Equity**: Development contributions ensure that the cost of growth are paid for by those who create the demand on or for infrastructure, rather than existing ratepayers.
- **Financial Sustainability**: Without development contributions, the cost of growth-related infrastructure would fall disproportionately on existing ratepayers, which is unfair and unsustainable.

Before Council can decide to adopt the draft Utu Whakawhanake – Development Contributions Policy 2025, Council must undertake public consultation in accordance with section 83 of the Local Government Act 2002 to seek public feedback and determine whether:

- public endorse the draft Utu Whakawhanake – Development Contributions Policy 2025
- or whether the proposed draft Policy requires further changes based on the feedback received.

4. Summary of the Proposed draft Policy

- **Scope:** The policy enables Council to recover a fair, equitable, and proportionate share of the costs of capital expenditure necessary to service growth.
- **Activities Covered:** Contributions may be required for network infrastructure (roading, water supply, wastewater, stormwater), reserves, and community infrastructure (libraries, sports fields, public toilets).
- **Assessment Method:** Charges are based on Household Unit Equivalents (HUEs), reflecting the demand generated by an average household or equivalent non-residential activity.
- **Provisions:** The policy includes processes for credits, remissions, postponements, refunds, reconsiderations, objections, and development agreements.
- **Exemptions:** Certain developments, including papakāinga and developments on Māori land, are exempt in accordance with legislative requirements.

5. Analysis of reasonably practicable options considered

Council chose Option 1: and adopted the proposed draft Policy at the 31 July 2025 Council meeting for public consultation under section 83 of the LGA. This option best achieves fairness, financial stability, and compliance with legislative requirements.

Option	Advantages	Disadvantages
1. Adopt the Statement of Proposal in **Attachment 1** that includes the proposed draft Policy 2025**.**	• Enables public input and supports transparent decision-making • Positions Council to adopt before October 2025 elections • Achieves legal and best practice compliance • Aligns with Council's strategic documents, objectives and directions	• May attract developer opposition • Council may experience an influx of development applications to ensure they are exempt from any new development contributions.

	• Provides DC revenue certainty for Council's future financial forecasting • Provides strong indicators to developers and ratepayers	
2. Status Quo – Retain the current 2015 Policy	• None Identified	• May attract criticism for Council's inaction and perpetuate financial inequities between ratepayers and developers • Does not comply with legislation • Does not provide equity, transparency or accountability • Does not align with previous Council decisions and directions • Does not reflect Council's best use of resources
3. Defer adoption of the SOP and proposed draft Policy for further amendments to the draft Policy	• Provides Council staff to engage with targeted audiences	• Will not meet the adoption date deadline prior to the end of the triennium • Does not reflect Council's best use of resources • Prolongs implementation • Prolongs certainty for future financial forecasting

6. Special Consultative Procedure (Section 83 LGA)

Section 83 of the LGA stipulates that there must be a minimum one month for consultation. Therefore, consultation will open on **01 August 2025 and close 31 August 2025**. Verbal submissions are scheduled to take place on **3 September 2025**.

The Council encourages any person or organisation affected by or having an interest in development to present their views on the proposed draft Utu Whakawhanake – Development Contributions Policy 2025 to the Council by making a submission.

7. How to give your views on the proposal

You can make a submission by using any of the following methods:

- online at the Council's website www.fndc.govt.nz/have-your-say
- email your submission to submissions@fndc.govt.nz
- drop-off your submission at any Council service centre or library, details of their locations and opening times are listed at https://www.fndc.govt.nz/Council/Contact-council or you can get that information by phoning the Council on 0800 920 029

- post your submission to: Strategy and Policy Team, Far North District Council, Private Bag 752, Kaikohe 0440
- make a verbal submission at a meeting of Council.

Please include your full name and email address or postal address in your submission if you want:

- the Council to acknowledge receipt of your submission
- to make a verbal submission – you will be contacted about when and where the meetings for this are taking place.

Any submissions that are out of scope, offensive, inappropriate, or late may not be accepted by the council. You will be notified if your submission is not accepted and, where appropriate, invited to resubmit.

Privacy statement – Please be aware, any submissions that are made on the proposed draft Utu Whakawhanake – Development Contributions Policy 2025, become part of the public consultation process. As such, all submissions, any summaries of submissions, and any documents provided with your submission, are copied and made available to the Council's governing body as well as the public. Any personal information included with a submission such as your name is treated as part of the submission and will also be released publicly. Your submission and any personal information that you supply such as your name will not be treated as confidential unless you specifically request it in your submission.

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Utu Whakawhanake- Development Contributions Policy (Draft)

The Far North District Council
Resolution in Council [insert date of resolution]
Under section 102(1) of the Local Government Act 2002 the Far North District Council adopted the following policy about Development Contributions.

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Introduction to the Policy

How to read this Policy

This Development Contributions Policy document contains the following key elements:

- The 'operational' part of the Development Contributions Policy (Policy) – the 'what', 'when', and 'how much' for assessing and calculating development contributions.
- Related information, relevant provisions of the Local Government Act 2002 (LGA), or examples that assist the reader or user of the Policy to understand how it is applied and used on a day-to-day basis.
- Council's chosen policy direction. These are the elements of the Policy that Council can determine, but which must be aligned with the legislative requirements.

About this policy

The LGA requires Territorial Authorities to have a policy on development contributions or financial contributions. A territorial authority may only charge and collect development contributions from developers as provided for in a development contributions policy.

Development contributions are charges levied by councils on developments that create additional demand for infrastructure within their districts. These contributions help fund the provision of new or expanded infrastructure – such as reserves, roads, water supply, wastewater, stormwater drainage, and community facilities – required to service growth. This includes the demand generated by new subdivisions, buildings, or changes in land use that require resource consent, or building consent (e.g., converting a residential property into a commercial one).

Development contributions ensure the cost of growth-related infrastructure is shared fairly by those who create the need for, or benefit from, that infrastructure – rather than falling disproportionately on existing ratepayers.

In 2003, Council introduced a Development Contributions Policy to assist with the funding needed to support the growth of the District. In 2014 this policy was amended to stop charging development contributions, due a period of slowed growth, partly influenced by the global financial crisis.

The Far North District is experiencing sustained growth. In response, Council must plan and invest in infrastructure in a prudent, effective, and timely manner to meet current and future needs.

To support this, Council has adopted a new Development Contributions Policy as a tool to recover a portion of the capital costs associated with growth. Development contributions represent a critical funding source to help ensure that key infrastructure can be delivered as the District continues to grow.

This Policy sets out the framework for how and when development contributions will be required.

Related Information
The LGA provides the statutory framework and policy content requirements for a development contributions policy and Council has developed the Council Policy in accordance with these requirements.
This document is detailed in nature so that it meets all the legal requirements set out in the LGA. It provides clear, transparent information for people undertaking development (as per the LGA definition) to understand how development contribution fees are calculated and invoiced as well as what their development contribution payments are being used for.

The Policy

Part A: Preliminary Provisions

1. Title

1.1. This policy is the Far North District Council Utu Whakawhanake – Development Contributions Policy.

1.2. This Policy is made pursuant to ss 102(1) and 102(2)(d) of the LGA.

2. Commencement

2.1. This policy comes into force on [insert date].

3. Application

3.1. This policy applies to the district of the Far North District Council.

4. Purpose s197AA

4.1. The purpose of the Policy is to enable Council to recover from persons undertaking development a fair, equitable and proportionate portion of the costs of capital expenditure necessary to service growth within the Far North District.

5. Policy objectives s197AB

The objectives of this Policy are to:

5.1. Clearly state what development contributions fees will be charged by Council, and in what circumstances, to provide certainty for developers and the community.

5.2. Ensure that those undertaking development contribute fairly to the funding of infrastructure and facilities to service growth.

5.3. Provide development contributions revenue as part of the overall funding mix for infrastructure and facilities to support new development, while ensuring that only a fair and equitable portion of capital expenditure is recovered.

5.4. Provide transparency about how development contribution fees are calculated, including the underlying methodology and assumptions.

5.5. Promote fairness, transparency and sustainability in the application of development contributions, and support Council's broader responsibility to promote the social, economic, environmental and cultural well-being of its communities now and into the future.

6. Date of effect s198(2A)

6.1. This Policy applies to any building consent or resource consent application or request for authorisation for a service connection submitted, with all required information, on or after [Commencement Date].

6.2. Applications or requests submitted (accompanied by all required information) before [Commencement Date] even if granted on or after that date, will not be subject to this Policy.

7. Statutory Context

This Policy has been prepared and adopted in accordance with the relevant provisions of the LGA in particular:

7.1. Section 102(2)(d), which is the requirement for Council to have a policy on development contributions or financial contributions;

7.2. Section 106, which sets out the matters that must be included in a development contributions policy;

7.3. Section 102(4)(b), which allows Council to adopt and amend the Policy at any time after consulting in a manner that gives effect to s82;

7.4. Section 201A(5), which allows Council to make changes to the Schedule of Assets for which development contributions will be used at any time without consultation subject to those changes meeting the necessary legislative requirements;

7.5. Sections 197-199, which provide for a territorial authority to require development contributions;

7.6. Section 201, which sets out the required content of a Development Contributions Policy;

7.7. Sections 197AA and 197AB, which outline the purpose and principles for development contributions;

7.8. Section 201A(1) sets out the matters that must be included in the required Schedule of Assets contained in the development contributions policy.

7.9. Schedule 13, which sets out the methodology for calculating contributions

7.10. Under the LGA, development contributions are a funding tool that allows territorial authorities to recover a fair and proportionate share of capital expenditure necessary to service growth. They are intended to ensure that those who create demand for infrastructure contribute to the cost of providing it.

7.11. This Policy must be adopted in accordance with the special consultative procedure under s83 of the LGA. Once adopted, the Policy forms part of Council's broader financial and infrastructure planning framework, including the LTP and any infrastructure strategy.

8. Policy Review

ss82m 106, 201A(5)

8.1. The Policy must be reviewed at least every three years. A review of the Policy must include consultation that gives effect to the requirements of s82 of the LGA (LTP). Usually, Council undertakes a review of the Policy in conjunction with the review of the Long -Term Plan (LTP), however amendments to the Policy between LTP cycles can also occur if required. These amendments must also be consulted on.

8.2. Council may make changes to the Schedules of Assets in Section 1 of this Policy without consultation, subject to those changes meeting the necessary legislative requirements.

8.3. There is also provision in s106(2B) and (2C) of the LGA for Council to increase the development contributions payable in relation to changes in the Producer Price Index (PPI). No consultation is required but the details of the increase must be made publicly available before it takes effect.

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9. Supporting documentation s106(3)

9.1. Council is required under s106(3) of the LGA to make available for public inspection the full methodology that demonstrates how the calculations for development contributions charges are made.

9.2. The Cost Allocation Methodology summarised in clause 45 of the Policy is available for public inspection at all Council offices.

9.3. A viewing of the full methodology as stipulated in s106(3) of the LGA can be arranged on request. [EMAIL CONTACT SIGNALED HERE].

10. Financial Contributions s106(2)

10.1. Council's ability to collect financial contributions is enabled by the RMA 1991 and supported by the LGA. While financial contributions are imposed through conditions on resource consents under the RMA (s108), the LGA (s102(2)(d)) requires that any Council intending to use financial contributions must adopt a Financial Contributions policy as part of its wider suite of funding and financial policies.

10.2. The District Plan sets out the specific purposes and circumstances under which financial contributions may be imposed as a condition of a resource consent. These typically relate to avoiding, remedying, or mitigating the adverse effect of development on the environment and existing infrastructure. Financial contributions may be required in the form of money or land and are generally applied where the impacts of a development cannot be appropriately addressed through other regulatory or funding mechanisms.

10.3. Examples of where financial contributions may apply include upgrades to roads, water supply, stormwater infrastructure, or the provision of reserves. Where explicitly provided for in the District Plan, they may also apply to the provision or enhancement of community facilities such as libraries, community halls, where those assets are directly impacted by new development.

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Interpretation

11. Abbreviations

11.1. The following abbreviations mean the following:

CAM	Cost Allocation Methodology
GAC	Growth Attributable Cost
GFA	Gross Floor Area Gross Floor Area
GST	Goods and Services Tax
HUE	Household Unit Equivalent
IS	Infrastructure Strategy
LGA	Local Government Act 2002.
LOT	Allotment
LTP	Te Pae Tata – Three Year Long Term Plan.
RMA	Resource Management Act 1991.
's' or 'ss'	means the relevant section(s) of the LGA, unless otherwise stated. (i.e., section 106 or s106; sections 199A-199P or ss199A-199P).
'sch'	Means the relevant schedule of the LGA.
VMPD	Vehicle movements per day

12. Glossary of terms

12.1. The definitions below apply for the purposes of this Policy.

Accommodation units	Has the same meaning as defined in s197 of the LGA and means units, apartments, rooms in 1 or more buildings, or cabins or sites in camping grounds and holiday parks, for the purpose of providing overnight, temporary, or rental accommodation.
Activity	For the purposes of this Policy means a grouping of the Council services, facilities and amenities as listed in Part B, clause 14 of this Policy.
Aged care room	Means any dwelling unit in a 'rest home' or 'hospital care institution' as defined in s58(4) of the Health and Disability Services (Safety) Act 2001

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Allotment	Has the same meaning as defined in s218(2) of the RMA as: (a) any parcel of land under the Land Transfer Act 2017 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not - (i) the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or (ii) a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or (b) any parcel of land or building or part of a building that is shown or identified separately (i) on a survey plan; or (ii) on a licence within the meaning of subpart 6 of Part 3 of the Land Transfer Act 2017; or (c) any unit on a unit plan; or (d) any parcel of land not subject to the Land Transfer Act 2017.
Ancillary activity	Means an activity that supports and is subsidiary to a primary activity
Average	For the purposes of this Policy refers to a calculated mean value used to distribute the total cost of growth-related infrastructure across units of demand (e.g., per dwelling, per lot, per Household Unit Equivalent), to ensure a fair and consistent basis for development contributions.
Average household	An Average Household represents the average demand for Council services generated by a typical detached Dwelling Unity occupied by a single household. For this Policy means the occupancy rate of 2.6 people.
Base units	The demand of an average dwelling unit for each Activity
Capital expenditure	Has the same meaning as defined in s197 of the LGA and includes any funding provided by the responsible levy authority to contribute to the constriction costs of eligible infrastructure that has been, or intended to be, transferred to the authority under s90 of the Infrastructure Funding and Financing Act 2020.
Catchment	A separately defined area of the District, defined by Activity and location for funding purposes
Commercial activity	Any activity trading in goods, equipment or services. It includes any ancillary activity to commercial activity (for example administrative or head offices).
Commercial accommodation	Units, apartments, rooms in 1 or more buildings, or cabins or sites in camping grounds and holiday parks, for the purpose of providing overnight, temporary, or rental accommodation
Community activities	Land and buildings used by members of the community for recreational, sporting, cultural, safety, health, welfare, or worship purposes. It includes provision for any ancillary activity that assists with the operation of the community facility. This is used in Tables 1 to 4.
Community facilities	Has the same meaning as defined in s197(2) of the LGA and means reserves, network infrastructure, or community infrastructure for which

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	development contributions may be required in accordance with s199 of the LGA.
Community infrastructure	Has the same meaning as defined in s197(2) of the LGA as: (a) means land, or development assets on land, owned or controlled by the territorial authority for the purpose of providing public amenities; and (b) includes land that the territorial authority will acquire for that purpose
Cost allocation	The allocation of the capital costs of a project to the various drivers for the project, such as renewal, level of service and additional capacity to meet growth.
Cost allocation methodology	Means the framework that determines how the costs of projects are split between existing and new users, based on the causes of demand and distribution of benefits. It ensures that contributions are calculated in a fair, transparent, and legally compliant matter.
Council	Means the Far North District Council and includes staff acting in accordance with delegated authority.
Credits	Means a credit to be applied to a development contribution assessment under clause 18 of this Policy.
Crown	Includes all government departments, Ministries, and Crown entities (e.g., Kāinga Ora) undertaking development for public purposes to which s8 of the LGA applies.
Developer	A person, who is an applicant for a resource consent or certificate under the RMA or building consent or certificate under the Building Act 2004, or a request for service connection authorisation.
Development	Has the same meaning defined in s197(1) of the LGA: a) any subdivision, building (as defined in s8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but b) does not include the pipes or lines of a network utility operator
Development agreement	Has the same meaning as defined in s197(2) of the LGA: a voluntary contractual agreement made under ss207A to 207F of the LGA between 1 or more developers and 1 or more territorial authorities for the provision, supply, or exchange of infrastructure, land, or money to provide network infrastructure, community infrastructure, or reserves in 1 or more districts or a part of a district
Development contribution	Has the same meaning as defined in s197(2) of the LGA and means a contribution- (1) provided for in a development contribution policy of a territorial authority; and (2) calculated in accordance with the methodology; and (3) comprising— (i) money; or (ii) land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Māori land

	within the meaning of Te Ture Whenua Māori Act 1993, unless that Act provides otherwise; or (iii) both
Development contributions objection	Has the same meaning as defined in s197(2) of the LGA: an objection lodged under sch13A, clause 1, LGA against a requirement to make a development contribution
Development contributions commissioner	Has the same meaning as defined in s197(2) of the LGA: A person appointed under s199F LGA.
Development contributions policy	Is a formal policy adopted by Council's under the LGA. It sets out how and when the Council will require payments, known as development contributions, from developers or those undertaking new developments.
Depreciation	The wearing out, consumption or other loss of value of an asset whether arising from use, passing of time or obsolescence through technological and market changes. It is accounted for by the allocation of the cost (or re-valued amount) of the asset less its residual value over its useful life.
District plan	Far North District Council Operative District Plan
Dwelling unit	For the purposes of this Policy, a Dwelling Unit means any building, group of buildings, or part of a building that is used or designed to be used as a self-contained residential space. A Dwelling Unit must include, within its exclusive occupancy, facilities for sleeping, cooking, bathing, and toilet use. A Dwelling Unity may be part of a larger building (such as an apartment or granny flat) or stand-alone building (such as a detached house). (Non-exclusive self-contained residential space for one household.)
Financial contributions	Has the same meaning as defined in s108(9) of the RMA and is a contribution of money, land, works, services or combination of these. Financial contributions are used to offset or mitigate the adverse impacts on the natural and physical environment including utility services, of a new development.
First principle basis	The basis on which non-residential development contribution assessments can be made when the Tables 1 to 4 within the Policy are not sufficiently accurate. Where possible the actual (potential) demand a commercial development will place on infrastructure will be established using reports from suitably qualified persons.
Freight and distribution	Land use and the associated infrastructure which enables the movement of goods.
Funding model	The model used to ensure an equitable development contributions assessment based on the funding requirements needed to support growth. The primary output of the funding model is a set of development contribution fees, land or both.
Gross floor area	The sum of the total area of all floors of a building or buildings (including any void area in each of those floors, such as service shafts, lift wells or stairwells);

	(a) where there are exterior walls, measured from the exterior faces of those exterior walls (b) where there are walls separating two buildings, measured from the centre lines of the walls separating the two buildings (c) where a wall or walls are lacking (for example, a mezzanine floor) and the edge of the floor is discernible, measured from the edge of the floor. GFA is measured from the exterior of walls and the centre line of a wall adjoining two or more buildings.
Growth	Means the increase in demand for infrastructure and facilities that arises as a direct result of new development activity, identified for the purpose of determining the share of infrastructure costs to be recovered from new developments through development contributions.
Growth attributable cost	Means the portion of the total capital cost of an infrastructure project that is directly attributable to, and allocated for, meeting the demand generated by growth, as determined using the Council cost allocation methodology. GAC forms the basis for calculating development contributions and excludes costs for renewal or existing service shortfalls.
Growth model	Means the framework or set of projections used by the Council to estimate the scale, timing, location, and type of future development within the district or defined catchments, providing the basis for infrastructure planning and the calculation of development contributions. This information is used to assist in determining 'Household Unit Equivalents' (HUEs).
Goods and services tax	Has the same meaning found in the Goods and Services Tax Act 1985
Health and educational facilities	Buildings or places used for the delivery of education or health services.
Hospitality	Bars, restaurants, cafes and food outlets (including takeaway).
Household unit equivalent	A Household Unit Equivalent (HUE) is a measured unit of demand for Council services, representing the demand generated by a development, expressed as an equivalent to that produced by an average Household Unit. (Demand from any unit, expressed as a fraction/multiple of a Household Unit.)
Infrastructure Strategy	Is the Infrastructure Strategy adopted by Council as part of the LTP.
Industrial activity	An activity that manufactures, fabricates, processes, packages, distributes, repairs, stores, or disposes of materials (including raw, processed, or partly processed materials) or goods. It includes any ancillary activity to the industrial activity (excludes however retails, commercial and residential Activities).
Large mass buildings	A Large Mass Building is any non-residential building, or part of a building, that has a significant floor area and/or height relative to typical residential or commercial structures. This includes, but is not limited to, warehouses, showrooms, bulk retail outlets, and similar premises

	designed primarily for storage, display, or distribution of goods, rather than residential occupancy. (Large Mass Buildings are differentiated from Dwelling Units and Residential Units by their scale, use and nature of the demand they place on Council infrastructure and services.)
Level of service	The standard of services that Council provides or will provide for each Activity undertaken, as described in applicable measurable terms in the LTP.
Māori land	Māori land is comprised of the following: 1. Freehold Māori land, as determined in Te Ture Whenua Māori Act 1993 2. Crown land reserved for Māori as defined in Te Ture Whenua Māori Act 1993 3. General land owned by Māori that is beneficially owned by more than 5 Māori owners either individually or through a Māori incorporation, Māori Trust Board, Settlement Trust, subsidiary or other similar legally incorporated Māori entity, 4. General land that ceased to be Māori freehold land under Part 1 of the Māori Affairs Amendment Act 1967; and where the land is still beneficially owned by the persons, or by the descendants of the persons, who beneficially owned the land immediately before the land ceased to be Māori land.
Methodology	For the purposes of this Policy refers to the methodology for calculating development contributions set out in clauses 44 to 45 of this Policy.
Network infrastructure	Has the same meaning as defined in s197(2) of the LGA and means: the provision of roads and other transport, water, wastewater, and stormwater collection and management
Network utility operator	Has the same meaning as in s166 of the RMA
New growth / New expenditure	The anticipated growth demand and planned capital costs for the ten-year period covered in the current LTP document.
Non-residential	Any development or part of a development including land and/or buildings that do not fall under the definition of residential.
Objector	Has the same meaning given to it under s197 LGA and means: a person who lodges a development contribution objection.
Papakāinga developments	Means Residential activity undertaken to support traditional Māori cultural living for tangata whenua residing in the Far North District on: a. Māori land; b. Treaty Settlement Land;
Part	Means a reference to a part of this Policy.
Person	An individual or a representative of an organisation or group who has applied to the Council for a resource consent or certificate under the RMA or building consent or certificate under the Building Act 2004, or a requested for service connection authorisation.

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Policy	The Far North District Council Utu Whakawhanake – Development Contributions Policy unless otherwise stated.
Project	Includes planned or completed programmes and projects of capital expenditure intended to deliver defined Levels of Service for that programme or project.
Public storage	Facilities where individuals or business can store belongings.
Resource consent	Has the same meaning given to it under s2(1) of the RMA and includes a change to a condition of a resource consent under s127 of the RMA.
Remissions	For the purposes of this Policy means: a discretionary percentage reduction or waiver of all or part of a development contributions otherwise payable, granted in accordance with the criteria and conditions set out in this Policy.
Renewal	The replacement of an existing asset at the end of its design life with an equivalent asset of the same nature, function and capacity.
Rental accommodation	Means short-term rental for no longer than 90 consecutive days. Rental accommodation for more than 90 consecutive days is considered long term rental accommodation and will be treated as a dwelling unit in alignment with the Residential Tenancy Act 1986.
Reserves/Parks	Land acquired or purchased for a reserve or park, including the cost of providing any improvement/s necessary to enable that land to function for its intended purpose including its purpose under the Reserves Act 1977.
Residential activity	The use of land and building(s) for people's living accommodation, including residential units, serviced apartments and unit/strata title developments.
Residential unit	A Residential Unit is a building used for residential activity exclusively by one household. It must include sleeping, cooking, bathing and toilet facilities. (Exclusive self-contained residential building for one household.)
Retail activity	This means activities selling, exposing, displaying or offering: of goods, merchandise or equipment for sale or direct hire to the public. It includes any ancillary activity to the retain activity (for example administrative or head offices)
Retirement unit or village	Any property, building, or premises with two or more residential units that provide, or are intended to provide, residential accommodation together with services or facilities (or both), predominantly for people in their retirement (and their spouses or partners), where residents pay a capital sum for the right to occupy the unit. This applies regardless of the legal form of occupation (such as freehold, lease, licence to occupy, or tenancy), and includes common areas and facilities accessible under occupation right agreements.

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Rural	Means the area of the District comprising the Rural Zones in the District Plan.
Rural activities	Means activities, industry or business undertaken in a rural environment that directly supports, services, or is dependent on primary production.
Service connection	A physical connection to a service provided by or on behalf of Council
Site	Has the same meaning as in the District Plan: (a) An area of land which is: (i) composed of one allotment in one certificate of title or two or more contiguous allotments held together in one or more certificates of title in such a way that the allotments cannot be dealt with separately without the prior consent of the Council; or (ii) contained in a single allotment on an approved survey plan of subdivision for which approvals under s223 and/or s224 of the RMA have been obtained and for which a separate certificate of title could be issued without further consent of the Council. (b) Except that in the case of: (i) land subdivided under the Unit Titles Act 2010, or stratum subdivision, "site" shall be deemed to be the whole of the land subject to the unit development or stratum subdivision; and (ii) land subdivided under the cross lease or company lease systems (other than strata titles), "site" shall be defined as an area of land containing: • any building, accessory buildings, plus any land exclusively restricted to the users of those buildings; or • a remaining share or shares in the fee simple creating a vacant part of the whole for future cross lease or company lease purposes. (c) In the case of Māori land within the meaning of Te Ture Whenua Maori Act 1993: (i) includes a parcel of land created by a partition under s289, provided that its area complies with the Residential Intensity rule for the zone in which the land is located; or (ii) parcels of land partitioned and given effect to, by approval of the Māori Land Court, before 28 April 2000.
Subdivision	Has the same meaning as 'subdivision of land' in s218 of the RMA and means: (a) the division of an allotment: (i) by an application to the Registrar-General of Land for the issue of a separate certificate of title for any part of the allotment; or (ii) by the disposition by way of sale or offer for sale of the fee simple to part of the allotment; or (iii) by a lease of part of the allotment which, including renewals, is or could be for a term of more than 35 years; or (iv) by the grant of a company lease or cross lease in respect to any part of the allotment; or

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	(v) by (the deposit of a unit plan or) an application to the Registrar-General of Land for the issue of a separate certificate of title for any part of a unit on a unit plan; or (b) an application to the Registrar-General of Land for the issue of a separate certificate of title in circumstances where the issue of that certificate of title is prohibited by s226 RMA.
Visitor accommodation	Accommodation that intended for periods not exceeding 50 days in continuous term of occupancy for the purpose of providing overnight, temporary, or rental accommodation.
Unallocated (Cost allocated to)	In any analysis process, there is the need to recognise that some cost share outcomes may not readily be allocated to a funding source.

12.2. The Legislation Act 2019 applies to this Policy.

12.3. Where a word in this Policy has the same meaning as defined in legislation or other regulatory documents, any changes to the meaning of that word in the legislation or regulatory document will apply to this Policy as well

12.4. Any explanatory notes and attachments are for information purposes, and do not form part of this Policy. They may be inserted, amended, or revoked without formality. Explanatory notes are provided within the 'Related Information' boxes throughout this Policy

Related Information

Compliance with the Policy does not remove the need to comply with all other applicable Acts, regulations, bylaws, the Far North Operative District Plan and the Regional Plan for Northland. Where there is any conflict between this Policy and any Act or Regulation, the Act or Regulation will take precedence.

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Part B: Development contributions assessments

13. Determining development contributions

13.1. When assessing development contributions, Council will confirm that the proposed development generates demand for the Activities specified under clause 14 in this Policy. Development contributions will be required where this demand results in the need for new assets or increased capacity, and where Council has incurred, or will incur, capital expenditure either in anticipation of, or to service, the development.

14. Activities for which a development contribution fees are charged ss199, 106(2)(d)

14.1. Council can require development contributions for the following Activities:

- **a.** Reserves
- **b.** Network infrastructure
- **c.** Community infrastructure

14.2. Within these Activities Council has, in accordance with s106(2)(d) of the LGA, identified the following sub-Activities for which development contributions can be charged:

- **a.** Reserves
  - i. Parks and reserves
- **b.** Network infrastructure
  - i. Water supply
  - ii. Wastewater
  - iii. Transport and roading
  - iv. Stormwater
- **c.** Community infrastructure
  - i. Libraries including the land on which the library is situated
  - ii. Sports fields
  - iii. Public toilets

Related Information

Any reference to Activity or Activities in this Policy includes the sub-Activities listed in clause 14.2. The use of the term activity or activities should be inferred from the context.

The Parks and Reserves, Libraries, Sports fields and Public toilets Activities are included in clause 14.2 above to ensure policy completeness and flexibility. At present, no development contributions are required for these Activities. Their inclusion in the table does not commit Council to charging development contributions for these Activities. For further clarification:

- the presence of these Activities in clause 14.2 above is intended to maintain policy robustness and provide a framework should Council wish to consider development contributions for these Activities in the future.
- Council has not made a decision to introduce or charge development contributions for Parks and Reserves, Libraries, Sports fields and Public toilets Activities at this time.

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15. Test for development ss. 197, 198, 199, 200

15.1. Council may require a development contribution only if all of the following apply:

- **a.** the activity constitutes a 'development' as defined in s197 LGA, including subdivision, building work, or other development that creates additional demand for or on Council infrastructure.
- **b.** the individual or cumulative effect of the development generates demand that causes Council to incur, or to have incurred, capital expenditure either in anticipation of, or to service, the development for:
  - i. new or additional assets; or
  - ii. assets of increased capacity,
  - iii. reserves, network infrastructure, or community infrastructure.
- **c.** as a consequence of the development, the Council incurs, has incurred, or will incur, capital expenditure to appropriately provide for those assets.
- **d.** this Policy provides for the requirement of a development contribution in such circumstances;
- **e.** the development contribution is not prohibited by s200 LGA.

15.2. If the development meets the provisions under clause 15.1 in the affirmative, Council may require a development contribution when:

- **a.** a resource consent is granted under the RMA, for subdivision or land use;
- **b.** a building consent or certificate of acceptance is granted under the Building Act 2004
- **c.** a Project Information Memorandum is issued
- **d.** an authorisation for a service connection is granted

15.3. On receiving an application or authorisation for any of the consents, certificates, or authorisations listed in clause 15.2, Council will:

- **a.** confirm whether the application relates to a 'development' as defined in s197 of the LGA;
- **b.** check that Council is not prohibited by s200 of the LGA from requiring a contribution in relation to the development.
- **c.** determine whether alone or in combination with other developments the effect of the development under consideration is to require new or additional assets or assets of increased capacity and, as a consequence, Council will incur (or has already incurred) capital expenditure to provide appropriately for this; and
- **d.** establish whether this Policy requires a development contribution in the circumstances.

15.4. If Council is satisfied that a development contribution is required, it will assess the application in accordance with clause 16 below.

16. Assessment

16.1. Council will assess the development contributions payable in relation to an application as follows:

- **a.** Identify the Catchments in which the proposed development is located.

b. For each relevant Catchment and Activity, calculate the number of HUEs generated by the development (see clause 17).

c. Identify in HUEs any credits, that apply for each Activity.

d. Deduct credit HUEs from the total demand HUEs to determine the net increase in demand (additional HUEs) for each Activity.

e. Calculate the development contribution for each Activity by multiplying the net additional HUEs by the applicable fee for that Activity and Catchment, as set out in the Development Contribution Fee Schedule (see clause 19).

f. Sum the amounts calculated for each Activity to determine the total development contribution payable.

g. Add GST to the total amount.

16.2. Assessments will generally be made at the time of the earliest application for consent or authorisation for service connection relating to a development.

16.3. If Council does not require development contributions on the first consent or service connection authorisation, this does not prevent Council from assessing contributions on a subsequent consent or authorisation for the development. Council may also require an additional development contribution for the same purpose if there is an increase in the scale or intensity of the development since the earlier contribution was required.

16.4. Applicants may request an indicative calculation of development contributions when applying for a Project Information Memorandum or Certificate of Acceptance under the Building Act 2004, or at a pre-application meeting under the RMA. This indicative calculation provides an early estimate of potential liability but is not binding. A development contribution will only be required at the time specified in clause 15.2 and will be invoiced in accordance with Part C of this Policy.

16.5. All growth-related community facilities and infrastructure within the identified catchment are considered to be available to service any allotment within that catchment, up to a uniform service level, at any time. For assessment purposes, the availability of a network connection now or in the future, is the basis of evaluation, regardless of whether a connection to the services currently exist.

17. Determining Household Unit Equivalents (HUEs) Schedule 13 cl 2

17.1. A HUE is the unit of demand that equates to the typical demand on infrastructure by an average household for the Activities that development contributions are collected for.

17.2. A second independent accommodation or residential unit will be treated as a household unit for the purposes of calculating development contributions. To avoid any doubt, visitor accommodation units that are separate unit-titles shall be considered as separate household units.

17.3. Using HUEs to assess development contributions provides an efficient method to meet the requirement to attribute units of demand to particular development Activities or types of development on a consistent and equitable basis.

17.4. HUEs are determined:

a. as per the categories of development in this Part of the Policy under clause 17.8; and

b. depending on what type of consent, certificate or service connection application has led to an assessment in accordance with clause 15 of this Policy.

17.5. Charges based on the number of HUEs are calculated in accordance with the Development Contribution Charges Schedule in clause 19.

17.6. Depending on the specific Activity or service, Tables 1- 4 in clause 20 provide additional data to support HUE calculations, as they describe HUEs in appropriate unit demands for the specific Activities.

17.7. In some cases, the circumstance of a development means an assessment in accordance with the typical development Activities in clause 17.8 below is not appropriate, and in these cases a special assessment calculation will be made (clause 17.9).

17.8. This clause of the Policy identifies typical developments and assessment considerations.

a. Residential subdivision

i. Council has determined that it is appropriate to assess in accordance with clause 16 and require development contributions for residential subdivision.

ii. Each new residential lot created by subdivision attracts development contributions at the rate of one HUE per relevant Activity.

iii. Where two or more vacant lots held in one certificate of title are divided into separate titles and no previous development contributions or financial contributions under the RMA have been paid, development contributions will be required.

iv. The first single dwelling unit built on a vacant lot with a registered title in existence prior to [date of policy adoption], will be assessed as having a credit of one HUE.

v. Notwithstanding 17.8.a.iv if an existing lot does not have connections to Council's water or wastewater services, then on application for a connection, development contributions will be required for those Activities.

b. Second/subsequent dwellings and multi-unit developments

i. Additional dwellings after the first dwelling on a lot will attract development contributions at the rate of one HUE per dwelling. Dwellings for the purposes of this Part in the Policy include but are not limited to integrated, attached, and detached units, sleep outs and minor dwellings.

ii. If an additional dwelling is 70 m² of gross floor area (GFA) or less and in, the Council's opinion, is likely to generate less demand than an average dwelling, Council may apply a pro-rata m² rate reduction in development contributions.

iii. Any pro-rata reduction applied as per clause 17.8.b.ii17.8.b.ii above will not be less than 40% of a HUE. This is to reflect that smaller than average dwellings will still be occupied, and it is occupancy rather than floor space alone that generates demand.

iv. Where a pro-rata reduction has been applied in accordance with clause 17.8.b.ii above and a subsequent application is then made to expand that dwelling, the development contribution required will be assessed accordingly.

v. For multi-unit developments, Council may apply a pro-rata m² reduction in a development contribution, where it can be demonstrated that one or more units will generate lower demand than an average dwelling.

c. Home - based commercial activities

i. Home-based businesses, and residential dwellings converted to commercial use will be assessed for additional demand greater than the existing residential use. If development contributions are required, these will be required in accordance with the charges for non-residential land use (clause 17.8.d.i18.8.b).

d. Non-residential subdivision

i. Non-residential subdivision will attract development contributions for each new lot created at the rate of one non-residential HUE per new lot.

ii. Any development contributions paid as per clause 17.8.d.i above will be applied as a credit (clause 18) when assessing development contributions for a subsequent building consent or land use resource consent on the same lot.

e. Non-residential land use

i. Non-residential land use will attract development contributions based on the demand a proposed development will place on Council's network infrastructure using the demand factors outlined in factors in Tables 1- 4 in clause 20.

f. Rural subdivision and land use

i. For clarity, residential subdivision in the rural area is covered by residential subdivision in clause 17.8.a of this Policy and will be assessed accordingly. Non-residential subdivision in the rural area is covered by clause 17.8.d.

ii. Non-residential developments other than subdivision in the rural area, including, but not limited to milking sheds, packing houses, and growing houses, etc. (i.e., any development that has a proposed activity that will impact on infrastructure and services), will be assessed for development contributions in accordance with clause 17.8.e apart from commercial accommodation which will be assessed in accordance with clause 17.8.g**.**

iii. For clarity, non-residential sheds, and other farm buildings (including, but not limited to, hay sheds and minor storage sheds) will not attract development contributions if they are assessed to have no additional impact on infrastructure.

g. Commercial accommodation

i. Commercial accommodation is assessed on the number of transitory accommodation rooms. A transitory accommodation room is for a maximum of 2.6 people. The calculation of HUE equivalents for commercial accommodation is based on each transitory accommodation room being the equivalent to 40% of an average dwelling.

ii. Managers units will be assessed as a residential land use activity as they are a permanent dwelling.

h. Tangata Whenua Development – Residential Activity

i. To support traditional Māori cultural living for tangata whenua residing in the Far North District residential activity development undertaken on the follow land titles will not be required to pay any development contributions:

- Māori freehold land;
- Treaty Settlement Land; and
- general title land if converted from Māori freehold land title under the Māori Affairs Amendment Act 1967.

i. Retirement Villages

i. The impact of retirement villages including care facilities is assessed on the following basis:

Activity	HUEs per Retirement Village (maximum 3br)	HUEs per Aged Care Bed
Transport	0.3	0.1
Water	0.44	0.4

Wastewater	0.44	0.4
Parks and Reserves	0.0	0.0
Libraries	0.0	0.0
Sports fields	0.0	0.0
Public toilets	0.0	0.0

Related Information

Example only of commercial accommodation assessment
The total development contributions arising from a commercial accommodation development with 20 rooms and
1 managers' unit would be:

- Transport and Roading Activity = 9 HUES (20 rooms x 40% of a HUE=8 HUEs + 1 HUE (Managers unit)
- Parks and Reserves = 1 HUE (Managers unit)
- Libraries = 1 HUE (Managers unit)

17.9. Special assessment calculations

a. Council may consider that a specific development will generate impact on infrastructure which materially differs from that used for typical assessments under clause 17.8.

b. Generally, a special assessment will be done when the demand for an Activity is expected to be either greater or lesser than double the identified average value for that type of Activity, or where a land use is not adequately described within the Land Use Activity Tables (clause 20) of the Policy.

c. It is solely a matter for Council, in its discretion, whether to carry out a special assessment.

d. A special assessment uses a 'first principles assessment' approach. This means that the development will be assessed on its actual (proposed) demand, as opposed to the average demand identified in the Land Use Activity Tables in clause 20.

e. A special assessment may require the applicant to provide detailed calculations of the expected demand of the development. These calculations will need to be provided by a suitably qualified person.

f. The information supplied in clause 17.9.e above will be converted to HUEs to undertake an assessment in accordance with clause 17.

g. Council may consider a development agreement an appropriate mechanism to document the outcome of a special assessment should the development fall within the criteria and circumstances under clause 30 of this Policy.

Related Information

Examples of land use types that may require a special assessment

- sports or convention centres that may generate large volumes of traffic at specific peak times
- trucking and courier activities that may have a consistent above average road use,
- concrete plants that use significant amounts of water as part of their manufacturing process
- a quarry or quarry extension because it can generate significant vehicle movements but at the same time may not have a building associated with the activity.

Council encourages developers to provide information (required in clause 17.9.e) at the feasibility stage of their project prior to lodging an application.

18. Credits

18.1. Credits may be recognised by Council, for previously paid development contributions, financial contributions under the RMA, or historical impact. Credits are calculated in HUEs and reflect the existing or historical (i.e., pre-development) level of demand associated with a site, including but not limited to:

a. existing residential dwelling units on site;

b. historical credits of one HUE per Activity on vacant land with a registered title at [Policy commencement date];

c. GFA of existing non-residential buildings on the site;

d. previous lawfully established activities or consented buildings on a site.

18.2. The number of credits (in HUEs) for a site will be determined using the same methodology as for calculating additional demand under clause 17.

18.3. Credits are only available for lawfully established activities.

18.4. Credits are site specific and may not be transferred to another site.

18.5. Credits are not transferable between Activities (e.g., credits for Transport and Roading apply only to those Activities; credits for Reserves apply only to Reserves etc.).

18.6. Surplus development contribution credits are not redeemable for land or money.

18.7. Council established a base line demand as at [Policy Commencement date]. All credits are benchmarked against the level of demand generated by lawfully established activities or consented buildings on the site at that date.

18.8. The following clauses detail the specific approaches for determining credits for residential and non- residential developments.

a. Residential

i. Any undeveloped existing lot with a registered title as at [Policy commencement date] is deemed to have one HUE credit per Activity for which a development contribution would otherwise be required, except for:

- small road severances; or
- titles that are unable to be built on.

ii. Where a cross lease or unit title is converted into ‘Fee Simple’ title, no additional development contributions will be required if the conversion does not increase demand for Council infrastructure.

b. Non-residential

i. Any undeveloped lot with a registered title as at [Policy commencement date] is deemed to have one HUE credit per Activity for which a development contribution would otherwise have been required, except for:

- small road severances; or
- titles that are unable to be built on.

ii. For developments involving extensions or demolition and rebuilding at the same or higher intensity, credits will be assessed based on the pre-existing development

iii. Sites where buildings were demolished or destroyed prior to [Policy commencement date] will be treated as vacant lots for the purpose of credit allocation.

Related Information:
Clarification:
Clause 18.8.a.i: An undeveloped lot is considered to have a potential demand for services and is therefore allocated one HUI credit per Activity, even if no services are currently being used.
Clause 18.8.b.ii: As with residential, the allocation of one HUE credit per Activity reflects the potential for future demand, not current service use.
Rationale: This ensures that credits are only allocated where there was a recognised and assessed demand at the time, aligning with the principle of fairness and consistency.

19. Development Contribution Fees Schedule

ss201(2), 202

19.1. This Schedule is provided in accordance with ss201(2) and 202 of the LGA, and details the fees charged per HUE by Activity and Catchment.

19.2. All fees below are GST exclusive.

2024 - 2027 Development Contributions Charges

Roading and Transport	Catchment	District Wide	Total Charges
Bay of Islands - Whangaroa	3,320	-	3,320
Stormwater			
Kaikohe	409	-	409
Kawakawa	-	-	-
Kerikeri/Waipapa	-	-	-
Wastewater			
Kaikohe	37,136	-	37,136
Kawakawa	25,571	-	25,571
Kerikeri/Waipapa	11,376	-	11,376
Water supply			
Kaikohe	6,222	-	6,222
Kawakawa	1,980	-	1,980
Kawakawa/Moerewa	6,719		6,719
Kerikeri/Waipapa	7,901	-	7,901
Parks and Reserves			
District	-	-	-
Libraries			
District	-	-	-

Sports fields			
District	-	-	-
Public toilets			
District	-	-	-

Related Information

For the table above - Council may require full payment of a development contributions in accordance with this when approving:

- a building consent, including a certificate of acceptance
- a resource consent
- an authorisation for a service connection
- a certificate of acceptance

The Parks and Reserves, Libraries, Sports fields and Public toilets Activities are included in the Table above to ensure policy completeness and flexibility. At present, no development contributions are required for these Activities. Their inclusion in the table does not commit Council to charging development contributions for these Activities. For further clarification:

- the presence of these Activities in the Table above is intended to maintain policy robustness and provide a framework should Council wish to consider development contributions for these Activities in the future.
- Council has not made a decision to introduce or charge development contributions for Parks and Reserves, Libraries, Sports fields and Public toilets Activities at this time.
- the inclusion signals that Council may, at its discretion and following appropriate processes (under the applicable provisions of the Local Government Act 2002) consider whether to introduce development contributions for these Activities in the future.

20. Land Use Activity Tables

20.1. Table 1 – base demand units for residential HUE

a. This table assumes an average household occupancy rate of 2.6 people per dwelling, based on 2023 Census information. See significant assumptions for further explanation of the occupancy rate.

Activity	Base Unit per HUE	Demand per HUE	Comment
Transportation and Roading	10 vehicle movements per day	-	Vehicle movements are 1 in 1 out
Water Supply	m^3 per day	0.75 m^3 or 750 litres	Based on average flow (design average)
Wastewater	m^3 per day	0.8 m^3 or 800 litres	Based on peak flow and providing sufficient capacity to safely and effectively

			discharge wastewater.
Community	per capita basis		Based on assumed average occupancy
Libraries	per capita basis		Based on assumed average occupancy

Related Information:
The Community and Libraries Activities are included in Table 1 for completeness. Like the Related Information box above, no development contributions are currently required for these activities. Their inclusion into Table 1 does not commit the Council to charging development contributions but allows for the option to consider this in the future, subject to a separate Council decision and in accordance with applicable provisions in the Local Government Act 2002.

20.2. Table 2 – base demand units for commercial HUE

Activity	Base Unit per HUE	Demand per HUE	Comment
Transportation and Roading	10 vehicle movements per day	See Table 3 & 3 A Demand calculated per 100m² GFA	Based on average trip generation tables per land use type
Water	m³ per day	0.75 m³ or 750 litres	Based on average flow by land use type see table 4
Wastewater	m³ per day	See Table 4 Note that wastewater is based on peak flow of 0.8 m³ or 800 litres Council must provide adequate capacity to safely and effectively discharge wastewater	See Table 4 Based on average usage by land use type

20.3. Table 3 – Transport and roading

a. To establish transport and roading contributions, Council uses Table 3 below, which shows average Vehicle Movements per Day (VMPD) per 100m² of Gross Floor Area converted to HUEs.

b. However, some Land Use activities do not rely on GFA, these are separately identified in Table 3A below.

c. If an Activity is not covered by the categories within Tables 3 and 3A, or has identified demand significantly different from the tables, Council may request an assessment be provided by a qualified Traffic Engineer and reserves the right to have any such assessments peer reviewed at the applicant's expense.

Land Use Activity	HUEs Per 100m2 of GFA
Rural activities	0.31
Commercial activity	1.5
Community activity	1.16
Freight and distribution	4.92
Health and educational facilities	0.83
Industrial activity	0.6
Visitor accommodation	0.41
Public storage	0.08

20.4. Table 3A – The following Activities use the indicated factors (instead of GFA) to convert to HUEs

Activity	Factor	HUEs
Independent Dwelling Unit	per dwelling unit over 70m²	1.00
Child Care Facilities	per child	1.2
Petrol Stations	per pump	7.9
Rest Homes	per bed	2.3

Related information

Transport and roading contributions are calculated on trips generated by a development activity. The unit of measure is based on the average annual daily trips for a weekday. The traffic activity used for this Policy is established from the New Zealand Trips and Parking Surveys database and locally established traffic activity by location and land use. The trips data has been adjusted to reflect that the trips observed at the gate are influenced by the start and end destinations.

For example, a car driven from home to a place of work has activity equally allocated to both the residential and the work elements of the trip. It is further recognised that some level of traffic activity has multiple causes, and this is reflected in these calculations.

20.5. Table 4 – Water and wastewater HUEs is based on the "average" usage per household in the district divided by the average occupancy per household. The design average for residential household water usage is 0.75m³ or 750 litres per day and 800m³.

a. Calculation of water and wastewater use for a commercial land-use activity is based on the district-wide average water used by an industry type and then converted to a HUE value per 100m² of GFA.

Commercial HUEs for water and wastewater per 100m² GFA	
Health and educational facilities	0.28
Office and commercial premises	2.11
Retail activity	0.24
High water use activity (car washes, garden centres, food processing, etc)	3.88

Commercial HUEs for water and wastewater per 100m² GFA	
Industrial activity	0.29
Large mass buildings	0.03
Hospitality	1.05
Community activity	0.28
Freight and distribution	0.24

21. Goods and Services Tax (GST)

21.1. The total end-to-end process for calculation of development contributions is exclusive of GST. Once all the calculations are complete, GST is added to the final amount to be invoiced (see clause16).

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Part C: Invoices, timing of payments and enforcement

22. Invoices s198

22.1. The applicant may request an invoice to be issued for development contributions payable on any occasion that contributions are assessed. Except where: the developer has requested, and the Council has already issued an invoice.

22.2. The Council will invoice for a development contribution at the following times:

Type of consent/certificate/authorisation	Timing of invoice
A resource consent for subdivision	• At the time of application for a certificate under section 224(c) of the RMA • An invoice will be issued for each stage of the development for which a separate certificate under 224(c) of the RMA is applied for, even where separate stages are part of the same consent.
A resource consent for land use for: a. Any non-residential development for which a subdivision consent or building consent will not be necessary for the development to proceed; or b. Any residential development for which a subdivision consent or building consent will not be necessary for the development to proceed; or c. Any development for which an invoice cannot be issued on a building consent or subdivision consent.	• At the time of request for an invoice; or • immediately upon unauthorised commencement of the land use consent; whichever is the earlier.
A building consent for residential use	• At the time a request is made for a code of compliance certificate; or • certificate of public use; or • six (6) months after the time of granting the building consent – whichever is the earlier
A building consent for non-residential use	• At the time a request is made for a code of compliance certificate or • certificate of public use, or • 24 months after granting, whichever is the earlier.
Certificate of acceptance	At the time of granting of the certificate of acceptance
Authorisation for service connection	At the time of approval for connection

23. Timing of payment s198

23.1. Invoices become due for payment immediately upon issue.

23.2. Invoicing and payments including any payment arrangements will be processes in accordance with the Council's financial and debt recovery practices.

23.3. This Policy makes no provisions for a payment of a development contribution invoice to be postponed. However, Council may, at its sole discretion, agree to a payment arrangement in the context of debt recovery where contributions have not been paid by the due date. This will be administered by Councils Debt recovery team.

24. Enforcement s208

24.1. Where an invoice remains unpaid beyond ten (10) working days after the invoice is issued, the Council may invoke normal debt collection practices to recover outstanding debt including the costs associated with the debt collection; and take additional enforcement measures in the table below.

Type of consent/ certificate/ authorisation	Enforcement option
A resource consent for subdivision	Withhold a certificate under s224(c) of the RMA and may register the development contributions under Subpart 5 of Part 3 of the Land Transfer Act 2017 as a charge on the title of the land
A resource consent for land use for: Any non-residential development for which a subdivision consent of building consent will not be necessary for the development to proceed; or Any residential development for which a subdivision consent or building consent will not be necessary for the development to proceed; or Any development for which an invoice cannot be issued on a building consent or subdivision consent.	Prevent the commencement of the land use consent under the RMA and may register the development contribution under Subpart 5 of Part 3 of the Land Transfer Act 2017 as a charge on the title of the land
A building consent / certificate of acceptance	Withhold a code of compliance certificate under s95 of the Building Act 2004, withhold a certificate of acceptance under s99 of the Building Act 2004 and may register the development contribution under Subpart 5 of Part 3 of the Land Transfer Act 2017 as a charge on the title of the land
Authorisation for service connection	Withhold service connection to the development and may register the development contribution under Subpart 5 of Part 3 of the Land Transfer Act 2017 as a charge on the title of the land

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Part D: Remissions, postponements and refunds

25. Remissions s201(1)(c)

25.1. In general, the policy does not provide for remissions or reductions to development contributions for the following reasons:

a. the greater the number and range of remissions, the less transparent the administration of development contributions becomes.

b. where Council decides to advance particular strategic objectives, it is important that it does so transparently and effectively via a separate means, rather than through remitting or reducing development contributions.

26. Postponements s201(1)(c)

26.1. This Policy does not provide for postponements on payment of development contribution invoices.

26.2. Council reserves sole discretion to enter into agreements to delay payments in extraordinary circumstances on written application.

27. Refunds ss201(1)(c), 209, 210(1)

27.1. The Council will refund to the consent holder any development contribution monies or return land as it is required to do under ss209 and 210 of the LGA.

27.2. If a development contribution has been paid for a specified reserve purpose, Council will refund the money received for that purpose if the money is not applied to that purpose within 20 years of receiving the money

27.3. If land was acquired in lieu of a cash development contribution for a specified reserve purpose and has not been used for that purpose, Council will return that land in accordance with s210(1)(b) LGA.

27.4. Except in relation to development contributions or land taken for a specified reserve purpose as provided in this Policy, Council will not refund a contribution where a specific Capital project does not proceed but instead will apply the contribution to assets or projects of the same general function and purpose.

27.5. The amount of any refund will be the contribution paid, less any costs incurred by Council in relation to the development and its discontinuation, but may include any interest earned, depending on the circumstances of the case.

Related Information

S209 outlines the circumstances in which Council is required to refund money paid or return land, including who the refund must be paid to, or the land must be returned to.

S210 prescribes the circumstances for refunds of money or return of land where this was required for a specified reserve purpose.

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Part E: Reconsiderations, and objections

28. Reconsiderations ss199A, 202A(2)

28.1. Section 199A(1) of the LGA allows a person who has been charged development contributions to request a reconsideration of the charges where they believe:

- **a.** the amount was incorrectly calculated or assessed under the Policy
- **b.** the Council incorrectly applied the Policy; or
- **c.** the information used to assess the development contributions payable by the person seeking reconsideration was incorrect, has been recorded or used incorrectly, or was incomplete or contained errors.

28.2. To seek a reconsideration, the developer must:

- **a.** lodge a written request for reconsideration to Council within 10 working days after the date on which a person has received a development contributions notice from Council; and
- **b.** state the ground/s under clause 28.1 for which the applicant requests the Council to reconsider their development contribution charges; and
- **c.** provide any additional information that supports the request for reconsideration

28.3. Council will take the following steps:

- **a.** Council will review the original assessment and prepare a report that will include, but is not limited to, consideration of the following matters:
  - i. the grounds on which the request for reconsideration was made, including any new information provided;
  - ii. the purpose and principles of development contributions under ss197AA and 197AB LGA;
  - iii. the provisions of the Policy;
  - iv. any other relevant matters.
- **b.** the reconsideration request and report will be provided as part of an agenda report for a public meeting of the Council with the relevant delegations and Terms of Reference to consider the request.
- **c.** Council will consider the information provided and will make a decision.
- **d.** the Council will, in accordance with s199B LGA, notify the person of the outcome of the reconsideration within 15 working days after the day it receives all required information in relation to the request.

29. Objections ss199C-199K, Schedule 13A

29.1. Section 199C of the LGA allows a person to object to the assessed amount of development contribution that Council requires from them in:

- **a.** a notice issued to the person from Council; or
- **b.** if a notice has not been issued to the person from Council then any other formal advice of the requirement that Council has given to the person.

29.2. Council will acknowledge any objection made on one of the grounds contained under s199D of the LGA

29.3. In accordance with s199E and Schedule 13A Part 1(1) the person making the objection must:

a. Serve notice of the objection on Council within either:

i. 15 working days after the date on which the person received the requirement of development contributions notice from Council; or

ii. 16 working days from the date at which the person received Councils decision from a reconsideration review (under clause 28).

29.4. The notice of objection to be served to Council must:

a. be in writing; and

b. set out the ground/s under s199D and reasons for the objection; and

c. state the relief sought; and

d. state whether the person making the objection wishes to be heard on the objection.

29.5. The decision on any development contribution objection is to be made by a development contribution commissioner or commissioners named in the approved register and selected by the Council.

29.6. In accordance with s150A of the LGA, if a person objects to a development contribution the Council will recover from the person its actual and reasonable costs in respect of the objection.

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Part F: Other matters

30. Development Agreements ss207A-207F

30.1. Development agreements allow Council and developers to agree on an alternative way of providing or contributing to the cost of infrastructure outside of the Policy.

30.2. Where a request is made by a developer to enter into a development agreement, Council must consider that request without unnecessary delay.

30.3. Council may, at its sole discretion, enter into a development agreement where Council considers that such an agreement will be in the best interests of all parties; and

30.4. Ther development agreement complies with the statutory framework provided under ss 207A – 207F of the LGA.

30.5. Section 207D determines that no development agreement obliges the Council or any other consent authority to:

- **a.** grant a resource consent under the RMA 1991; or
- **b.** issue a building consent under the Building Act 2004; or
- **c.** issue a code of compliance certificate under the Building Act 2004; or
- **d.** grant a certificate under s224 of the RMA 1991; or
- **e.** grant authorisation for a service connection.

Related Information
A Development Agreement is defined in the LGA. Sections 207A-207C provide the framework within which Council can consider a request to enter into a Development Agreement, or by which Council can request a person to consider entering into a Development Agreement with Council. This also includes that Council must consider any request without unnecessary delay.

31. Acceptance of land or works in place of development contributions

31.1. Council requires development contributions to be paid in cash rather than land. In exceptional circumstances, and at the sole discretion of Council, an offer of land instead of cash may be considered, as part of a Development Agreement (clause 30).

31.2. Council will only accept land in lieu of a cash development contribution if the following criteria are met:

- **a.** Council considers a piece of land offered would adequately meet the purposes for which the contribution is sought and;
- **b.** the land in question will be vested as a recreational, scenic or historic reserve under the Reserves Act 1977; and
- **c.** all other matters relating to the acceptance of land in lieu of a cash are satisfactorily agreed in a Development Agreement.

31.3. For clarity, Council will not accept land in lieu of a cash development contribution for esplanade reserves for the purpose set out in s229(a) of the RMA or for a local purpose reserve (drainage reserve) under the Reserves Act 1977.

31.4. For clarity, undertaking works in compliance with Council's Engineering Standards and/or specific conditions of consent imposed under the RMA may not be offset against the requirement to pay development contributions.

32. Exemptions

32.1. Council is exempt from paying any development contributions on any development that is funded by Council if the project itself is a capital project for which development contributions would otherwise be required.

32.2. The LGA does not bind the Crown (s8 LGA) and therefore the Crown is exempt from paying development contributions.

32.3. Papakāinga developments and housing developments on Māori land, are exempt from development contributions in accordance with s102(3A) of the LGA and the principles of the Te Ture Whenua Maori Act 1993 Preamble.

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Part G: Legislative Framework and Policy Approaches

33. Legislative framework

ss101, 102, 106, 197AA-211, Schedules 13 and 13A

LGA Policy requirement	Policy Part / Clause / Section	Meets statutory compliance
Adoption of a Development Contributions Policy (**s102(1)**)	Clause 1 (Title) Clause 2 (Commencement) Clause 7 (Statutory Context)	Yes
Consultation (s**82, s83**)	Clause 8 (Policy Review) Clause 7.11 (Consultation requirement)	Yes
Review at least every 3 years (**s82, s106(5)**)	Clause 8.1	Yes
Clear methodology for calculating DCs (**s106(2)(d), s197AB**)	Clause 44 (Cost Allocation) Clause 45 (Summary) Part J (Clauses 17-20)	Yes
Schedule of Assets for which DCs are required (**s201A(1), s106(2)(d)**)	Section 1 (Clause 56 - Schedule of Assets)	Yes
Calculation based on growth capital expenditure only (**s199, s197AB(g)**)	Clauses 42 (Capital Expenditure), 44, 45 (Cost Allocation)	Yes
Fair, equitable, and transparent cost allocation (**s197AB, Schedule 13**)	Clauses 44, 45, 46 (Funding Model)	Yes
Use of Household Unit Equivalents or other demand unit (**Schedule 13**)	Clause 17, Clause 20 (HUE calculation and Table)	Yes
Provisions for reconsideration and objection (**ss199A-199K**)	Clause 28 (Reconsideration), 29 (Objections)	Yes
Clearly state activities and catchments where DCs apply (**s106(2)(d), s201A(1)**)	Clause 14 (Activities), Section 2 (Catchment Areas)	Yes
Public availability of methodology and charges (**s106(3)**)	Clause 9 (Supporting Documentation), Clause 19 (Fees Schedule)	Yes

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Exemptions per legislation (e.g., **s102(3A)** for Māori land	Clause 32 (Exemptions) especially Clause 32.3	Yes
Integration with LTP and Infrastructure Strategies (**s101, s102(4)(b)**)	Clause 7.11, Clauses 42, 48, references throughout	Yes
No duplication with Financial Contributions under the RMA (**s200**)	Clause 10 (Financial Contributions)	Yes
Enforcement Provisions (**s208**)	Clause 24 (Enforcement)	Yes
Treaty of Waitangi (**s 4**)	Clauses 4, 5.5, 32.3, 33.3 Māori land exemptions and consultation commitment	Yes
Purpose of Local Government (**s10**)	Clause 5.5, 39-41(Community Well-being), Policy Objectives, LTP linkage	Yes
Principles: Transparency, Stewardship (**s14**)	Clauses 8, 9, 14, 19, 36, 39-42 (Transparency, accountability, prudent stewardship, sustainable development)	Yes

33.1. Council's development contributions framework is required and guided by the Local Government Act 2002 (LGA), particularly sections 101, 102, 106, 197AA-211, and Schedules 13 and 13A. The LGA mandates that territorial authorities adopt a policy governing how and when development contributions are to be assessed and levied and specifies both process and policy content.

33.2. In developing this Policy, Council has:

- **a.** Ensured compliance with section 102(2)(d) (requirement for a DC policy),
- **b.** Addressed procedural matters under section 106, including consultation and public availability of methodologies,
- **c.** Followed the requirements for calculation, content, and schedule of fees and assets, as per sections 197-211 and Schedule 13,
- **d.** Referenced section 201A(1) in separating Schedules of Assets into catchments, clearly articulating the allocation between growth and non-growth.

33.3. All processes under this Policy, including reviews, amendments, and collection, are subject to public consultation (special consultative procedure, s83 LGA), and integration into Council's core financial planning documents, namely Te Pae Tata Three Year Long Term (LTP), the Infrastructure Strategy, and guiding documents such as FN2100 and the Te Pātukurea–Kerikeri Waipapa Spatial Plan (Spatial Plan).

33.4. Per section 204(1) LGA, contributions collected must only be spent on the intended activity, promoting transparency and reinforcing Council's stewardship role.

34. Policy approaches and drivers 197AA, Schedule 13

The Council has determined, through the adoption of this Policy, that development contributions are a preferred funding mechanism for growth-related capital expenditure. Council's approach to development contributions is shaped by policy rationale, best practice, and statutory requirements, all tailored to Far North's growth context:

34.1. Use of Development Contributions as a Core Funding Tool:
Development contributions are a preferred funding mechanism for growth-driven capital expenditure. This aligns with the purpose and principles in ss197AA-197AB LGA, ensuring that those creating demand (developers) pay a fair, equitable, and proportionate share of costs, protecting existing ratepayers from disproportionate burdens. The purpose of the development contributions provisions in the LGA is to enable territorial authorities to recover from those persons undertaking development a fair, equitable and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.

34.2. Integration with Council's Strategic Planning:
The Policy is grounded in, and helps, implement the vision and directions of the Te Pae Tata – Three Year Long Term Plan (LTP), Infrastructure Strategy, Far North 2100 (FN2100), and Te Pātukurea– Kerikeri Waipapa Spatial Plan (Spatial Plan). This ensures that funding for infrastructure keeps pace with growth, enabling sustainable development and achieving key Council outcomes such as resilient communities, Māori partnership, and prosperity. Growth within the District drives a significant portion of Councils capital works. Council considers it equitable that those undertaking a development should contribute to the costs that Council has or will incur to service such growth.

34.3. Transparency and Equity:
Transparent cost allocation is achieved using Household Unit Equivalents (HUEs) being used to determine Council's units of demand, as directed by Schedule 13 LGA. Using demand modelling and robust data to apportion costs fairly between renewal, growth, and backlog, the methodology and results are made available as required by s106(3) LGA.

34.4. Targeted Exemptions and Equitable Outcomes:
Council has established limited, statute-driven exemptions for the Crown, Council developments, housing developments on Māori land and papakāinga housing. These exemptions for Māori land and papakāinga housing complies with Council's requirements under s102(3A) LGA and are consistent with the Preamble to Te Ture Whenua Maori Act 1993. The decision to exempt these types of development responds directly to statutory requirements and acknowledges the historic and legal barriers associated with the unique tenure and governance arrangements of Māori land. This Policy approach supports equitable outcomes, honours Council's obligations under the Treaty of Waitangi broader well-being provisions in sections 10, 14, and 101 of the LGA.

34.5. No Remissions or Postponements:
This Policy does not provide for remissions or postponements of DCs, prioritising the integrity of growth-related funding. However, payments plans may be considered as part of Council's internal debt recovery processes, ensuring fiscal prudence in alignment with section 201(1)(c) LGA.

34.6. Comparative Benchmarking and Review:
Council has benchmarked this Policy's charges against peer councils (e.g., Kaipara, Whangārei, Queenstown Lakes, etc.), ensuring that the final charge levels are proportional, justified, and defensible.

Council's evidence-driven, transparent and statutorily compliant approach ensures the Utu Whakawhanake - Development Contributions Policy 2025 is fair, enables sustainable community growth, and aligns with the objectives of the district's most significant planning documents.

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Part H: Rationale for funding growth with development contributions

35. Introduction

ss106(2)(c), 101(3)

Council's rationale for using development contributions is underpinned by statutory requirements and best practice:

35.1. Growth communities should bear a proportionate share of capital costs for infrastructure needed due to development, protecting existing ratepayers from unsustainable increases and supporting fair, sustainable growth (s101(3) and s106(2)(c) LGA).

36. Community outcomes

s101(3)(a)(i)

36.1. Funding growth through development contributions supports the community outcomes stated in the LTP, including social and economic well-being, resilience, and cultural vitality. By directly linking infrastructure to new demand, Council can better deliver strategic priorities and enable thriving, inclusive communities.

37. Distribution of Benefits

37.1. Council analyses the distribution of benefits for each infrastructure activity, as required under s101(3)(a)(ii) LGA:

- **a.** growth-generated assets benefit both the new (growth) and existing communities
- **b.** the apportionment of costs is based on identified benefits; and
- **c.** modelling tools ensure robust cost and benefit allocation, integrating best practice and sector norms.

37.2. The process of cost and benefit allocation uses a modelling tool, which calculates and records:

- **a.** the decisions made about the drivers of a Project, i.e., the reasons Council has undertaken the Project and who will benefit from the Project
- **b.** the allocation of costs between the beneficiaries
- **c.** the share of infrastructure cost that can be attributed to the existing and growth communities, through rates and development contributions respectively.

37.3. In summary, how the capital expenditure and benefit allocation is identified for analysis can be seen in the table below:

Capital Expenditure	Explanation
Renewal expenditure	Benefits the existing community only and replaces the existing asset base.
Increased Levels of Service	Capital expenditure that benefits all the community including the growth community.
New service expenditure	Capital expenditure to provide benefits to both the existing and the growth community on a pro-rata basis.

Growth expenditure	That which benefits and is needed to meet projected growth in the community, estimated over the next 10 years. Asset capacity which provides benefits beyond that period will be allocated to future growth communities and may form part of future development contributions.

37.4. The Level of Service supplied for most Activities generates a benefit that is enjoyed by the whole community, both existing and growth. There is no mechanism to exclude one group from the higher service level at which the Activity is provided.

37.5. The existing community and the expanding existing community will fund any excess until future demand beyond 10 years occurs and the development contributions include recovery of that excess.

37.6. There is recognition of transitional benefits to the existing community and the incoming growth community that may occur in some circumstances because of excess capacity provided in anticipation of growth. This is often perceived as an improvement in Level of Service, but if there has been no change in the planned Level of Service this is an 'improvement' that will be eroded over time as growth takes up that additional capacity.

37.7. It is recognised that there are components built into the existing network with excess capacity which will benefit the growth community. These components are not included in the development contributions calculations. Therefore, the growth community benefits from some significant past capital expenditure without incurring any additional charges.

38. Benefits period

s103(3)(a)(iii)

38.1. Council determines:

- **a.** within individual Asset/Activity Management Plans, the length of time over which an asset created will provide a benefit to the community; and
- **b.** the capacity of that asset; and
- **c.** the amount of capacity that will be utilised by the growth community.

38.2. The benefit period used aligns with asset lifespans and capacity plans within Activity/Asset Management Plans and the LTP. Both existing and growth communities share asset benefits across time, and both are charged according to the periods during which they enjoy those benefits, maintaining intergenerational fairness (s101(3)(a)(iii) LGA).

39. Contributions to the need for the Activity

s101(3)(a)(iv), Schedule 13

39.1. Modelling undertaken by Council (Schedule 13 LGA) demonstrates that the need for new/expanded infrastructure arises predominantly from growth (measured in HUEs), justifying the use of DCs as the primary funding source for the growth portion of projects.

39.2. Where infrastructure addresses backlog or lifts levels of service, these elements are funded from rates and other sources, not DCs.

40. Transparency of funding

ss101(3)(a)(v), 197AB, 101(3)

40.1. Council has structured the policy and catchment definitions for maximal transparency-as required by ss101(3)(a)(v), 197AB, 106(3) LGA, enabling all stakeholders to see:

- **a.** how projects are funded (growth vs. renewal vs. backlog)
- **b.** what catchments are affected and why; and
- **c.** how and why rates and DCs are allocated.

40.2. Activities

- **a.** Funding at an Activity level allows:
  - i. for improved transparency and efficiency, and assists in defining the appropriate share of actual costs to be paid by the growth community
  - ii. the decision making to be more transparent and accountable by providing reasoning as to why a Project is being undertaken
  - iii. consideration of whether ratepayers are being asked to contribute to infrastructure capacity that they do not require. This contributes substantially to intergenerational equity.
- **b.** Council has however, for the reasons of administrative and economic efficiency, allocated some potential-growth related expenditure over all Activities to the existing community. This is because the cost of determining the proportionate growth component would be greater than the costs likely to be recovered through development contributions.

40.3. Catchments

- **a.** In determining catchments, Council has endeavoured to balance service delivery considerations, growth patterns, administrative efficiency, benefits, costs and wider considerations of public good and fairness.
- **b.** The use of catchments assists in transparency and efficiency by identifying the variations in the cost of providing infrastructure according to the characteristics of a particular locality and the nature of the works required.
- **c.** Council has determined to use those catchments detailed in Section 2 of this Policy, having regard to ss101(3) and 197AB, and taking into account a range of considerations, including:
  - i. the predicted growth within the catchments
  - ii. the Projects planned within the catchments and who creates the need for, and will benefit from, those Projects
  - iii. the administrative efficiency of managing assets at a practical level
  - iv. geographical and technical aspects of Projects
  - v. Levels of Service
  - vi. matters of consistency
  - vii. balancing of practical and administrative efficiencies with fairness and equity
  - viii. the avoidance of district-wide catchments where practical.
- **d.** In seeking to apportion development contribution charges in a fair and equitable manner Council has identified some specific capital Projects as being unique to certain areas of the district, and the growth in these areas as the primary driver behind Projects. Council has separated out these areas and the associated Projects as individual catchments (see Section 2 of this Policy). Capital Projects within the catchments will attract defined, catchment related development contribution charges.

e. After considering the distribution of benefits and impact on and from the local and district-wide community on these Projects, Council has decided that the development growth within the catchments should contribute proportionately towards funding the Catchment Projects, and in some cases the District-Wide Projects also.

f. However, the use of particularly small catchments, together with varying market conditions and the decisions of individual developers and purchasers has the potential to create anomalies within the development contributions, and the funding of infrastructure. Council balances administrative efficiency and transparency in determining Catchment size and locality.

g. Should a development straddle more than one Catchment, the HUEs will be allocated on a pro-rata basis.

41. Impact on community wellbeing s101(3)(b)

41.1. his funding rationale supports well-being across all dimensions:

a. DCs will help fund growth infrastructure in a way that manages affordability for the existing community.

b. The Policy enables infrastructure needed for new housing, communities and economic development, as identified in Council's LTP, Infrastructure Strategy, FN2100 and Spatial Plan;

c. the Policy responds to Māori aspirations and barriers, via targeted exemptions and consultation; and

d. ensures growth pays its way, supporting prudent stewardship, resilience, and prosperity for the District (ss10, 14 LGA).

Part I: Capital Expenditure

42. Expected expenditure and incurred expenditure s199(2), 201A(1)

42.1. Section 199 of the LGA allows for Council to require a development contribution from a development for capital expenditure:

a. expected to be incurred as a result of or in anticipation of growth; or

b. already incurred in anticipation of growth.

42.2. The total estimated capital expenditure Council expects to incur, as a result of growth, to meet increased demand for community facilities, is summarised in the Schedules of Assets in Section 1 of this Policy.

42.3. The growth element of the Projects selected by Council will be funded or part-funded by development contributions. This amount is arrived at after funding from other sources has been deducted. Level of Service enhancement and renewal portions of capital expenditure will be funded from sources other than development contributions (e.g. depreciation funding, rates, user charges, etc.).

42.4. Where Council anticipates funding from a third party for any part of the growth component of the capital expenditure budget, then this proportion is excluded from the total estimated growth component to be funded by development contributions.

Part J: Determination of development contribution charges

43. Calculation Summary ss202, 201(a)

43.1. This section of the Policy sets out in summary form an explanation and justification of how the development contributions have been calculated for the Development Contributions Charges Schedule (Section 1 of this Policy).

43.2. From Council's capital expenditure Projects identified in the LTP, Council has:

- **a.** determined the Activities for which development contributions will be required
- **b.** determined the Levels of Service for each Activity
- **c.** recorded the Catchment where the project provides capacity to meet demand (Section 2 of this Policy)
- **d.** summarised the capital Projects (with growth component identified) that are included in determining the development contributions charges.
- **e.** deducted from the project costs all reasonably anticipated funding from third parties and allocated the costs between growth and non-growth
- **f.** recorded the capacity and life of the Projects, the growth cost share that will be assigned to the demand reported in the Growth Model
- **g.** allocated costs to each Household Unit Equivalent; and
- **h.** assessed each Activity, (and Project where appropriate) that is to be funded wholly or in part by development contributions against the considerations in s101(3) of the LGA.

43.3. To undertake a cost allocation analysis using the Cost Allocation Methodology (clause 44) to determine the share of cost to growth, Council has considered:

- **a.** the capacity and demand requirements of the current levels of service identified in the LTP, to determine the growth share of the Project cost as well as the renewal, and level of service investment portions to be funded by rates
- **b.** the outcomes of the Cost Allocation Methodology are summarised in this Policy stating the proportion of capital expenditure to be funded by development contributions and other sources of funding (Section 1 of this Policy).

43.4. The Growth Model (clause 48.1) shows the changes in household numbers, and a similar level of growth is assumed for business floor areas. Based on this, Council has determined for each Activity and Activity Catchment:

- **a.** the changes in demand for service from the existing and growth communities over the capacity life of the Project
- **b.** the measures of household and business demand.

43.5. In undertaking a funding analysis of each Project to determine the total cost of growth for each unit of demand, Council has:

a. determined the growth cost share of individual projects funded by development contributions from each of the projects incoming growth demand units in the Catchments serviced by the Project over the capacity life of the Project; and

b. aggregated the outcomes of the funding analysis for each project by Activity and Catchment to determine the development contributions charge for the Activity and Activity Catchment.

43.6. This process includes internal and external reviews of the Projects, cost allocation analysis and funding analysis to test and verify the assumptions and accuracy of the Project data.

44. Cost Allocation Methodology introduction

s106(3), Schedule 13

44.1. The Cost Allocation Methodology (the CAM) used in this Policy is based on an assessment of the underlying drivers of expenditure. The CAM is applied to the programmes of capital expenditure delivering the levels of services defined in the LTP at an Activity level for capital expenditure set out in the LTP.

44.2. For the purpose of the above, 'programmes' are planned capital expenditure designed to deliver defined Levels of Service, and 'projects' are planned or completed projects delivering the programme. These are described as Projects throughout this Policy. The analysis to determine the cost of growth has been undertaken at both programme and project level as appropriate for that Level of Service and Activity.

44.3. The CAM takes the planned costs of a proposed project and, where applicable, identifies and assigns a growth component. Only the growth component or part of the growth component of a Project is recovered through development contributions.

45. Summary of Cost Allocation Methodology

ss197AB(g), 201(1)(a)

45.1. This section of the Policy provides a summary of the CAM, and a high-level description of the process used to determine the Development Contribution Charges Schedule (Clause 19).

a. The scope and gross cost of a qualifying Project is reviewed, and any non-capital (operations and maintenance costs) are excluded.

b. Catchments are established after taking into account the principles in s197AB (clause 40).

45.2. To determine the growth component of projects, a two-stage process is followed:

a. first is to identify any renewals component of investment to reach "Growth Attributable Cost" (GAC).

b. secondly, is to determine the underlying drivers for investment to identify which proportion of the GAC is recovered from development contributions.

45.3. The following flow chart is used to identify the renewal component, and GAC of projects which include replacement of existing assets:

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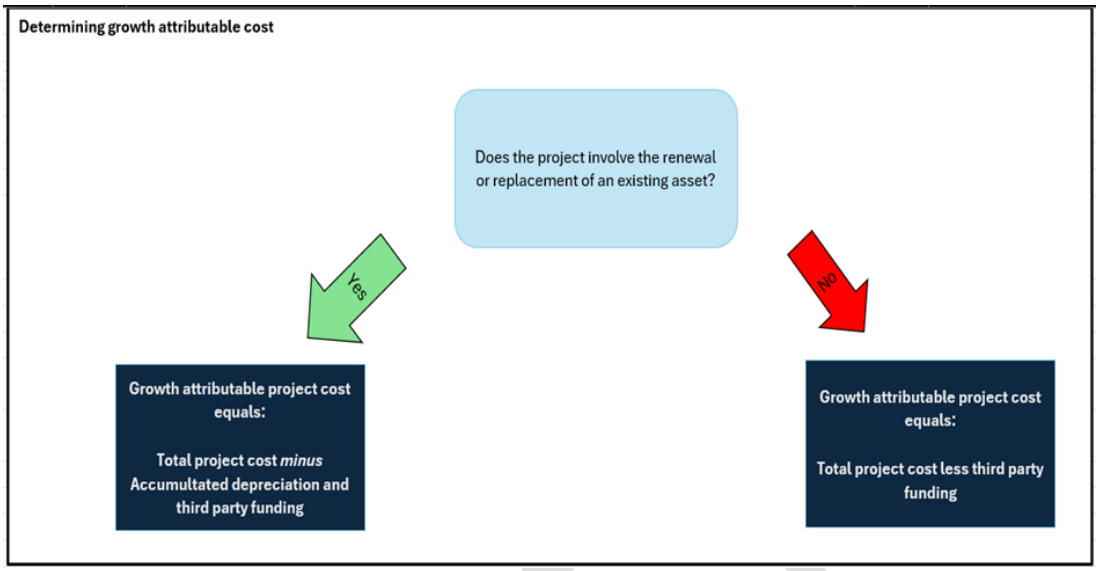

45.4. Once the GAC has been determined, an assessment is completed to determine the growth share of costs.

45.5. The growth share of costs is determined based on the extent to which growth causes the need for infrastructure ('exacerbator pays') and the extent to which the growth community benefits from the infrastructure ('beneficiary pays').

45.6. The exacerbator pays and the beneficiary pays principles have been assumed to be equally applicable for all infrastructure.

45.7. The following flow chart is used to identify the proportion of a project's GAC that is able to be recovered from the growth community:

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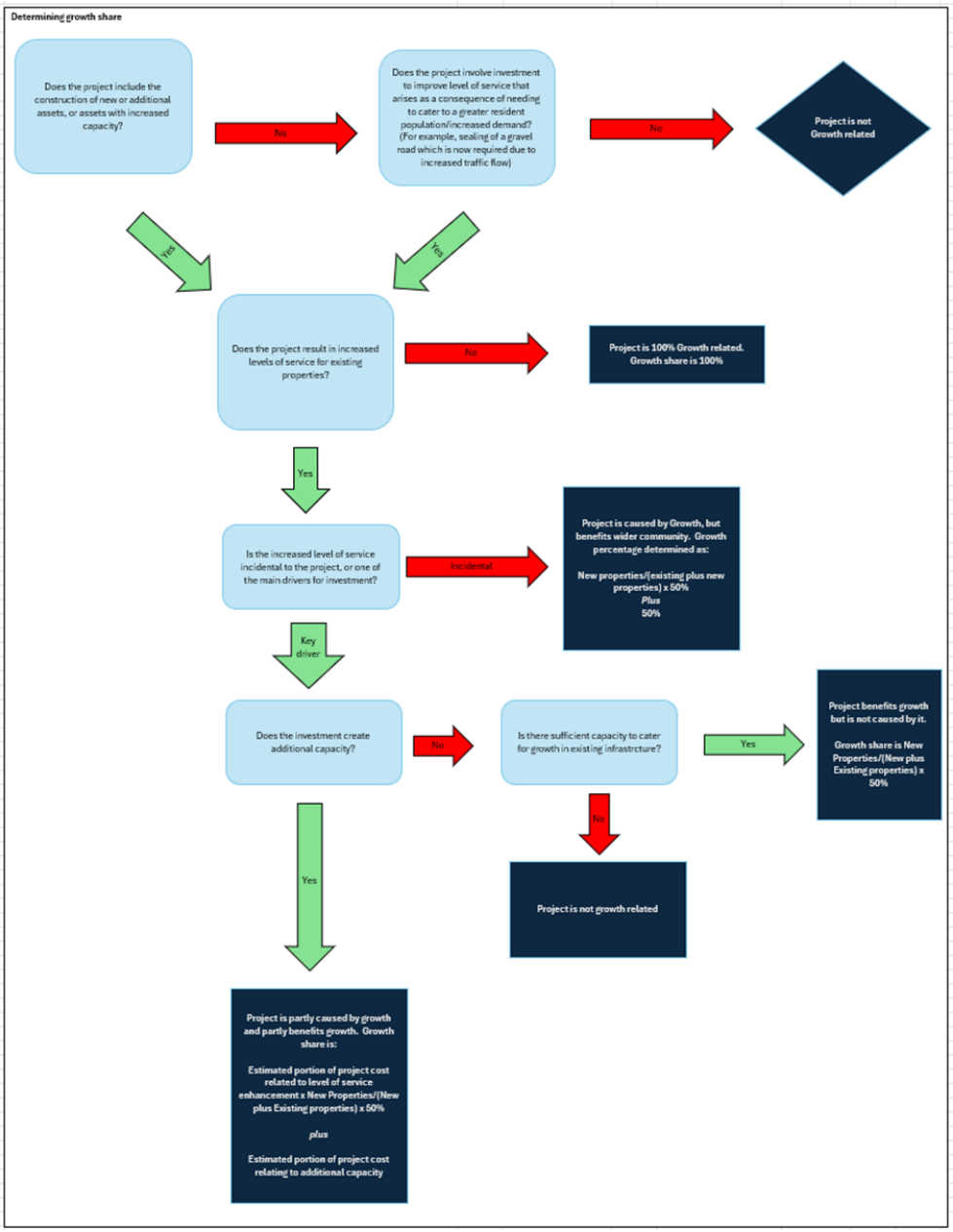

45.8. Any remaining share is defined as 'unallocated' and is not funded by development contributions. This share is ultimately funded from rates (though debt may be used to finance this investment).

45.9. Capacity, useful life information and funding periods are used to determine the period over which contributions are identified to be collected.

45.10. The Funding Model (clause 46) is then used to identify the appropriate portion of the cost of growth (that which is allocated to the growth community) after considering all the factors outlined in Part J.

46. The Funding Model

Schedule 13

46.1. The purpose of the Funding Model is to ensure an equitable assessment of the funding requirements to support development contributions calculations and to provide a consistent and legislatively compliant methodology in accordance with Schedule 13 of the LGA.

46.2. The Funding Model determines the development contribution charge necessary to fund the total cost of the capital expenditure supporting growth.

46.3. The Funding Model takes that portion of gross costs allocated to the growth community by Project and calculates costs in relationship to the Growth Model projections (clause 48) by Household Unit Equivalents.

46.4. The resulting development contribution charges are calculated in accordance with the Methodology for calculating development contributions and are found in the Development Contributions Fees Schedule at clause19.

46.5. The Funding Model takes into account:

- **a.** the funding requirements to support the cost of growth infrastructure
- **b.** equitable application of those funding requirements to the incoming growth community
- **c.** interest on borrowing to implement growth infrastructure
- **d.** interest on contributions received in advance of provision of growth infrastructure.

Part K: Significant assumptions

47. Introduction

s201(1)(b)

47.1. Section 201(1)(b) LGA requires the Policy to state significant assumptions underlying the calculation of the schedule of development contributions. Throughout the process of determining the development contributions schedules of this Policy, Council has used the best available information at the time.

47.2. All relevant components of the assumptions provided in this section of the Policy are reviewed and updated as part of each statutory review. Any significant change to these assumptions may trigger an out of cycle review.

48. Growth

48.1. The Growth Model for the Far North District has been developed using:

- **a.** projections provided by Infometrics and Market Economics, for areas other than Kawakawa and Kaikohe, with adjustments made where necessary to reflect known areas of higher growth within the Far North District and was last reviewed in June 2022;
- **b.** estimated housing capacity to be unlocked in Kawakawa and Kaikohe through the associated funded capital works, as identified in funding application produced to secure funding from the Infrastructure Acceleration Fund.

48.2. The Growth Model assumes:

a. growth in the Far North is continuing to occur at a fast pace. Growth is particularly focussed in the Kerikeri and Waipapa areas. By 2054 FNDC's population is expected to grow from 73,500 to 83,187. The total business floor area will increase at a similar rate to population growth.

48.3. Growth projections are subject to uncertainties as to the quantum, timing and location of growth. Regular reviews will be undertaken as a key component of planning future network and community infrastructure requirements.

48.4. Te Pātukurea - Kerikeri Waipapa Spatial Plan provides substantial long-term analysis of the anticipated growth in those areas and guides Council's infrastructure planning and strategic activities.

48.5. Council's growth assumptions for the LTP inform the Asset/Activity Management Plans and capital expenditure budgets in the LTP. These have been made based on the best information available at the time of Policy development.

48.6. Additionally, Council's Infrastructure Strategy informs Council decision making in the short and long term and includes scenarios for the LTP and for an additional 2 years (for a total of 5 years).

48.7. The LTP details capital Projects to be undertaken over a 3-year timeframe. Development contributions include capital Projects (with a growth element) included within the LTP. In additions, projects beyond the LTP period where it has been identified that these are necessary to support growth scenarios in Te Pātukurea - Kerikeri Waipapa spatial plan, or where these were previously included in Council's LTP are also included in Policy. A long- term horizon has been used to develop the Growth Model, and various timeframes have been used for the development of Asset/Activity Management Plans in line with the expected life of the asset. Therefore, any single Project has a number of different variables that must be taken into account when calculating a development contribution.

48.8. The predicted rates of growth have been used to calculate growth in terms of HUEs. Predicted HUEs are shown per Activity and per Activity Catchment within the Funding Model. A HUE is defined as being equivalent to the demand generated by an average dwelling. It is recognised that household units vary throughout the District and the demands they generate have a broad range. Given the size of the Catchments used in calculating development contributions an implied averaging is used, this approach is considered appropriate in terms of the principles of development contributions and in accordance with Schedule 13 of the LGA.

49. Risks and growth-related assumptions

49.1. There is a risk that the Growth Model assumptions will not eventuate, resulting in a change to the assumed rate of development. The impact of any such changes on the total development contribution charge for each HUE will depend on the extent of any differences between projected and actual growth. To minimise this risk, Council will review growth assumptions regularly as part of this Policy's review. While these assumptions are reviewed every three years due to statutory review requirements, Council can also choose to undertake a review earlier if circumstances require.

49.2. That the lag between expenditure incurred by Council and contributions received is different from that assumed in the Funding Model and that the costs of capital Projects are greater than expected. This would result in an increased debt servicing cost. Conversely growth at a faster rate would reduce debt servicing and thus incurring lower charges in future policies.

50. Capital Projects – assumptions

50.1. To support anticipated growth, Council has assumed the budgeted capital Projects programme of the LTP and Infrastructure Strategy will be necessary. If the anticipated growth does not occur, it is most likely that the Capital Projects programme will be re-sequenced or subtly accelerated or slowed rather than substantially changed.

50.2. Capital Projects may be substituted within an Activity group or programme of projects that will not necessarily have an effect on the development contributions calculated for that Activity.

51. Estimated cost of capital expenditure

51.1. It is likely that actual expenditure will differ from estimated expenditure due to factors beyond Council's control, including, but not limited to:

- **a.** changes in the price of raw materials and labour; and
- **b.** the timing of capital Projects occurring

51.2. Council makes every effort to incorporate these variables into cost calculations and updates all relevant information to inform future reviews.

52. Interest rates

52.1. The interest rates used within the Funding Model are set in the LTP and are found in the Significant Forecasting Assumptions source documentation for interest received or paid to account for the borrowing Council has undertaken to complete capital projects in anticipation of growth requirements.

53. Level of Service

53.1. A Level of Service is the standard of a service that Council provides for each Activity.

53.2. The Activity/Asset Management Plans and their defined 'Level of Service' statements form the basis of identifying capital Projects required to meet projected growth.

53.3. Any requirement to increase the Level of Service for existing users will be funded by rates and other funding mechanisms and will not be funded by way of development contributions.

53.4. Where a project results in increased level of service for the future growth community, a portion of the project costs relating to that benefit may be recovered through development contributions.

54. Financial assumptions ss106(2B)(2C), 197

54.1. The following financial assumptions have been applied:

- **a.** all future Project costs are based on current known infrastructure prices at present value
- **b.** income generated from rates and user charges will be sufficient to meet the operating costs of growth-related capital expenditure into the future
- **c.** all New Zealand Transport Agency (Waka Kotahi) subsidies will continue at present levels and that eligibility criteria will remain unchanged; and
- **d.** the methods of service delivery will remain substantially unchanged.

54.2. All figures in the Development Contribution Charges Schedule (clause19) are expressed in 2025 dollars and these will be amended as appropriate in accordance with the Producer Price Index Outputs for Construction (PPI) on an annual basis.

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54.3. For clarity, and as stated in clause 7.4, Council may vary the Schedules of Assets from time to time in accordance with s201A(5) of the LGA.

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Section 1: Schedule of Assets

55. Introduction

55.1. All projects included in the schedules of assets for future capital expenditure are included in either Council's LTP or its Infrastructure Strategy.

55.2. This part contains the Schedules of Assets for which development contributions will be used.

55.3. The calculations and documentation supporting the capital expenditure are available for examination at the offices of Council.

56. Schedule of Assets – Growth related expenditure for current and future Projects included in the LTP

ss201A(3), 106(2)(d)

Planned expenditure covers current and future expenditure on Projects in the LTP (including those costs beyond the LTP period).

Catchment	Programme/ Project name	Planned capital expenditure	Planned capital expenditure funded from development contributions (% attributed to growth model)	Planned capital expenditure funded by other Sources (Project balance after DC)	Project Source
Water supply					
Kerikeri/ Waipapa	Waipapa Water Storage Upgrade	$300,000	$191,982 (64%)	$108,018	KKWSP
Kerikeri/ Waipapa	Kerikeri Water Source Connection Improvements to Lake Waingaro	$2,771,000	$1,773,272 (64%)	$997,728	LTP
Kerikeri/ Waipapa	Kerikeri Water Network Upgrade to Heritage Bypass	$11,757,000	$7,523,769 (64%)	$4,233,231	LTP
Kerikeri/ Waipapa	Kerikeri Water Treatment Plant Upgrade	$7,717,000	$2,469,207 (32%)	$5,247,793	LTP
Kerikeri/ Waipapa	Waipapa Water Treatment Plant Development	$10,000,000	$6,399,395 (64%)	$3,600,605	IS/LTP

Catchment	Programme/ Project name	Planned capital expenditure	Planned capital expenditure funded from development contributions (% attributed to growth model)	Planned capital expenditure funded by other Sources (Project balance after DC)	Project Source
Kaikohe	IAF Water supply reticulation upgrades	$4,085,036	$495,898 (12%)	$3,589,138	LTP
Kaikohe	IAF Water supply treatment upgrades	$10,696,278	$1,070,509 (10%)	$9,625,769	LTP
Kawakawa	IAF Water supply reticulation upgrades	$1,873,192	$416,547 (22%)	$1,456,645	LTP
Kawakawa/ Moerewa	IAF Water supply treatment upgrades	$9,899,612	$1,347,729 (14%)	$8,551,883	LTP
Water supply	**Subtotal**	**$59,099,118**	**$21,688,307**	**$37,410,811**	
Stormwater					
Kerikeri/ Waipapa	Kerikeri Stormwater Network 61 Cobham Road Extension Upgrades	$125,000	- (0%)	$125,000	LTP
Kaikohe	IAF Stormwater Controls and Stop Banks	$1,367,753	$101,508 (7%)	$1,266,245	LTP
Stormwater	**Subtotal**	**$1,492,753**	**$101,508**	**$1,391,245**	
Wastewater Services					
Kerikeri/ Waipapa	Kerikeri Wastewater Treatment Plant Upgrade - Stage 2 and 3 (KK/Waipapa))	$16,000,000	$10,239,032 (64%)	$5,760,968	IS/LTP
Kerikeri/ Waipapa	Kerikeri Wastewater Storage Pump	$600,000	$383,964 (64%)	$216,036	LTP

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Catchment	Programme/ Project name	Planned capital expenditure	Planned capital expenditure funded from development contributions (% attributed to growth model)	Planned capital expenditure funded by other Sources (Project balance after DC)	Project Source
	Capacity Improvements				
Kerikeri/ Waipapa	Kerikeri Wastewater Network Upgrades	$28,000,000	$17,918,306 (64%)	$10,081,694	IS/LTP
Kaikohe	IAF Wastewater reticulation upgrades	$15,710,875	$6,582,618 (42%)	$9,128,257	LTP
Kaikohe	IAF Wastewater treatment upgrades	$6,549,031	$2,684,206 (41%)	$3,864,825	LTP
Kawakawa	Kawakawa WWTP Stream Diversion	$399,000	$139,410 (35%)	$307,536	LTP
Kawakawa	Kawakawa Wastewater Network Gravity System Redesign	$225,000	$15,723 (7%)	$259,590	IS/LTP
Kawakawa	IAF Wastewater reticulation upgrades	$11,655,719	$3,249,941 (28%)	$8,405,778	LTP
Kawakawa	IAF Wastewater treatment upgrades	$7,961,937	$1,880,839 (24%)	$6,081,098	LTP
Wastewater Services	**Sub-Total**	**$87,101,562**	**$43,094,038**	**$44,007,524**	
Roading and Transport					
Bay of Islands - Whangaroa	Standalone Kerikeri CBD Bypass	$20,000,00	$10,893,666 (54%)	$9,106,334	IS/LTP
Bay of Islands - Whangaroa	Opua to Paihia (Northland Integrated Cycling Implementation Plan) - Extension of the Twin Coast Cycle trail	$769,542	$138,848 (18%)	$630,694	LTP

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Attachment 2

Supporting Report
The proposed draft *Utu Whakawhanake – Development Contributions Policy 2025*

1. Executive Summary

The proposed draft Utu Whakawhanake – Development Contributions Policy 2025 (draft Policy) proposes to reintroduce development contributions (DCs) in the Far North District for the first time since 2015. This proposed draft Policy seeks to establish a sustainable and equitable mechanism for funding infrastructure needed to accommodate growth, ensuring that developers, rather than existing ratepayers, meet a fair and proportionate share of new infrastructure costs.

The proposed draft Policy is firmly grounded in the Local Government Act 2002 (LGA), aligns with relevant Council strategic objectives, and has been benchmarked against similar councils to ensure its proposals are both justified and defensible. Infrastructure categories covered include roads, water supply, wastewater, stormwater, parks and community facilities. DC charges are calculated using a transparent methodology based on Household Unity Equivalents (HUEs), which reflect the demand developments place on Council assets.

Critical features of the proposed draft Policy include:

- ***Transparent Cost Allocation***: Costs are apportioned based on demand modelling and principles of equity and intergenerational fairness, ensuring beneficiaries pay their share.
- ***Affordability and Equity***: Specific exemptions for Māori land and papakāinga housing respond to the unique demographic profile of the Far North District, and qualitative data supports affordable rates in low-growth areas.
- ***Robust Consultation and Accountability***: Formal consultation, clear mechanisms for revisiting the proposed draft Policy periodically, and accessible charging schedules empower stakeholder involvement.
- **Alignment with Vision and Strategies**: The proposed draft Policy underpins Council's vision for resilient, sustainable growth and links directly to documents including Te Pae Tata - Three Year Long Term Plan, Infrastructure Strategy, Te Pātukurea– Kerikeri Waipapa Spatial Plan, and Far North 2100.
- **Benchmark Analysis:** Comparative review demonstrates that proposed DC charges found in clause 19 of the proposed draft Policy are not excessive and respond appropriately to the District's infrastructure needs and growth pressures.

By reintroducing DCs, Council seeks a fairer, more transparent approach to growth-related funding. The proposed draft Policy places particular priority on open engagement with Iwi/Māori and the wider community, as well as prudent stewardship for current and future ratepayers.

A review of the DCs approach revealed that key findings include the reintroduction of charges closely reflecting infrastructure demand, the alignment of the proposed Policy with both statutory and community objectives, and the provision of targeted exemptions. The proposed draft Policy proposes Schedules and charging methodologies that ensure proportionality and transparency.

The anticipated outcomes are strengthened financial sustainability for growth-related infrastructure and a measurable shift in funding responsibility from existing ratepayers to developers, supporting the District's long-term resilience and prosperity.

a. Purpose

To help Elected Members and the public better understand the proposed draft Policy and feel prepared to take part in the upcoming consultation process.

b. Context

The Far North District Council has not collected DCs since 1 July 2015 due to an amendment made to the Development Contributions Policy in 2014. Consequently, all infrastructure projects, including those related to growth, have been primarily funded by existing ratepayers and external funding streams. This reliance on existing ratepayers is not a sustainable solution for supporting growth in the long-term neither is it equitable.

In response to these challenges, Council is considering adopting the proposed draft Utu Whakawhanake-Development Contributions Policy 2025, to replace the current 2015 Development Contributions Policy. The proposed draft Utu Whakawhanake-Development Contributions Policy 2025 aims to reintroduce the requirement and collection of DCs in reply to growth pressures, and the need to establish a transparent and equitable funding mechanism for growth-related infrastructure.

TABLE 1: FNDC-Development Contributions Policy Timeline

Date/Period	Action/Status
2001	Council adopts first Development Contributions Policy to fund growth-related infrastructure
2014	Development Contributions Policy 2013 is amended to suspend development contribution charges. (Development Contributions Policy 2015 – current). Response due to the post-Global Financial Crisis negatively impacting development activity.
2014-2022	Development Contributions Policy 2015 remains unchanged through its two statutory reviews. Council relies on Financial Contributions and Development Agreements for infrastructure requirements (note only 2 significant developments have entered into Development Agreements and Financial contributions were only taken for reserves and carparking as per the Financial contributions Policy in the District plan)
2021-2031 Long Term Plan review	Development Contributions Policy 2015 reviewed as part of the Revenue review. Council commits to reintroduce development contributions.
16 December 2021	Council resolves to amend the Development Contributions Policy 2015 for the 2024-2034 Long Term Plan
June 2022	Growth projections reviewed to inform future infrastructure needs
2023	Three Waters reforms introduced by Central Government prevent application of development contributions to three waters infrastructure. Council had insufficient evidence for other infrastructure assets to include in a Development Contributions Policy.

17 February 2024	Central Government repeals Three Waters legislation. Council regains development contributions powers for waters infrastructure.
14 March 2024	Council approves development of a draft Financial Contributions chapter for the District Plan that will progress as a plan change following the Proposed District Plan adoption.
March – June 2024	Staff prepare and internally review infrastructure projects to inform the draft Development Contributions Policy. Draft Development Contributions Policy reviewed internally by staff – best practice
12 June 2024	Elected members provide feedback on draft Development Contributions Policy at Council workshop
14 November 2024	The Development Contributions Policy Review report presented to Council. Council resolves to develop a new Policy rather than amend the Development Contributions Policy 2015 (res: 2024/158).
November 2024 – July 2025	Staff prepare a new draft Development Contributions Policy for public consultation.
11 March 2025	Elected members provide feedback on a draft Development Contributions Policy direction at Council workshop
July 2025	Council considers the Draft Policy for public consultation using a section 83 LGA process.

The proposed draft Policy has been developed in alignment with recent Council decisions and historical directions (Table 1).

The proposed draft Utu Whakawhanake – Development Contributions Policy 2025, is statutorily compliant with the LGA, addresses the Policy issues identified in the review of the current 2015 Policy, and complies to Council directions.

The proposed draft Policy establishes a transparent and robust framework achieves legislative compliance and addressed the Policy issues found through the review of the Development Contributions Policy 2015.

2. How the draft Policy supports Council to achieve its statutory obligations under the LGA.

The draft Policy aligns and supports Council to achieve its obligations under the purpose of Local Government[1], financial responsibilities[2], and the principles relating to local authorities[3] under the LGA in the following ways:

[1] Section 10 Local Government Act 2002. *Purpose of Local Government*
[2] Section 101 Local Government Act 2002. *Financial Management*
[3] Section 14 Local Government Act 2002. *Principles relating to local authorities*

Section 10 LGA: Purpose of Local Government

To "*enable democratic local decision-making and action by, and on behalf of, communities and promote the social, economic, environmental and cultural well-being of communities in the present and for the future*".

a. Enabling Democratic Local Decision-Making

The proposed draft Policy must be adopted by Council resolution and requires public consultation in accordance with either section 82 or 83 of the LGA[4]. These statutory consultation processes include opportunities for formal written or verbal submissions and the transparent reporting of results to the community.

Public involvement is further enabled through regular reviews triggered at least triennially or in alignment with the Long Term Plan (LTP), giving the community repeated and meaningful opportunities to influence decision-making related to infrastructure funding, prioritising and growth.

b. Promoting Community Well-being

The proposed draft Policy ensures that the costs of growth-related infrastructure are met by those who create the demand, rather than existing ratepayers. This principle supports economic and social well-being by providing the infrastructure necessary for a thriving, inclusive community.

By funding necessary infrastructure, needed to support new housing, business, and community facilities, the proposed draft Policy will enable Council to deliver good-quality local services and amenities. This approach ensures that the needs of both current and future residents identified in the community outcomes of the LTP are met, supporting long-term social, environmental, and cultural well-being of communities.

The proposed draft Policy sets out, in clear and accessible terms, how DCs are calculated, what they fund, and how they benefit the community. Regular reporting and public availability of Council's strategic documents including the Schedule of Charges and funded projects contained in the proposed draft Policy ensure that decision-making remains transparent and accountable, supporting informed participation and decision-making by all stakeholders.

Section 101 LGA: Financial Management

Under section 101 LGA, Council must manage their financial affairs prudently and in a way that promotes the current and future interests of their communities, including considering equitable allocation of costs and the distribution of benefits when setting funding and financial policies.

a. Prudent Financial Management

The proposed draft Policy establishes a framework for prudent financial management by ensuring that the costs of growth are shared fairly between developers and existing ratepayers. It integrates DCs into Council's LTP, financial strategies, and Infrastructure Strategy ensuring sustainable and aligned infrastructure funding.

This alignment is supported by regular review and adjustment of key assumptions and the Schedule of Assets to ensure ongoing relevance and fiscal responsibility.

b. Fairness, Equity and Intergenerational Responsibility

The proposed draft Policy promotes fairness and equity through a transparent cost allocation methodology base on Household Unit Equivalents (HUEs). Proposed provisions for exemptions and credits[5] further support equitable outcomes. Intergenerational equity is maintained by linking

[4] The different statutory consultation processes will be dependant of the level of significance the decision has, determined by Council's Significance and Engagement Policy 2021.
[5] Particularly for Māori land and papakāinga housing developments.

DC charges to demand and capacity usage, ensuring that both current and future beneficiaries contribute appropriately to the cost of growth.

c. Transparency and Accountability

All calculations, assumptions and Schedules of Fees and Assets are made available for public inspection in the proposed draft Utu Whakawhanake – Development Contributions Policy 2025, supporting transparency and accountability in financial management.

Transparency is further enhanced through public availability of all Policy calculations, supporting data, and reporting on how DCs are spent. The Council will regularly publish updates on DCs collected and infrastructure projects funded, ensuring accountability and empowering public scrutiny. The clear documentation of decision-making processes and Schedules will help build stakeholder trust and support ongoing effective engagement.

d. Equity, Affordability, and Exemptions

In considering the proposed draft Policy for the Far North District, it is essential to recognise the District's unique demographic and cultural context. The Far North has one of the highest proportions of Māori residents in New Zealand, and the Council acknowledges its statutory and moral responsibility to support equitable and affordable development outcomes for low growth areas and Tangata Whenua within its District.

d.1. Equity and Affordability for low-growth communities

Council has addressed equity and affordability by relying on quantitative data, such as population projections and demographic information to determine how much and where DCs should apply. In areas identified as having low or no projected growth, the Council also considers qualitative evidence of local development or housing initiatives to inform cost allocation. This approach helps ensure that DC charges remain proportionate for low-growth communities, supporting continued development rather than creating prohibitive costs that could discourage investment or stall progress.

d.2. Consistent Application of Payment Terms to Ensure Fairness

The proposed draft Policy does not provide for delayed payments of DCs. However, it proposes that payment plans may be considered as part of Council's debt recovery processes. While such payment plans may support flexibility in DC recovery, the proposed draft Policy does not provide for formal postponement or remission of DCs.[6] This approach is intended to ensure the timely recovery of growth-related infrastructure costs for Council's fiscal purposes, while enabling development activity to proceed.

d.3. Exemptions

Exemptions contained within the proposed draft Policy are limited and tightly defined. Infrastructure works initiated by Council are exempt from DCs, as are developments by Central Government departments[7], however, Crown Entities[8] and State-Owned Enterprises[9] must pay.

Equity is also addressed in the proposed draft Policy by including exemptions for Māori land and papakāinga housing developments.[10] This is not a discretionary provision but responds directly to

[6] Except in extraordinary circumstances.
[7] Section 8 Local Government Act 2002 – Crown is not bound by the Local Government Act 2002. As a result, government departments that are classified as part of the Crown – such as government departments responsible for health, education, Police and other responsible for suppling civic infrastructure are exempt from DCs.
[8] Examples of Crown Entities are: Kāinga Ora, Health New Zealand (Te Whatu Ora), Tertiary education institutions such as Universities, Wānanga, and Polytechnics etc.
[9] Examples of State-Owned Enterprises are: KiwiRail, Power companies, Landcorp, New Zealand Post (including Kiwibank) etc.
[10] This acknowledges the importance of housing accessibility and the principles of the Te Ture Whenua Maori Act

the requirements set out in section 102(3A) of the Local Government Act 2002. This section requires Council to give effect to the intent of the preamble of Te Ture Whenua Maori Act 1993, which places significant emphasis on the retention, occupation, and development of Māori land for the benefit of its owners, their whānau, and Hapū.

Historically, Māori land has faced significant legal and procedural barriers to development that are not encountered with general land titles. These challenges have included issues of multiple ownership structure, access to finance, and land tenure, all of which have limited Māori capacity to utilise their land for housing and community purposes. The DC exemption in the proposed draft Policy is designed to reduce some of the enduring structural disadvantages, promote housing accessibility, and enable Māori to realise the collective and intergenerational aspirations attached to their whenua. It honours Council's obligations under the Treaty of Waitangi to provide partnership, participation, and protection, specifically supporting Māori social, cultural, and economic wellbeing as mandated under the LGA.

It must be noted that the exemption is not based on the ethnicity of the landowner but is tied to the unique legal status of Māori land under Te Ture Whenua Maori Act 1993, and the explicit directions provided within the LGA. Developments on general land[11], do not face the same historic or statutory constraints and therefore are not eligible for this exemption. The legal distinction between Māori land and general land is clear and underpins the proposed draft Policy's approach.

It is also important to clarify that the exemption for Māori land developments do not extend to commercial, industrial, or other non-residential activities undertaken on Māori land. Commercial or industrial developments, regardless of land status will be required to pay DCs under the proposed draft Policy. This distinction maintains the integrity of the draft Policy's exemption which is to support papakāinga and residential housing for the benefit of Māori communities, rather than subsiding commercial enterprise.

While the proposed draft Policy has included these exemptions for Māori land and papakāinga developments, it is acknowledged that targeted consultation with Māori stakeholders was not undertaken during the drafting stage. Recognising that partnership with Māori is a cornerstone of local government decision-making, the current formal consultation process is viewed as a critical opportunity for Iwi, Hapū, and Māori landowners to provide feedback. Their insights will help shape the final Policy and any future implementation.

Section 14 LGA: Principles Relating to Local Authorities

Under section 14 LGA, Council is required to act in an open, transparent, and democratically accountable manner while considering the diverse needs of their communities. They must ensure prudent stewardship of resources, take a sustainable development approach, and promote the social, economic, environmental, and cultural well-being of both current and future generations.

a. Transparency and Accountability

The proposed draft Policy is detailed in the methodology, assumptions, and legislative context for DCs, ensuring that stakeholders can scrutinise Council's decisions.

Regular review cycles and associated public consultation as mandated by the LGA, ensure ongoing community engagement and responsiveness to changing needs.

The effectiveness of the Policy will be measured through regular analysis of growth forecasts verses actual development and the success of infrastructure projects funded by DCs. Key performance metrics, such as infrastructure delivery timelines and satisfaction among developers and the public, will also be tracked.

1993 / Maori Land Act 1993, by removing financial barriers to housing and whenua Māori development.

[11] Excluding general land titles held by Māori under Te Kooti Whenua Māori - Māori Land Court.

Scheduled reviews will assess affordability, equity, and alignment with community aspirations, ensuring the Policy adapts to changing circumstances.

b. Sustainable Development
The proposed draft Policy rationale for funding growth through DCs is robust. It promotes sustainable development by using catchments and project specific allocation to ensure the costs of growth are shared fairly between developers and the wider community. This approach further supports intergenerational equity, sustainable and equitable funding for growth-related infrastructure.

c. Community Well-being
The proposed draft Policy crosslinks to the LTP and ensures that infrastructure and growth funding remain anchored to broader social, economic, environmental, and cultural objectives identified through community engagement.

d. Prudent Stewardship and Efficient Use of Resources
The proposed draft Policy requires periodic reviews and updates, transparent cost attribution, and efficient use of capital which all contribute to stewardship and efficient resource management in line with section 14 of the LGA.

The proposed draft Policy is structured to directly support Council's obligations under sections 10, 101, and 14 of the LGA. It embeds principles of transparency, equity, sustainability, and prudent financial management throughout its provisions, ensuring that the Council's approach to funding growth-related infrastructure is robust, fair, and legally compliant.

3. What is a development contribution?

A DC is a charge imposed by councils on developers who are creating new subdivisions, or new buildings or when a new service connection is required. These charges help to fund the infrastructure required to support growth. This includes Council assets like roads, water supply, wastewater, stormwater, parks and community facilities. DCs are governed by the LGA.

The purpose of a development contributions Policy is to ensure that the costs of growth are shared fairly between developers and the wider community, in accordance with the LGA. They are linked directly to the demand that new developments place on Council infrastructure.

a. Development Contributions vs Financial Contributions
It is important to distinguish between DCs and Financial Contributions (FCs). DCs are enabled by the LGA and are intended to fund infrastructure required for growth. In contrast, FCs are made under the Resource Management Act 1991 (RMA) and are designed to address the direct environmental effects of a particular development. FCs are used to avoid, remedy, or mitigate adverse environmental effects, often as a form of offset or compensation. They are used to ensure that the costs of mitigating these effects are shared fairly and not imposed on the wider community.

TABLE 2: Comparison Table between DCs and FCs

	Development Contributions	**Financial Contributions**
Enabling Act	Local Government Act 2002	Resource Management Act 1991
Purpose	Find growth-related infrastructure	Mitigate / offset environmental effects
Imposed by	Council	Council and Regional Council

Trigger	Subdivision, building, or service connection	Resource consent application
Calculation basis	Share of growth-related costs	Environmental effects, as per plan
Policy integrations	Must align with the Long Term Plan and Asset Management	No required integration with asset management.

4. Key Elements of the proposed draft Policy

a. Purpose and Scope

The purpose[12] of the proposed draft Policy is to enable Council to recover a fair, equitable, and proportionate share of the capital expenditure required to service growth in the Far North District. It will apply to developments that generate additional demand for infrastructure, including subdivisions, new buildings and changes in land use.

The proposed draft Policy covers three main categories of infrastructure:

- Network infrastructure: roads, water supply, wastewater, and stormwater
- Reserves: parks and sports fields; and
- Community infrastructure: libraries, public toilets and playgrounds as examples[13].

Any development that creates a new or increased demand on this infrastructure (whether residential or non-residential) may be subject to a DC, including those requiring subdivision consent, building consent, or service connections.

The proposed draft Policy will directly impact developers by establishing a fair, predictable framework for infrastructure funding, allowing for clearer project planning. For existing ratepayers, it reduces the burden of funding new infrastructure primarily from rates, promoting equity. The wider community will benefit from improved public amenities and a funding approach that anticipates and accommodates future growth.

Affordability has been a core consideration, particularly with exemptions for Māori land and papakāinga housing, while incentives for development are maintained through clear, upfront charges and regular Policy review to reflect prevailing economic conditions.

b. Statutory Framework of a Development Contributions Policy

The proposed draft Policy has been developed in accordance with the LGA specially sections 102, 106, 197-211, Schedule 13 and Schedule 13A.[14] If the Council intends to collect DC, it is required to adopt a DC Policy that complies with these statutory requirements. Under the LGA, the proposed draft Policy must be consulted on before being adopted.

Key legal requirements for DC Policy content include:

- Provision/s that give effect to the principles of the Preamble to Te Ture Whenua Maori Act 1993 / Maori Land Act 1993[15]
- Clear methodologies for calculating DCs

[12] Section 197AA Local Government Act 2002
[13] Section 199 Local Government Act 2002
[14] The legislative framework is located in Part G of the proposed draft Utu Whakawhanake – Development Contributions Policy 2025
[15] Section 102(3A) Local Government Act 2002

- A Schedule of DC charges
- Processes for developers to object or seek reconsideration of their DC assessments
- A Schedule Assets16 that include the identified growth-related projects from Council's LTP and Infrastructure Strategy.

c. Wider statutory framework

The proposed draft Policy sits within a wider statutory framework and is summarised in the table below:

Table 3: Wider Statutory Framework

Framework Element	Key Statute / Instrument	Purpose / Role	Effect on DC Policy
DC Policy	Local Government Act 2002	Main statutory authority and requirements for DC Policy contents	Enables the creation, amendment and power to require and collect DCs for growth-related infrastructure
Financial Contributions Policy	Resource Management Act 1991	Alternative funding mechanism via resource consent conditions	Must ensure there are clear Policy boundaries to avoid 'double dipping' and that financial contributions address environmental mitigation resulting from the development.
Land Acquisition	Public Works Act 1981	Governs compulsory/negotiated land acquisition for infrastructure	Governs the process for Council acquiring land for public works (including infrastructure funded by DCs), ensuring fair compensation and due process.
Reserve Management	Reserves Act 1977	Applies to land vested as public reserve	Applies when land acquired or vested through DCs is designated as a public reserve, setting requirements for classification, management and use.
Long Term Planning	Councils LTP	Integrates DC Policy with Council's strategic and financial planning	The DC must be integrated with Council's LTP, which sets out Long Term infrastructure strategies, funding needs, and community priorities.

d. Calculation Methodology

DCs are calculated using a unit of measurement known as the Household Equivalent Unit (HUE), which reflects the demand an average house places on infrastructure (Clause 20: Tables 1-4). The assessment process involves identifying the relevant catchment and type of development, calculating the number of HUEs generated, apply any credits for existing or previous land use and multiplying the net Hues by the relevant charges for each infrastructure activity listed in the Schedule of Fees (clause 19).

e. Schedule of Charges/Fees and Assets

The proposed draft Policy includes a detailed DC Fees Schedule[17] by infrastructure activity and catchment areas, (clause 19) as well as a Schedule of Assets (Section 1) to be funded through DCs. These charges are set per HUE and are regularly reviewed to account for updated cost estimates and changes to projected growth.

[16] Section 201A Local Government Act 2002
[17] Section 202 Local Government Act 2002

f. How are the charges set in the Fees schedule? (Clause 19)

The proposed draft Policy fees schedule is determined by using the Growth, Funding and Cost Allocation Models.

f.1. Growth Model: Quantifies Demand

- The growth model forecasts how much and where growth will occur (e.g., new dwellings, commercial developments).
- It estimates the number and type of developments expected over a defined period of time and in specific catchments.
- This model is used to calculate the *demand* for new or upgraded infrastructure, expressed in HUEs or similar units.
- The Growth Model answers: *How much new or upgraded infrastructure is needed, and who is creating the demand.*
- Role in Cost Allocation: Identifies the scale and additional infrastructure capacity required solely due to growth

f.2. Funding Model: Allocates cost and sets DC fees

- The funding model determines how the cost[18] of growth-related infrastructure is distributed between different groups (e.g., developers, existing ratepayers, and future ratepayers)
- The model allocates the capital costs of a new/upgraded piece of infrastructure/asset between:
  - Growth (funded by DCs)
  - Existing demand (funded by rates and other sources)
- The Funding Model applies the cost allocation to the demand calculated by the growth model and sets the actual DC fees.
- The Funding Model answers: Who pays for what share of the infrastructure, and how much does each development pay?
- Role in Cost Allocation: Assigns the appropriate share of projects costs to each band (growth, renewal, backlog) based on causation and benefit.

f.3. Cost Allocation Methodology: “The Bridge”

- Cost Allocation is the critical link between growth modelling (forecasts demand) and the funding model (which determines who pays for the infrastructure).
- The Cost allocation model ensures that costs are distributed fairly between new development (growth), existing users (renewal) and, where relevant, backlog (addressing historic shortfalls).

These are the fundamental elements that go into calculating development contributions. Interest is another component and is set by the Revenue and Financing Policy adopted as part of councils Long Term Plans. GST is added once the DC charge has been finalised.

[18] Costs also include an interest component. Interest rates are informed and calculated on the “growth component” of a project using Council’s Revenue and Financing Policy found in the Far North District Council, Te Pae Tata – Three Year Long Term Plan 2024-2027. The interest is calculated over the time expected for Council to recover the ‘growth component’ and forms part of the Funding model.

Example:
Scenario 1

- Town Z has a permanent residency population of 2000.
- Quantitative (Infometrics / Stats NZ) project only a population increase of 30 people over the next 30 Years.
- Average household size (NZ) is 2.7.
- Engineering analysis determines that Town Z water main replacement and upgrade will cost $4,000,000 but will increase the capacity from 2000 to 2,500 people.
- The driver for the water main project has been identified as 'Renewal' and 'Growth'.

Calculations: Estimated population increase ÷ NZ Avg. household size = Growth
30 ÷ 2.7 = 11 new households (Growth model)

Project drivers = Growth share as per Cost Allocation Table bands (blue sections in the table below)
Renewal and Growth (Cost Allocation model)

Growth share ÷ new growth HUEs = DC charge per HUE
$400,000 ÷ 11 = $36, 363.60 per HUE (Funding model)

Scenario 2 below, uses the same information contained in **scenario 1** apart from the population projection data used to determine the levels of growth is qualitative.

Quantitative data from Infometrics and NZ Stats shows that there is no projected population growth for Town Z. To ensure DCs remain fair, and affordable, Council has instead based the town's population projections on a planned 160-house residential development, as indicated and evidenced through recent resource consents and plan change applications over the next 30 years.

Calculations: 160 new houses ÷ 2.7 NZ Avg. Household size = 59 new households (Growth model)

Drivers of project = Renewal and Growth (Cost Allocation Table)

$400,000 (10% Growth share) ÷ 59 = $6,779.70 per Hue (Funding model)

Example: Simplified DC calculation Table

Scenario	Project Cost	Growth share	Renewal share	Backlog share	Growth HUEs	DC Fee per HUE
Scenario 1	$4,000,000	10% ($400K)	85% ($3.4 M)	5%($200K)	11	**$36,363.60**
Scenario 2	$4,000,000	10% ($400K)	85% ($3.4 M)	5%($200K)	59	**$6,779.70**

Disclaimer:
These examples are for demonstration only, to illustrate how growth modelling, cost allocation, and funding models interact in calculating DCs. They are simplified to aid understanding and do not represent actual Council policies or financial advice, nor do they include interest components or GST.

5. Development contribution fees - Comparative analysis

For completeness a comparative analysis has been completed to provide context, evidence, and benchmarking to support the proposed draft Policy proposed DC charges (clause 19). Comparing Council's approach to developing its DC charges with that of similar councils helps ensure that the proposed draft Policy is:

- *Reasonable and proportionate* when compared to other councils facing similar growth, geographic and infrastructure funding challenges;
- *Defensible* in the event of objections, or legal scrutiny by showing that the charges and methodology are broadly consistent with sector practice;
- *Transparent and equitable*, ensuring that DCs reflect fair cost recovery principles across different infrastructure activities and locations;

By benchmarking the proposed DC charges and methodologies across a relevant set of councils, Far North District Council can better ensure that its Policy strikes the right balance between supporting growth, funding infrastructure sustainably, and maintaining affordability and fairness for developers and communities.

Justification for Comparative Analysis – Council selection

The selection of Kaipara, Whangārei, Central Otago, Queenstown Lakes, Hastings, and Tasman District Council's for DC charges comparison with the Council's proposed draft Policy is based on geographic, demographic, rating base, and DC Policy comparability.

Regional and demographic comparability:

Kaipara and Whangārei District Councils

Both are immediate geographic neighbours in Northland. Comparing against them is essential because we share similar infrastructure challenges, regional economic drivers, and variabilities die to their proximity. Northland councils have overlapping development pressures and often serve rural and semi-urban populations, aligning their DC Policy context with Council's proposed draft Utu Whakawhanake – Development Contributions Policy 2025.

Queenstown Lakes and Tasman District Councils

These districts have a comparable in land area, dispersed rating base, and face significant tourism related growth. Both councils, particularly Tasman, closely match Councils land area and rating base, the most direct comparators for geographic spread and rural servicing costs. Queenstown Lakes also mirrors Council in managing growth while balancing urban and rural needs.

Central Otago District Council

This council was chosen as it features a large area, modest but growing population, and a rural-urban mix like the Far North District. This allows benchmarking of policies in setting with challenging infrastructure extension requirements.

Hastings District Council

Hastings is notable for being another large, mixed urban-rural council outside Northland, frequently reference as a case study for its comprehensive DC Policy and the inclusion of multiple infrastructure assets. Its experience with balancing agriculture, residential, and commercial demands provides a useful point of reference for Council, which is also working through growth and diversification.

Land area and rating base comparability:

Most of these councils either match Far North District in land area (±50%) or have a similar dispersed and moderately sized rating base. This means that their Policy decisions must account for high infrastructure costs spread over a large land area and a relatively limited pool of ratepayers[19].

Variation in growth dynamics:

The group of councils chosen, captures a spectrum of growth contexts

- Queenstown Lakes20 and Hastings District21 Councils manage intense growth and the resulting infrastructure pressures.
- Tasman22 and Whangārei23 District24 Councils are more rural but still contend with steady population increases or seasonal swings.
- Kaipara25 and Central Otago26 District Council's experiences with dispersed population centres echo Council's own demographic and service network.

Context for Māori population benchmarks

Although the councils selected for comparison share similar geographic and infrastructure characteristics with the Far North District, it is important to acknowledge that Far North stands out for its substantially higher proportion of Māori residents.

This demographic distinction is significant, as it brings a unique cultural, equity and community engagement considerations that are not present to the same extent in the comparator councils. As such, while benchmarking DCs against these councils provides valuable insights, Councils Policy decisions must also be interpreted and where appropriate, tailored in recognition of its specific catchment profile and obligations to Māori.

Table 4: Average DC charge per HUE/Activity – Council Comparison

District Council	Average DC charge per Activity				
	Water supply	Wastewater	Stormwater	Average DC charge	Difference
Kaipara	$4,638.30	$27,322.20	$7,571.00	$37,531.50	$6,123.00
Whangārei	$11,833.90	$4,309.40	Other funding[27]	$16,143.30	($15,265.2)
Central Otago	$10,813.85	$9,241.80	Other funding[28]	$20,055.65	($11,353.20)
Queenstown Lakes	$9,830.60	$11,607.10	$3,454.90	$24,892.60	($6,515.9)
Hastings	$3,934.00	$17,097.00	$5,784.00	$26,815.00	($4,593.50)
Tasman	$10,321.30	$18,902.60	$18,902.60	$56,141.00	$24,732.50
Far North	$8,574.00	$29,571.00	$136.00	$38,281.00	$6,873.00
Average mean	**$8,563.40**	**$16,864.40**	**$7,169.70**	**$31,408.50**	

[19] Key factors that influence both the structure and justification of DC charges.
[20] Queenstown Lakes District Council (May 2025): Queenstown Lakes District Demand Projections.
[21] Hastings District Council (June 2023): Strategic Growth Infrastructure Solution Review.
[22] Tasman District Council (2024): Tasman Growth Projections 2024-2054.
[23] Whangarei District Council (2024): Whangarei Future Development Strategy – A roadmap for growth over the next 30 years
[24] Infometrics: Population Projections - Whangarei District.
[25] Kaipara District Council (July 2024): Long Term Plan 2024-2027
[26] Central Otago District Council (June 2025): Taking the Journey Together – Te haere tahi. 2025-2034 Long Term Plan
[27] Whangārei District Council funds its Stormwater activities through Financial Contributions.
[28] Central Otago District Council funds its Stormwater activities through a mixture of general and targeted rates.

Calculation Methodology Used for Table 4

Average DC charges per Activity were calculated by summing DC fees for each Activity across all catchments within a council. Then dividing the total by the number of catchments assigned a charge for that activity. Only catchments with an applicable fee were included, providing a true per-Activity mean to overcome the variation of charges between catchments of the councils. This supports robust benchmarking between diverse councils.

Analysis results

The analysis concludes that the proposed DC charges Schedule[29] are well founded and comparable to similar councils. The proposed water supply charge aligns closely with the comparator average, indicating a sound, evidence-based approach. The nominal stormwater charge reflects the single project with a small cost allocated to growth.

Wastewater DC charge

The proposed wastewater DC charge is the highest among all councils, reflecting the scale of investment required to upgrade wastewater infrastructure in Kerikeri, Kaikohe and Kawakawa.

The total cost of these upgrade is approximately $87 million, of which $43 million is attributable to anticipated growth-related demand and is therefore recoverable through DCs.

While Kerikeri is experiencing measurable growth, quantitative modelling indicates little to no projected population increase in Kaikohe and Kawakawa. In these catchments, investment is primarily driven and justified by qualitative[30] population projections to demonstrate need and justification for investment.

Analysis Conclusion

The proposed DC charges are justified and consistent with established best practice in transparent benchmarking and Policy development.

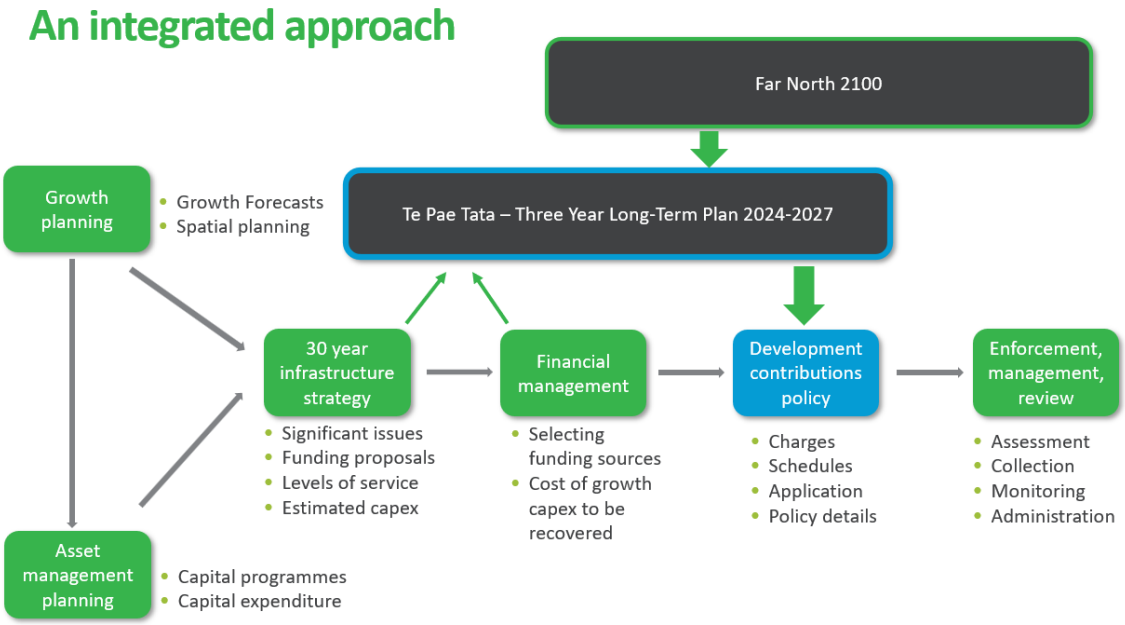
When assessed against charges set by comparable councils, the overall contribution levels are reasonable and not excessive, particularly when the specific factors driving the higher wastewater charge are considered.

The elevated wastewater component reflects essential infrastructure investment and the use of qualitative demand projections in areas with limited quantifiable growth. This does not render the total proposed charge disproportionate; rather, it underscores the need for clear Policy rationale and effective stakeholder communication.

6. Alignment with Council's Strategic Documents

The proposed draft Policy is intentionally structured to align with Councils strategic documents and supports consistency of Council direction and can be seen in the diagram below. Table 4 demonstrates the clear mapping of Policy clauses to the strategic objectives and directions of all documents, ensuring that infrastructure funding and planning for growth are coordinated, sustainable, and responsive to community needs.

[29] Clause 19 of the proposed draft Utu Whakawhanake – Development Contributions Policy 2025.
[30] Population projections were modelled using planned housing developments known to Council for these areas, and central government funding.



Far North 2100 is the district's long-term vision, setting strategic objectives around community well-being, sustainable prosperity, stewardship, resilience, and partnership with Māori.

Te Pae Tata – Three Year Long Term Plan 2024-2027 (TPT-LTP) sets the Council's immediate priorities, financial strategies, and infrastructure delivery for 2024-2027, with a strong focus on resilience, recovery and sustainable growth.

The *Infrastructure strategy* adopted as part of the TPT-LTP sets out how Council will manage, maintain, and invest in the District's core infrastructure over the medium and long term. The current strategy has a five-year planning horizon, with a focus on recovery and laying the groundwork for sustainable resilient growth in the future.

Te Pātukurea– Kerikeri Waipapa Spatial Plan (Spatial plan) is developed to guide the future growth, land use, and infrastructure investment in the Kerikeri and Waipapa catchment area. It sets a long-term vision for how these areas will develop, ensuring growth is sustainable, coordinated, and aligned with the aspirations of current residents, tangata whenua, and wider District.

The proposed draft Policy is intentionally structured to align with Councils strategic documents to provide consistency of Council direction. Table 5 demonstrates the clear mapping of Policy clauses to the strategic objectives and directions of all documents, ensuring that infrastructure funding and planning for growth are coordinated, sustainable, and responsive to community needs.

Table 5: The proposed draft Policy alignment with Councils strategic documents

The proposed draft Policy **(Part/clause)**	**Alignment with Far North 2100**	**Alignment with Te Pae Tata-Three-Year Long Term Plan 2024-2027**	**Alignment with Te Pātukurea–Kerikeri Waipapa Spatial Plan**	**Alignment summary**
About this Policy/ Purpose/ Policy Objectives **(Part A: clauses 4-5)**	• Advances four well-being's • Promotes equity	• Funds growth infrastructure • Supports community well-being • Ensures fairness and transparency	• Supports sustainable growth • Aligns with projected population and well-being focus	Establishes fairness, transparency, and well-being as core drivers; ensures growth pays for growth and supports strategic priorities.
Statutory Context **(Part A: clause 7)**	• Supports long-term vision, stewardship, and evidence-based planning	• Integrates with the TPT-LTP and Infrastructure Strategy • Ensures statutory compliance	• Integrates with spatial plan and growth projections	Embed the Policy 2025 within Council's strategic and long-term planning framework.
Policy Review and Consultation **(Part A: clause 8; and Part E: clauses 28-29))**	• Enables adaptive management and continuous improvement • Enables democratic participation and partnership with Iwi/Hapū.	• Requires regular review • Mandates public consultation • Requires community engagement and transparent decision-making	• Ensures ongoing alignment with spatial plan objectives • Involves hapū and stakeholders in ongoing community consultation	Maintains alignment with evolving community priorities and strategic direction Requires public and Māori engagement in Policy review, aligning with participatory and partnership objectives.
Activities for which DCs are charged **(Part B: clause19)**	• Supports resilient infrastructure, economic growth, and community well-being	• Funds core infrastructure (water, wastewater, stormwater, transport)	• Funds infrastructure for growth areas and urban change	Directly funds TPT-LTP and spatial plan-identified growth infrastructure, enabling sustainable development
Test for development **(Part B: clause 15)**	• Promotes equity and intergenerational fairness	• Ensures growth-driven infrastructure • Protects existing ratepayers	• Links to growth areas and sequencing in spatial plan	Ensures only developments that create demand contribute, supporting equity and fairness.
Assessment and HUE Methodology (**Part B: clause 17, Land Use Activity Tables**)	• Enables data-driven, evidence-based planning	• Provides evidence-based transparent demand assessment	• Reflects growth projections and housing typologies	Uses robust modelling and transparent assumptions for

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6.7 ROAD RENAME: TE ARA TIKA, KAIKOHE

File Number: **A5279685**

Author: **Trinity Lane, Finance and Customer Services Administrator**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from Council to rename the right of way located at Te Ara Tika, Kaikohe.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- A road naming application was received on the 7th of May 2025.
- Community Boards have the delegated authority to allocate names for previously unnamed private roads, reserves, and other community facilities.
- The Kaikohe-Hokianga Community Board considered this report at their meeting on 11 July 2025 and made the following recommendation.

TŪTOHUNGA / RECOMMENDATION

That Council, pursuant to its Road Naming Policy, approve the renaming of a right of way that is currently addressed at Te Ara Tika, Kaikohe to "Te Ara ki Te Atua".

1) TĀHUHU KŌRERO / BACKGROUND

Gemscott Limited submitted a road naming application for 12-16 Mangakahia Road, Kaikohe. They supplied Council with an application to name the road, proposing the name: Te Ara Tika.

On the 21st of February 2025, the Kaikohe-Hokianga Community Board resolved to name the road "Te Ara Tika."

7.7 NEW ROAD NAME: 12-16 MANGAKAHIA ROAD, KAIKOHE

Agenda item 7.7 document number A5019336, pages 165 - 167 refers

RESOLUTION 2025/15

Moved: Member Mike Edmonds
Seconded: Member Tanya Filia

That the Kaikohe-Hokianga Community Board name a right of way currently located at 12-16 Mangakahia Road, Kaikohe, "Te Ara Tika".

CARRIED

Te Rūnanga ā Iwi ō Ngāpuhi (TRAION) alongside Te Uri ō Hua requested the name be changed as they found the newly proposed road name reflected the significant cultural and spiritual importance of the whenua where the housing units are situated on Mangakahia Road, Kaikohe.

TRAION alongside Te Uri ō Hua proposed the name "Te Ara ki Te Atua."

The proposed road name was forwarded to Land Information New Zealand (LINZ) for approval. LINZ confirmed the proposed road name is acceptable for use and can be approved as per the Addressing Standards 2011.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The options are as follows:

1. That Council approve the renaming of the right of way from "Te Ara Tika," to "Te Ara ki Te Atua."

2. That the road name remains unchanged.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The road name recommended in this report is not a duplicate of any other road name in the district, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

The Kaikohe-Hokianga Community Board support the renaming of this road.

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

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITIHANGA / ATTACHMENTS

1. **Map - A5234267**
2. **Iwi Feedback - A5234265**

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a right of way and 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.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names
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 Rūnanga ā Iwi ō Ngāpuhi alongside Te Uri ō Hua proposed the chosen road name.
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 is a new subdivision, there are currently no homeowners.
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Kohewhata
44B7 Block
10 Mangakahia Road
Mangakahia Road
Lot 1
3 Bed
Lot 2
3 Bed
Lot 3
3 Bed
Lot 4
3 Bed
Lot 5
2 Bed
Lot 6
2 Bed
Lot 101
Lot 7
2 Bed
Lot 14
Lot 15
Lot 16
Lot 17
Lot 18
Lot 19
Lot 20
Lot 21
Lot 22
Lot 23
Lot 24
Lot 25
Lot 26
Lot 27
Lot 28
Lot 100
Lot 8
3 Bed
Lot 13
3 Bed
Lot 12
3 Bed
Lot 11
3 Bed
Lot 10
3 Bed
Lot 9
3 Bed
Kohewhata
44B11 Block
18 Mangakahia Road

07 May 2025
Far North District Council
Memorial Ave
Kaikohe,0405

Tēnā koe

Re: Request for Street Name Change from Te Ara Tika to Te Ara ki Te Atua

In dialogue with Te Uri O Hua, the Hāpu respectfully requests a name change from Te Ara Tika to Te Ara ki Te Atua, reflecting the significant cultural and spiritual importance of the whenua where the housing units are situated on Mangakāhia Road, Kaikohe.

We kindly urge the Far North District Council to accept this request and promptly initiate the necessary processes to effect this name change. The proposed date for the official naming and blessing is Tuesday, 20 May 2025, at 5:30 am.

We are also requesting whether the street sign can be relocated to the other side of the road where the houses are situated or a temporary structure set up to allow the unveiling process to be undertaken.

We are prepared to provide any additional information or support required to facilitate this request. Thank you for your attention to this matter. We look forward to your positive response.

Ngā manaakitanga,

Moana Tuwhare
Tumu Whakarae - General Manager
Te Rūnanga ā Iwi ō Ngāpuhi
P:[redacted]

Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi

Ngawha Innovation & Enterprise Park
5449A State Highway 12, Kaikohe 0472

09-4015530
0800 NGĀPUHI

ngapuhi.iwi.nz
ngapuhimerchandise.com

ngapuhirunanga
ngapuhi.iwi

6.8 WATER SERVICES AUTHORITY - TAUMATA AROWAI LEVIES

File Number: **A5280287**

Author: **Mary Moore, Manager - Infrastructure Services**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval of unbudgeted expenditure to meet levies charged by the Water Services Authority – Taumata Arowai pursuant to the provisions of the Waters Services Act 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- An information report regarding the imposition of levies on Councils for the purpose of funding the operations of the Water Services Authority – Taumata Arowai was presented to Te Koukou Committee meeting 22 July 2025.
- Rating options to meet the ongoing cost of the annual levy charges compares the financial and administrative impacts of the new charges with a recommended approach that minimises these impacts, maximises transparency, and aligns with the basis on which the statutory levies have been calculated.

TŪTOHUNGA / RECOMMENDATION

That Council approve:

a) **Unbudgeted expenditure to the value of $295,519 being the total FY26 levy charged by the Water Services Authority – Taumata Arowai and payable in quarterly instalments, and**

b) **The recovery of future annual levies using a public good rate per rating unit per water activity being stormwater, water and wastewater.**

1) TĀHUHU KŌRERO / BACKGROUND

A request for information regarding the imposition of levies on Councils for the purpose of funding the operations of the Water Services Authority – Taumata Arowai was requested by Elected Members in RFS4253308.

An information report responding to this request was presented to the 22 July 2025 Te Koukou meeting (Item 6.5, A5241186).

The report included a “Next Step” being a decision report regarding unbudgeted expenditure and rating options to be presented to the 31 July 2025 Council meeting.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The total value of the FY26 levies is $295,519 (ex GST). The Annual Plan 2026 does not include any budget provision to meet this expenditure.

Approval of unbudgeted expenditure valued over $100,000 requires Council to approve as the delegated financial authority.

For the benefit of rating to meet the cost of future annual levies, a decision on how these levies will be allocated is also sought. Te Koukou information report includes five options as supplied by Finance that ensure we comply with the Local Government Act 2002 (LGA) and Local Government (Rating) Act 2002 (LGRA). These options are restated below.

1. General rate

This option spreads the cost across all ratepayers, is simple to administer, but lacks some transparency and is not a user-pays mechanism.

- Expected rating impact is an additional $1.78 for every $100k of Land Value.

2. Increase the UAGC charge per SUIP

While this option is easy, simple, and results in a predictable cost to the ratepayer, it is regressive, meaning that every SUIP is charged the same amount regardless of property size or usage.

- Expected rating impact is to increase the current charge of $450 to $460 per SUIP.

3. Increase existing targeted rates

This option aligns with the current allocation of 3Waters operational costs and is therefore both transparent and cost specific.

- Expected rating impact will require modelling to quantify the increase in the water by meter rate and an increase in the targeted operational rate for both wastewater and stormwater.

4. Set a new targeted rate

A new targeted rate to recover the cost of the statutory levy per connected property is both transparent and cost specific. It will increase the complexity of an already complex rating system with new rate type required to be to setup and administered.

- Expected rating impact will require modelling but will see an increase in the water by meter rate and an increase in the targeted operational rate for both wastewater and stormwater.

5. Increase the existing public good rate to cover the cost from the 3Water activities per rating unit **Recommended option**

The current $15 public good levy for both water and wastewater could be increased to $20 per rating unit. A new public good levy will be required to be set for Stormwater. Any increases in the annual statutory levies charged will require a reassessment of the public good levies.

- Expected rating impact will require modelling, estimated increase to the existing $15 water and wastewater charge per rating unit to $20 per activity with a new estimated $5 charge per rating unit for stormwater.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option 5, setting a new public good rate for stormwater and increasing the existing public good rate for both water and wastewater is the recommended option. A public good rate is relatively simple to administer, maintains transparency of the levy recovery, and aligns with the statutory levy calculation which is population based.

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

As the Water Services Authority - Taumata Arowai levies are a new statutory charge, there is no budgetary provision in Annual Plan 2026 and is therefore unbudgeted operational expenditure.

Approval of a rating methodology to recover future levies charged by the Water Services Authority – Taumata Arowai will ensure sufficient budgetary provision in future years.

ĀPITIHANGA / 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.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The level of significance is determined as low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Waters Services Act 2021 Local Government Act 2002 Local Government (Rating) Act 2002
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 issue has District wide relevance and 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 specific implications for Māori as this relates to a statutory charge.
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 is not applicable as this relates to a statutory charge.
State the financial implications and where budgetary provisions have been made to support this decision.	This is unbudgeted expenditure in FY26 due to the imposition of a new statutory charge effective 1 July 2025. Approval of a rating methodology will ensure sufficient budgetary provision in future years.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.1 COMMUNITY BOARD MINUTES - JULY 2025

File Number: **A5070115**

Author: **Marysa Maheno, Democracy Advisor**

Authoriser: **Aisha Huriwai, Manager - Democracy Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Minutes from Te Hiku, Bay of Islands-Whangaroa and Kaikohe-Hokianga Community Boards July 2025 meetings are attached for Council information.

TŪTOHUNGA / RECOMMENDATION

That Council note the following Community Board minutes:

- **8 July 2025 Te Hiku Community Board.**
- **27 June and 10 July 2025 Bay of Islands-Whangaroa Community Board;**
- **11 July 2025 Kaikohe-Hokianga Community Board;**

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

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

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

ĀPITIHANGA / ATTACHMENTS

1. **2025-07-08 Te Hiku Community Board Minutes - A5257166**
2. **2025-06-27 Bay of Islands-Whangaroa Community Board Minutes - A5250437**
3. **2025-07-10 Bay of Islands-Whangaroa Community Board Minutes - A5257181**
4. **2025-07-11 Kaikohe-Hokianga Community Board Minutes - A5269703**

UNCONFIRMED

MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE, KAITĀIA
ON TUESDAY, 8 JULY 2025 AT 10:00 AM

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

IN ATTENDANCE: Fiona King (Kaitāia, Kaikino & Waiharara Drainage Area Committee Chairperson)

STAFF PRESENT: Beverly Mitchell (Community Board Coordinator), Ryan Bath (Infrastructure Support Officer), Jonnina Jackson (Customer Service Administrator), Trinity Lane (Finance and Customer Services Administrator – Infrastructure Support), Marysa Maheno (Democracy Advisor), Hinekaa Mako (Manager – Te Ahu Museum & Archives), Ruben Garcia (Group Manager – Delivery & Operations), Trent Blakeman (Manager – Building Services), Mike McMurtrie (Manager – Compliance), Trish Routley (Manager – Resource Consents), Johnathan Fairclough (Manager – Property & Facilities Management), Katie Waiti-Dennis (Manager – Quality).

1 KARAKIA TIMATANGA / OPENING PRAYER

Marysa Maheno (Democracy Advisor) commenced the meeting with a karakia at 10:00 AM.

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

APOLOGY

RESOLUTION 2025/60

Moved: Member William (Bill) Subritzky
Seconded: Deputy Chairperson John Stewart

That the apology received from Cr Hilda Halkyard-Harawira be noted and the apology for lateness received from Member Rachel Baucke be accepted.

CARRIED

3 NGĀ KAIKŌRERO / SPEAKERS

- John Drew and Garry Lees spoke to agenda item 7.3b, funding application for the Mangonui Cemetery Committee.
- Ian Davis spoke to agenda item 7.3f, funding application for the Houhora Gold Club.

Member Rachel Baucke joined online at 10:10 AM.

- Jackie Sanders spoke to item 7.3g, funding application for Jacman Entertainment.

Hinekaa Mako - Te Ahu Museum and Archives Manager, spoke to the Community Board about Te Ahu Museum and gave an update on works and events they have planned.

UNCONFIRMED

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A5045137, pages 8 - 14 refers

RESOLUTION 2025/61

Moved: Member Darren Axe
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board confirm the minutes of the meeting held 10 June 2025 to be a true and correct record.

CARRIED

5 NGĀ PŪRONGO / REPORTS

5.1 NEW LEASE TO HIHI BEACH HOLIDAY PARK OVER 63 & 53 HIHI BEACH ROAD, HIHI

Agenda item 7.1 document number A5122147, pages 15 - 21 refers

RESOLUTION 2025/62

Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board recommends that Council:

a) approve a new lease to Hihi Beach Holiday Park over Local Purpose (Esplanade) Reserve being Lot 1 DP 53180, approximately 2145 square metres, held in title MX-3308970

The terms of the proposed lease shall be:

- **Term: 30 (5 + 5 + 5 + 5 + 5 + 5) years**
- **Annual Rental: CPI rent review annually, and every three years a Market rent review to be determined by a registered valuer.**

b) authorise the Group Manager Delivery and Operations to negotiate the final terms and conditions of the lease and execute the lease on behalf of Council.

c) approve the initiation of public consultation on the granting of a new lease over Recreation Reserve being 10 DP 53180, approximately 2314 square metres, held in title MX-3308964. The terms of the proposed lease shall be:

- **Term: 30 (5 + 5 + 5 + 5 + 5 + 5) years**
- **Annual Rental: CPI rent review annually, and every three years a Market rent review to be determined by a registered valuer.**

d) authorise the Group Manager Delivery and Operations to negotiate the final terms and conditions of the lease and execute the lease on behalf of Council.

CARRIED

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5.2 NEW ROAD NAME: LOT 1-9 PAIRATAHI ROAD, KAINGAROA

Agenda item 7.2 document number A5228005, pages 22 - 28 refers

RESOLUTION 2025/63

Moved: Member Sheryl Bainbridge
Seconded: Member Darren Axe

That Te Hiku Community Board name the right of way "Stuarts Rise," that is located at Lot 1-9 Pairatahi Road, Kaingaroa.

CARRIED

6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

The Group Manager and all Tier 3 Managers of the Delivery & Operations Department gave a quarterly update on each of their areas.

Deputy Chairperson John Stewart left the meeting at 11:19 AM and returned at 11:24 AM.

Member Rachel Baucke left the meeting at 11:38 AM.

The meeting adjourned at 12:14 PM and resumed at 12:41 PM.

6.1 DELIVERY & OPERATIONS QUARTERLY UPDATE

Agenda item 8.2 document number A5212099, pages 125 - 131 refers

RESOLUTION 2025/64

Moved: Chairperson Adele Gardner
Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board receive the report Delivery & Operations Quarterly Update.

CARRIED

5 NGĀ PŪRONGO / REPORTS

5.3 PROPOSED AMENDED LAND DRAINAGE BYLAW

Supplementary Agenda Item 7.4 document number A5258031, pages 4-87

RESOLUTION 2025/65

Moved: Member Sheryl Bainbridge
Seconded: Member William (Bill) Subritzky

Te Hiku Community Board recommend that Council:

a) **approve the draft proposal in attachment 4 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.**
b) **approve the period for making written submissions on the proposal will be a minimum of 4 weeks.**
c) **request that a process for written approvals for drain connections be included.**
d) **delegate authority to the Mayor to decide on the date of oral presentation/s of**

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submissions.

e) **authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication and public release.**

Note: The board requested that a monitoring regime also be put in place.

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3a document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/66

Moved: Member Darren Axe
Seconded: Councillor Felicity Foy

That Te Hiku Community Board approve the sum of $7,500 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitaia Business Association for costs towards CCTV monitoring for 2025/26.

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3b document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/67

Moved: Member Sheryl Bainbridge
Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of $10,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Mangonui Cemetery Committee for maintenance costs for the 2025/26 financial year.

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3c document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/68

Moved: Deputy Chairperson John Stewart
Seconded: Member Darren Axe

That Te Hiku Community Board decline the funding application from Toi Oho Creative Activators.

CARRIED

UNCONFIRMED

5.4 FUNDING APPLICATIONS

Agenda item 7.3d document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/69

Moved: Member Darren Axe
Seconded: Member Sheryl Bainbridge

That Te Hiku Community Board decline the funding application from Writers & Poets Doubtless Bay & Kaitaia.

Abstained: Cr John Stewart

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3e document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/70

Moved: Member Sheryl Bainbridge
Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of $500 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Wahanui Productions for costs towards lighting.

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3f document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/71

Moved: Member Sheryl Bainbridge
Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board approve the sum of $15,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Houhora Golf Club for costs towards replacement of the bore and pump.

CARRIED

5.4 FUNDING APPLICATIONS

Agenda item 7.3g document number A5249121, pages 29 - 119 refers

RESOLUTION 2025/72

Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approve the sum of $4,025 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Jacman Entertainment for costs towards promoting Te Hiku participants in Savour Northland 2025.

UNCONFIRMED

Abstained: Cr John Stewart

CARRIED

6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

6.2 TE HIKU COMMUNITY BOARD DECEMBER 2024 OPEN RESOLUTION REPORT

Agenda item 8.1 document number A5045133, pages 120 - 124 refers

RESOLUTION 2025/73

Moved: Chairperson Adele Gardner
Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board receive the report Te Hiku Community Board July 2025 Open Resolution Report.

CARRIED

6.3 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.3 document number A5247599, pages 132 - 138 refers

RESOLUTION 2025/74

Moved: Member Darren Axe
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board note the July 2025 member reports from Chairperson Adele Gardner and Member Sheryl Bainbridge.

Note: Deputy Chair Stewart, Member Axe, Member Subritzky and Cr Foy gave verbal updates.

CARRIED

7 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 1:42 PM with a karakia by Member Darren Axe.

The minutes of this meeting will be confirmed at Te Hiku Community Board Meeting held on 5 August 2025.

.....

CHAIRPERSON

UNCONFIRMED

MINUTES OF
EXTRAORDINARY BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE VIRTUAL VIA MICROSOFT TEAMS
ON FRIDAY, 27 JUNE 2025 AT 10:03 AM

PRESENT: Member Belinda Ward, Member Lane Ayr, Member Bruce Mills, Member Roddy Hapati-Pihema, Member Jane Hindle.

STAFF PRESENT: Kim Hammond (Community Board Coordinator), Emma Manning (Senior Strategic Planner), Kathryn Trewin (Funding Advisor), Marysa Maheno (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Roddy Hapati-Pihema commenced the meeting with a karakia at 10:03 AM.

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

APOLOGY

RESOLUTION 2025/69

Moved: Member Belinda Ward
Seconded: Member Jane Hindle

That the apology received from Cr Court and Members Amy Slack and Tyler Bamber be accepted and leave of absence granted.

CARRIED

3 NGĀ KAIKŌRERO / SPEAKERS

- Nola spoke to the Kerikeri funding applications.

4 NGĀ PŪRONGO / REPORTS

4.1 ALLOCATION OF REMAINING COMMUNITY BOARD GRANTS AND BUDGETS 2024/2025

Agenda item 6.1 document number A5239221, pages 8 - 12 refers

RESOLUTION 2025/70

Moved: Member Lane Ayr
Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board:

a) Rescind resolution 2025/8 of 20 February 2025 approving the sum of $1,460 (plus GST if applicable) from the Boards Community Fund account to Te Whare Pora o Whangaroa for the costs towards Heti and Hope concert.

CARRIED

RESOLUTION 2025/71

Moved: Member Belinda Ward

UNCONFIRMED

Seconded: Member Bruce Mills

b) Approve the sum of $14,843 (plus GST if applicable) to be paid from the Eastern Town Beautification Budget to Our Kerikeri Charitable Trust for the purchase and installation of six lights, four located outside of Harcourts Bay of Islands on the corner of Kerikeri Road and Homestead Road and two located outside of ANZ 90 Kerikeri Road and Fairway Drive.

Noting that this work is to be undertaken once Council approval has been acquired and in conjunction with Council.

CARRIED

RESOLUTION 2025/72

Moved: Member Lane Ayr
Seconded: Member Jane Hindle

c) Approve the sum of $1,095 (plus GST if applicable) to be paid from the Board Community Fund Account to Our Kerikeri Charitable Trust for the purchase and installation of string LED's for the four main trees on Kerikeri Road.

Noting that this work is to be undertaken once Council approval has been acquired.

CARRIED

RESOLUTION 2025/73

Moved: Member Bruce Mills
Seconded: Member Belinda Ward

d) Approve the sum of $5,000 to be paid from the Board Community Fund Account to Our Kerikeri Charitable Trust for the purchase of Christmas Street Decorations.

CARRIED

RESOLUTION 2025/74

Moved: Member Lane Ayr
Seconded: Member Jane Hindle

e) Approve the sum $6,494.49 (plus GST if applicable) to be paid from the Board Community Fund Account to Our Kerikeri Charitable Trust for delivery of a mural on 5 Fairway Drive, Kerikeri.

CARRIED

RESOLUTION 2025/75

Moved: Member Jane Hindle
Seconded: Member Belinda Ward

f) Approve the sum of $6,500 (plus GST if applicable) to be paid from the Board Community Fund Account to Far North Holdaings Limited to be used for the production of the Erosion Report or implementation of works that fall from the Erosion Report as part of the Russell Placemaking Project.

CARRIED

RESOLUTION 2025/76

Moved: Member Jane Hindle
Seconded: Member Lane Ayr

g) Recommend to Council the Carry Forward of the 2024/2025 Eastern Town Beautification Budget of $42,157, as part of the Carry Forwards report to be presented to Council in September 2025.

CARRIED

5 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 10:42 AM with a karakia by Member Jane Hindle.

The minutes of this meeting will be confirmed at the Extraordinary Bay of Islands-Whangaroa Community Board Meeting held on 10 July 2025.

.....

CHAIRPERSON

UNCONFIRMED

MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON THURSDAY, 10 JULY 2025 AT 10:04 AM

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Lane Ayr, Councillor Ann Court, Member Bruce Mills, Member Jane Hindle, Member Tyler Bamber.

IN ATTENDANCE: Cr Babe Kapa (online).

STAFF PRESENT: Kim Hammond (Contracts Lead – Technical Operations), Marysa Maheno (Democracy Advisor), Kathryn Trewin (Funding Advisor), Guy Holroyd (Chief Executive Officer), Roger Ackers (Group Manager – Planning and Policy), Ruben Garcia (Group Manager – Delivery and Operations), Harirewa Watene-Te Haara (Team Leader – Monitoring), Trent Blakeman (Manager – Building Services), Mike McMurtrie (Manager – Compliance), Trish Routley (Manager – Resource Consents), Johnathan Fairclough (Manager – Property and Facilities), Katie Waiti-Dennis (Manager – Quality).

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Jane Hindle commenced the meeting with a karakia at 10:04 AM.

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

APOLOGY

RESOLUTION 2025/69

Moved: Chairperson Belinda Ward
Seconded: Member Tyler Bamber

That the apology received from Members Roddy Hapati-Pihema and Amy Slack be accepted and leave of absence granted and the apology for early departure received from Cr Ann Court be accepted.

CARRIED

3 NGĀ KŌRERO A TE HEAMANA / CHAIRPERSON ANNOUNCEMENTS

On behalf of the Bay of Islands-Whangaroa Community Board Chairperson Belinda Ward presented taonga commisioned by a whanau member of Member Roddy Hapati-Pihema to Kim Hammond for her mahi in the Community Board Coordinator role for the Community Board as well as Deputy Chairperson Lane Ayr for his service over the last 9 years he has spent on the Bay of Islands-Whangaroa Community Board.

4 NGĀ KAIKŌRERO / SPEAKERS

- Vania Hamlin spoke to agenda item 7.2b, funding application for Hospice Mid-North.
- Melanie Chandler-Winters spoke to agenda item 7.2c, funding application for Bay of Islands Creative Charitable Trust.
- Leslie Lucas and Jackie Sanders spoke to agenda item 7.2d, funding application for Jacman Entertainment on behalf of Savour Northland.

UNCONFIRMED

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

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A5044381, pages 8 - 16 refers

RESOLUTION 2025/70

Moved: Chairperson Belinda Ward
Seconded: Member Jane Hindle

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meetings held on 11 June 2025 are a true and correct record subject to the amendment of item 7.1, The Strand Kororāreka Russell Traffic Trial.

CARRIED

6 NGĀ PŪRONGO / REPORTS

6.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A5044417, pages 17 - 25 refers

RESOLUTION 2025/71

Moved: Deputy Chairperson Lane Ayr
Seconded: Member Tyler Bamber

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Member Jane Hindle.

CARRIED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A5251214, pages 26 - 79 refers

RESOLUTION 2025/72

Moved: Chairperson Belinda Ward
Seconded: Deputy Chairperson Lane Ayr

a) **That Bay of Islands-Whangaroa Community Board approve the sum of $2,743 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Bay of Islands Music Festivals Trust for costs towards the 2025 Bay of Islands Jazz and Blues Festival.**

Abstained: Cr Ann Court

CARRIED

UNCONFIRMED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A5251214, pages 26 - 79 refers

RESOLUTION 2025/73

Moved: Member Bruce Mills
Seconded: Member Tyler Bamber

b) That Bay of Islands-Whangaroa Community Board approve the sum of $6,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Hospice Mid-North for costs towards replacing mattresses for patients.

In Favour: Deputy Chairperson Lane Ayr and Members Bruce Mills and Tyler Bamber

Against: Chairperson Belinda Ward

Abstained: Cr Ann Court and Member Jane Hindle

CARRIED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A5251214, pages 26 - 79 refers

RESOLUTION 2025/74

Moved: Member Tyler Bamber
Seconded: Member Jane Hindle

c) That Bay of Islands-Whangaroa Community Board approve the sum of $5,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Bay of Islands Creative Charitable Trust for costs towards the 2025 Te Tai Tokerau – KOAST Arts Trail.

Abstained: Cr Ann Court

CARRIED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A5251214, pages 26 - 79 refers

RESOLUTION 2025/75

Moved: Member Tyler Bamber
Seconded: Member Jane Hindle

d) That Bay of Islands-Whangaroa Community Board approve the sum of $10,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Jacman Entertainment on behalf of Savour Northland for costs towards promoting Savour Northland in the Bay of Islands-Whangaroa ward.

Abstained: Cr Ann Court

CARRIED

UNCONFIRMED

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT

Agenda item 8.1 document number A5044365, pages 80 - 83 refers

RESOLUTION 2025/76

Moved: Chairperson Belinda Ward
Seconded: Deputy Chairperson Lane Ayr

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board July Open Resolution Report.

CARRIED

7.2 DELIVERY & OPERATIONS QUARTERLY UPDATE

Agenda item 8.2 document number A5212283, pages 84 - 90 refers

RESOLUTION 2025/77

Moved: Member Jane Hindle
Seconded: Deputy Chairperson Lane Ayr

That the Bay of Islands-Whangaroa Community Board receive the report Delivery & Operations Quarterly Update.

CARRIED

The Group Manager and all Tier 3 Managers of the Delivery and Operations Department spoke to the board to give an update on each of their areas within the Delivery and Operations team.
At 11:42 AM Cr Babe Kapa left the meeting.
At 12:04 PM Cr Ann Court left the meeting.

7.3 ALFRESCO DINING APPLICATIONS

Agenda item 8.3 document number A5244129, pages 91 - 115 refers

RESOLUTION 2025/78

Moved: Chairperson Belinda Ward
Seconded: Member Tyler Bamber

That the Bay of Islands-Whangaroa Community Board:

a) Uplift Resolution 2025/45 to provide comment on the alfresco dining approval applications from:

- **i) Kawakawa Bakehouse Café and Roast, Kawakawa**

b) Pursuant to the Council resolution passed on 30 June 2022, provide comment on the alfresco dining approval applications from:

- **i) Jimmy Jacks Rib Shack, Paihia**
- **ii) The Gables Restaurant, Russell**
- **iii) Duke of Marlborough Business Limited, Russell**
- **iv) Avo Sushi, Paihia**

v) El Café, Paihia

vi) Third Wheel Coffee, Paihia

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 1:12 PM with a karakia by Member Jane Hindle.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 7 August 2025.

.....

CHAIRPERSON

UNCONFIRMED

MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 11 JULY 2025 AT 10:02 AM

PRESENT: Chairperson Chicky Rudkin, Deputy Chairperson Tanya Filia, Member Mike Edmonds, Member Trinity Edwards (online), Member Harmonie Gundry, Member Jessie McVeagh, Cr John Vujcich

IN ATTENDANCE:

STAFF PRESENT: Melissa Wood (Community Board Coordinator), Kathryn Trewin (Funding Advisor) Ruben Garcia (GM – Delivery & Operations), Jonina Jackson (Customer Service Administrator – Roading), Trish Routley (Manager – Resource Consents), Trent Blakeman (Manager – Building Services, Whitney Peat (Senior Resource Planner), Jonathan Fairclough (Manager – Property & Facilities), Katie Waiti-Dennis (Manager – Quality), Mike McMurtrie (Manager – Compliance), Margriet Veenstra (Manager – Property Information & Business Compliance), Marlema Baker (Democracy Advisor & Te Kuaka Te Ao Māori Committee Coordinator),

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Chicky Rudkin commenced the meeting and opened with a karakia.

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

2.1 DECLARATIONS OF INTEREST

The following Community Board members declared conflicts of interest:

- **Deputy Chairperson Tanya Filia in relation to Hokianga Community Education Trust funding application – item 7.4 e) refers**
- **Member Jessie McVeagh in relation to Hokianga Community Education Trust funding application – item 7.4 e) refers.**
- **Cr John Vujcich in relation to Kaikohe Rotary Club and Pioneer Village Kaikohe funding applications – items 7.4 b) and i) refers.**
- **Member Mike Edmonds in relation to Pioneer Village Kaikohe funding application – item 7.4 i) refers.**

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Mark Lester – spoke in relation to Horeke Hall and will raise RFS's for works needed on the hall and in the Horeke Community.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations for this meeting.

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5 NGĀ KAIKŌRERO / SPEAKERS

Kaikohe Rotary Club	Ngaire	Powdrill
Nga Tamariki o Te Taiao (Pihema Educational Services Ltd)	Clair	Pihema
R Tucker Thompson Sail Training Trust	Catherine	Langford
Hokianga Community Education Trust	Janet	Nixon
	Janine	McVeagh
Pioneer Village Kaikohe	Kelly	Van Gaalen
Ngā Moko a Rāhiri Incorporated	Dr Te Manaaaroha	Rollo

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A5254407, pages 8 – 16 refers

RESOLUTION 2025/56

Moved: Cr John Vujcich
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board confirm the minutes of the meeting held 16 May 2025, and minutes of the Extraordinary meeting held 23 June 2025, to be a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS

7.1 NEW ROAD NAME: 1303 WEST COAST ROAD, NORTH HOKIANGA

Agenda item 7.1 document number A5195268, pages 17 - 21 refers

RESOLUTION 2025/57

Moved: Chairperson Chicky Rudkin
Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board name the private road "Te Ara o Waikiwi" located at 1303 West Coast Road, North Hokianga.

CARRIED

7.2 ROAD RENAME: TE ARA TIKA, KAIKOHE

Agenda item 7.2 document number A5234307, pages 22 - 27 refers

RESOLUTION 2025/58

Moved: Chairperson Chicky Rudkin
Seconded: Member Jessie McVeagh

That Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming Policy, recommend that Council approve to rename a right of way "Te Ara ki Te Atua" that is

UNCONFIRMED

currently addressed at Te Ara Tika, Kaikohe.

CARRIED

7.3 APPLICATION FOR EASEMENT OVER MANGAKAHIA ROAD RESERVE (LOT 14 DP 38215)

Agenda item 7.3 document number A5192399, pages 28 - 43 refers

MOTION

Moved: Chairperson Chicky Rudkin
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board makes the following recommendation to the Far North District Council as follows:

That Council, in its role as the administering body of the recreation reserve Lot 14 DP 38215 (without title) and pursuant to its powers under section 48(1) Reserves Act 1977:

a) grants a right of way (shown as F on LT Plan 5980201) over the recreation reserve, subject to it:
   i. meeting Reserves Act 1977 requirements, at no cost to Council

b) 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.

AMENDMENT

Moved: Member Mike Edmonds
Seconded: Cr John Vujcich

c) and request an information report on options for converting this reserve for other uses.

CARRIED

The amendment became the substantive motion.

RESOLUTION 2025/59

Moved: Chairperson Chicky Rudkin
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board makes the following recommendation to the Far North District Council as follows:

That Council, in its role as the administering body of the recreation reserve Lot 14 DP 38215 (without title) and pursuant to its powers under section 48(1) Reserves Act 1977:

a) grants a right of way (shown as F on LT Plan 5980201) over the recreation reserve, subject to it:
   i. meeting Reserves Act 1977 requirements, at no cost to Council

b) 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.

c) and request an information report on options for converting this reserve for other uses.

CARRIED

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7.4 FUNDING APPLICATIONS

Agenda item 7.4 document number A5252314, pages 44 - 172 refers

RESOLUTION 2025/60

Moved: Member Jessie McVeagh
Seconded: Member Tanya Filia

a) That the Kaikohe-Hokianga Community Board approve the sum of $1,445 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the South Hokianga Growers Market for the costs towards a gazebo, sun umbrella and promotion.

CARRIED

Cr John Vujcich declared a conflict in relation to the next funding application and did not participate in the vote.

RESOLUTION 2025/61

Moved: Chairperson Chicky Rudkin
Seconded: Member Tanya Filia

b) That the Kaikohe-Hokianga Community Board approve the sum of $4,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Rotary Club of Kaikohe for the costs purchase and fitout of a shipping container for storage.

CARRIED

RESOLUTION 2025/62

Moved: Chairperson Chicky Rudkin
Seconded: Member Mike Edmonds

c) That the Kaikohe-Hokianga Community Board decline the application from Nga Tamariki o Te Taiao (Pihema Educational Services Ltd) towards costs for children to attend pre-school.

CARRIED

RESOLUTION 2025/61

Moved: Member Tanya Filia
Seconded: Member Jessie McVeagh

d) That the Kaikohe-Hokianga Community Board approve the sum of $4,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the R. Tucker Thompson Sail Training Trust towards the costs of two rangatahi from the ward to participate in a youth sailing voyage.

CARRIED

Deputy Chair Tanya Filia and member Jessie McVeagh declared a conflict in relation to the next funding application and did not participate in the vote.

RESOLUTION 2025/64

Moved: Chairperson Chicky Rudkin
Seconded: Cr John Vujcich

e) **That the Kaikohe-Hokianga Community Board approve the sum of $3,500 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Hokianga Community Education Trust towards the costs of upgrading their website for the Tamariki Virtual Project.**

CARRIED

RESOLUTION 2025/65

Moved: Chairperson Chicky Rudkin
Seconded: Member Harmonie Gundry

f) **That the Kaikohe-Hokianga Community Board approve the sum of $1,100 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Hokianga Womens Group towards the costs of 2025 Kohukohu Spring Show.**

CARRIED

RESOLUTION 2025/66

Moved: Cr John Vujcich
Seconded: Member Jessie McVeagh

g) **That the Kaikohe-Hokianga Community Board approve the sum of $2,106 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Jacman Entertainment Ltd towards the costs of promotion of the Savour Northland Food Festival in the Kaikohe-Hokianga ward.**

CARRIED

RESOLUTION 2025/67

Moved: Chairperson Chicky Rudkin
Seconded: Member Tanya Filia

h) **That the Kaikohe-Hokianga Community Board approve the sum of $3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Ngā Moko a Rāhiri Inc towards the costs of marae hire, tutors and facilitators at Mā Te Haka Ka Tū Rangatira Ai.**

CARRIED

Cr John Vujcich and Member Mike Edmonds declared a conflict in relation to the next funding application and did not participate in the vote.

RESOLUTION 2025/68

Moved: Chairperson Chicky Rudkin
Seconded: Member Jessie McVeagh

i) **That the Kaikohe-Hokianga Community Board approve the sum of $3,260 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Kaikohe Pioneer Village towards the costs of installation of shower facilities for visitors staying in Kaikohe.**

CARRIED

RESOLUTION 2025/69

Moved: Cr John Vujcich
Seconded: Member Harmonie Gundry

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j) That the Kaikohe-Hokianga Community Board approve the sum of $2,500 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Wahanui Productions towards the costs of Tangihanga theatre production at Manea.

CARRIED

7.5 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A5254413, pages 173 - 181 refers

RESOLUTION 2025/70

Moved: Chairperson Chicky Rudkin
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board note the project reports received from:

a) Bay of Islands Hockey – Masters 2025

b) South Hokianga Growers Market

c) Man vs Wild

CARRIED

7.6 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.6 document number A5254415, pages 182 - 185 refers

RESOLUTION 2025/71

Moved: Cr John Vujcich
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board note the March – May 2025 member report from Chair Chicky Rudkin.

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 DELIVERY & OPERATIONS QUARTERLY UPDATE

Agenda item 8.1 document number A5212366, pages 186 - 192 refers

RESOLUTION 2025/72

Moved: Chairperson Chicky Rudkin
Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board receive the report Delivery & Operations Quarterly Update.

CARRIED

UNCONFIRMED

8.2 HOKIANGA FERRY LIAISON GROUP DRAFT MEETING MINUTES FROM 6TH JUNE 2025

Agenda item 8.2 document number A5235412, pages 193 – 198 refers

RESOLUTION 2025/73

Moved: Chairperson Chicky Rudkin
Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Draft Meeting Minutes from 6th June 2025.

CARRIED

8.3 OPEN RESOLUTIONS AND ACTIONS UPDATE

Agenda item 8.3 document number A5254411, pages 199 - 202 refers

RESOLUTION 2025/62

Moved: Chairperson Chicky Rudkin
Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board receive the Open Resolution Report for June 2025.

CARRIED

TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12:14pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 8 August 2025.

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CHAIRPERSON

7.2 COMMITTEE MINUTES JULY 2025

File Number: **A5277911**

Author: **Marysa Maheno, Democracy Advisor**

Authoriser: **Aisha Huriwai, Manager - Democracy Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Since the last Council meeting, the following Committee meetings were held:

- 22 July – Te Koukou-Transport and Infrastructure Committee meeting.

TŪTOHUNGA / RECOMMENDATION

That Council receive the minutes from Te Koukou – Transport & Infrastructure Committee 22 July 2025.

TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

In the past this report has presented recommendations from Committee to Council for ratification. We have amended the purpose of this report to simply present the minutes for information.

Where recommendations are made, the reports will be replicated as stand-alone items on the main agenda for Council consideration.

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

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

ĀPITIHANGA / ATTACHMENTS

1. **2025-07-22 Te Koukou - Transport and Infrastructure Committee Minutes - A5279894** ⇩

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MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY TE KOUKOU - TRANSPORT AND INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON TUESDAY, 22 JULY 2025 AT 10:02 AM

PRESENT: Kahika Moko Tepania, Cr Steve McNally, Kōwhai - Deputy Mayor Kelly Stratford (online), Cr Felicity Foy (online), Cr Ann Court, Cr Hilda Halkyard-Harawira (online), Cr Babe Kapa, Cr Penetaui Kleskovic (online), Cr Tāmati Rākena, Cr Mate Radich (online), Cr John Vujcich.

IN ATTENDANCE: Adele Gardner (Te Hiku Community Board Chair), Belinda Ward (Bay of Islands-Whangaroa Community Board Chair)(online), Chicky Rudkin (Kaikohe-Hokianga Community Board Chair)(online).

STAFF PRESENT: Tanya Proctor (Head of Infrastructure), Jacine Warmington (Group Manager – Strategic Relationships), Nicola Smith (Acting Group Manager – Community and Engagement), Roger Ackers (Group Manager – Planning & Policy), Ruben Garcia (Acting Group Manager – Delivery & Operations), Scott Smith (Manager – Waters), Mary Moore (Manager – Infrastructure Services), Aisha Huriwai (Manager – Democracy Services), Doug Astill (Compliance Officer), Aaron Reily (Operations Specialist Lighting & Maintenance), Guy Holroyd (Chief Executive Officer), Charlie Billington (Group Manager – Corporate Services).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kahika Moko Tepania commenced the meeting with a prayer at 10:02 AM.

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

APOLOGY

RESOLUTION 2025/63

Moved: Kahika Moko Tepania
Seconded: Cr Tāmati Rākena

That the apology for lateness from Cr Penetaui Kleskovic and Cr Steve McNally be accepted.

CARRIED

3 NGĀ TONO KŌRERO / DEPUTATION

- Deb Wilson spoke to the committee about the rat infestation on Carey Road being caused by the new transfer station.

At 10:17 AM Cr Steve McNally arrived at the meeting.

- Angela Fulljames presented to the committee a proposal for traffic calming solutions.

At 10:30 AM Cr Penetaui Kleskovic joined the meeting.

Attachments tabled at meeting

1 Carey Road, Kaikohe Images
2 Ōkaihau Pedestrian Safety Presentation

UNCONFIRMED

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A5044438, pages 10 - 17 refers

RESOLUTION 2025/64

Moved: Kahika Moko Tepania
Seconded: Cr John Vujcich

That Te Koukou – Transport and Infrastructure Committee confirm the minutes of the meeting held 17 June 2025 are true and correct.

CARRIED

5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

5.1 TE KOUKOU OPEN RESOLUTIONS AND ACTION POINTS UPDATE JULY 2025

Agenda item 6.1 document number A5044479, pages 19 - 26 refers

RESOLUTION 2025/65

Moved: Kahika Moko Tepania
Seconded: Cr John Vujcich

That Te Koukou – Transport and Infrastructure Committee receive the report Te Koukou – Transport and Infrastructure Committee Open Resolution and Action Points Update July 2025.

CARRIED

5.2 INFRASTRUCTURE COMPLIANCE

Agenda item 6.2 document number A5204754, pages 27 - 40 refers

RESOLUTION 2025/66

Moved: Cr Tāmati Rākena
Seconded: Kahika Moko Tepania

That Te Koukou - Transport and Infrastructure Committee receive the report Infrastructure Compliance.

CARRIED

5.3 INFRASTRUCTURE WORKING GROUP UPDATES

Agenda item 6.3 document number A5204848, pages 41 - 47 refers

RESOLUTION 2025/67

Moved: Kahika Moko Tepania

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Koukou - Transport and Infrastructure Committee receive the report Infrastructure Working Group Updates.

CARRIED

5.4 TRANSPORTATION - HOKIANGA FERRY SERVICE CONTRACT MAY 2025 UPDATE

Agenda item 6.4 document number A5238488, pages 48 - 50 refers

RESOLUTION 2025/68

Moved: Cr John Vujcich
Seconded: Cr Tāmati Rākena

That Te Koukou - Transport and Infrastructure Committee receive the report Transportation - Hokianga Ferry Service Contract May 2025 Update.

CARRIED

5.5 WATER SERVICES AUTHORITY - TAUMATA AROWAI LEVIES

Agenda item 6.5 document number A5241186, pages 51 - 54 refers

RESOLUTION 2025/69

Moved: Kahika Moko Tepania
Seconded: Cr John Vujcich

That Te Koukou - Transport and Infrastructure Committee receive the report Water Services Authority - Taumata Arowai Levies.

CARRIED

5.6 CAPITAL PROGRAMME DELIVERY UPDATE

Agenda item 6.6 document number A5246117, pages 55 - 63 refers

RESOLUTION 2025/70

Moved: Cr Steve McNally
Seconded: Cr Tāmati Rākena

That Te Koukou - Transport and Infrastructure Committee receive the report Capital Programme Delivery Update.

CARRIED

5.7 KAIKOHE INFRASTRUCTURE ACCELERATION FUND PROGRESS REPORT.

Agenda item 6.7 document number A5249266, pages 64 - 65 refers

RESOLUTION 2025/71

Moved: Kahika Moko Tepania

Seconded: Cr John Vujcich

That Te Koukou - Transport and Infrastructure Committee receive the report Kaikohe Infrastructure Acceleration Fund Progress Report.

CARRIED

5.8 INFRASTRUCTURE CONSENTING STATUS

Agenda item 6.8 document number A5249309, pages 66 - 71 refers

RESOLUTION 2025/72

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

That Te Koukou - Transport and Infrastructure Committee receive the report Infrastructure Consenting Status.

CARRIED

At 11:06 AM Cr Babe Kapa joined the meeting.

5.9 WATERS OPERATIONAL REPORT

Agenda item 6.9 document number A5252249, pages 72 - 87 refers

RESOLUTION 2025/73

Moved: Kahika Moko Tepania
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Koukou - Transport and Infrastructure Committee receive the report Waters Operational Report.

CARRIED

5.10 TRANSPORT CAPITAL WORKS PROGRAMME UPDATE

Agenda item 6.10 document number A5252474, pages 88 - 97 refers

RESOLUTION 2025/74

Moved: Cr Babe Kapa
Seconded: Kahika Moko Tepania

That Te Koukou - Transport and Infrastructure Committee receive the report Transport Capital Works Programme Update.

CARRIED

5.11 FNDC TRANSPORTATION MAINTENANCE AND RENEWALS ACTIVITY UPDATE MAY 2025

Agenda item 6.11 document number A5254659, pages 98 – 144 refers

RESOLUTION 2025/75

Moved: Kahika Moko Tepania

Seconded: Cr Steve McNally

That Te Koukou - Transport and Infrastructure Committee receive the report FNDC Transportation Maintenance and Renewals Activity Update May 2025.

CARRIED

5.12 COMMUNITY FACILITIES OPERATIONS AND MAINTENANCE UPDATE JUNE 2025

Agenda item 6.12 document number A5260266, pages 145 - 157 refers

RESOLUTION 2025/76

Moved: Cr Ann Court
Seconded: Cr Hilda Halkyard-Harawira

That the Te Koukou - Transport and Infrastructure Committee receive the report Community Facilities Operations and Maintenance Update June 2025.

CARRIED

5.13 SOLID WASTE CONTRACT UPDATE & RESOURCE CONSENT STATUS

Agenda item 6.13 document number A5260881, pages 158 - 234 refers

RESOLUTION 2025/77

Moved: Cr Ann Court
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That the Te Koukou - Transport and Infrastructure Committee receive the report Solid Waste Contract Update & Resource Consent Status.

CARRIED

6 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/78

Moved: Kahika Moko Tepania
Seconded: Cr Tāmati Rākena

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out,	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would

UNCONFIRMED

	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)	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.2 - Te Koukou Public Excluded Open Resolutions Update	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - Lighting Maintenance and Renewals Contract 7/21/185 - Recommended Award of Separable Portion 3	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.4 - Variation to Contract - Kaikohe Infrastructure Acceleration Fund Detailed Design.	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
6.5 – Water and Transport Portfolio Member Reports		

and that the Community Board Chairs be allowed in the public excluded part of the meeting.

CARRIED

INFORMATION AND DECISIONS TO BE RELEASED TO THE PUBLIC

RESOLUTION 2025/79

That Te Koukou – Transport and Infrastructure Committee:

- **note the verbal March 2025 reports from Members Ann Court and Steve McNally as Transport Portfolio holders and**

- **note the verbal March 2025 reports from Member Mate Radich as Water Portfolio holders.**

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Kahika Moko Tepania closed the meeting with a karakia.

8 MEETING CLOSE

The meeting closed at 1:22 PM.

The minutes of this meeting will be confirmed at the Ordinary Te Koukou - Transport and Infrastructure Committee Meeting held on 12 August 2025.

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CHAIRPERSON

7.3 COUNCIL OPEN RESOLUTIONS AND ACTIONS UPDATE JULY 2025

File Number: **A5056524**

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 open resolutions arising from Council meetings.

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.
- Action points are a mechanism to capture actions that are not part of a formal decision/resolution but require follow up or confirmation from staff.

TŪTOHUNGA / RECOMMENDATION

That Council receive the report Council Open Resolution and Actions Update July 2025.

1) TĀHUHU KŌRERO / BACKGROUND

Council decisions and resolutions are documented in an open resolution status report, tracking actions triggered by these decisions. Staff provide updates on incomplete tasks, including outstanding actions from previous triennium committees.

As some Council reports are purely informational and do not generate resolution items, a need has been identified to track certain action points arising from information reports or meeting discussions.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Group Managers will assist in recording and following up outstanding open resolutions and action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda. Democracy Services staff will support the process by generating reports.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

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.

ĀPITIHANGA / ATTACHMENTS

1. **Open Resolution Report - A5288110** ⇩
2. **Actions Update Report - A5288201** ⇩

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
Council 11/08/2022	Russell Landfill Options Report	**RESOLUTION 2022/61** **That Council:** **a) approve in principle, the permanent closure of Russell Landfill (Option One).** **b) approve staff commence the resource consent application Northland Regional Council to close the Russell Landfill** **c) request staff bring back to Council the terms of the resource consent and investment required to close the landfill** **d) approve staff commence the community consultation process and report to Council the outcome of that consultation** **e) delegate to the Chief Executive, or his nominee, the negotiation, agreement and signing of contract variations with Northland Waste Ltd to provide on-going transport and disposal of waste from the Russell facility whilst Council progress the resource consent and consultation process.** **CARRIED**	**28 Jan 2025 9:49am** Funding for this project is uncertain as the budget for the Russell closure plan in the Better off Fund has been re-allocated to another project. **24 Mar 2025 12:17pm – Delivery & Operations** No further update from January. Next step is public consultation
Council 9/02/2023	Easement On Local Purpose Esplanade Reserve-Wairawarawa Stream	**RESOLUTION 2023/5** **That Council approve the granting of a right of way easement pursuant to section 48(1)(f) of the Reserves Act 1977 on Local Purpose Esplanade Reserve Lot 16 DP 146304 for the purpose of constructing and using a private bridge over the Wairawarawa Stream connecting:** **i. 2276C State Highway 10 Kerikeri - Lot 1 DP 91402 contained in record of title NA64B/178; and** **ii. 15 Conifer Lane Kerikeri - Lot 1 DP 535123 and Lot 14 DP 158690 contained in record of title 884105; and**	**24 Jan 2025 9:36am** As above in Nov 20204 - FNDC has drafted agreement to grant easement and sent to the land owners for review and signature. We have not heard back from owners as yet. **25 Mar 2025 3:05pm** Easement agreement has been drafted by FNDC. That agreement is with the landowner's legal counsel. They are dragging their feet. We are going to put a deadline on it, after which this action will stop. The benefit of the easement is for the landowner (not Council) - the length of time this is taking is due to the landowner. **28 Apr 2025 5:14pm** The completion of this action is reliant on cooperation from the landowners. The landowners have not yet completed their task by reviewing and signing the easement agreement.

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
		iii. 2228 State Highway 10, Kerikeri - Lot 1 DP 457586 contained in record of title 593590. **and that approval is provided subject to:** **1. NRC granting Resource Consent for construction of the bridge; and** **2. public consultation in accordance with sections 48(2), 119 and 120 of the Reserves Act 1977; and** **3. compensation being negotiated and finalised in a written Compensation Agreement payable by the landowners to the Council; and** **4. Landowners -** **a) bearing all costs and disbursements in relation to the required public consultation.** **b) if required by law and prior to commencing construction works, seeking relevant consent(s) and / or permits from the Council under Local Government Act 1974, Resource Management Act 1991 and / or Building Act 1991.** **c) bearing all legal and survey costs and disbursements in relation to creating and registering the easement instrument on all relevant titles;** **d) bearing full responsibility for the construction, maintenance, upkeep, repair, removal of the bridge (if required) during its lifetime, and end of its lifetime;** **e) the bridge being the landowner's asset, which if abandoned, neglected or on becoming a nuisance of any kind or degree, must be removed or decommissioned and Reserve land remediated to Council's satisfaction;**	Council cannot move this matter forward without the landowners signing the easement agreement. This was an easement over reserve requested by the landowner. Further delay from the landowners will likely result in the abandonment of this action. **22 May 2025 3:20pm** This action is reliant on the landowner performing their part. FNDC cannot close this action until then. This action will continue to appear every month on Council agenda for outstanding items with 'as above'. Accordingly, at some point Council might consider withdrawing this resolution due to inaction from the landowner. **23 Jun 2025 2:41pm – Corporate Services** Legal Services - With reference to update on 22 May 2025 – this has not progressed any further as the action is with the landowner (not Council). Council might consider withdrawing this resolution due to inaction from the landowner.

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
		f) indemnifying the Council of all costs, claims and expenses arising from use and operation of the bridge during its lifetime. **CARRIED**	
Council 24/08/2023	Rangitoto Reserve, Mangonui	**RESOLUTION 2023/98** **That Council:** **a) approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Rangitoto Reserve (Allot 71 PSH of Mangonui East) as a Historic Reserve.** **b) appoint Te Hiku Community Board to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of the reserve classification.** **c) staff develop a Management Plan under s41 of the Reserves Act to eradicate the invasive wattle trees and moth plants.** **CARRIED** *NOTE: Kahika/Mayor Tepania requests a briefing paper on how many reserves Council has, what their classifications are, how many have reserve management plans and how many can be sold.*	**23 Jan 2025 8:31am** The Working Group for the Rangitoto Historic Reserve management plan has been established as a partnership between Ngāti Ruaiti, Matarahurahu, and Council, with a further agreement that all written communications will be circulated to Ngāti Kahu ki Whangaroa. The initial focus is on messages to be included in the first round of public consultation. **24 Feb 2025 4:14pm** The Rangitoto Reserve management plan working group are finalising messages for public consultation for the reserve management plan. The initial public consultation phase will take place in May to fit in with Communications staff resources and other consultations. **24 Mar 2025 9:04am** Consultation messages for public consultation have been agreed by the working group, and staff are preparing for consultation to start at the beginning of May. **29 Apr 2025 10:43am** The request for comments to inform the reserve management plan has been advertised and will be live on the website on Friday 2 May. **15 May 2025 4:36pm** A consultation portal is open on the website until 2 June for comments to inform the draft reserve management plan. Letters or emails have also been sent to neighbours, DOC and HNZPT. **23 Jun 2025 9:33am** Public consultation for the reserve management plan closed on 2 June, and 31 submissions were received. The Rangitoto Reserve - Reserve Management Plan Working Group are now considering the submission information, and a working group meeting is being planned. **08 Jul 2025 9:39am – Planning & Policy** The Rangitoto Reserve - Reserve Management Plan Working Group are now considering the submission information, and a working group meeting is being planned.

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
Council 8/02/2024	New Ground Lease to Playcentre Aotearoa - Russell Playcentre over 12 Church Street, Russell	**RESOLUTION 2024/12** **That Council:** **a) grant a new ground lease to Playcentre Aotearoa over the Local Purpose (Playcentre) Reserve being approximately 736 square meters of Lot 6 DP 7147, 12 Church Street, Russell, held in New Zealand Gazette 1984 page 3528 and vested in Far North District Council as Local Purpose Reserve.** **The terms of the lease shall be:** • **30 years (10+10+10)** • **Rental: as per FNDC Fees and Charges schedule for a community lease.** • **$118 plus GST for 2023/2024 and reviewed annually in conjunction with the FNDC Fees and Charges schedule.** **b) with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Playcentre Aotearoa.** **CARRIED**	**24 Feb 2025 4:19pm** Have requested update from tenant, no reply as of yet **21 Mar 2025 1:34pm** As above, no changes **28 Apr 2025 12:55pm** Reply from tenant is that key personnel are on leave and unfortunately have not been able to determine an outcome yet. **24 Jun 2025 12:01pm** Currently in negotiations on the next steps for this project between playcentre legal and FNDC legal who have been assisting with the communications. , We are likely to be bringing this to the community board in the coming months once we have investigated the best outcome for the community and have a better understanding from playcentre NZ **18 Jul 2025 12:14pm – Delivery & Operations** We have been in discussions with tenants' legal team who are still to decide on what the playcentre board would like to do regarding the lease and/or ownership of the building. To date, they have not had a response from their board on the outcome for next steps. Once this is received, we will progress in the appropriate direction to get this resolved.
Council 14/03/2024	Options Analysis for Financial Contributions	**RESOLUTION 2024/19** **That Council approve the development of a draft financial contributions chapter.** **CARRIED**	**29 Jan 2025 3:38pm** Working with the Development Contributions team to ensure we are not conflicting. Awaiting some direction from that project team **13 Mar 2025 8:59am** Working with the Development Contributions project team to ensure we are looking at the interdependencies and creating a framework that works together **23 Apr 2025 4:06pm** Working with the Development Contributions project team to ensure we are looking at the interdependencies and creating a framework that works together **16 May 2025 5:00pm**

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
			Collaborating with the Development Contributions project team to ensure interdependencies are thoroughly considered and that we are developing a complementary framework. Work still in progress **23 Jun 2025 8:46am** The introduction of Financial Contributions will be via a Council initiated plan change post the adoption of the Proposed District Plan. A decision from Council on PDP is due in May 2026.This will come after Development Contributions with a draft of the DC policy due to the August 2025 Council meeting. **11 Jul 2025 4:43pm – Planning & Policy** Continuing to collaborate with staff working on the Development Contributions (DC) Policy to ensure we are developing a complimentary framework. Awaiting the outcome of the August council meeting where a decision will be made on the draft DC Policy.
Council 13/06/2024	ALTERNATIVE MOTION	**RESOLUTION 2024/93** **That Council:** **c10) request CEO to provide a report to Te Koukou- Transport and Infrastructure Committee to update Elected Members on the stormwater project called " Turner Centre sub-catchment and Upgrade to Heritage Bypass, Kerikeri Water" for decision on capital investment.** **CARRIED**	**29 Apr 2025 11:50am** The new Waters Manager will provide an update to the June Council meeting. **03 Jun 2025 9:24am** Tanya Proctor: Initial design received. Work will continue on design and this matter will need to move into Local Waters Done Well (LWDW). **01 Jul 2025 10:14am - Infrastructure** Tanya Proctor: Original budget for engineering work done as part of LWDW was initially to increase pipe capacity. However this work has revealed that the Plant itself is in need of upgrading. Consideration is being given to which work should be given the higher priority.
Council 13/06/2024	Setting of Speed Limit - Temporary and Permanent - Russell Catchment	**RESOLUTION 2024/80** **That Council:** **a) note the requirements associated with setting of temporary speed limits and endorses the staff recommendation to not proceed with this process for Aucks Road/Russell Whakapara Road;**	**17 Jan 2025 3:28pm** An elected members report has been prepared and will be presented in workshop session with Te Koukou at the February meeting. Depending on the workshop outcome a formal decision paper will come to a future council meeting. **28 Feb 2025 12:59pm** An elected members report was provided at Te Koukou workshop with a recommendation report to be provided to Council with options and cost to complete for consideration. Target delivery is April Council meeting.

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
		b) approve that staff commence consultation with the public on setting permanent speed limits for the Russell Catchment area; and **c) note that implementation of any permanent speed limits is dependent on final funding for the 2024-2027 Long-Term Plan.** **CARRIED**	**25 Mar 2025 8:15am** An elected members report was provided at Te Koukou workshop with a recommendation report to be provided to Council with options and cost to complete for consideration. Target delivery is May Council meeting. **29 Apr 2025 9:54am** An elected members report was provided at Te Koukou workshop with a recommendation report to be provided to Council with options and cost to complete for consideration. Target delivery is June Council meeting. **16 May 2025 7:54am** An elected members report was provided at Te Koukou workshop with a recommendation report to be provided to Council with options and cost to complete for consideration. Target delivery is June Council meeting. **02 Jul 2025 8:19am - Infrastructure** Elizabeth Stacey: A recommendation report will be prepared by consultants due to changes in the delivery of Transport services. Delivery date is unknown at this time.
Council 12/09/2024	Kororāreka/Russell Placemaking - Traffic Changes Pilot on The Strand	**RESOLUTION 2024/126** **That Council approve a pilot commencing late 2024 for six-months, during which the use of The Strand is changed to:** **Option 3: Essential Vehicle Access Only from Cass Street to Pitt Street with the remainder of The Strand as a Shared Space (Attachment 1 Map 3).** **CARRIED**	**27 Feb 2025 12:58pm** The 6 month trial commenced in early December 2024 and is still in progress. Staff are currently finalising the engagement plan to enable public consultation to be carried out in the latter stage of the trial, to gain public feedback on the trial including whether any part of the trial should become a permanent change to The Strand **25 Mar 2025 9:15am** The traffic trial on The Strand commenced in early December 2024. At the 10 April 2025 Council meeting, staff will attend to request approval to extend the traffic trial from a 6-month duration to a 9-month duration (meaning the trial would be completed on 1 September 2025). Formal public consultation on the traffic trial will be undertaken between 23 April and 23 May. Staff are planning to present the findings from the consultation event to BOIWCB members in June, to seek a resolution for any permanent changes to The Strand when the trial ends.Staff are planning to present the BOIWCB resolution to Council in July 2025, to see a decision on any permanent change to The Strand when the trial ends. **29 Apr 2025 6:19pm** Update largely unchanged from the previous update: The traffic trial on The Strand commenced in early December

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
			2024. At the 10 April 2025 Council meeting, staff requested approval to extend the traffic trial from a 6-month duration to a 9-month duration (meaning the trial would be completed on 1 September 2025). Formal public consultation on the traffic trial commenced in late April. Staff are planning to present the findings from the consultation event to BOIWCB members in June, to seek a resolution for any permanent changes to The Strand when the trial ends.Staff are planning to present the BOIWCB resolution to Council in July 2025, to see a decision on any permanent change to The Strand when the trial ends. **30 Apr 2025 1:13pm** Public engagement on what should happen after the trial ends began on the 29 April 2025, with submissions due to close on the 27 May 2025. There will be two drop in sessions for the public at the Russell RSA during this time period. Staff are working towards having agenda item to the June BOIW community board meeting. **20 May 2025 10:20am** Consultation is closing 27 May, staff are on target to take an item to the BOIWCB in June. The BOIWCB recommendation will then come up to the following Council meeting **23 Jun 2025 8:42pm** Consultation closed on the 27 May 2025. An agenda item was taken to the BOIWCB in June. The board has recommended to Council that the trial with some minor changes is made permanent, with this being funded by the Long Term Plan. Staff are working to have an agenda item at the July Council meeting. **11 Jul 2025 4:46pm – Planning & Policy** A decision is being sought from Council at the 31 July meeting to determine what action should take place after the trial ends 1 September 2025. The Community Board has recommended making the trial permanent with some minor changes.
Council 14/11/2024	Committee Recommendations and Resolutions - October 2024	**RESOLUTION 2024/160** **That Council** *Te Kuaka- Te Ao Māori Committee: Item 5.1 – Te Oneroa-a-Tōhē Variation to Speed Limits*	**17 Jan 2025 3:29pm** A variation to the existing speed management plan, considering the new Rules, is being prepared for NZTA Waka Kotahi approval. Anticipated submittal is February 2025 **28 Feb 2025 1:01pm**

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am

Division:
Committee: Council
Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
		amend Te Kaunihera o Te Hiku o Te Ika Interim Speed Management Plan to include 30 kilometre per hour speeds 200 metres either side of the following beach access points: **a) Hukatere Access;** **b) Te Wakatehāua Access; and** **c) Kauēparāoa Access.** **CARRIED**	A variation to the existing speed management plan, considering the new Rules, has being prepared for NZTA Waka Kotahi approval. **25 Mar 2025 8:15am** A variation to the existing speed management plan, considering the new Rules, has being prepared for NZTA Waka Kotahi approval. **29 Apr 2025 9:55am** A variation to the existing speed management plan, considering the new Rules, has been prepared for NZTA Waka Kotahi approval. **16 May 2025 7:55am** A variation to the existing speed management plan, considering the new Rules, has been prepared for NZTA Waka Kotahi approval. **02 Jul 2025 8:27am - Infrastructure** NZTA has returned the variation and required the speed limit changes be prepared using the Alternative Method under the new Rule rather than a variation to the existing plan prepared under the old Setting of Speed Limits Rule. This effort will need to be managed by consultants due to changes in the delivery of transport services.
Council 14/11/2024	Review of Development Contributions Policy	**RESOLUTION 2024/158** **That Council:** **a) note, the Development Contributions Policy has been reviewed** **b) approve, to develop a new development contributions policy for Kawakawa, Kaikohe and Kerikeri by July 2025 and September 2025 for the rest of the district.** **CARRIED**	**24 Jan 2025 9:05am** Staff have commenced work on developing a new development contributions policy. **25 Feb 2025 3:54pm** Staff are on track to deliver a workshop to elected members on 11 March **24 Mar 2025 10:11am** Workshop delivered 11/03/25. **30 Apr 2025 10:33am** Work is progressing, aiming to present draft policy at July meeting (dependent on three waters projects). **22 May 2025 8:38am** Draft policy is under peer review. Modelling is being tested. Staff aiming to present draft for consultation to Council in July. **24 Jun 2025 1:19pm** Draft policy is currently under legal review. Staff aim to present draft policy for approval to consult at 31 July Council meeting. **08 Jul 2025 9:12am – Planning and Policy**

OPEN RESOLUTION REPORT

Printed: Thursday, 24 July 2025 8:55:00 am
Division:
Committee: Council
Officer:
Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
			Staff aim to present draft policy for approval to consult at 31 July Council meeting.
Council 12/12/2024	2024-27 National Land Transport Plan (NLTP) Outcomes	**RESOLUTION 2024/172** **That Council approve works for unsubsidised funding for the following:** **1 - tree trimming** **3 - REAP road safety** **4 - pothole prevention** **5 - road rehabilitation** **6 - school zones** **and that more information be provided to a Te Koukou Committee workshop, for items 2, 7, 8, 9 and 10.** **CARRIED**	**30 Apr 2025 8:32am** Discussed at Te Koukou workshop 23 April 2025. Staff requested to provide report to Te Koukou with details of previously approved prioritised works programmes and an option assessment for consideration. Staff are developing report will present it to Te Koukou when it is available. Recent developments and suggestions on revised spending priorities tabled by elected members may require more detailed discussion on alternatives **02 Jul 2025 8:20am - Infrastructure** This matter will be updated at the Te Koukou Workshop on 15th August 2025.
Council 13/02/2025	Initiation of public consultation on disposal of sections of Kerikeri reserve	**RESOLUTION 2025/5** **That Council:** **a) approve the initiation of a public consultation process under Section 24 of the Reserves Act 1977 to revoke small parts of Recreation Reserve (Lot 10 DP 62588 – owned by the Far North District Council) underlying an existing retaining wall owned by Woolworths Ltd;** **b) appoint Bay of Islands-Whangaroa Community Board to hear any submissions received in response to the consultation processes and to make recommendations to the Council in respect of the reserve classification and revocation.** **CARRIED**	**28 Feb 2025 11:10am** The applicant is preparing an application for a licence to occupy and proceeding with further engineering detailing. **25 Mar 2025 8:49am** A licence to occupy has been received and is being processed by Council staff. The applicant advises that once this is finalised they will seek resource consent including a boundary adjustment and building consent. **30 Apr 2025 10:32am** Licence to occupy in progress, application for reserve revocation not yet received **15 May 2025 4:40pm** Draft agreement for licence to occupy has been prepared and is expected to be signed by end of May. Easement application has not been received yet. **24 Jun 2025 9:37am** Easement application has not been received yet. **08 Jul 2025 9:28am – Planning and Policy** Easement application has not been received yet. Legal Services and the Applicant are still discussing details of the LTO.

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Officer:

Date From: 1/01/2021
Date To: 24/07/2025

Meeting	Title	Resolution	Notes
Council 13/02/2025	Initiation of public consultation on the granting of a ground lease over 36 Recreation Road, Kaikohe - Sportsville	**RESOLUTION 2025/4** **That Council:** **a) commence the public consultation process on the granting of a new ground lease to Kaikohe & Districts Sportsville Incorporated (over approximately 485.7m2 of land being Lot 31 DP 10045 and 7,067.5m2 of land being part Lot 3 DP 22327) vested in Far North District Council as recreation reserve, located at 36 Recreation Road, Kaikohe.** **The terms of the proposed lease shall be:** **Term: 30 years (10+10+10) – allowed for under the Reserves Act 1977** **Rental: $121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.** **b) appoint the Kaikohe-Hokianga Community Board to hear any submissions received in response to the consultation process and to make recommendations to Council.** **c) grant an immediate Licence to Occupy to Kaikohe & District Sportsville Incorporated to enable them to function in their management role.** **CARRIED**	**24 Feb 2025 4:20pm** Public consultation approved, working with engagement team to progress. Team are drafting LTO as per Council resolution **07 Mar 2025 12:55pm** LTO sent to Sportsville for their review **24 Mar 2025 8:34am** Public consultation to go live on 4 April for 4 weeks **30 Apr 2025 2:45pm** Public consultation closing tomorrow 1 May **03 Jul 2025 8:20am** Report will be presented at the Kaikohe-Hokianga Community Board meeting set for 11 July 2025 **18 Jul 2025 12:12pm – Delivery & Operations** This report is being tabled at the Kaikohe-Hokianga Community Board meeting – 8 August 2025
Council 13/03/2025	Committee Recommendations and Resolutions - February 2025	**RESOLUTION 2025/19** **That Council:** **Direct the CE before 1 April 2025 to dedicate at least 2 new FTE's in Te Hono to ensure:** **a. Development of Whenua Māori and**	**25 Mar 2025 9:10am** Chief Executive is working through employer obligations and developing a plan on how to give effect to this resolution **30 Apr 2025 8:31am** Chief Executive is working through employer obligations and developing a plan on how to give effect to this resolution. Opportunities identified to make submissions to support the removal of regulatory barriers to the cost of consenting and development of Whenua Māori include a potential response to the Te Ture Whenua Māori Act discussion document. Council staff are reviewing the document which notes the

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		b. Streamlining and expediting the consenting process and facilitation between landowners and relevant stakeholders. **CARRIED** **c. allocate a budget of $700k per annum.** **LOST** **d) that Te Hono have their own General Manager at Senior Leadership Level.** **CARRIED** **e) that Council make submissions to Central Government to support the removal of regulatory barriers to the cost of consenting and development of Whenua Māori.** **CARRIED**	purpose of the proposed changes are to"… ensure greater equality of opportunity for and with Māori through streamlining and simplifying processes within the Māori land system. Making it easier to develop and use your whenua, boost the economic potential of land and support the continued growth of the Māori economy.", The government has also proposed to replace the RMA with two acts later in 2025, which may present opportunities to support the removal of regulatory barriers to the cost of consenting. **15 May 2025 4:41pm** In addition to the above, the Chief Executive has worked with Elected Members to understand what having a GM Te Hono needs to achieve. This now informs discussions to occur with staff and progressing a plan. **16 Jun 2025 3:22pm** GM Te Hono position has been created and is currently accepting internal applications. **21 Jul 2025 3:06pm – Chief Executive Office** GM Te Hono position has been advertised externally. Applications close 27 July 2025
Council 10/04/2025	Notice of Motion - Pioneer Village Kaikohe	**RESOLUTION 2025/32** **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**	**29 Apr 2025 3:27pm** a.) Increase to PVK grant funding to secure two fulltime staff positions is being budgeted for from 2025-26. , b.) PVK is specifically referenced on page 48 of Toi Mana Arts, Culture & Heritage Strategy, and will be included in the implementation plan. **21 May 2025 11:36am** a) Increase of $175K to existing the PVK grant fund has been loaded to annual plan budget 2025-26 (total grant will be $218,000 for remainder of LTP 2024-27). This increased funding will enable the employment of 2 x staff to manage and curate the Pioneer Village experience. PVK Trustees have been advised by email of the increased funding. Funding will be delivered via an increase to existing grant. PVK to be notified. **24 Jun 2025 8:37am** update from GM Community and Engagement, 1) Finance confirms an increase of $175K to existing the Pioneer Village

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Meeting	Title	Resolution	Notes
		preservation of heritage buildings, collections, and infrastructure upgrades. **CARRIED**	Kaikohe (PVK) grant fund is loaded to annual plan budget 2025-26 and pending AP 2025-26 approval, total yearly grant (less insurance premium applied) will be $218,000 for remainder of LTP 2024-27. The increased funding will enable the employment of 2 x staff to manage and curate the Pioneer Village experience and will be delivered via an increase to existing grant in fiscal year 2025-26. PVK advised by email of the increased funding and have requested follow up actions confirming insurances and funding period, and to share Te Ahu Museum job descriptions and MoU as base templates. Requested information is being complied to circulate, a meeting request has been issued to ensure supports for resolution implementation are in place. Recommend action be closed after this update. **26 Jun 2025 9:34am** 1.) Finance confirms an increase of $175K to existing the Pioneer Village Kaikohe (PVK) grant fund is loaded to annual plan budget 2025-26 and pending AP 2025-26 approval, total yearly grant (less insurance premium applied) will be $218,000 for remainder of LTP 2024-27. The increased funding will enable the employment of 2 x staff to manage and curate the Pioneer Village experience and will be delivered via an increase to existing grant in fiscal year 2025-26. PVK advised by email of the increased funding and have requested follow up actions confirming insurances and funding period, and to share Te Ahu Museum job descriptions and MoU as base templates. Requested information is being complied to circulate, a meeting request has been issued to ensure supports for resolution implementation are in place. Recommend action be closed after this update. **15 Jul 2025 8:14am – Community & Engagement** Further to previous update, staff will attend the PVK Trust Board meeting on 17/7/25 to continue operational actions that give effect to this resolution. PD's have been provided and currently progressing other PVK operating queries around insurances, application of grant etc.
Council 10/04/2025	New Ground Lease to Kohukohu Bowling Club Incorporated over 22 Beach Road, Kohukohu	**RESOLUTION 2025/37** **That Council:**	**28 Apr 2025 12:58pm** Working alongside Comms and Engagement to commence public consultation **24 Jun 2025 11:53am – Delivery & Operations** Hapū consultation: Commenced, Public consultation: Scheduled,

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		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.** **CARRIED**	o Documentation and website to be ready by Friday, 13 June 2025, o Four-week consultation period begins Friday, 27 June 2025, o Two-week response compilation period starts Friday, 25 July 2025, o Report to Kaikohe–Hokianga Community Board meeting on Friday, 8 August 2025 at 10am
Council 10/04/2025	Application for Easement Over a Russell Esplanade Reserve	**RESOLUTION 2025/35** **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**	**30 Apr 2025 10:33am** Processing waiting on clarification of fees payable **19 May 2025 11:05am** Legal Services are now preparing an agreement that covers the preparation of the easement including the process and fees to be charged. **24 Jun 2025 12:45pm** The easement agreement between the parties has been drafted, it is in the queue for peer review. Once reviewed it will be issued to the customer for consideration and signature. **08 Jul 2025 9:25am – Planning & Policy** Legal Services are preparing an agreement that covers the preparation of the easement including the process and fees to be charged.

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		b. having a condition imposed that requires the applicant to use materials and design that protect the amenity values of the beach area. **CARRIED**	
Council 10/04/2025	Application for Easement Over Waipapa Esplanade Reserve	**RESOLUTION 2025/38** **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.** **CARRIED**	**30 Apr 2025 10:34am** Processing of easement waiting on clarification of fees payable **15 May 2025 4:41pm** Legal Services are now preparing an agreement that covers the preparation of the easement including the process and fees to be charged. **24 Jun 2025 9:42am** Legal Services are preparing an agreement that covers the preparation of the easement including the process and fees to be charged. **08 Jul 2025 9:25am – Planning & Policy** Legal Services are preparing an agreement that covers the preparation of the easement including the process and fees to be charged.
Council 10/04/2025	Ground Lease Requests Over Kaikohe Landfill	**RESOLUTION 2025/36** **That Council leave to lie item 7.2 – Ground Lease Requests Over Kaikohe Landfill pending further information.** **CARRIED**	**30 Apr 2025 2:40pm** More information has been requested by EMs - will be pulling together and presenting when information is available. **24 Jun 2025 11:56am** • Status: On hold, • Reason: Requires extensive ground engineering and monitoring to assess site capability, • Current lead: Leeara Maxwell **21 Jul 2025 2:10pm – Delivery & Operations**

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			At present, the site operates with a sump pump managed by a basic float switch. While the pump appears to be operating as expected, we currently don't have the consistent or robust data needed to confidently progress any new projects or upgrades at the site., As part of the leachate pump station review Simon led earlier this year across our three closed landfill sites Kaikohe, Russell, and Ahipara it became evident that Kaikohe requires improved telemetry and flow monitoring to meet both operational and regulatory expectations., Since Simon's departure, Leeara Maxwell (secondment) has picked up the project to coordinate the installation of flow meters across all three sites. , Recent Actions:, • Kaikohe's flowmeter was installed last week by McKay Electrical, which enables integration with the new telemetry system., • The next step is to calibrate and test the equipment so we can begin collecting reliable data., • We'll need at least 12 months of data to establish a leachate discharge pattern and assess whether current pumping volumes are sufficient for ongoing compliance, particularly over wetter periods., This data will form the foundation for any future capital works planning and will also support upcoming consent requirements. Just as an FYI, alongside this project, we are also having to reapply for a resource consent with NRC for the site and this work is already underway and is with our infrastructure planner team. , In the meantime, we will be placing all projects related to our closed landfills on hold until our new Waste Minimisation & Sustainability Specialist joins us on 18 August 2025. Again, they bring significant experience in solid waste and project delivery and will be well positioned to take this work forward and provide consistent updates as things progress.
Council 8/05/2025	New lease to Kawakawa Memorial Library Centre Incorporated over 3 Wynyard Street, Kawakawa	**RESOLUTION 2025/45** **That Council:** **a) approve a new lease to Kawakawa Memorial Library Centre Incorporated over Local Purpose (Community Facility) Reserve being Part Lot 36 DEEDS W 46, approximately 227 square metres, held in New Zealand**	**24 Jun 2025 11:57am** • Status: Lease pending legal review, • Next step: Legal review scheduled for 17 June 2025 to confirm the public use clause is fit for purpose **18 Jul 2025 12:13pm – Delivery & Operations** This lease has been approved by legal and has gone to the lessor awaiting them to return from holiday and singing completed. , We are in communications with them often and this is almost resolved.

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		Gazette 2000, page 2043 held in Record of Title NA35B/1247. **The terms of the proposed lease shall be:** • **Term: 30 (5+5+5+5+5+5) years** • **Annual Rental: As per FNDC Fees and Charges Schedule for a Community lease.** • **$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.** **b) authorise the Group Manager Delivery and Operations to negotiate the final terms and conditions of the lease and execute the lease on behalf of Council.** **CARRIED**	
Council 8/05/2025	Elected Member Steering Group for Local Water Done Well	**RESOLUTION 2025/47** **That Council approve:** **a) The formation of a Multi-Council Elected Member Steering Group with three representatives from each of the following councils (Far North District Council, Kaipara District Council and Whangārei District Council) to oversee the LWDW programme,** **b) The appointment of Kahika - Mayor Moko Tepania, Cr John Vujcich and Cr Ann Court to the Multi-Council Elected Member Steering Group** **c) The draft Terms of Reference (ToR) for the Multi-Council Elected Member Steering Group as provided in Attachment A,**	**19 May 2025 11:50am** The Regional Elected Members Working Group (WG) has been established and the draft Terms of Reference approved. WDC are to provide secretariat support for the WG and have scheduled the first meeting to occur on the 26 May 2025 supported by David Hawking (Independent Advisor), Vanessa Blakelock (DIA partner) and operational staff from each council **17 Jun 2025 11:27am** Andy Dowdle - As per the update in May. The Regional Elected Members Working Group (WG) has been established and the draft Terms of Reference approved. WDC are to provide secretariat support for the WG and have scheduled the first meeting to occur on the 26 May 2025 supported by David Hawking (Independent Advisor), Vanessa Blakelock (DIA partner) and operational staff from each council. This action can now be closed **23 Jun 2025 11:47am** The Elected Member Working Group has met on 9 June and 23 June 2025, with the expectation of additional workshop(s)

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		d) Delegated authority to the Mayor and Chief Executive Officer to make editorial changes to the ToR, if needed, **e) The appointment of an independent qualified expert to the Multi-Council Elected Member Steering Group,** **f) Delegated authority to the Multi-Council Elected Member Steering Group to select and appoint the independent qualified expert to the Multi-Council Elected Member Steering Group, and** **That Council note:** **g) The Multi-Council Elected Member Steering Group will make recommendations to each Council for future decision-making, and** **h) The Multi-Council Elected Member Steering Group will be supported by an operational team from each council.** **CARRIED**	in July being needed to determine consensus on certain governance arrangements before a recommendation can come to Council for the late July meeting. **19 Jul 2025 1:32pm – Corporate Services** The Elected Member Working Group (EMWG) met on 7 July 2025. After extensive discussion on key establishment and governance principles, as well as financial risks, the group reached consensus that it could recommend a Regional Council Controlled Organisation (RCCO). However, it was noted that significant further exploration and agreement on principles would be required to prepare the RCCO's foundational documents (e.g., shareholder agreement, constitution)., If several key Council decisions do not result in consensus among Northland Councils, they may act as 'offramps' from the RCCO pathway, reverting instead to an 'in-house business unit' (IHBU)., Council is scheduled to meet on 31 July 2025 to confirm whether the RCCO or IHBU is the preferred waters delivery model. This decision will inform staff preparation of the Water Services Delivery Plan, which is due for Council approval in August, ahead of the 3 September 2025 delivery deadline to the Department of Internal Affairs
Council 8/05/2025	Notice of Motion - Sweetwater Aquifer	**RESOLUTION 2025/41** **That Council request that an independent review be done immediately on Sweetwater Aquifer project and reported back to Council by July 2025.** **CARRIED**	**15 May 2025 5:03pm** Internal information is being collated to provide to commence an independent review **21 Jul 2025 3:05pm – Chief Executive Office** Report is going to the 31 July council meeting
Council 5/06/2025	Solid Waste Strategy Proposal for Public Consultation	**RESOLUTION 2025/54** **That Council:** **a) Adopt the Proposal in Attachment 1 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.**	**24 Jun 2025 1:10pm** Consultation has opened on the WMMP and SWS. Verbal submissions if required are booked for 23 July. **08 Jul 2025 9:21am – Planning & Policy** Consultation has closed. Analysis of submissions underway.

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		b) Approve that the period for making written submissions on the proposal will be a minimum of 4 weeks. **c) Delegate authority to the Mayor to decide on the date of oral presentation/s of submissions.** **d) Authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the Proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication and public release.** **CARRIED**	
Council 5/06/2025	Waste Management and Minimisation Plan - Statement of Proposal	**RESOLUTION 2025/55** **That Council:** **a) Adopt the Statement of Proposal as provided in Attachment 1 of this agenda report for public consultation** **b) Approve, the period for making written submissions on the proposal will be a minimum of one month.** **c) Delegate authority to the Mayor to decide on the date of oral submissions.** **d) Authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the Statement of Proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication.** **CARRIED**	**24 Jun 2025 1:11pm** Consultation has opened on the WMMP and SWS. Verbal submissions if required are booked for 23 July. **08 Jul 2025 9:22am – Planning & Policy** Consultation has closed. Analysis of submissions underway.
Council 3/07/2025	Far North District Council Committee Amendments	**RESOLUTION 2025/69** **That Council resolve to:**	**18 Jul 2025 3:28pm – Strategic Relationships** The relevant terms of reference documents have been updated to reflect that change in quorum., A workshop has

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Meeting	Title	Resolution	Notes
		a) reduce the quorum for the following Council Committees to 4: **1. Te Koukou – Transport and Infrastructure Committee** **2. Te Kuaka – Te Ao Māori Committee** **3. Te Huia – Executive Review Committee** **b) appoint Kahika-Mayor Moko Tepania to Te Koekoeā as a replacement to Cr McNally.** **c) that Te Koekoea Committee Terms of Reference be expanded to manage the relationships with all Council Controlled Organisations (CCO's) in addition to being the Committee to consider director appointments to Council Controlled Organisations (CCO's).** **CARRIED**	been scheduled with elected members - 23 July to further discuss expanding the scope of Te Koekoeā to incorporate oversight of Council CCO's.
Council 3/07/2025	2025 Local Government New Zealand Annual General Meeting Remits	**RESOLUTION 2025/68** **That Council <u>support</u> the following remits:** **a) Improving Joint Management Agreements** **b) Alcohol Licensing Fees** **c) Aligning Public and School Bus Services** **d) Review of Local Government Arrangements to Achieve Better Balance** **e) Rates Capping Annual General Meeting (AGM) Paper** **.CARRIED** *Mayoral Note: In their AGM Agenda LGNZ recognises Cr Ann Court for long service to Local Government.*	**18 Jul 2025 3:25pm – Strategic Relationships** The LGNZ AGM was held 16 July 2025. As the agenda was collated in a couple of days following the meeting information on the decisions made at the AGM were yet to be received.
Council 3/07/2025	Review of Appointment of Directors for Council Organisations Policies.	**RESOLUTION 2025/70**	**17 Jul 2025 8:23am – Planning & Policy**

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		That Council: **a) revoke the Appointment of Elected Members as Directors of Council Organisations Policy (#2123); and** **CARRIED 5/4** **b) approve the amendments made to the Appointment and Remuneration of Directors for Council Organisations Policy (#2117) as in attachment 3.** **LOST 3/6** *Secretarial note 1: Cr Court stated her reasoning for her vote via the online chat and this was recorded during voting.* *Secretarial note 2: Elected Members request a workshop regarding the drafting of an "Appointment of Elected Members as Directors of Council Organisations" Policy.*	Following the resolution of 3 July staff are now exploring further policy and procedure options for the appointment of Councillors to Council Controlled Organisations.
Council 3/07/2025	Road Rename: Patereterе Place, Kāeo.	**RESOLUTION 2025/67** **That Council approve to rename a private road "Roto Place" that is currently addressed at Patereterе Place, Kāeo.** **CARRIED**	**18 Jul 2025 8:49am - Infrastructure**
Council 3/07/2025	Amended Rating Relief Policy Draft - Proposal for Public Consultation	**RESOLUTION 2025/71** **That Council:** **a) adopt the proposal in attachment 2 to be released for public consultation to meet the requirements of section 82 of the Local Government Act 2002.** **b) approve, the period for making written submissions on the proposal will be a minimum of 4 weeks.** **c) delegate authority to the Mayor to decide on the date of oral presentation/s of submissions.**	**18 Jul 2025 9:42am - Planning & Policy** Open for submission until 4 August 2025.

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Meeting	Title	Resolution	Notes
		d) authorise the Chief Executive to make any necessary minor drafting or presentation amendments to the proposal to correct errors or omissions, or to reflect the decisions made by the Council prior to final publication and public release. **CARRIED**	

Council Action Items as at 11:00 AM Thursday 24 July, 2025

Date	Item	Action	Assigned	Update Comment
Thu, Jul 3	Deputation	Check all RFS related to Pukepoto Road in Kaitāia and refer all that are related to Pukepoto Road, Ōkaihau back to the correct location. Needs correct signage. Suggestion to look at installing flooding indicator similar to Kaeo.	Infrastructure	
Thu, Jul 3	Deputation	Invitation for Māori Ward Councillor, to join the AAG. Reminder to SLT to attend AAG meetings every now and then.	Strategic Relationships	Invitation to SLT noted *This action item will be closed and will not appear in the August agenda.*
Thu, Jul 3	Deputation	Kahika Tepania asked who the current elected membership is to Disability Action Group.	Strategic Relationships	Elected Members who attend AAG are Kōwhai/Deputy Mayor Stratford, Cr Court, Lane Ayr (BOIWCB), Darren Axe (THCB) and Trinity Edwards (KHCB). *This action item will be closed and will not appear in the August agenda.*
Thu, Jul 3	5.1 Confirmation of Previous Minutes	Kōwhai Stratford asked that the public minutes include a reference to the discussion in PX and include the decision that was made with the public excluded	Strategic Relationships	Reflected in the 3 July 2025 minutes as a secretarial note in item 5.1 - Confirmation of Previous Minutes with the full resolution included at the end of the minutes before closing karakia - as requested. *This action item will be closed and will not appear in the August agenda.*
Thu, Jul 3	6.3 2025 Local Government Annual General Meeting Remits	Decision and any supporting documentation to be packaged up for the Mayor to take to the AGM when he attends mid-July.	Strategic Relationships	Complete - this information was packaged, and a hardcopy and electronic copy was provided to the mayor. *This action item will be closed and will not appear in the August agenda.*
Thu, Jul 3	6.5 Review of Appointment of Directors for Council Organisations Policies	Cr Vujcich requested an update on the risks involved with this report.	Planning & Policy	There is a risk that Council is not following process for policy change and then making decisions that apply this policy. This is due to the current resolution being a retrospective change to a policy.
Thu, Jul 3	6.6 Amended Rating Relief Policy Draft – Proposal for Public Consultation	Staff to check with the Mayors EA on his availability for oral submissions.	Planning & Policy	Mayor is not available on 23-24 July. *This action item will be closed and will not appear in the August agenda.*
Thu, Jul 3	7.5 Council Open Resolutions Update July 2025	A suggestion was made for Open Resolutions to be listed in order of department for future agendas.	Strategic Relationships	Staff has received and considered the feedback noted. However, for the purpose of transparency, it has been decided that open resolutions should be listed in chronological order. *This action item will be closed and will not appear in the August agenda.*

Council Action Items as at 11:00 AM Thursday 24 July, 2025

Wed, Jun 25	4. Mayoral Announcements	Request from the Mayor to check the issues with sound for livestreams – Mentioned Council and Te Hiku meetings as examples.	Strategic Relationships / Community & Engagement	Further calibration was completed after Council meeting Thurs 3/7/25 and testing was successful. *This action item will be closed and will not appear in the August agenda.*
Wed, Jun 25	5.3 Setting of Rates, Due Dates and Penalties for 2025-2026	Focus Paihia – staff to follow up on funding agreements, ensure that appropriate reporting is being received by Council and the appropriate Community Board	Corporate Services	Contracts Lead met with Focus Paihia on 14.07.2025. They are working on the draft agreement which will be submitted to the community board for approval. *This action item will be closed and will not appear in the August agenda.*
Thu, Jun 5	6.2 Solid Waste Strategy Proposal for Public Consultation	Investigate and elaborate on tools available to Council to recoup costs for illegal dumping.	Delivery & Operations	Referred to Acting GM – Delivery & Operations following discussion with the Strategy & Policy Manager as the recouping of costs, writing of an offense letter sits with Delivery and Operations.
Thu, Jun 5	7.2 Joint Committee Minutes - May 2025	Kōwhai – has been made representative for Climate – this needs to be updated on the website and Tāmati is the alternate - In progress	Strategic Relationships	This will be updated before 31 July Council meeting. *This action item will be closed and will not appear in the August agenda.*
Thu, Jun 5		Cr Foy – Can we look at how we work with NRC about Stormwater *(Tanya - following Quarry Rd agreed on quarterly meetings)*	Infrastructure	
Thu, May 8	7.2 New Lease to Kawakawa Memorial Library Centre Incorporated over 3 Wynyard Street, Kawakawa	Cr McNally raised AMP's - questions around what that would say - What is the condition of the asset. Repairs and maintenance and financial implications?	Delivery & Operations	Building requires a condition assessment to determine r & m required - Asset Manager required to organise.
Thu, May 8	8.1 CE's Report Period January - March 2025	- What are the expected levels of service for culverts stormwater drainage? - Provide timetable for Stormwater strategy. - Roading maintenance reports to be on the website.	Infrastructure	Road maintenance reports are being uploaded to the FNDC website.
Thu, Apr 10	7.2 Ground Lease Requests Over Kaikohe Landfill	Consult with all 5 hapū. Ngāti Whakaeke, Ngāti Tautahi, Te-Uri-o-Hua, Matarahurahu and Ngāti Ueoneone. Identify different parts of the property that can be used for other purposes. Workshop Kaikohe Landfill before bringing back to Council for decision.	Delivery & Operations	Meeting to be held with relevant staff and Morrison Low (due to lack of Solid Waste Engineer) to gather information required by EMs before proceeding. Once meeting held a timeline for the workshop can be provided.
Thu, Apr 10	*Note from Cr Radich*	Follow up on Aurere Kupe Waka Centre resource and building consent status - Cr McNally	Delivery & Operations	Aurere Kupe Waka Centre notification report is currently being reviewed by an Independent Commissioner. The recommendation is for limited notification to the Iwi Authority, DOC & HNZ. The Iwi Authority are strongly opposed to this development. *This action item will be closed and will not appear in the August agenda.*

Council Action Items as at 11:00 AM Thursday 24 July, 2025

Thu, Apr 10	7.5 The Strand, Kororāreka Traffic Trial Extension	Include maps and clear communication in public notification.	Infrastructure	

7.4 JOINT COMMITTEE MINUTES - JULY 2025

File Number: **A5280620**

Author: **Marysa Maheno, Democracy Advisor**

Authoriser: **Aisha Huriwai, Manager - Democracy Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report establishes a standing item to update Council on recent joint committee activities and key action points, through the attached minutes.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report provides minutes from the most recent meetings of the following joint committees for Council's information:

- Te Oneroa a Tōhe Board
- Joint Regional Economic Development
- Joint Climate Change Adaption
- Civil Defence Emergency Management
- Regional Transport

Future reports will be refined to deliver meaningful feedback to Council members. This could include a summary of key relevant activities and action points from Far North District Council (FNDC) joint committee members. Committees included in this reporting should also be considered. Democracy Services will collaborate with Council members to establish an agreed approach.

TŪTOHUNGA / RECOMMENDATION

That Council note the report Joint Committee Minutes – July 2025.

TĀHUHU KŌRERO / BACKGROUND

Council has appointed members to joint and external committees per Resolution 2022/92. This report provides an overview of recent activities and key action points from FNDC joint committees with Northland Regional Council (NRC).

NRC / FNDC Joint Committees Overview

1. Te Oneroa-a-Tōhe Beach Board Committee

- Oversee the implementation of the Beach Management Plan for Te-Oneroa-a-Tōhe (Ninety Mile Beach).
- To provide governance and direction to all those who have a role in, or responsibility for, Te-Oneroa-a-Tōhe management area, in order to protect and enhance environmental, economic, social, cultural, and spiritual well-being within that area for the benefit of present and future generations.
- The Committee met on 23 May and 18 July 2025 – no minutes available on NRC website.

FNDC Members: Cr Hilda Halkyard-Harawira; Kahika-Mayor Moko Tepania

2. Joint Regional Economic Development Committee

- Prepare Regional Land Transport Plan for council approval.
- Liaise with appropriate road safety bodies and advise council on new initiatives.
- Prepare a Regional Public Transport Plan for council approval.
- Recommend the required independent appointments for this committee.
- The Committee met on 29 April 2025 – no minutes available on NRC website.

FNDC Members: Cr John Vujcich; Cr Penetaui Kleskovic

3. Joint Climate Change Adaptation Committee

- Provide direction and oversight of the development and implementation of climate change adaptation activities by local government in Te Taitokerau.
- Receive advice and provide direction and support to Climate Adaptation Te Taitokerau.
- Make recommendations to member councils to ensure a consistent regional approach is adopted to climate change adaptation activities
- The Committee met on 24 July 2025 – no minutes available on NRC website.

FNDC Members: Kōwhai-Deputy Mayor Kelly Stratford (Alternate: Cr Tāmati Rākena)

4. Civil Defence Emergency Management Committee

- Co-ordinate planning, programmes, and activities related to civil defence emergency management across the areas of reduction, readiness, response, and recovery.
- Encourage co-operation and joint action within the Northland region.
- The committee met 3 June 2025 – these minutes were presented to the 3 July Council meeting.

FNDC Members: Kōwhai-Deputy Mayor Kelly Stratford (Alternate: Kahika-Mayor Moko Tepania)

5. Regional Transport Committee

- Prepare Regional Land Transport Plan for council approval.
- Liaise with appropriate road safety bodies and advise council on new initiatives.
- Prepare a Regional Public Transport Plan for council approval.
- Recommend the required independent appointments for this committee.
- The committee met 10 June 2025 – these minutes were presented to the 3 July Council meeting.

FNDC Members: Cr Steve McNally (Alternate: Cr Ann Court)

Further details, including Terms of Reference, can be found on the NRC Website. Agendas and minutes are updated on the NRC Agendas and Minutes page.

Key activity updates for joint committees are currently captured in the 'Mayor and Councillor's Reports' agenda item. Establishing a dedicated standing item streamlines reporting, providing a more detailed and centralised source of information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This will be a standing item on future Council agendas. This is not intended to replace updates from elected Councillors via their members reports.

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.

ĀPITIHANGA / ATTACHMENTS

Nil

7.5 MAYOR AND COUNCILLOR'S REPORTS

File Number: **A5056553**

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 Moko Tepania, Cr Ann Court, Cr Hilda Halkyard-Harawira and Cr John 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 ĀPITIHANGA / ATTACHMENTS

1. **Members Report - Kahika Moko Tepania - A5283713** ⇩
2. **Members Report - Cr Court - A5283763** ⇩
3. **Members Report - Cr Halkyard-Harawira - A5283725** ⇩
4. **Members Report - Cr Vujcich - A5283670** ⇩

Te Tari o te Kahika o Te Hiku o te Ika
Office of the Mayor of the Far North

Moko Tepania - July 2025

DATE	MEETING TOPIC
25/06/25	Extraordinary Council Meeting Council Agenda Preview
26/06/25	Te Huia Executive Review Committee Whakamānawa ā-Taiao Environmental Awards for Northland Regional Council
27/06/25	LGNZ National Council Meeting
30/06/25	Citizenship Ceremony for 119 new citizens CE Catchup
01/07/25	Te Miromiro Assurance, Risk & Finance Committee
02/07/25	Karere Kahika Filming Confidential HR Hui
03/07/25	NZ Rugby Visit with Gameballs for Māori All Black & Black Ferns Games Council Meeting
04/07/25	MTFJ Catchup Te Hiku FM Interview RNZ Interview
07/07/25	Local Water Done Well Regional Working Group Meeting
08/07/25	Te Kuaka Committee Strategic Planning Workshop Radio Waatea Interview
09/07/25	R Tucker Thompson Trust Catchup CE Catchup Te Koukou Agenda Preview

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10/07/25	National Council SuperLocal Briefing The Pick Pitch Night
11/07/25	NZTA Northland Expressway Update Northland Mayoral Forum
14/07/25	Kaikohe Library & Civic Hub Meeting Te Oneroa-a-Tōhe Prebrief CE Catchup
15/07/25	Te Maruata Hui Young Elected Member Hui
16/07/25	LGNZ AGM SuperLocal Conference MTFJ 25 Year Anniversary
17/07/25	MTFJ AGM Breakfast SuperLocal Conference & Awards
Attachments	LGNZ 4-monthly Report Electoral Reform Discussion Paper Community Board Executive Committee Framework

LGNZ four-monthly report for member councils

// March - June 2025

Ko Tātou LGNZ.

This report summarises LGNZ's work on behalf of member councils and is produced three times a year. It's structured around LGNZ's purpose: to serve local government by **championing**, **connecting** and **supporting** members.

Please consider putting this report on the agenda for your next council meeting so that all councillors can review it and provide feedback. Sam, Susan or other National Council members are very happy to join council meetings online to discuss the report or any aspect of it – just let us know.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

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Introduction

March to June has been intensely busy for LGNZ, as we advocated around reform and other issues like council metrics/profiles, engaged with the Government, and launched new products and services for members.

In early April, LGNZ launched our new *Local Government Quarterly Economic Insights*. This report is exclusive to member councils. It's designed to ensure elected members are the best-informed people on local government economic data. Developed in partnership with Infometrics, *Insights* will be released quarterly, with the second issue published in early July.

Our Ratepayers Assistance Scheme is advancing in leaps and bounds. The RAS would allow ratepayers to borrow cheaply for ratepayer charges like development contributions/levies and rates postponement, and could be used for specific property improvements (like solar panels). It leverages the high credit quality of local government rates to access capital market financing. Minister Watts has written to LGNZ expressing his support and confirming DIA will begin policy work on RAS in August. As well as successfully securing capital commitments from councils and third parties, we are seeing growing media interest in RAS.

Membership was top of mind during this period. Before Easter we sent out invoices alongside our value of LGNZ membership report. This report provided a comprehensive summary of our advocacy wins over the last year, a specific list of how we save councils money, and a summary of all the other work we do for members. While Western Bay of Plenty voted to leave before invoicing started, all other members have since renewed, with the exception of Waikato Regional Council, which is voting again on membership in July.

Other highlights of these four months included:

- We launched pre-elected learning for anyone considering standing for council. This interactive course steps potential candidates through what it means to be an elected member. It's freely available without an Ākona log-in and has proved very popular.
- Our well-attended 1 May All-of-local-government meeting, focused on delivering infrastructure for growth, featuring an engaging q+a with Minister Watts. Other speakers included Minister for Building and Construction Chris Penk and Simplicity's Sam Stubbs, as well as the Infrastructure Commission, S&P Global Ratings and the Treasury.
- In June we secured funding from councils to sustain Policy.nz, which otherwise would have ceased to exist. This platform allows candidates to upload their profiles and policies so that voters have easy access to this information.
- We have had strong media engagement on issues of the day – from electoral reform to rates capping and benchmarking and the safety of elected members, as well as facilitating the Candidates Corner pre-election series with the Sunday Star-Times.

We always welcome your comments and feedback.

Ngā mihi
Sam and Susan

Champion

Government relations

Because our relationships with individual Ministers are now stronger and more mature, we're increasingly able to have robust and constructive discussions with them. For example, on resource management reform and potential implications for local government's functions/structure, rates capping, and ensuring that funding and financing tools announced as part of Pillar 2 of the Going for Housing Growth programme actually deliver the desired outcomes for councils and communities.

We've been staying closely in touch with Minister Watts on benchmarking (including DIA's metrics release) and rates capping through informal discussion and formal meetings, including in late June.

LGNZ met with the Prime Minister in early April and discussed our approach to the rates capping conversation. We all agree that no one wants high rates increases. We all agree that rates rises need to come down. However, we also set out rates capping's potential unintended consequences for councils and ratepayers (see more on rates capping below). We also note that recent rates increases have been driven by the need to fund essential infrastructure and services – and because of the increasing volume of unfunded mandates from central government.

We met again with the Prime Minister for another of regular meetings in early June. We raised cross-portfolio issues such as pressures on growth councils and low voter turnout in local elections.

Voter authorisation of major projects has been floated by several politicians. This refers to running public referenda to make key decisions, like large infrastructure purposes. We will explore with Ministers whether there is any real commitment to this approach from the Government. We'll also have conversations about this idea with members.

We've also begun quarterly meetings with other political parties, which currently in the policy development phase. We met with Labour's local government spokesperson Tangi Utikere and sought cross-party support for our electoral reform work. We also briefed him on LGNZ's funding and financing tools project, and received an update on Labour's "no unfunded mandates" policy work. We had a meeting with the Green Party in June and we are working to lock in dates with NZ First and ACT. We have a date secured with ACT's local government spokesperson for after SuperLocal.

We have requested to meet with the Justice Select Committee to brief them on our electoral reform work after it is launched at SuperLocal

Media

We have had significant engagement with the media on a range of topics – and are proactive or reactive in our approach depending on the issue at hand.

Late February saw Housing Minister Chris Bishop announce some of the new funding and financing tools we've been calling for, at our Metro and Rural & Provincial sector meetings. This resulted

in stories appearing on 1News, ThreeNews, RNZ, Stuff, NZ Herald, Gisborne Herald, The Press, The Post and the Waikato Times.

The All-of-local-government meeting also saw media cover topics LGNZ has been championing, from talking about alternatives to rates capping and four-year terms to a new stalking bill and housing growth. Local Government Minister Simon Watt's speech and rates capping took centre stage, with stories on Newsroom, NBR, BusinessDesk, RNZ, The Press and The Post.

Four-year terms for local government has been a popular discussion point. Sam appeared on Mike Hosking breakfast on Newstalk ZB to discuss the issue, with his comments included in The Post and Waikato Times. Mayors Alex Walker and Hon Dr Nick Smith also publicly addressed the issue via the NZ Herald, 1News and 95bFM.

Then in March the release of LGNZ's Electoral Reform Working Group's (ERWG) draft position paper swiftly become one of local government's biggest stories this year. Media were intrigued by the proposed move to booth voting, with stories appearing in the Post, the Press, Waikato Times, ODT and NZ Herald, and Mayor Nick speaking with RNZ, Newstalk ZB (also here) and on 95bFM. The announcement continued to spark debate across Newstalk ZB, the Post and the Press.

Rates capping continued to be a topic of discussion, with LGNZ President Sam Broughton speaking to RNZ and Newstalk ZB on the recent S&P downgrading decision for 18 councils. Rates capping articles also appeared in the Press, the Post and Waikato Times, with Mayor Neil Holdom appearing on the Platform.

The stalking and harassment of elected members remains in the spotlight. In February LGNZ Chief Executive Susan Freeman-Greene and Invercargill councillor Alex Crackett spoke with Stuff/ThreeNews and Newstalk ZB about the Government's proposed stalking legislation, with RNZ also running a story on this issue. In recent weeks LGNZ's position has carried in stories on 1News and Stuff. LGNZ CE Susan Freeman-Greene spoke alongside multiple councillors and Mayors on TVNZ Breakfast about the impact this has on members. There have been a large number of follow-up stories in April, driven by a University of Otago study, setting out disturbing behaviour experienced by elected members.

LGNZ also weighed in on the RMA reforms, expressing cautious support while signalling to the Government it needs to ensure that communities have a voice and regional councils play a key role in the changes going forward.

In other funding and financing coverage, LGNZ President Sam Broughton spoke with the Press about LGNZ's position on a bed tax, while also covering how GST sharing on new builds could help bring rates down.

Stuff news and RNZ covered the Te Maruata hui in April.

We sent out a media toolkit to Mayors, Chairs and CEs when we released our new Infometrics' quarterly economic insights, with ideas on how councils can use this data to encourage local discussion.

Electoral reform has been a hot topic, with Wellington City Council calling for a lowering of the voting age, Invercargill City Council supporting the report's call for improved civics education, and Ashburton District Council supporting a shift to four-year terms for local and central government. LGNZ partnered with Infrastructure New Zealand to urge the Government to include a move to four-year terms for local and central government in the referendum.

Susan's announcement about moving on from LGNZ in August was covered by the Post, the Press and NBR.

Ex-Grey Power Vice-President Peter Matcham wrote an opinion piece in April on why a rates cap should be opposed at all costs. Elected member abuse and harassment also continued to dominate the headlines, with stories appearing on TVNZ, RNZ, the Press and ODT.

LGNZ waded into the truancy debate, with LGNZ President Sam Broughton saying that the Government asking mayors to help lift school attendance doesn't align with its "back to basics" direction for councils. This was a lead story in the Post, Press and the Waikato Times. Sam also spoke to ThreeNews about the Government's new scheme to allow self-assessment for some trade work.

Elected member safety was in the spotlight following our All-of-local-government meeting in May, where we shared a new guide for members on how to stay safe. This media advocacy led to the Remuneration Authority asking us for the guide, to aid their work towards considering an allowance to support elected members' home safety.

LGNZ's oral submission on congestion charging, led by Transport Forum Chair Mayor Neil Holdom, also resulted in a number of stories across various outlets calling for more local input.

Following the Budget, LGNZ spoke out in support of the Government's Rates Rebate Scheme expansion to cover all SuperGold card holders, and how increased support for local journalism will positively impact elections later this year.

We've been working closely with the Sunday Star Times on a "Candidates Corner" series detailing key issues ahead of elections. Recent articles covered rates capping along with the case for and against council mergers, with Mayor Neil Holdom and Mayor Nick Smith sharing their thoughts.

Rates – and the lack of other revenue-raising options for local government – were the focus of an article by LGNZ Vice President Campbell Barry.

LGNZ's How to stay safe' guide continued to receive positive press in the Otago Daily Times, Stuff, The Press and 1News, while our submission on congestion charging appeared in the Herald and RNZ. Mayor's Taskforce for Jobs was also in the spotlight, thanks to an article in the Otago Daily Times.

Local government funding and financing

Ratepayer Assistance Scheme (RAS)

On 21 March, Minister Watts wrote to LGNZ expressing his support for the RAS and confirming DIA will begin policy work on the initiative in August. The Minister has asked LGNZ to update the RAS business case to help the work progress quickly. We are working on this with project partners as well as seeking the necessary council capital commitments. With RM reform meaning a move away from development contributions (more on this below), the RAS could support financing of development levies as an alternative to other structures for this purpose (such as the IFFA). The RAS would be cheaper, more efficient and more flexible than the IFFA.

Since then significant progress has been made towards making a decision to establish the RAS. The RAS Steering group has been meeting with local authorities to affirm support for the RAS and secure establishment funding for the scheme. At the request of the Minister for Local Government, the group has also been meeting with developers to test the scheme's design with them. We have secured preliminary equity pledges from councils, and developers are supportive of the scheme.

We have secured a $400k repayable grant from the Energy Efficiency & Conservation Authority. We have raised the $2.5 million to progress to a stop/go decision – and with several councils taking decisions in the next few weeks, we may be a little oversubscribed. This demonstrates the high level of support for the RAS.

DIA continues to engage on the scheme: their substantive policy work is set to begin in August.

Infrastructure funding and financing

The Infrastructure Minister announced changes to New Zealand's infrastructure funding and financing settings at our late February All-of-local-government meeting. The Government will replace development contributions with a development levy system, allowing councils to charge developers a share of long-term infrastructure costs. There will be regulatory oversight of these development levies to ensure charges are fair and appropriate. Councils will also have more flexibility to set targeted rates based on the date of subdivision, allowing them to apply to new developments. Finally, the Infrastructure Funding and Financing (IFF) Act will be improved for developer-led projects and expanded to support major transport projects like those led by NZTA.

LGNZ welcomed these changes, which were in our funding and financing toolkit. We will work with officials to ensure these reforms make sense on the ground for councils.

This legislation likely to be introduced in September. DIA is unlikely to issue a substantive consultation on the changes, although they have engaged with technical experts from high-growth councils, and an early draft may be circulated to some individuals for feedback. While DIA is open to input from councils, given the Government's direction there may be limited scope for changes.

We will continue to engage on the development levy regulation when introduced, and with the regulatory regime. We understand this is likely to be in two stages: initial information disclosure requirements, followed by the creation of a regulator (or empowering an existing regulator with oversight of development levies).

We have raised with Under-secretary Simon Court the importance of balancing local democracy and the needs of communities with changes to the Infrastructure Funding and Financing Act. Potential

changes include limiting councils' ability to withhold endorsements of developer-led special purpose vehicles. We also discussed the need to disentangle the proposed new functions of the IFFA with the RAS, thresholds and legal frameworks for regulatory takings under the forthcoming RMA, and our support for ACT's proposed GST-sharing policy.

Budget 2025

LGNZ was in the Budget lock up so we could analyse the impact of the Budget on local government. There were no significant new local government funding initiatives launched or changes to funding and financing tools. Points of note included the Government:

- Raising the threshold for the rates rebate scheme and increasing the maximum rebate.
- Introducing regionally specific transport funding boosts.
- Announcing new funding for the 2023 North Island weather events recovery.
- Cutting public transport and transport resilience funds.

The Government's accelerated depreciation policy and increases to employer contribution for KiwiSaver will also have impacts for councils.

Local Government Quarterly Economic Insights

On 7 April, LGNZ launched our new Local Government Quarterly Economic Insights report. This report, developed in partnership with Infometrics, will be produced quarterly and provides insights into the economy with specific relevance to local government. The report is exclusive to LGNZ members and is intended to make sure they are the best-informed people on local government economic data. It will also support LGNZ's policy and advocacy work.

The first edition was well received. There were high levels of engagement in the associated zoom, and we received positive and constructive feedback from members. We then worked with Infometrics on the briefing schedule and the next issue, which was released in early July. We are keen to respond to member feedback, and have identified rates capping, contextualising rates against utilities and other charges, and regional sector specific topics as areas to explore in future editions.

DIA metrics release ("council profiles")

These profiles, based on a range of metrics taken from LTPs and annual reports, were originally scheduled to be released on 30 June, although this was later delayed. National Council discussed the profiles and associated issues at a special meeting on 30 May.

In May, LGNZ proactively sought changes from DIA based on a range of concerns. As a result of this advocacy:

- DIA shared group medians and the data of other councils within that council's group.
- Each council profile will now link to that council's website (for example, a page with LTP or other plan data) and councils will be able to specify what page.
- The government metrics website and guide will provide specific context about why some councils might be different from the median; for example, being high growth, high tourism, or recovering from a natural disaster.

While we are pleased that DIA agreed to these changes as a result of our advocacy, we recognise members will remain concerned that there's not enough information about their specific context, including the specific pressures on your council and how you are dealing with them, or what your community gets for this investment.

On 11 June, we released a guide to support councils' communication planning for the launch, which is now expected to be in mid July. We've received positive feedback on the guide from members.

Regional deals

Cabinet announced that the first Regional Deal Memorandum of Understanding will be decided before July (and announcements of the regions selected were subsequently made in early July). These regions will negotiate a final deal, which may require enabling actions to take place. The end of 2025 is the target for signing the deal.

Rates capping

In March, we submitted on a petition before Parliament seeking to limit local authority rates increases to a maximum of the annual inflation rate. We do not expect this petition to progress through Parliament due to its overlap with the Government's local government work programme. However, submitting on the petition was a good opportunity to set out the clear evidence against rates capping and highlight the pressures facing councils to Parliament.

We understand that rates capping was discussed at the Cabinet Economic Policy Committee in the week of 31 March. To support these discussions, LGNZ sent letters to Ministers on this committee highlighting the likely impacts of rates capping on their portfolios and objectives. LGNZ also reiterated concerns about rates capping to the Prime Minister and Minister of Local Government during our regular meetings as discussed above.

In line with direction from the May National Council meeting, we developed a paper on our approach to rates capping, including that a stronger public campaign may be needed, and shared that with members for discussion at this year's AGM. We also held a zoom to help members prepare for the AGM discussion. If the AGM agrees the direction of travel, then we will develop a plan for this campaign and hold an AGM in 2026 to gain a member mandate before launching that campaign.

We have also supported member advocacy against rates capping by developing and distributing a set of messages and a letter template that can be used by elected members.

As part of our advocacy, there needs to be an acknowledgement of the public mood around rates. We also need to clearly set out other approaches to achieving the Government's aims. To take the next step in our advocacy, we want to engage with members on exactly what this response could look like.

Water services reform

During this period, councils were consulting on aspects of their Water Service Delivery Plans with communities. This has included decision making about the future water services delivery model. For many, this has put these reforms (and their implications for councils) in the spotlight. Plans need to be finalised and submitted to the Secretary for Local Government by 3 September 2025. The

Minister has called for councils to consider including other councils in their delivery model – and has made it clear that extensions of time are unlikely to be granted.

LGNZ made its oral submission to the Finance and Expenditure Committee in March on the Local Government (Water Services) Bill. This submission sought a range of improvements to the legislation to provide greater clarity and certainty for councils. The committee reported back to Parliament on 3 July 2025 and adopted several of our suggested changes. These include: adding supporting growth as an objective for water service providers; clarifying the development contribution provisions to ensure a smoother transition of these for councils who set up water organisations; and clarifying the accountability framework to give water organisations greater separation from shareholding councils (as is the case for other CCOs).

Resource management reform

RMA replacement

The Government announced further details of its plan to replace the Resource Management Act, following the reporting back of the Expert Advisory Group tasked with designing a "blueprint" for replacement legislation. This has significant implications for local government in a variety of areas. The current RMA will be replaced with a Planning Act and a Natural Environment Act. Both will be enabling of development.

While there is plenty to support in the reforms, there is a significant move towards standardisation and narrowing of the scope of the resource management, which could mean limiting local input into planning and environmental management decisions.

We developed and shared an explainer identifying key issues for councils, and held an Ako Hour webinar with Buddle Finlay on 16 May. We've recently shared an analysis of what we think councils need from the new system and are seeking member feedback.

Another particular area of note is the implications for regional councils if the proposal to remove compliance, monitoring, and enforcement functions and shift them to a centralised body goes ahead. The Government has noted that this raises questions about the structure and functions of the local government system as a whole, and it will consider this and what should be done to address it later this year.

We have raised the issues flagged above in our regular meetings with Under Secretary Simon Court and Minister Chris Bishop, and are approaching the Ministry for the Environment on how we can work more closely with them as further policy decisions are made.

We're also working closely with Taituarā, Te Uru Kahika, and the New Zealand Planning Institute on our response to the reforms, particularly on how we can collaborate together to input constructively into the new spatial planning system.

National direction changes

The Ministry for the Environment has opened consultation on 16 new or changed pieces of National Direction under the RMA. These are in three packages:

- Package one – infrastructure and development changes (covering electricity generation and network changes, housing changes, and natural hazards)

- Package two – primary sector changes (covering marine aquaculture, highly productive land, commercial forestry, stock exclusion, and mining and quarrying)
- Package three – proposals to amend the National Policy Statement for Freshwater Management 2020 and the Resource Management (National Environmental Standards for Freshwater) Regulations 2020. Further consultation will be undertaken later this year through an exposure draft process, which will have more detail.

Consultation for the first three packages is open until 11.59pm, Sunday 27 July. We expect a fourth package looking at how the first pillar of the Going for Housing Growth programme could fit into the new resource management system to be consulted on in early June. We're currently reviewing what all this means for councils and will submit on aspects of these proposals.

Transport

We submitted on the Government's legislation to enable time of use (congestion) charging. While we are highly supportive of time of use charging, we have concerns about the highly centralised model that the Government is proposing, which would see councils having little control of the design or operation of the schemes, and how any revenue from them is spent.

Our Transport Forum met virtually on 12 May. They covered a range of topics: potentially proposing alternatives now that NZTA has halted its proposed emergency works changes; transport perspectives on resource management reform; and an update from the Road Efficiency Group.

Looking ahead, the Government has indicated it will be taking Cabinet decisions on transitioning to Road User Charges for all vehicles this quarter, and we'll be looking closely at the details given the implications it will have for asset management and funding and financing in the transport space.

In April, NZTA announced it would no longer be going ahead with changes to its emergency works funding. These changes would have seen a significant reduction in the additional funding made available to councils to repair transport networks following a natural disaster.

The proposed cuts would have significantly affected local transport networks, particularly in rural areas and other isolated communities, and came at a time where many councils were grappling with the cost of repairing damage caused by the severe weather events of early 2023.

LGNZ advocated strongly on this issue, including through speaking directly with the Minister of Transport and NZTA, submitting on the consultation document, and raising our concerns in the media. NZTA has signalled they will now work on alternative reform options, and we will engage constructively to ensure they land on an option that works for councils.

Climate change

We engaged with the Climate Change Commission on the second National Climate Change Risk Assessment (NCCRA). The assessment will look at all the climate risks the country faces and identify priorities to focus on. This risk assessment is due to be delivered to the Minister of Climate Change by August 2026 and will inform the Government's National Adaptation Plan.

With the Government's climate adaptation framework set to be released later this year, we are planning member engagement to inform our submission. This legislation is expected to have

significant impacts for local government and the topic is politically sensitive. Collating and mediating divergent member views will require care.

Other policy issues

Seismic strengthening

With the work of the Government's review into the seismic strengthening regime progressing at pace, our reference group chaired by Manawatū District deputy mayor Michael Ford met to get an update from the local government representatives on the MBIE steering group, and to start considering LGNZ's submission on the eventual legislation.

Electoral Reform Working Group

We consulted on the Electoral Reform Working Group's draft position paper, with this closing on Monday 28 April. Engagement included all zone meetings, the Local Government Business Forum, and with members of Auckland Council's local boards.

The Electoral Reform Working Group presented its final recommendations for endorsement by National Council at its May meeting. After National Council agreed to the working group's recommendations, we finalised the position paper. This will be launched at SuperLocal by working group chair Mayor Nick Smith. As well as this plenary session, the working group will host a breakout that explores the final recommendations in depth.

We are now planning post-launch actions, in terms of government relations and concepts like a local government week.

In June we secured funding from councils to sustain Policy.nz, which otherwise would have ceased to exist. The Electoral Reform Working Group's recommendations reinforce the importance of voters being able to access information about candidates and their policies.

Connect

Member visits and zone engagement

We continued our member visits, visiting, Waipa District, Waikato Regional, Waitomo District, Tauranga City, Whanganui District, and Manawatu District during this period as well as connecting with a range of Mayors and CEs.

Sam or Campbell and at least one LT member attended in-person all zone meetings between March and June.

Women in Local Government

In late February we emailed all women elected members with an update on our work, including a link to a Whatsapp group where they can chat with each other, our advocacy on the anti-stalking legislation and a link to Australian research. More recently we have facilitated media around the threats some women are experiencing, with Susan also providing comment as discussed in the media section above. Minister for Women Nicola Grigg launched a toolkit targeted at women leaders at our 1 May All-of-local-government meeting, which has been positively received.

We are planning a breakfast event ahead of SuperLocal, which has strong registrations. The keynote speaker will be former Minister Tracey Martin.

All-of-local-government meetings

The 1 May All-of-local-government meeting was the last before the elections. Before the main programme, we held a session on abuse and harassment that elected members are facing. Minister Nicola Grigg will launch her toolkit, and a guest speaker from Reliance Risk covered practical tools and strategies any elected member can use when you're faced with this behaviour in the community. We also launched a toolkit that pulled together all the work we have done on elected member safety and security in the past 18 months, so that it's easy for members to access and use.

The main programme for that meeting focused on delivering infrastructure for growth. Highlights included Minister Watts participating in an engaging q+a with attendees, speakers including Minister for Building and Construction Chris Penk, industry thought leaders such as Infrastructure Commission and Simplicity's Sam Stubbs, as well as speakers from S&P Global Ratings, the Treasury, and the Opposition – alongside a number of high-quality case studies.

We are having early conversations with current sector chairs to plan for the November sector meetings. These sector meetings will be an opportunity to connect as a sector for the first time in the new triennium and vote on sector chairs. There will be time set aside for priority setting, which will feed into subsequent National Council strategy sessions.

The theme for the first All-of-local-government meeting of the new triennium in February will be "Making an impact in our communities – the role of data, collaboration and innovation". We are currently working to secure Sir Brian Roche as our keynote speaker.

SuperLocal25

We launched promotion and registration for SuperLocal 2025 on 10 April. We have a stellar line up of speakers One NZ's Chief Executive Jason Paris, who will provide his reflections on the value of a strong local government sector to the business community; Google Cloud New Zealand's Natalie de Boursac who heads the local government team and will focus on technology's role in driving efficiencies and high performance; and our final key note speaker Mark Di Somma – a strategist behind LGNZ's first localism campaign. Key political speakers include Deputy Prime Minister David Seymour, Minister Chris Bishop, Minister Simon Watts and Minister James Meager (with Minister Louise Upston speaking to MTFJ), along with the Leader of the Opposition. The Prime Minister will be providing a video.

The programme was finalised in June, with speaker briefings and panel meetings underway. We have a comprehensive breakout programme this year to complement a tightened plenary, with a wide range of topics covering current issues and reforms, driving change, tools for success and benchmarking.

Our three key pieces of LGNZ work launching at Superlocal are an economic data piece which quantifies the contribution of local government's investment to the country's economy; the final recommendations from the Electoral Reform Working Group Chaired by Mayor Nick Smith; and a guide spearheaded by CBEC on improving relationships between councils and community boards.

Sponsorship has been strong despite a difficult economic environment. Similarly, exhibitors have been strong, with booths sold out. We have successfully used all our channels to promote attendance and we are also keeping a close eye on conference costs.

Finalists for the SuperLocal Awards have been announced. We saw an excellent quantity and calibre of entries this year, with the largest category receiving over 20 entries. Winners will be announced at the Awards Night, again sponsored this year by Fulton Hogan. Our judges have been very generous with their time – it has not been a small task to review, score and comment on every entry.

2026 events calendar and forward planning

We have developed a draft events calendar for 2026 that has received National Council feedback and will be circulated to members in July.

Vote25

We updated the Candidates Guide and other material on the Taituarā-hosted VoteLocal website – this has launched with the Ākona pre-elected learning for candidates (discussed further below).

We are rolling out a social media campaign designed to support people to register, stand and vote. This includes a focus on what councils do and why this matters to communities.

We have been engaging with policy.nz, which has struggled to secure funding for its web platform for candidates. We are pleased to report that in June LGNZ coordinated between councils to raise the funding needed to keep the platform in place for the 2025 elections. Policy.nz is the only comprehensive, nationwide source of candidate information that's hosted by a neutral third party. Being able to easily find out information about candidates is an important part of the local

democratic process and policy.nz was identified as a useful tool for voters by our Electoral Reform Working Group.

Regional Sector

The President briefed Chairs, Mayors, and CEs of the Regional Sector in April on his conversation with the PM around potential impacts on local government of RM reform. There was a discussion on the best approach to this issue at the regular LGNZ meeting with Minister Bishop.

The May Regional Sector Meeting focused on the future resource management system, with Secretary for the Environment James Palmer speaking. The meeting also included engagement with the Minister of Conservation, Māori Crown Relations and Māori Development Tama Potaka.

LGNZ has supported planning for Te Uru Kahika's plenary session, which brings together CEs, Chairs and Mayors, and the leaders of the Te Uru Kahika's special interest groups. This will be held on 11 September 2025.

We have been working with the new Chair and co-deputy Chair to help establish them in their new roles. The next Regional Sector meeting will be online on the morning of 8 August. This is likely to focus on the wide range of reforms currently affecting the Regional Sector, including resource management and water.

LGNZ Acting Policy Director Simon Randall will accompany the Regional Sector on their annual pre-conference tour, which will visit the West Coast.

Te Maruata

Te Maruata whānui held an in-person hui in Taupō from 3-4 April with the theme Ngā Maunga Koutuutu. This acknowledges the three tipuna maunga in the rohe and the role they hold in terms of kaitiakitanga. It also references bringing people together to wānanga and share kōrerō and insights to support each other. Over 60 Te Maruata members from across the motu attended the event. Speakers included Tina Porou (Poipoia), Sharon Te Rangi (Tainui Live) and Lauren Fletcher (Tūrangitukua Chair) covering kaupapa such as Taiao, Partnership and Elections. Members visited key locations in Taupō including He Whare Hono o Tūwharetoa – a building owned by Tūwharetoa that brings together the Iwi, council and other key agencies under one roof; and Pūkawa Marae, a significant landmark in the connection between Tūwharetoa and the Kiingitanga. The final evening was a celebration of all the great mahi the network has seen over the last triennium, with Trevor Maxwell and Peter Moeahu being inducted into the Te Maruata Hall of Fame.

Te Maruata Rōpū Whakahaere met in April and are working on several key kaupapa, including supporting the development of a plan that spans Vote25, elections and induction, to support Te Maruata members and councils holding referendum. Also top of mind is Te Maruata involvement in the development and delivery of SuperLocal.

Te Maruata Rōpū Whakahaere met again at the end of May for an in-person hui. Several key kaupapa were discussed, including preparations for SuperLocal 25. The Te Maruata pre-conference hui will be held on 15 July at the Christchurch Town Hall, with the theme being Te ngana o Tū te pou o Rongo – which speaks to the balance of all things and how this intersects the roles and responsibilities of Māori elected members.

Te Maruata rōpū whakahaere will be supporting several aspects of the SuperLocal programme including the whakatau, poroporoaki, awards and breakout sessions.

Also discussed at the hui were opportunities to guide RM reform submissions, the ongoing workplan and the mahi around support heading into elections (specifically around Māori wards referenda), and induction.

Young Elected Members Network

We are producing an induction document for YEM that includes its history, the purpose of the committee, the programme of events and key achievements so far. We are working with the YEM Committee on a plan to release it.

The Young Elected Member Network committee met in early June to sign off the programme for their pre-Conference hui. Former National Minister Paula Bennett and Former Labour Minister Kelvin Davis will be guest speakers.

The committee agreed a fee would apply for all in-person events in the next triennium, apart from the pre-conference hui for member councils. The committee noted that, to stay true to the network's roots, YEM events need to strike the right balance between a structured agenda with time to network and leveraging the safe space YEM has created over the years.

Community Boards

CBEC met in May to discuss a range of issues including their forthcoming guide launch at SuperLocal. CBEC will have a booth in the exhibition space so that this work has maximum visibility and we are working with them on what that will look like.

Support

Ākona and Induction 2025

The pre-election learning was launched on 14 April. This interactive course steps potential candidates through what it means to be an elected member. It offers three videos, two e-modules and a range of downloadable resources designed to educate potential candidates and offer insight to the general public on the reality of being an elected member. The three animated videos look at: 'Structure of Local Government', 'Roles within a council' and 'How councils are funded'. The two e-modules cover: 'Stepping into Local Leadership: The role of an elected member' and 'Stepping into Local Leadership: The life of an elected member'.

As of mid-June, since the launch of the pre-election learning, the site had received 1,028 views, with 453 people actively accessing the learning. These are very good numbers, especially given registration to run for office did not open until 1 July and interest in elections is only just ramping up. Feedback from councils has been all positive, with those spoken to confirming that they are sharing the links and promoting the learning on their websites.

We have decided to allow non-members to attend Mayors' and Chairs' Schools and elected members induction at a premium rate. We believe this is appropriate from the principle of supporting councils setting themselves up for success at the start of the triennium. Attending helps non-members understand the full breadth of LGNZ's work and makes rejoining more likely. The price differential will be sufficient to avoid disincentivising membership.

Logistics for the Mayor Induction, Chair Induction and EM Induction hui are almost in place with agenda construction nearly finalised.

In other work, development of the Team Builder Toolkit is going well and it's on track for release in August. Development of the 2026 workshop schedule and Ako Hour Academy schedule is also going well, with both due for release in July. Construction of the updated Ākona site and conversion of the Emodules is nearing completion. The Ākona team continues to work with councils to ascertain what local content they want added to the Ākona site.

Te Korowai – CouncilMARK

In April, we launched the new Te Korowai webpage and digital prospectus, making it easier than ever for councils to explore what the new programme offers and how it can support their improvement journey.

We have already completed three assessments under the new programme,:

- Waikato Regional Council
- Otago Regional Council
- Ōtorohanga District Council

In May, we were on the ground with Central Hawke's Bay District Council for their on-site assessment. Next up, we're excited to launch the Integrity Survey with Marlborough District Council

ahead of their July assessment. This will be our first unitary authority to participate under the refreshed Te Korowai banner. Central Otago District Council is also preparing for its assessment in August.

Undertaking an assessment during an election year provides multiple benefits: it supports operational continuity, offers valuable insights for incoming elected members, and gives councils a clear, independent view of how they're tracking—like a 'warrant of fitness' for local government.

For councils not ready to commit to a full assessment, Te Korowai also offers staged entry options. A great starting point is the Integrity Survey. This tool goes beyond traditional engagement surveys by assessing how well strategy and values are aligned across the organisation, including with elected members. It's also an effective early intervention tool for identifying issues before they escalate.

Other staged options allow councils to focus on specific areas—for example, a targeted assessment of financial health.

Te Korowai is presenting at SuperLocal as part of two breakout sessions.

Roading Efficiency Group

The Road Efficiency Group (REG) programme is now in its 10th year of LGNZ involvement, and is coming to the end of this financial year's work plan. We are proud to be a Roading Efficiency Group (REG) partner and will continue to support the 2024-2027 programme.

We have worked hard to further develop the REG relationship and ensure alignment with our Transport Forum and add value where we can.

Our involvement provides increased support for the sector, and over the past five months we have seen significant increased activity in the REG programme. We are planning to develop an online platform for REG, which involves developing an online learning solution for REG and migrating all the historical content over the course of the next two years to Ākona.

REG is presenting at Conference as part of two breakout sessions.

Governance support

We are currently supporting several councils to navigate sensitive issues, albeit on the sidelines given we have not formally been asked by the council to intervene. Alongside this work are the numerous calls we receive for general advice and support.

Work continues on updating LGNZ's suite of governance guides. The first products of the shelf were the Standing Orders' templates and the Standing Orders' Guide. The templates and Guide were updated to reflect legislative changes made over the last three years and to incorporate additional guidance where this has been requested, for example, information on workshops following advice from the Ombudsman and clarity on the new quorum rules.

Other guides to be updated include:

- Guidance for new mayors and chairs;

- The community boards' governance guide (this will also include the council/community board relationship guide when complete);
- The tax guide for elected members; and
- The CE Recruiting Guide.

LGNZ has received a number of queries from councils about whether our Code of Conduct template will be updated. We have plans to streamline the Code of Conduct template, based on feedback from users. However, the Local Government Commission has been charged with developing a model Code of Conduct, and there may be further changes as a result of the LGA amendment bill due to be introduced in the middle of the year. So our template update is on hold until the picture is clearer.

Work is also underway on a Guide to help councils determine governance and decision-making structures. This Guide is intended to assist councils to look at the pros and cons of different governing arrangements, such as the pros and cons of establishing committees, whether committees should have delegated responsibilities, or simply be advisory, and whether they should be committees of the whole, or not.

CBEC
Community Boards Executive Committee

Ko Tātou LGNZ.

Better together:

A framework for councils and community boards

Foreword

Kia ora koutou

Drawing on the full potential of our communities has never been more important. Community boards are a powerful expression of local self-determination and play a vital role in building connected, responsive and resilient places.

This relationship framework represents more than just a set of guidelines. It is an invitation to reset and strengthen the relationship between councils and community boards. That means having honest conversations about trust, responsibility and opportunity. We need to recognise that councils and boards are stronger when they are aligned in purpose and when they are clear about how to work together for the people they serve.

We acknowledge that not every community has a community board – and where they do, community boards look and feel unique to their local setting as they bring local knowledge, local relationships, and a deep understanding of the lived realities of whānau, businesses and communities at place. When properly enabled and resourced, community boards bring decision-making closer to the people most affected. This supports richer discussions and stronger civic engagement.

This framework outlines three models of council-board relationships: voice + advice, voice + delivery, and voice + leadership. Each offers a different depth of engagement and responsibility, allowing councils and boards to choose the model that best fits their context and aspirations. The accompanying Accord templates support these models with clarity and structure, ensuring expectations are shared and agreed.

Good relationships don't just happen. They require investment of time, energy and care. That's why this framework emphasises whakawhanaungatanga – taking the time to build and maintain relationships of trust and understanding. It encourages joint professional development, shared access to tools and resources, and a clear kaupapa for collaboration.

This framework is written to elevate the role of community boards where they exist and to advocate for good implementation as they are set up. Place-making is not just the domain of planners or policy-makers but the work of every citizen, board member and councillor.

Ngā mihi nui,
Sarah Lucas, Chair of the Community Board Executive Committee
Mayor Sam Broughton, President of LGNZ

Community boards: **localism in action**

Community boards are where localism lives and breathes. They bring democracy closer to home and give communities a stronger voice in shaping their place.

Under the **Local Government Act 2002 (Section 52)**, the role of a community board includes:

- Representing and advocating for the interests of their community
- Considering and reporting on matters referred by council, and other issues the board identifies
- Keeping an eye on council services delivered in the area
- Making an annual submission to council on local priorities and expenditure
- Connecting with local organisations, groups, and voices
- Taking on any other responsibilities delegated by council

How these roles are understood and carried out can vary widely across Aotearoa. Some councils and boards operate as tight-knit teams; others … not so much.

That's where this guide comes in.

CBEC and LGNZ believe there's real value in building stronger, more consistent relationships between councils and community boards. Not just for harmony's sake — but because better collaboration leads to better outcomes and efficiencies for our communities.

This resource offers a practical framework to support councils and boards in deciding **how they want to work together.** It includes relationship models, ideas for reflection, and conversation starters — all designed to bring the intent of the Act to life in a way that suits your local context.

It's not a rulebook. It's a **starting point** for conversations that matter.

Keen to kōrero more?

We'd love your feedback. Drop us a line at **cbec@lgnz.co.nz** and let us know what resonates — or what could be even better.

Introduction

"Community boards are a mechanism for local government to ensure that communities are involved in decisions."

— FrankAdvice, February 2024

This **Community Board and Council Relationship Guide** is part of a wider conversation sparked by the **FrankAdvice report,** commissioned by the **Community Board Executive Committee (CBEC)** and **Local Government New Zealand (LGNZ)** in 2023.

The goal?

To find better, smarter ways to support the mahi of community boards across Aotearoa — and to strengthen the relationships that help them thrive.

How we got here >

In late 2023, FrankAdvice surveyed **community board members and mayors** across the country. A follow-up workshop in early 2024 helped test and deepen what came through in the survey.

Some key findings stood out:

- **Community boards work best** when their *delegations and capabilities match the expectations of their communities.*
- They're **less effective** when there's a mismatch — when they're either under-resourced, unclear, or both.

From that, FrankAdvice recommended:

- Creating a programme to **encourage best practice** at the council level
- Expanding **training and mentoring** to help boards grow capability
- Advocating for **formalised agreements** between councils and boards to ensure clarity of purpose and mutual expectations

The remuneration link >

Alongside this work, the CBEC has been talking with The Remuneration Authority to explore ways to better reflect the range of responsibilities held by community board members — which vary significantly across the country.

They're interested in whether a tiered delegation framework might help shape a fairer, more transparent approach to setting remuneration levels.

What this framework aims to do >

CBEC and LGNZ teamed up to create this discussion document with two key goals in mind:

01

A guide to best practice council–community board relationships

Introducing the idea of **Relationship Accords** — simple, practical agreements that define how councils and community boards will work together in good faith.

02

A set of models (voice + advice + delivery + leadership)

Offering **three scalable models** that apply the Relationship Accord principles in different ways, depending on how each council and community board interprets the legislative responsibilities in their local context.

Importantly, these two pieces are designed to work together.

It is best to choose and apply a model before agreeing on the Accord — the shared understanding that forms the foundation for the relationship. The model is simply the shape that grows from that foundation.

RELATIONSHIP ACCORD

(Defines how we work together)

Choose a model that fits

Model 1/
Voice + advice

Model 2/
Voice + advice + delivery

Model 3/
Voice + advice + delivery + leadership

Delivers clear expectations, aligned responsibilities, and better outcomes

Part one:

Best practice guide:
building strong council–community board relationships

Community boards and councils are two arms of local democracy — and when they're working well together, communities thrive.

This **best practice guide** is designed as a springboard for effective relationships. It's a living tool — something councils and community boards can shape together to reflect their shared purpose, local character, and the needs of their people.

A strong relationship is built on:

- Mutual respect
- Clarity of roles and responsibilities
- Shared intent to add value to local decision-making
- Timely and meaningful two-way communication

At the heart of this guide is the idea of a **Council–Community Board Accord** — a relationship agreement that's drafted together early in the triennium, and forms the foundation for how both parties will work together.

We recommend:

- Drafting the Accord within three months of local body elections
- Finalising it within the following three months

Clarity: speak the same language

Even when we think we're on the same page, words can mean different things to different people. That's why clarity is key.

Before diving into decisions or plans, it's important that councils and community boards **agree on the meaning of commonly used terms** — especially those that appear in legislation or come up often in day-to-day mahi.

This can be one of the first activities during induction — a shared kōrero about language, meaning, and expectations.

Why it matters:

Shared definitions help avoid misunderstandings, reduce assumptions, and create a solid foundation for collaboration.

Recommended words to define together:

- Represent/representing
- Advocate/advocacy
- Local community/communities of interest
- Submission
- Communicate/engage/consult
- Delegations/responsibilities
- Appointment to … /liaison to …
- Meeting/hui/workshop/training
- Administrative facilities

A set of **starter definitions** can be included in the Accord template, but each council–community board pair should tweak these to reflect local context and preferences.

Induction: starting strong, together

The best time to set the tone for a great working relationship? Right at the start.

Induction is more than just reading the rules — it's a chance for councils and community boards to **get to know each other, build understanding, and lay the groundwork for trust.**

Joint induction is best practice

Where possible, community board members should be inducted alongside councillors. This helps reinforce the shared goals of both groups and creates space for early dialogue — including drafting the Council–Community Board Accord.

Know your people

As part of induction, councils are encouraged to run a simple **skills, interests, and community connections survey** for community board members.

Why? Because these insights can:

- Highlight untapped talents
- Inform appointments to council committees
- Help spot gaps or opportunities for local engagement
- Support deeper, more relevant community representation

Tip: This survey doesn't need to be fancy — just practical. A few good questions can go a long way.

Roles and responsibilities: who does what (and why it matters)

A good relationship works best when everyone knows their role — and respects each other's part in the bigger picture.

While legislation offers a starting point, **it's not enough to assume roles are understood just because they're written down.** Every council–community board partnership should take the time to unpack what these roles look like in practice.

Council + community board: complementary, not competing

- The **council** makes the formal decisions, as prescribed under the Local Government Act.
- The **community board** informs those decisions through advocacy, local insight, and direct connection with communities.

Within the community board:

It's also important to talk about **internal roles** — beyond just electing a chair and deputy. For example:

- Will members be **spokespersons** for specific issues?
- Will there be **liaison roles** with local schools, clubs, marae, or interest groups?
- Who represents the board when engaging with iwi, youth councils, or other networks?

Within the council organisation:

Clarity is also needed about the roles of:

- Chief executive and general managers
- Democracy/governance services team
- Iwi or community board liaison staff
- Any council staff working directly with or supporting community boards

These roles should all be captured in the **Accord** — so there's no confusion about who to go to, what's expected, and how collaboration flows.

Why it matters:

When roles are clear and well understood, things run smoother, relationships strengthen, and decisions are better informed.

Input to council decision-making: getting the right voices at the table

For councils to make decisions that truly reflect their communities, **community boards need clear pathways to provide meaningful input** — not as an afterthought, but as part of the process.

Speaking rights at the table

As a baseline best practice, **community board chairs should be granted speaking rights** at council meetings, committees, and subcommittees (under Standing Orders).

- These rights help elevate community voices into the council's formal decision-making processes.
- The board chair can choose to delegate these speaking rights to another board member when appropriate.

Voting rights? Depends on the model

Some councils may choose to give **voting rights** to community board members on certain committees, depending on the model they adopt (see Item Two of this document).

Timing matters

To ensure boards can engage with their communities before feeding into council decisions:

- Reports relevant to a community board area should be provided to the board **at least six weeks** ahead of the council meeting where a decision will be made.
- Community board meetings should be **scheduled at least three weeks prior** to the relevant council meetings.

This lead time gives boards a chance to:

- Engage meaningfully with their communities
- Develop well-informed positions
- Provide clear, collective input back to the council

It's not just consultation — it's collaboration.

This isn't about ticking a box. It's about ensuring community voices are present, valued, and actioned in a timely way.

05

Delegations: clarity, confidence and capability

At the heart of every strong council–community board relationship is **clarity around who does what.**

Delegations aren't just a bureaucratic necessity — they're **an expression of trust and empowerment.** The more clearly responsibilities are outlined, the more confidently everyone can get on with the job.

Set it out clearly in writing

Delegations should be:

- **Formally agreed** between council and each community board
- **Clearly expressed**, with specific responsibilities, authorities and limitation
- **Tailored** to the model your council chooses to adopt (see Item Two of this document)

What might be delegated?

This will vary, but examples include:

- Local facilities and services (e.g. halls, playgrounds, local roads)
- Community engagement or events
- Discretionary funds or grants
- Input into annual and long-term plans

Delegations can grow

Delegations don't have to be static. They can grow over time as trust builds and as boards demonstrate capability. Think of them as a framework for **growing local decision-making.**

Transparency builds trust

Clear, well-communicated delegations help avoid confusion, reduce duplicated effort, and set realistic expectations — for both councils and the communities they serve.

Agenda setting: shared ownership, better meetings

A well-planned agenda doesn't just make for a tidy meeting — it sets the tone for **genuine collaboration** and ensures everyone's time is respected.

Shared responsibility = shared direction

Agendas should reflect both council priorities and local community concerns. That means **councils and boards co-own the process.**

For community board meetings:

- The agenda is developed collaboratively between the **community board chair (or deputy chair)** and the **chief executive (or their delegate)**
- Ideally, this happens **at least two weeks before** the agenda is publicly notified
- Items provided by council for community board meetings should be approved via this process
- Board members should be kept in the loop throughout the meeting cycle

For council meetings:

- Items from community boards that are intended for the **council agenda** should be submitted through the chair to the chief executive (or their delegate)
- This ensures the community board voice is present at the table — and heard

For joint community board meetings:

- Agendas should be agreed between all participating community board chairs and the CE
- These meetings offer a great opportunity for regional collaboration or shared advocacy

A little admin goes a long way

When everyone knows the process — and that their input matters — you build a culture of respect and readiness. That's when the real magic starts to happen.

Community and board plans: the bridge between vision and action

Community boards don't just *represent* their areas — they actively shape the future through **localised plans** that reflect their people, places, and priorities.

These plans are gold. But they only create value if they're **taken seriously** in council decision-making.

What needs to happen?

- **Agreement up front:** Councils and community boards should agree on *how* community or board plans will feed into the **Annual Plan** and **Long-Term Plan** processes
- This agreement should be **written into the Accord** and embedded in planning cycles — not left to chance or personality

Why it matters

When community board plans are aligned with council strategy, it strengthens the whole system.

- It builds trust.
- It avoids duplication.
- It shows communities that their voices actually make a difference.

Without that alignment, community input can fall through the cracks. This guide is here to help seal those gaps — and build something stronger.

08 Operating models: the how behind the what

Every council is different. Every community board is different. That's a strength — but it also means **having a clear operating model** is essential.

An operating model is simply:
"How we agree to work together so we can get things done."

This isn't about turning boards into mini-councils. It's about creating practical, agreed processes that **support good local decision-making.**

What should the operating model cover?

Here are some key elements to agree on (a simple template can help!):

- **Meeting frequency and location**
- Whether the community board uses the **council's Code of Conduct** or has its own
- When and how **Standing Orders** apply — for example, formal decisions vs general discussion
- Council reports to community boards should include a **one-page cover summary:** what's it about, and what's needed from the board
- Which elected members and staff are expected to **attend community board meetings**
- A clear process for **questions and clarifications** from community boards to staff (e.g. via the chair, in advance of meetings)
- If council staff are presenting to a community board, they should send a quick brief beforehand — even a couple of bullet points helps:
  - What's the topic?
  - What are they asking of the board?
- **Community board communication and engagement plan:** What does the board want to achieve locally, and how will the council support that?

Built for real life

The best operating models are flexible enough to fit the flavour of each board, while structured enough to keep everyone clear and aligned. This makes space for innovation, local responsiveness — and fewer headaches for everyone.

Whakawhanaungatanga strengthening the relationship

At the heart of every great working relationship is… a relationship.

Whakawhanaungatanga is about building that connection — through shared time, open kōrero, and mutual understanding.

Councils and community boards function best when there's trust and a sense of partnership. That doesn't just happen at the formal table — it grows in the spaces where people connect, share ideas, and get to know each other's perspectives.

So here's what we propose:

- At least **two hui per year** between:
  - Community board members
  - Council elected members
  - Chief executive and senior leadership
- These hui are informal, collaborative spaces — designed to strengthen relationships and allow open discussion on shared challenges and opportunities.
- Up to **two additional hui per year** just for **all community boards within a district or city,** focused on their own priorities or shared concerns. Inviting relevant council staff should also be considered, including leadership and lead roles, to build a team ethos. Community board members could also be invited to council waiata practice sessions.

These are not decision-making meetings. They're a chance to ask questions, offer ideas, test thinking — and build the human connection that powers better governance.

Why this matters

When we make time to connect outside of the formal chamber, we create the conditions for everything else to run more smoothly. Trust. Respect. Common ground.

Whakawhanaungatanga turns "us and them" into "we."

Growing the good professional development for community board members

Strong community boards are made up of strong, confident and well-supported people.

Just like councillors and council staff, **community board members deserve training and development** that grows their skills, supports their leadership, and helps them bring the best of themselves to the table.

This isn't a "nice to have" — it's essential if we want boards that can genuinely represent their communities and contribute meaningfully to council decision-making.

What good looks like:

- **At least one fully funded leadership training session** for all community board chairs and deputy chairs — beyond the standard post-election induction — to build capability in governance, advocacy, and relationship building.
- **Tailored induction for community board chairs** at the start of each term, even for returning chairs. Every term brings new challenges, new councils, and new community priorities. Fresh induction = fresh momentum.
- **Agreed access to paid training** for individual community board members, signed off between the Chair and chief executive (or delegate), so boards can build capability where it's needed most.
- **All community board members to be offered training in Civil Defence and Emergency Management (CDEM)** — from basic awareness to active response, as appropriate in each rohe.
- Each council should also give thought to how they ensure board members are effectively steeped in **tikanga**, and whether workshops or training would help to build trusted lasting relationships with hapu and iwi.
- Good also looks like having processes in place to identify under-performing board members — and being able to have good solid processes in place to work through any issues arising with trusted officers, chairs and members.

Why this matters:

Community board members come from all walks of life — that's their strength. But it also means people arrive with different levels of experience and confidence in governance spaces. Offering solid, respectful development shows we value their role and want them to succeed.

11

Tools of the trade
allowances and resources

You can't do a good job with no tools, no support and no snacks.

Community board members need the right **resources, access and practical support** to carry out their roles effectively and equitably. These aren't luxuries — they're part of recognising and resourcing the work.

What councils are already required to provide:

- Reasonable expenses for community board members
- Administrative facilities and advice

But "reasonable" can vary wildly — and sometimes community board members are expected to stretch their own resources just to show up and do the mahi.

Baseline expectations for allowances and resources:

- **IT support** and council-managed email addresses
- **Accessible venues** for board meetings
- **Travel reimbursement** that matches council elected member entitlements
- **Childcare costs reimbursed** (up to an agreed amount) to allow full participation
- **Parking fees covered** for in-person meetings and hui
- **Refreshments provided** at community board meetings and workshops
- **Support staff access** for agenda coordination and follow-up

Why this matters:

If we expect community boards to contribute like pros, we need to support them like pros. Practical support enables wider participation — especially from working people, young parents, and others for whom time and money are real barriers.

12

Putting it into practice

Negotiating agreements between council and community boards

Constructive and well-functioning relationships require that the parties to that relationship understand each other's expectations and acknowledge their mutual obligations. To assist councils and community boards to articulate their expectations of one other, and agree mutual obligations, CBEC has developed a template for councils to use.

The matters included in the template are:

- the community board role (based on the three models outlined in this Guide)
- standards for collaboration
- how communication between the council and board(s) will occur
- responsibilities of the council and its staff
- responsibilities of community boards
- service levels for community board meetings
- how community board members will be supported
- professional development and training for community board members
- conflict resolution and review process

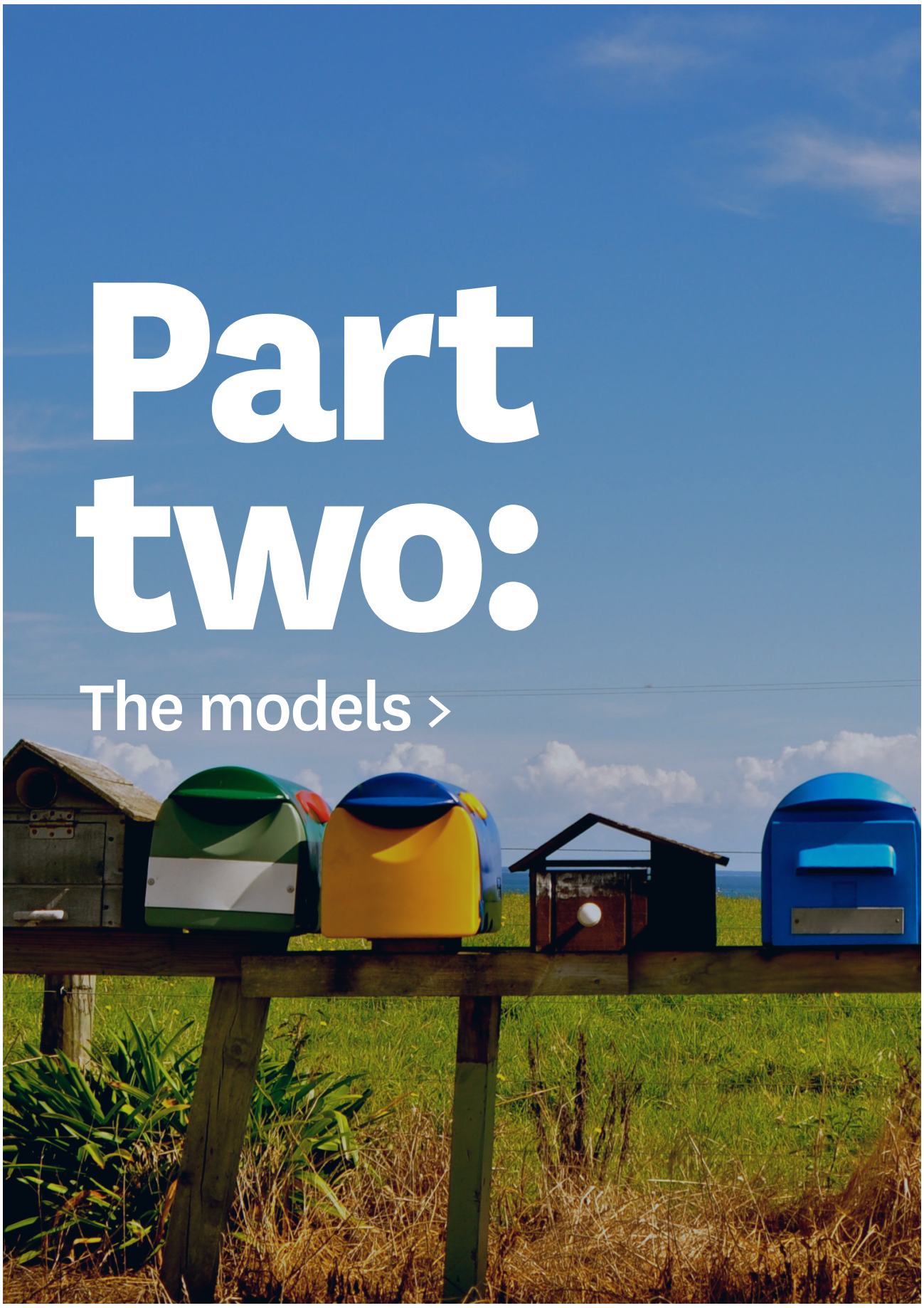
When designing the process for formalising the relationship, and signing the accord, it is important that local circumstances are taken into account, so the process may vary from council to council.

While recognising local differences, a signing process could involve the following:

- A joint workshop between the governing body (or their representatives) and members of the community board(s) (or their representatives) to brief members on the three community board models and the matters to be included within the Accord
- A process through which officials, drawing on the outcomes of the joint workshop, prepare a draft Accord for consideration by members of the governing body and community board, potentially at their first meetings in the new year
- A signing ceremony involving the board chair(s) and mayor/CEO

Where councils have multiple boards then all boards (or their representatives) should be involved in the process, together. In cases where at least some boards have unique needs, breakout sessions may be needed.

The template can be downloaded here


Part two:
The models ›

One size doesn't fit all — and that's okay.

Councils and community boards vary in size, complexity and community expectations. But what they *shouldn't* vary on is having a shared understanding of their roles, responsibilities and potential. These models provide a tiered approach to structuring the relationship between councils and community boards. They're not rigid boxes — think of them as starting points, with built-in flexibility. Councils and community boards can adapt, evolve and shift between models over time.

And importantly:

You can't pick a model without first agreeing on the relationship. That's why every model assumes an Accord is in place — clear expectations, roles, and protocols as outlined in the Best practice guide.

What these models aim to do:

- Give councils a framework for clarity in delegation
- Help community boards understand their scope and role
- Support the Remuneration Authority to better understand what community boards around the motu do
- Enable communities to have clear expectations of their local community boards

Model 1: voice + advice

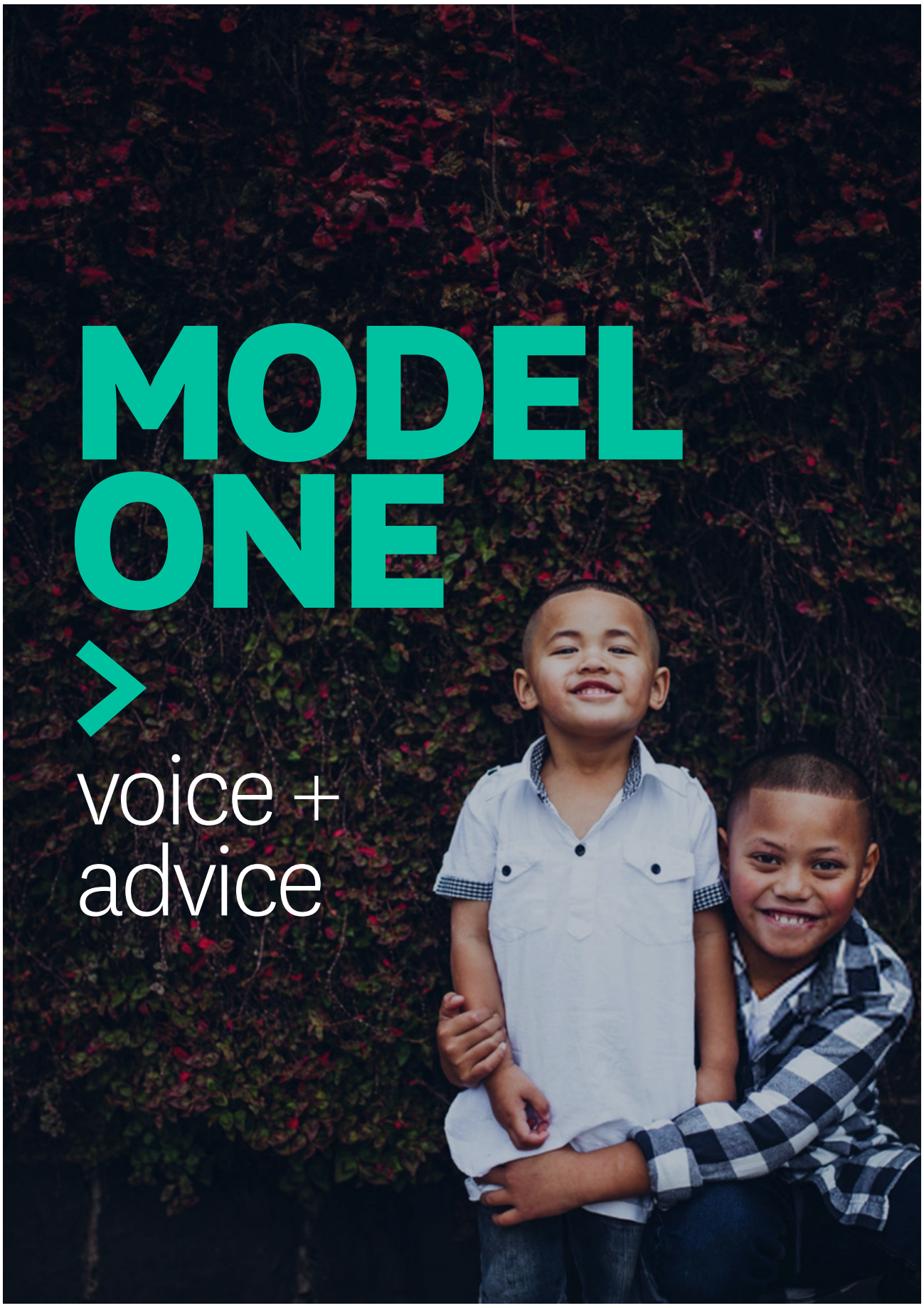
The *foundation of strong local democracy*. This model ensures community boards are a vital conduit between communities and council. Boards bring local voices to the table, advocate for their communities, and provide advice and feedback on issues of local interest. They help the council stay connected and responsive, while remaining grounded in their representative and advisory role.

Model 2: voice + advice + delivery

Advice plus action, with community at the centre. Building on Model 1, this approach includes practical responsibilities and delivery of small-scale services and projects. Boards become partners in local service monitoring, delivery and community engagement. With delegated funding and planning input, they can directly shape outcomes in their area while still aligning with the council's strategic direction.

Model 3: voice + advice + delivery + leadership

Genuine shared governance at the local level. This model gives boards the opportunity to lead — not just advise or deliver. Boards take a front-footed role in local planning, budget setting, policy decisions, and oversight of significant community services and assets. This is a true partnership model, with councils and boards working together to co-govern on behalf of communities.

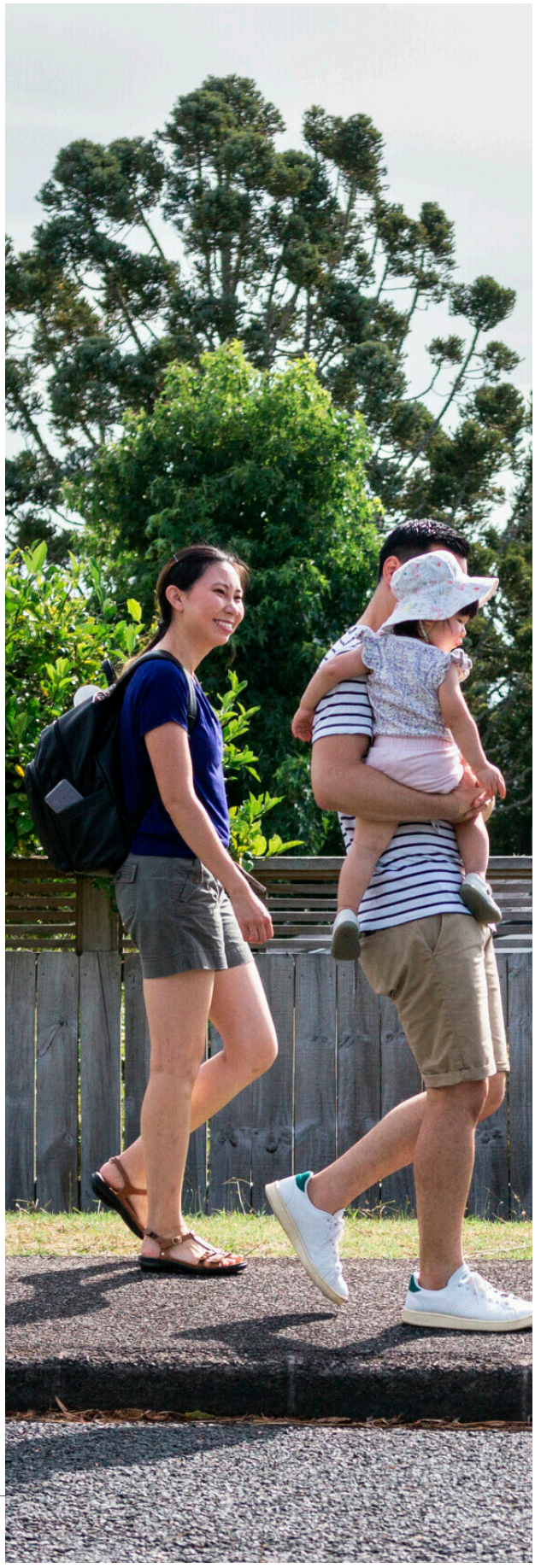

MODEL ONE
voice + advice

“We’ve got the basics right

This model reflects the **core legislative role of community boards** as outlined in **section 52 of the Local Government Act 2002.** It serves as a foundation for how boards and councils can work together effectively — with a shared understanding of expectations, responsibilities and relationships.

Boards operating in this model are active and engaged in their statutory duties. Their value to the council is recognised through consistent processes for communication, reporting and collaboration.

This is the starting point for a good council/community board relationship — where each side understands its role, trust is building, and there is room to grow.



Model One

Core functions in practice >

Representing and advocating for community interests

BOARDS IN THIS MODEL ACTIVELY:

- Hear from their local community through informal kōrero, meetings, workshops or targeted outreach.
- Represent their community's views at council and committee meetings via:
  - Public forums
  - Formal presentations
  - Submissions or letters
  - Supporting submitters to speak for themselves
- Elevate community concerns and aspirations to inform council decision-making.

Considering and reporting on matters referred to the board — and raising matters of interest

BOARDS IN THIS MODEL ACTIVELY:

- Consider and provide feedback to council reports on issues that impact their local area.
- Provide reports to council on issues they've identified as important to their community.
- Contribute local knowledge, context, and insights that shape better decisions at the council table.

Maintaining an overview of council services in the community

BOARDS IN THIS MODEL:

- Stay informed about council activities and services in their area — via updates from council staff or reports.
- Share this information with their community, helping to demystify what the council does.
- Feed back to council about:
  - Levels of community satisfaction
  - Service gaps
  - Community concerns or emerging trends
- Are routinely notified of relevant resource consent activity in their community.

Making an annual submission to the council on expenditure

BOARDS IN THIS MODEL:

- Prepare and submit feedback on:
  - Long Term Plan (LTP)
  - Annual Plan (AP)
  - District Plan changes
  - Strategies, policies, and bylaw changes
- Speak on behalf of their local area during consultation, with input from residents and community groups.

Communicating with community organisations and special interest groups

BOARDS IN THIS MODEL:

- Build and maintain relationships with local groups and networks.
- Share relevant updates through newsletters, social media, local papers or hui.
- Receive community feedback informally and pass it on to council, helping ensure community voices shape council thinking.

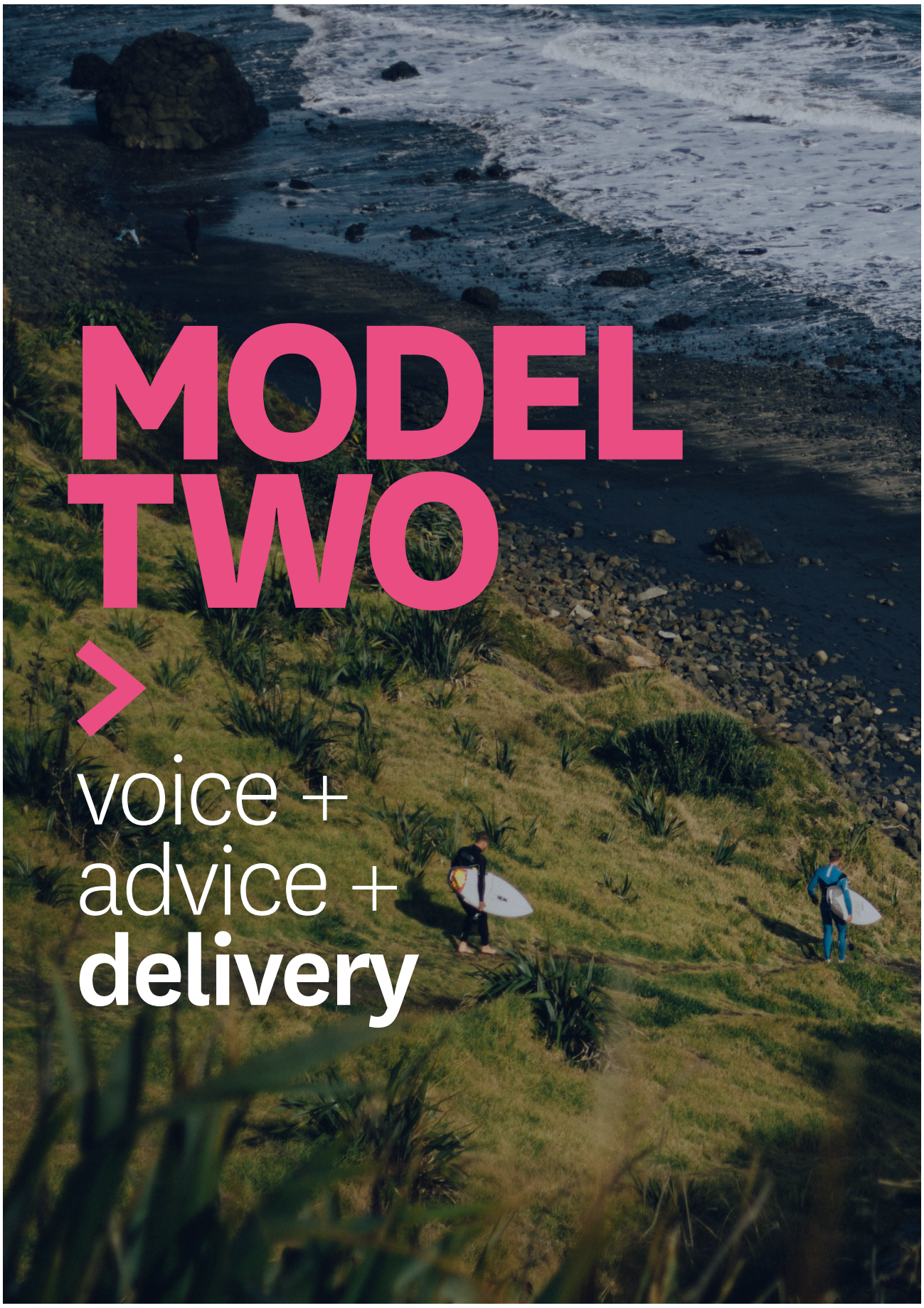
Carrying out other responsibilities delegated by the council

BOARDS IN THIS MODEL:

- Have clear and well-documented delegations from council (if any).
- Understand the boundaries of their authority and receive appropriate support from council staff to carry out their responsibilities effectively.

Key principle

This model is about getting the foundations right. Community Boards are doing the work they were created to do — consistently and clearly — with respectful, two-way support from the council. It's not just a box-ticking exercise: it's where real, local democracy starts to take root.


MODEL TWO
voice +
advice +
delivery

“We’re in this together

Model 2 builds on the foundations of **Model 1**, strengthening the relationship between councils and community boards by adding shared delivery responsibilities and deeper community engagement.

Boards operating in this model do more than provide advice and advocacy — they **help drive the work.** They have influence over local delivery, take on extra delegated responsibilities, and are increasingly viewed as trusted local partners in decision-making.

This model suits councils and boards that have **built mutual trust,** see real value in collaboration, and are ready to work together on meaningful delivery for their communities.

Everything in Model 1, plus:

Representing and advocating with deeper insight

BOARDS IN THIS MODEL GO BEYOND SURFACE-LEVEL FEEDBACK BY:

- Gathering evidence to support their advocacy — through independent surveys, community workshops, or collation of submissions.
- Making formal submissions on behalf of their communities to any relevant organisation — not just council.
- Contributing to decisions about the allocation of funding to community groups operating within their area.

This ensures that their voice is **credible, community-informed and timely.**

Actively monitoring local service delivery

BOARDS IN THIS MODEL TAKE A **HANDS-ON ROLE** IN MONITORING COUNCIL SERVICES IN THEIR COMMUNITY. THIS INCLUDES:

- Receiving regular reports on service delivery performance.
- Providing **formal and structured feedback** to the council on what's working well and what needs attention — through agreed channels and timelines.

They help close the loop between council delivery and community experience.

Leading formal community connection roles

BOARDS IN THIS MODEL SERVE AS **OFFICIAL COMMUNITY CONDUITS.** THEIR MEMBERS MAY:

- Be formally appointed as representatives to local community groups, attending AGMs and providing regular liaison.
- Lead or support public information sessions hosted in their local area — ensuring messages from the council reach the community clearly and consistently.

Are routinely notified of relevant resource consent activity in their community.

Carrying out additional delegated responsibilities

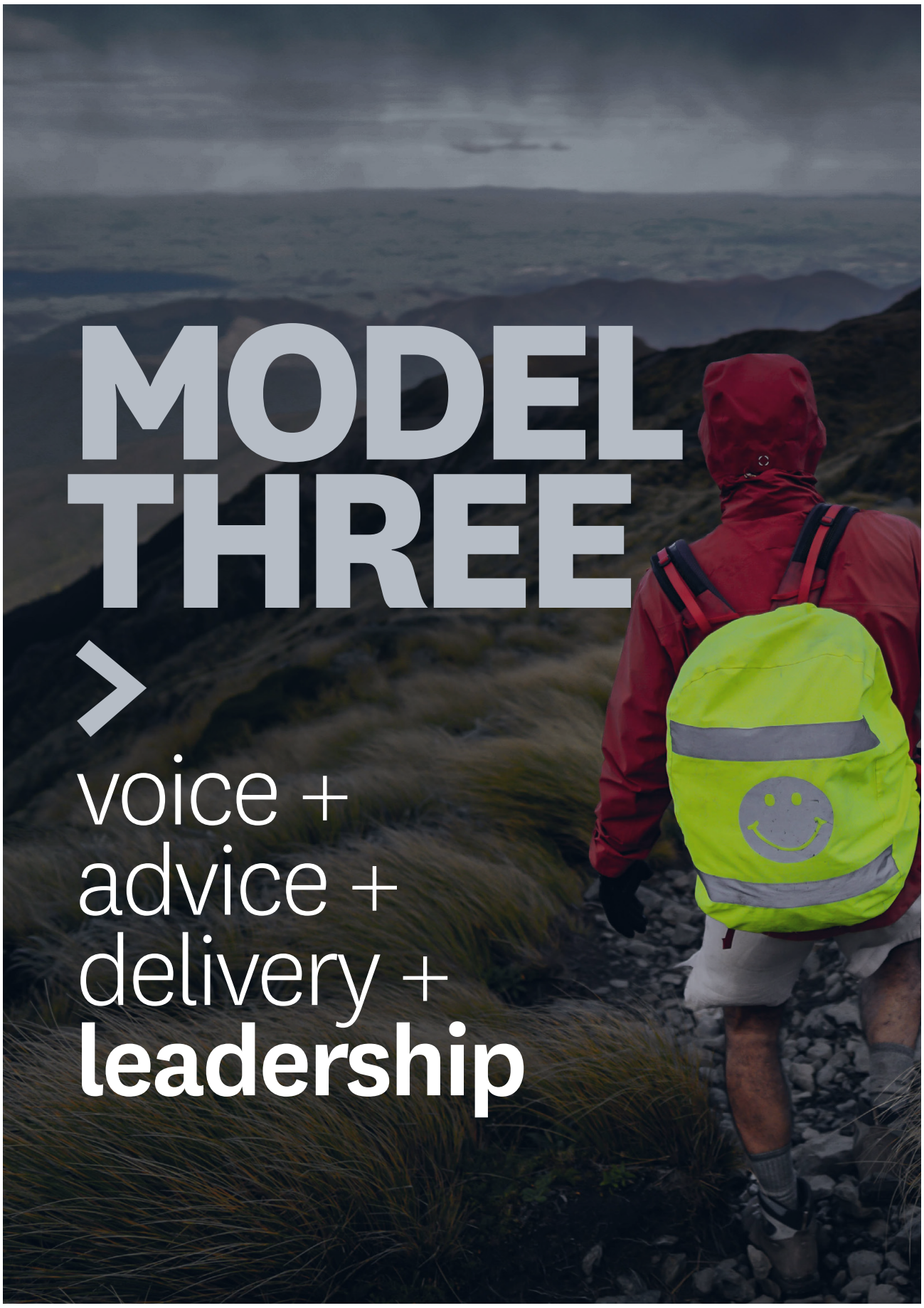
BOARDS IN THIS MODEL HAVE WELL-DEFINED, **RESOURCED RESPONSIBILITIES,** WHICH MAY INCLUDE:

- Developing a **Community Board Plan** each year — aligning with the council's LTP and setting a programme of delivery for local projects and services.
- Allocating and managing **discretionary funds** for local priorities, either as a bulk fund or on a project-by-project basis.
- Spending approved funds within specific budget areas (e.g. beautification, minor infrastructure, events).
- Participating in **co-design** of community facilities with local input — ensuring new spaces reflect the needs and aspirations of those who use them.
- Contributing advice to **Civil Defence and Emergency Management (CDEM)** planning — with roles clearly documented in a written agreement.
- Making formal decisions such as **approving street names,** based on staff recommendations.

Boards are supported to deliver these responsibilities with the right tools, support, and accountability structures.

Key principle

This model is about **shared delivery and deeper trust.** Community Boards aren't just telling council what the community thinks — they're actively shaping and delivering on that vision. They're known, respected, and relied on as a critical part of the system that helps local democracy thrive.

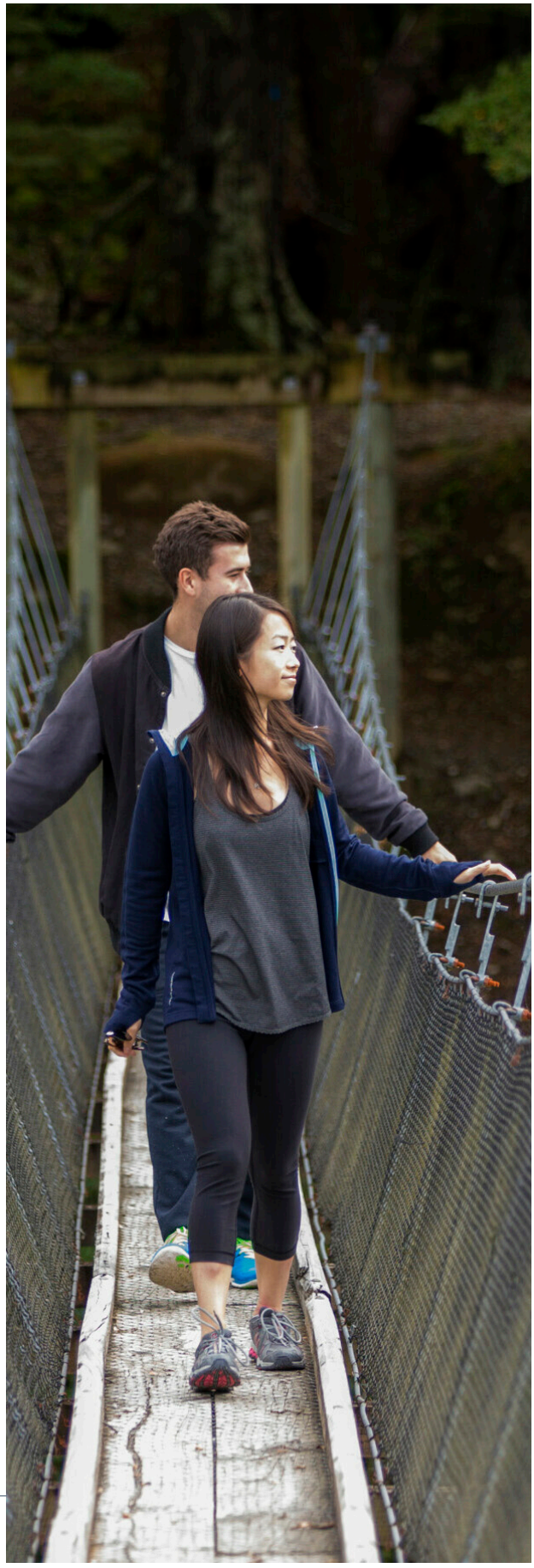

MODEL
THREE
>
voice +
advice +
delivery +
leadership

“Partners in leadership

Model 3 represents the most advanced level of collaboration between councils and community boards. It goes **beyond consultation and co-delivery** — into **true decision-sharing.**

Boards operating under this model are **formal decision-makers** in local matters. They help shape not only what gets delivered in their community, but how, when and by whom. Their work is strategic, place-based and embedded in council systems. Trust, resourcing and alignment are high.

This model is best suited to councils and community boards that have invested in **strong systems, mature relationships,** and a **shared commitment to empowering local voice and action.**



Model Three

Everything in Model 2, plus:

Formal decision-making powers

BOARDS IN THIS MODEL AREN'T JUST HEARD — THEY **VOTE.** THEIR REPRESENTATIVES MAY:

- Sit as full voting members on specific council committees or subcommittees.
- Participate in formal decision-making forums with direct influence over outcomes that affect their area.

They are considered **peers and partners** in governance — helping ensure council decisions are grounded in local insight.

Strategic oversight of services and investment

BOARDS IN THIS MODEL TAKE AN **ACTIVE ROLE IN SHAPING SERVICES** AND INVESTMENT IN THEIR AREA. THIS MAY INCLUDE:

- Providing input to investment and service delivery decisions, backed by insight from the community.
- Guiding risk and resource deployment through local reporting and analysis.
- Confirming the final design of community facilities (within council-approved budget constraints).

They help ensure that every dollar spent is **place-based, purposeful, and community-aligned.**

Deep, embedded community relationships

IN THIS MODEL, COMMUNITY CONNECTIONS ARE FORMALISED AND STRENGTHENED. BOARD MEMBERS:

- Are appointed as official representatives to key community groups.
- Are expected to attend all committee meetings and participate in activities run by those groups.

Boards serve as **deeply embedded connectors** between council systems and the diverse interests of their local area.

Broad, clearly delegated responsibilities

BOARDS IN THIS MODEL OPERATE WITH A **COMPREHENSIVE SUITE OF DELEGATED POWERS,** ENABLING THEM TO MAKE OR INFLUENCE A WIDE RANGE OF DECISIONS. THESE MAY INCLUDE:

+ Developing a **place-based future development plan** aligned with the council's long-term and strategic goals — shaped by local aspirations and priorities.
+ Determining **policy settings** for specific local matters (e.g. street naming, notable trees).
+ Approving **site selection and final design** for specified community facilities — with local input and within council policy.
+ Setting **budgets for service delivery** in their local area, within the funding envelope allocated by council.
+ Advising on or undertaking **procurement** of local contractors to deliver specified services, within council's procurement policies.
+ Exercising specific **regulatory powers** as agreed and documented.
+ Granting **leases or licences** on local reserves (in line with policy).
+ Approving **traffic control signs.**
+ Making **appointments to external bodies.**
+ Performing **Civil Defence and Emergency Management** duties as assigned through formal agreements with the council.

Boards in this model operate like **local governance units,** managing a distinct but integrated piece of the council's work programme.

Key principle

This model is about **power-sharing, responsibility, and mutual accountability.** Community Boards are not just contributors — they are local leaders. This model works best where the council and community board are committed to joint delivery and see local governance as a powerful tool to achieve better outcomes for everyone.

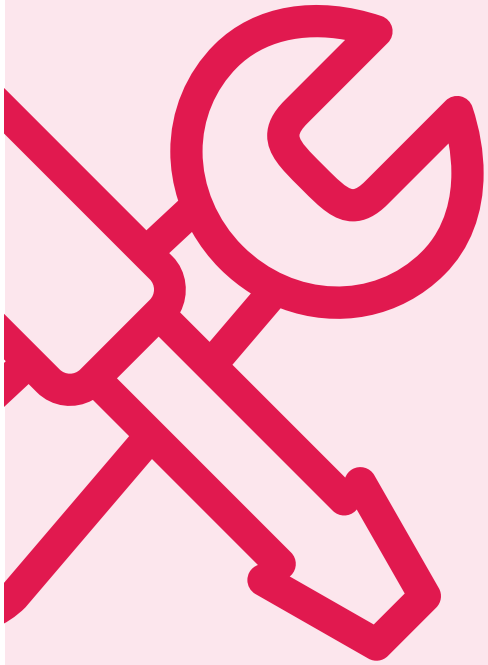
Why create an Accord?

Councils and community boards operate in different ways across Aotearoa New Zealand. While flexibility is good, *uncertainty* is not.

An Accord provides:

+ Clarity of expectations
+ A shared sense of purpose
+ A practical way to navigate tension or grey areas

Best practice: building a Relationship Accord



A Relationship Accord is not a legal contract — it's a shared understanding.

It captures how councils and community boards agree to work together, based on mutual respect, clarity of roles, and community-centred outcomes.

Key principles for partnership

We recommend grounding your Accord in these shared values:

PRINCIPLE	What it means in practice
TRUST	Information flows freely, and both parties can rely on each other to follow through
RESPECT	Roles are understood and valued — not overlapped or dismissed
MANAAKITANGA	Meetings are welcoming, inclusive and community-first
CO-DESIGN	Major local issues are tackled together from the start
TRANSPARENCY	Decisions are explained, not hidden. Board voices are acknowledged and visible.

Community board model

Community Boards' Executive Committee

VOICE + ADVICE

The community board represents local interests, advocating on behalf of the community and providing meaningful advice to council.

VOICE + DELIVERY

In addition to advising, the community board has delegated responsibilities for service delivery, budget management, monitoring and engagement.

VOICE + LEADERSHIP

Decision-making and leadership are added, such as setting budgets, co-designing services, and developing future-focused plans.

Ko Tātou
LGNZ.

We connect, champion and support local government.

REFRESHING OUR GRASSROOTS DEMOCRACY

Final positions and recommendations

Local Government New Zealand's Electoral Reform Working Group
//
July 2025

From the President of LGNZ >

Voter turnout in the October 2022 local government elections was just 40%. What will it be in 2025? With postal delivery decreasing and post boxes disappearing, voting by mail feels increasingly anachronistic. Councils' mandate is at risk and we must act now to change the system.

This decline in postal voting is just one of the factors explored by LGNZ's Electoral Reform Working Group in this report. Mayor Nick Smith and his colleagues have investigated why people are disengaging from local government and what we can do about it, from civics education to how elections are run and four-year terms. Everything recommended in this report has been driven by engagement with the public, councils and central government. I want to thank the working group for their outstanding work and to strongly back their recommendations.

Every day, councils make decisions that impact people's lives. From local roads, drinking water and wastewater systems, parks and public transport, rubbish and recycling to swimming pools and libraries. It's easy to take these services for granted. For people to wonder what they get for their rates without seeing how councils shape their life every day. We need those people to have their say and to vote, so that councils deliver what communities want. Delivering what 40% want isn't enough.

LGNZ will be advocating hard for this report's recommendations, which already have strong support. We will work to shift that support into action, for the 2028 elections. You can help. Start conversations that will mobilise people. Talk to Ministers, MPs and officials. Help the public understand why tomorrow is too late for change if we want a healthy local democracy.

Ngā mihi nui,

Sam Broughton
Mayor of Selwyn | Te Koromatua o Waikirikiri
President, Local Government New Zealand

From the Chair of the Working Group >

The time is right for a shakeup in how we run local elections. Our voting system is tired and outdated. Participation rates have dropped so low they are a risk to our mandate to speak on behalf of our communities. Media are more fragmented and communities more polarised. Liberal democratic values are being challenged globally. We need to reassert the importance of local democracy and update the system, so it works better for New Zealand.

With councils conducting their elections by post, the most urgent issue is the collapse in mail volumes and services. New Zealanders now refer to post as "snail mail" and many, particularly young people, do not use it at all. The multiple commitments by governments and councils to trial e-voting over the past two decades have not been fulfilled because the security risks proved too high. We concur with officials' advice to the Government that there is no reasonable prospect of the security problems of e-voting being overcome in the foreseeable future. The only viable option left is polling-booth voting, a system we know works well given the high rate of participation in New Zealand parliamentary elections.

The current system for promoting voting in local elections is flawed. It is ineffective and inefficient having 78 councils run their own campaigns. Councils spend a fraction of the per-voter amount spent by the Electoral Commission during parliamentary elections and this contributes to the turnout in local elections being about half that of parliamentary elections. We want to recruit the Electoral Commission and its Orange Man and Dog to the task of encouraging people to vote in local elections with a consistent, nationwide campaign.

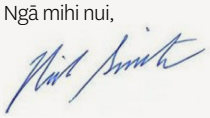
We also think it is time for the Electoral Commission to take over from councils the administration of local elections. The more that is the same for national and local elections, the easier it is for voters to engage. It is a logical progression from the last significant change, when the Commission took over from councils keeping their own separate electoral rolls. The current situation, where most councils contract out their election management to two private companies, is very unusual internationally. The Electoral Commission has the independence and security to best protect the integrity of our local elections into the future.

There are many other important recommendations in this report, such as advocating for the term of councils to be extended to four years, improving the community's understanding of the role of local government, strengthening local democracy reporting, increasing information about candidates and reforming accountability of elected members between elections.

I acknowledge the strong input of all members of the working group and the support we have received from LGNZ's President, Chief Executive and National Council. We particularly wish to thank Simon Randall, Policy Director from LGNZ, and Cherie Sivignon, from Nelson City Council, for their advice and research.

Changes to our electoral law are difficult. They are rightly subject to a high level of scrutiny as they go to the core of how our communities are governed. This final position paper is the result of a three-stage engagement process that has included the public and many government and community organisations as well as councils. Our hope is that through this work we have sown the seeds for the Government to reform the grassroots of our democracy.

Ngā mihi nui,



Hon Dr Nick Smith
Mayor of Nelson | Te Koromatua o Whakatū
Chair, LGNZ Electoral Reform Working Group

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The LGNZ Electoral Reform Working Group >

The purpose of the working group

The National Council of Local Government New Zealand (LGNZ) set up the Electoral Reform Working Group in early 2024 to drive LGNZ's advocacy work around strengthening local government's democratic mandate, with a particular focus on increasing participation in local body elections.

Over the next year, the working group carried out widespread engagement with councils, MPs, key organisations and other interested groups and individuals. Its issues paper and draft position paper were released for public consultation, which has informed this final position paper.

This paper sets out the working group's final positions and recommendations on the challenges and opportunities facing the local electoral system. The working group focused on effecting change, which saw it concentrate on factors open to influence and likely to gain wide buy-in from local government.

Membership of the working group

The working group's members were:

Mayor Hon Dr Nick Smith,
NELSON CITY (CHAIR)

Mayor Campbell Barry,
HUTT CITY (DEPUTY CHAIR)

Councillor Toni Boynton,
WHAKATĀNE DISTRICT, CO-CHAIR TE MARUATA

Professor Andrew Geddis,
UNIVERSITY OF OTAGO

Mayor Susan O'Regan,
WAIPĀ DISTRICT

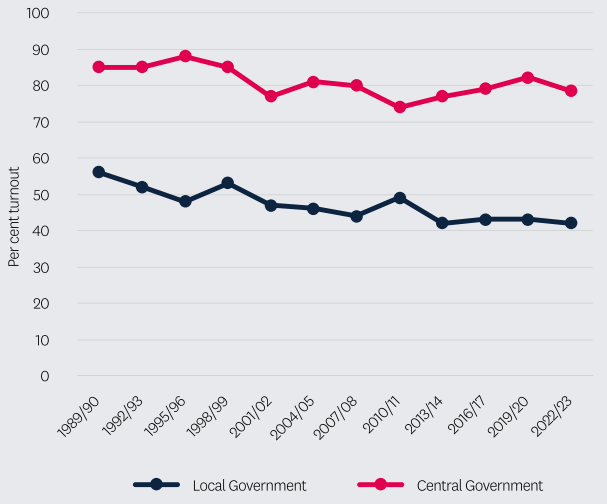
Mayor Rehette Stoltz,
GISBORNE DISTRICT

Background on participation in local elections >

Voter turnout in local authority elections in New Zealand has been trending down for the past three decades. However, since 2007 (with the exception of the formation of Auckland Council in 2010), turnout has been stable at between 42 and 44%. This represents a fall in total turnout of approximately 14 percentage points since 1989.

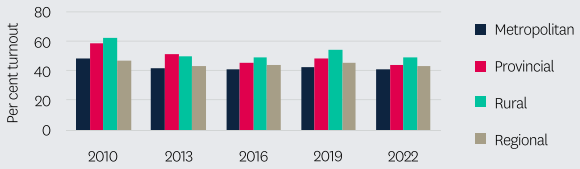
Over the same period, turnout in parliamentary elections has fallen by 6.5 percentage points. The current gap between turnout for parliamentary elections and local authority elections is approximately 36 percentage points. This gap has grown by three percentage points since 1992.

FIGURE 1 *VOTER TURNOUT IN NATIONAL AND LOCAL ELECTIONS 1989-2023*



Turnout varies significantly between councils, ranging in 2022 from under 30% to over 60%. Turnout tends to be higher in smaller and rural councils than larger and urban councils. Turnout is also higher in those councils where councillors represent a small number of residents.

FIGURE 2 *TURNOUT BY COUNCIL TYPE*



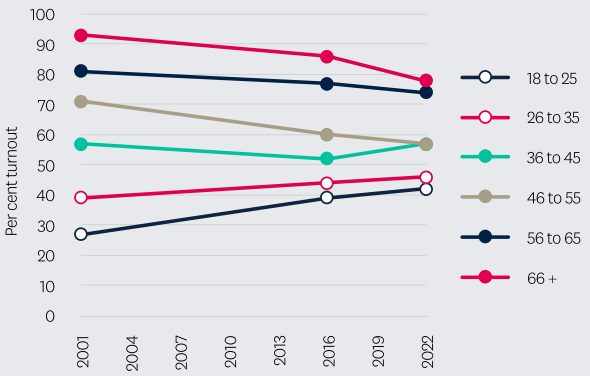
When compared to similar countries, voter turnout in New Zealand councils is close to the middle. It's well below countries like Norway, Denmark, and Iceland, where local governments have traditionally had a greater role with more autonomy. However, turnout in local elections is declining even in those countries.

FIGURE 3 *TURNOUT AT LAST LOCAL ELECTIONS*

Who votes?

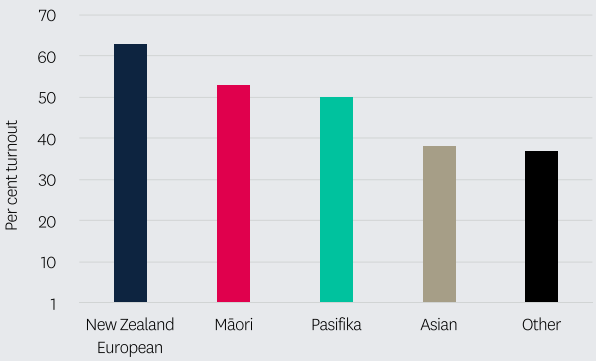
Post-election surveys suggest that voters in local elections are more likely to be: women than men; older or retired (although the proportion of voters under 45 is increasing while over 45 is gradually decreasing); from the South Island; have lived at the same address for 10 years or more. European or Pākehā are more likely to vote than those who identify as Māori, who are then more likely to vote than those who identify as Pasifika, with the lowest participation rate being people who identify as Asian.

FIGURE 4 *TURNOUT BY AGE*



(2001, 2016, 2022 LGNZ post-election surveys)

FIGURE 5 *TURNOUT BY ETHNICITY AT THE 2022 ELECTION*



(2022 LGNZ post-election survey)

Why people don't vote

The Horizon Research nationwide survey following the 2022 local elections found that the most common reasons for not voting were that people did not know enough about the candidates (31%) and their policies (26%) and could not work out who to vote for (22%). Another 11% of non-voters said that they did not vote because they did not receive voting papers.

Auckland Council's 2022 demographic study on turnout noted several possible causes of not voting:

- Perceived relevance of local government to everyday life
- Family and work commitments and an inability to pay attention to local politics in light of other life priorities
- Differences in the level of exposure to civics education
- Complexity of the local government system and voting process, along with differences in knowledge about local government across communities
- For some communities, a lack of identification with and ability to see one's identity reflected in the local governance system
- A distrust of and disengagement from the local government system, particularly amongst Māori
- The existence of a social norm of non-voting in some families, neighbourhoods and communities.

ISSUE 1:

The public's understanding of local government and why it's important >

Supporting and promoting active citizenship

The civics education that's part of compulsory education needs to better support an understanding of how local government works, what it does, and why it is important. While the curriculum currently enables this to be taught, practical steps need to be taken to strengthen and improve its delivery. In particular, resources that enable learners and their teachers to support civics education need to be higher quality and more accessible. The Department of Internal Affairs has a role in ensuring this, and should work with key partners to develop, distribute and maintain practical resources that support practical learning. They should also regularly measure and report on the public's understanding of local government. Ensuring that enrolment of 17- and 18-year-olds occurs at school is an important complement to civics education.

There is a need to better support civics education for people outside of compulsory education. There are many organisations supporting target demographics such as new migrants and Māori. Better quality and more accessible resources would also benefit them.

For civics education to be effective, councils need to keep providing engaging, real opportunities for young people to participate and be heard in order to promote active citizenship. Recognising this engagement through NCEA credits could incentivise it.

Recommendation /01:

The Local Government Act 2002 should be amended to require the Secretary for Local Government to support public understanding of how local government works and how it affects people's lives.

Recommendation /02:

Councils should expand on their work to engage with schools to demonstrate how local government works, including how young people can be involved and expand on opportunities for young people to participate and be heard in decisions that affect them.

How councils communicate their value

Every day, councils engage with communities on a wide range of issues. These interactions present opportunities to communicate councils' wider value to communities. While all councils take some advantage of this, more could be done. Engagement is most effective when councils also focus on performance improvement and transparency.

The Local Government Act's current processes for engagement and accountability, particularly the consultation requirements for the Long-term Plan and other significant decisions, are prescriptive and cumbersome, and can present a barrier to good-quality engagement that fits the unique needs and preferences of communities. The Government's work on performance reporting presents an opportunity to improve this aspect of the Local Government Act.

If communities see themselves more in councils' decisions, they are more likely to appreciate councils' value. This approach also aligns with localism, and many councils employ localism approaches in the ways they engage with communities, such as with participatory decision making. Community boards generally have a higher turnout, which could demonstrate the impact of localism. Some of these approaches, and examples of councils employing them, are described in LGNZ's Localism: A practical guide (https://www.localism.nz/localism-guide/).

A national focal point could support and amplify local work to communicate the value councils offer communities.

Recommendation /03:

Central government should work with local government to reform the prescriptive Local Government Act consultation requirements on how councils plan and engage to give councils more flexibility to support best-practice engagement with and accountability to communities.

Recommendation /04:

Councils should maximise all of their current opportunities to communicate what they do and its value, and expand their use of localism approaches.

Recommendation /05:

LGNZ, together with the Minister of Local Government, the Department of Internal Affairs and councils should create an annual Local Government Week where councils showcase what they do, where their investment goes, and why local government matters.

Addressing the decline of local media

The traditional model of journalism is caving under pressure. Print advertising has shifted online and away from mainstream media businesses, gutting revenue. This has driven decline in local media, which presents a threat to local democracy. While central government funding is no panacea, investment in the Local Democracy Reporting scheme has ensured those communities receive local government news. Local media could be supported in a range of ways, including initiatives that encourage other local media providers to start up or that directly support existing local media providers.

Recommendation /06:

The Government should retain the Local Democracy Reporting scheme, and improve on it by:

- Extending coverage to areas where commercial media companies no longer cover local government; and
- Committing to a three-year funding cycle to attract and retain capable staff and unlock private co-investment.

ISSUE 2:

Understanding candidates and their policies >

Information on candidates

Voters need to be provided with better information on who is standing for election, what they stand for, and what they hope to achieve if elected. There are challenges in moderating such information while maintaining neutrality, so outside of current prohibitions on objectionable or defamatory language it should be the role of voters, supported by media and public interest organisations, to test these statements.

Neutral third parties, such as policy.nz, have played an important role in supplying candidate information to voters. However, it can be challenging to obtain candidate contact information, photographs, and biographies from electoral officers, and this challenge should be resolved. Protecting the privacy of candidate contact information is understandable given recent safety concerns for candidates, but should not prevent this information from being shared with reputable organisations for a clear election-related purpose.

While a political endorsement may help voters understand a candidate's views, candidates should not be required to state current or previous political affiliations.

Recommendation /07:

Councils, or the Electoral Commission if it becomes the administrator of local elections, should be required by the Local Electoral Act to provide and maintain a website (directly or by contracting to a third party) that would give every candidate the opportunity to provide (as part of the nomination process):

- A 150-word biography and current photograph (as per the current candidate booklet);
- Answers to four standard questions on policy views and priorities (with a 600-word limit across all answers). These questions must be set by a neutral body such as the Electoral Commission or in primary legislation; and
- Links to candidate websites.

It would be useful if this website allowed for candidates to also provide a short video statement. A suggested maximum length is three minutes, and the video should be subtitled so it is accessible for hearing-impaired people.

Submissions from candidates should not be moderated, with the exception of objectional or defamatory statements.

Recommendation /08:

As a transition step to recommendation 7:

- For elections before the introduction of the website, council electoral officers should be encouraged to provide candidate-supplied information to neutral third-party websites for the purposes of supporting better understanding of candidates; and
- The Local Electoral Act should retain provision for the printed booklet with a 150-word candidate statement as long as required for the transition step to the website.

Decline of civic organisations and local media

The implications of local media decline have been covered earlier in this paper under issue one.

In-person or online 'meet the candidate' events help voters understand more about candidates. While some organisations organise these events to promote a specific viewpoint, politically neutral events are preferable if the objective is informed decision making by voters. The decline of neutral events needs to be addressed.

Recommendation /09:

Councils should continue, or give consideration to, supporting 'meet the candidate' events, either by directly running them or by funding politically neutral organisations to do so, in order to provide the public with at least one opportunity to meet the candidates.

Candidate knowledge

Candidates who understand the office they are standing for can better communicate their positions on key issues and what they would achieve if elected. Training for candidates shouldn't be compulsory, as it is in some places overseas, but it should be much more accessible and utilised by candidates. Councils and organisations such as LGNZ offer training, resources, and information sessions before elections. LGNZ's "pre-elected learning" is particularly useful as it is freely available and broadly accessible.

Supporting candidates

Disabled candidates can face barriers to standing in local elections, and this should be addressed by central government in the same way as for central government elections.

There should not be state funding of candidates in local elections. However, local democracy in New Zealand would benefit from more private and philanthropic support for candidates from underrepresented groups. Initiatives like this exist in overseas democracies.

Candidates in Māori wards and constituencies face specific challenges from candidate spending limits based on population that do not take into account geographic area. A Māori ward or constituency could cover the area of several general wards or constituencies. Campaigning to dispersed populations is more expensive, effectively giving these candidates a lower spending limit than general ward or constituency candidates.

Recommendation /10:

The Government should extend the Election Access Fund to candidates for local elections to address barriers faced by disabled people who want to stand.

Recommendation /11:

The Government should address the anomaly faced by candidates in Māori wards and constituencies by reviewing part 5, subpart 2, of the Local Electoral Act, which is related to candidate expenditure limits.

ISSUE 3:

Voting methods >

Future method of voting

Given the challenges with the postal system, local elections should switch to a different voting method in the short-to-medium term (i.e. at the 2028 or 2031 elections). This method should be nationally consistent.

Given the significant concerns about online voting, local elections should instead use in-person voting. This should be as close an experience as possible to parliamentary elections. This means that there would be a two-week timeframe in which to vote with polling booths in venues where people frequently visit such as supermarkets and malls. There would be a simpler system of electronic voting from overseas, and appropriate accommodations for disabled voters.

This will be more expensive than postal voting. How this should be addressed is detailed in issue 4.

Recommendation /12:

Move to a nationally consistent system of in-person voting for all local elections in 2028 that is as similar as possible to parliamentary elections over a two-week timeframe in which to vote, with polling booths in venues where people frequently visit.

Short-term improvements

In 2025, councils should continue their important work to support participation, particularly by investing appropriately in promoting standing and voting, and in offering alternative drop-off points such as 'orange bins' at supermarkets and drive-through drop-off points. 86% of voters used council alternatives to post boxes in the 2024 Tauranga City Council elections. Central government, through the Department of Internal Affairs, previously contributed financially to these initiatives.

If the 2028 elections do not shift away from postal voting, then there should be legislative changes that make it easier for people to vote from overseas, and to have voting papers reissued if they do not arrive.

Recommendation /13:

Until a change in voting system is made, councils should continue to expand availability of alternative ballot drop-off points such as 'orange bins' at supermarkets and drive-through drop-off points, and central government should be encouraged to contribute to this financially.

Recommendation /14:

The Local Electoral Act should be amended to enable overseas voters to use the same electronic voting approach as central government elections, and make it easier for voters to have voting papers reissued if they do not arrive.

ISSUE 4:

Administration and promotion of elections >

Who is responsible

The Electoral Commission should administer and promote local elections. This would enable consistent investment across communities and use of the same branding to promote voting in both central and local elections (the 'orange man'). This would also benefit central government elections because the Commission would run elections more frequently, enabling their staff to have more recent experience delivering elections. Ideally the Electoral Commission would take up this role for the 2028 election. However, the transition could occur in stages with the Electoral Commission initially taking oversight of local elections, promotion, the candidate information website, regulation of electoral providers and management of complaint procedures.

To support delivery of this new role, the Electoral Commission Board would need to be required to collectively possess the appropriate skills, understanding and experience. At the same time, the Independent Electoral Review's recommendation that the Minister of Justice should be required to ensure that the board collectively has skills, experience and expertise in te Tiriti/the Treaty, te ao Māori, and tikanga Māori should be implemented in order to improve Māori electoral participation.

The Electoral Commission should also be required in legislation to consult with councils on significant decisions and as part of key processes. Determining councils' representation arrangements should remain locally decided, with the Local Government Commission retaining its oversight role.

Recommendation /15:

The Government should amend the Electoral Act and Local Electoral Act to put the Electoral Commission in charge of administering and promoting local elections. This new role should come with the following requirements:

- At least one member of the board of the Electoral Commission should possess knowledge and experience of local government and local elections;
- The board should expand to at least five members; and (like similar appointments) Local Government New Zealand should be consulted by the Minister prior to this appointment;
- The Electoral Commission should be required to engage with councils on key decisions and processes on the running of local elections; and
- Local elections should utilise the same branding as central government elections, including the 'orange man'.

How should this be funded

In-person voting, as outlined in recommendation 12, will generate higher election costs than the present postal election system.

It would be unrealistic to expect central government to fund the total costs of local elections. This new role for the Electoral Commission should be funded by a levy on councils that recovers a proportion of the costs. This levy should be set in a transparent way that includes engagement with councils, and early enough so the levies can be considered at the appropriate time in the Annual Plan process. Given the national importance of thriving democratic institutions, and some communities' lack of ability to pay, central government should also invest in the running of local elections.

Recommendation /16:

Funding for the Electoral Commission's new role should be covered in part by central government and in part by imposing a levy on councils. This levy should be set by Cabinet via secondary legislation and require consultation with local government.

ISSUE 5:

Four-year terms (including transition and implementation) >

Local government and central government should move to four-year electoral terms, and the upcoming referendum should cover both. Such a significant constitutional change should be decided by electors. If both parliament and local government don't make this change in parallel, then their elections would be out of sync. This means excluding local government from a shift to four-year parliamentary terms would be destabilising and confusing.

Relative timings of central and local elections

When moving to four-year terms for both central and local government, the respective elections should not be concurrent nor occur in the same year. Elections in the same year or at the same time would create administrative challenges (especially if the Electoral Commission was responsible for both). This would also risk important local issues being overshadowed by national issues.

The preferred option is for the respective elections to be spaced evenly (i.e. local and central elections should be two years apart from each other). This gives people an understandable pattern of elections, and spaces the elections so the Electoral Commission has time to deliver both. However, spacing elections a year apart, followed by a three-year gap, also has merit, given this maximises the productive period local and central governments have to work together.

Currently the maximum term of Parliament is set by the Constitution Act 1986 at three years from the day fixed for the return of the writs issued for the last election. This means central elections are at most about three years and two months apart. However, elections can be called at any time before this deadline. Early or snap elections would cause central and local elections to temporarily come out of alignment, and it could take many parliamentary terms before this timing would be reestablished. This challenge should be addressed by the legislation that implements a four-year term for central government.

Local elections are currently on fixed dates set in the Local Electoral Act. This should continue, but the date should be adjusted slightly for the 2028 elections and beyond to ensure the voting period avoids school holidays.

The transition to a four-year term for local government should start in 2028. Having one or two three-year terms for local government after 2028 may be required to achieve the desired spacing of local and central elections.

Recommendation /17:

Subject to a successful national referendum, local government and central government should move to a four-year term with elections evenly spaced apart, preferably two years apart.

Recommendation /18:

Section 10 of the Local Electoral Act should be amended so that the fixed election day avoids school holidays.

Relative timings of key policy processes and decisions

As part of the transition to a four-year term, key planning and accountability processes should move from a three-year cycle to a four-year cycle. This would mean, withstanding wider changes to the present system, a Long-term Plan would be developed every four years, with another Annual Plan being required in year four. Representation reviews should be required at least every eight years.

The Land Transport Management Act poses challenges in terms of the relative timings of key decisions and documents. This could be partially addressed by a four-year term with even spacing. However, this challenge should be specifically examined as part of implementing and transitioning to four-year terms for local and central government.

Recommendation /19:

Local government legislation should be amended as part of a transition to four-year terms to move key planning, accountability, and representation processes from a three-year cycle to a four-year cycle. These include the Long-term Plan, Regional Land Transport Plans, Regional Public Transport Plans, and Representation Reviews.

Enhanced accountability

A move to four-year terms should come with enhanced accountability because the key accountability measure of elections will apply less frequently.

Individual elected members' accountability generally sits with the Code of Conduct. The current Code of Conduct process has a limited number of sanctions, and applying these sanctions often requires the support of a majority of elected members.

Further, currently Code of Conduct processes are often used inappropriately or for conflict that could be better addressed by a range of interventions before they escalate. Conflict or Code of Conduct issues should be triaged and while several organisations provide support in managing challenges, there would be significant benefits from a more formally established dispute resolution service. This service would support professional standards, provide alternative resolution pathways and early intervention to avoid escalation where possible. These are the hallmarks of modern conflict resolution systems where issues should be resolved as close to the source of the conflict as possible. Comprehensive training and support, and embedding the set of professional standards are essential for this approach.

Where, however, an issue does require escalation, the Code of Conduct process should be strengthened by introducing stronger penalties for significant breaches. While councils would retain a role around resolving and addressing most Code of Conduct complaints, investigations and application of penalties for significant breaches should sit independently from the council and the government. Given its expertise and composition (which could be strengthened if need be to meet this extended brief), this role should be fulfilled by the Local Government Commission. This would be similar to the power of the Auditor-General to prosecute elected members for breaches of the Local Authorities (Members' Interests) Act 1968, which, if successful, automatically removes them from office. Alongside this, members can also be removed from office by ceasing to be registered or able to be registered as an elector, or by being convicted of an offence punishable by a term of imprisonment of two years or more. Removal of an elected member from office is a significant sanction and should have a high bar applied, with appropriate due process, and be subject to strong checks. These thresholds need to be carefully defined and reviewed over time. To carry out this enlarged role, particularly around investigating significant breaches of a Code of Conduct, the Local Government Commission will require increased funding from central government.

The current powers of the Minister to assist and intervene are not relevant here because they relate to councils as a whole rather than individual elected members, so act as a different accountability mechanism from elections. Recall elections are not supported. These can be very expensive, disruptive and, where they are in place, tend to be highly politicised, which would negatively affect how elected members carry out their roles.

Recommendation /20:

The Local Government Act should be amended to strengthen the Code of Conduct process by:

- Requiring the Local Government Commission to, in consultation with councils, develop and maintain a standard Code of Conduct that all councils would be required to adopt and adhere to;
- Empowering the Local Government Commission to investigate complaints relating to significant breaches;
- Implementing increased penalties for breaches, including suspension or fines, and empowering the Local Government Commission to apply these when it determines a significant breach by an elected member, with the penalty being proportionate to the breach and based on principles in the legislation;
- The Local Government Commission should also have the power to remove a member of local government for serious breaches. This recommendation must be made unanimously by the members of the Local Government Commission and endorsed by the Minister of Local Government, with no resulting prohibition from standing in a by-election or any subsequent election; and
- Central government should invest in an independent dispute resolution service for local elected members to triage issues, and where possible pre-empt costly escalation.

Recommendations >

Issue 1: The public's understanding of local government and why it's important

Recommendation 1: The Local Government Act 2002 should be amended to require the Secretary for Local Government to support public understanding of how local government works and how it affects people's lives.

Recommendation 2: Councils should expand on their work to engage with schools to demonstrate how local government works, including how young people can be involved and expand on opportunities for young people to participate and be heard in decisions that affect them.

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- Extending coverage to areas where commercial media companies no longer cover local government; and
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Issue 2: Understanding candidates and their policies

Recommendation 7: Councils, or the Electoral Commission if it becomes the administrator of local elections, should be required by the Local Electoral Act to provide and maintain a website (directly or by contracting to a third party) that would give every candidate the opportunity to provide (as part of the nomination process):

- A 150-word biography and current photograph (as per the current candidate booklet);
- Answers to four standard questions on policy views and priorities (with a 600-word limit across all answers). These questions must be set by a neutral body such as the Electoral Commission or in primary legislation; and
- Links to candidate websites.

It would be useful if this website allowed for candidates to also provide a short video statement. A suggested maximum length is three minutes, and the video should be subtitled so it is accessible for hearing-impaired people.

Submissions from candidates should not be moderated, with the exception of objectional or defamatory statements.

Recommendation 8: As a transition step to recommendation 7:

- For elections before the introduction of the website, council electoral officers should be encouraged to provide candidate-supplied information to neutral third-party websites for the purposes of supporting better understanding of candidates; and
- The Local Electoral Act should retain provision for the printed booklet with a 150-word candidate statement, with the need for this to be reviewed after two elections following the introduction of the website.

Recommendation 9: Councils should continue, or give consideration to, supporting 'meet the candidate' events, either by directly running them or by funding politically neutral organisations to do so, in order to provide the public with at least one opportunity to meet the candidates.

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Recommendation 11: Government should address the anomaly faced by candidates in Māori wards and constituencies by reviewing part 5, subpart 2, of the Local Electoral Act, which is related to candidate expenditure limits.

Issue 3: Voting methods

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Recommendation 14: The Local Electoral Act should be amended to enable overseas voters to use the same electronic voting approach as central government elections, and make it easier for voters to have voting papers reissued if they do not arrive.

Issue 4: Administration and promotion of elections

Recommendation 15: The Government should amend the Electoral Act and Local Electoral Act to put the Electoral Commission in charge of administering and promoting local elections. This new role should come with the following requirements:

- At least one member of the board of the Electoral Commission should possess knowledge and experience of local government and local elections;
- The board should expand to at least five members; and (like similar appointments) Local Government New Zealand should be consulted by the Minister prior to this appointment;
- The Electoral Commission should be required to engage with councils on key decisions and processes on the running of local elections; and
- Local elections should utilise the same branding as central government elections, including the 'orange man'.

Recommendation 16: Funding for the Electoral Commission's new role should be covered in part by central government and in part by imposing a levy on councils. This levy should be set by Cabinet via secondary legislation and require consultation with local government.

Issue 5: Four-year terms (including transition and implementation)

Recommendation 17: Subject to a successful national referendum, local government and central government should move to a four-year term with elections evenly spaced apart, preferably two years apart.

Recommendation 18: Section 10 of the Local Electoral Act should be amended so that the fixed election day avoids school holidays.

Recommendation 19: Local government legislation should be amended as part of a transition to four-year terms to move key planning, accountability, and representation processes from a three-year cycle to a four-year cycle. These include the Long-term Plans, Regional Land Transport Plans, Regional Public Transport Plans, and Representation Reviews.

Recommendation 20: The Local Government Act should be amended to strengthen the Code of Conduct process by:

- Requiring the Local Government Commission to, in consultation with councils, develop and maintain a standard Code of Conduct that all councils would be required to adopt and adhere to;
- Empowering the Local Government Commission to investigate complaints relating to significant breaches;
- Implementing increased penalties for breaches, including suspension or fines, and empowering the Local Government Commission to apply these when it determines a significant breach by an elected member, with the penalty being proportionate to the breach and based on principles in the legislation;
- The Local Government Commission should also have the power to remove a member of local government for serious breaches. This recommendation must be made unanimously by the members of the Local Government Commission and endorsed by the Minister of Local Government, with no resulting prohibition from standing in a by-election or any subsequent election; and
- Central government should invest in an independent dispute resolution service for local elected members to triage issues, and where possible pre-empt costly escalation.

Ko Tātou
LGNZ.

Te Kaunihera o Te Hiku o te Ika
For North District Council

Member Report

Name: Cr Ann Court

Date: May – June - July 2025

Meetings Attended

Date	Meeting Topic	
26th	Regional Local Waters Done Well Meeting: Whangarei	
27th	Local Waters Done Well: Workshop	
	Top Energy Consumer Trust	
	DIA Release of Local Government Metrics	
28th	Annual Plan: Workshop	
	Direction on Proposed Community Adaption Programme	
3rd	Road Maintenance Working Group	
	Storm Water Strategy	
4th	Transport and Infrastructure Agenda Preview	
5th	Council	
6th	Site Visit: Russell Traffic Trial + Placemaking Plan	
9th	Regional Local Waters Done Well Meeting: Whangarei	
10th	Regional Land Transport Committee Meeting and Workshop	
11th	Te Patukurea: Drop-in session	
	LWDW: Drop-in session	
	Bay of Islands Whangaroa Community Board Meeting	
17th	Transport and Infrastructure	
	Automobile Association Meeting	
18th	Extra Ordinary Council Meeting	
	Local Waters Done Well Drop In Session	

Te Kaunihera o Te Hiku o te Ika
For North District Council

Member Report

19th	Kerikeri District Business Association Meeting	
	Local Waters Done Well: JBC	
23rd	Local Waters Done Well: Whangarei	
25th	Extra Ordinary Council Meeting	
30th	FNDC/FNHL Workshop: Chambers	
1st July	Assurance Risk and Finance: Chambers	
3rd	Council: Online	
	Lunch Chris Penk Minister for Building and Construction	
7th	Local Waters Dones Well: Whangarei	
8th	Lunch with Minister Louise Upston	
10th	Bay of Islands Whangaroa Community Board Meeting	
15th	Automobile Association Meeting: Whangarei	
17th	Kerikeri District Business Association Meeting	

Māori Ward Councillor Report hhh 18.7.2025

H Halkyard-Harawira all minutes & agenda https://infocouncil.fndc.govt.nz/

Kia ora, my role is to inform readers of what is happening in Te Hiku- what are some issues and possible solutions.

Kaitaia Airport - Treaty Settlement Achieved

- **Critical medical & emergency site**
- **Security- fuel storage for emergencies**
- **Upgrade 2 runways, taxiway & apron**
- **Upgrade terminal**
- **Cargo Storage**

Working Group Established June

between Council and Mana whenua has been established: To establish a clear, accountable work programme for the urgent upgrade of Kaitaia Airport runways, fuel infrastructure, and emergency preparedness.

Community Stakeholders To Meet July 25

Request For Service

Te WaioKiore Bridge re- opened. Quarry Rd Awanui, Kaimahi, contractors, NRC, FNDC Ngai Tohianga involved.
Closed for 2 months - for flood resilience works - it was a huge mission to detour school buses to Aniwaniwa Kohanga Reo & Te Rangi Aniwaniwa, airport traffic & medical services.

Infrastructure Updates

https://infocouncil.fndc.govt.nz/

To find out about roading improvements in the last and the next month as well as wastewater treatment plant updates - click link and look for Te Koukou Minutes

Māori Ward Councillor Report hhh 18.7.2025

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

Māori Ward Poll

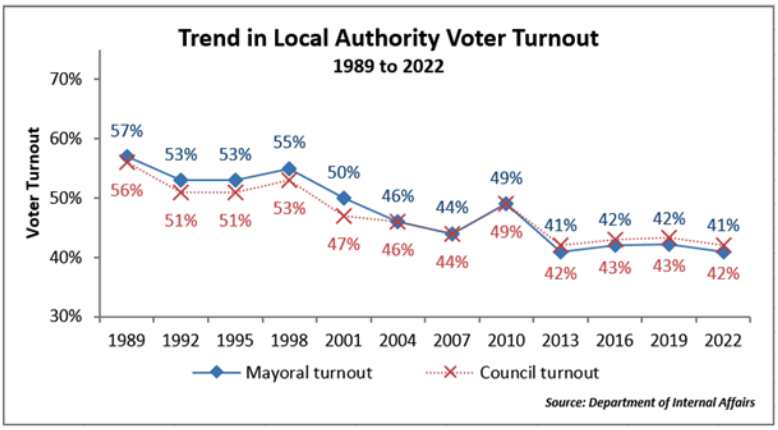
Voters on both Māori and general rolls will be asked do you agree with Māori ward seats? YES or NO

The results will either continue or close down the Māori wards seats at the 2028 election.

Far North Council Elections

- **4 July – Nominations opened**
- **1 August – Nominations close (noon)**
- **9 to 22 September – Voting documents delivered**
- **11 October – Voting closes (noon)**

The Voter Turnout axis represents the percentage of total voters in total electors on the roll.



Speed Changes hōhā five categories of roads are required to reverse to their previous speed in a one-off 'transition' exercise in July 2025,

-urban connectors, transit corridors, rural connectors, and interregional connectors. NZTA- said putting stickers over the signs to save $ can be problematic because of graffiti, weather….

Hui attended June-July 2025

Friday 13 June 2025 Blessing of Speed Camera - Whakamanawa - Kamera Whakahoro Waka - Te huarahi o Kaitaia - Awaroa - 244 by Kaumātua John Paitai NZTA - Waka Kotahi, Hemi Clendon & Jacqui Hori-Hoult, Fulton Hogan - Warren Gore, FNDC - Nicola Smith, Maori Ward Councillor - Whaea Hilda Harawira, Kura Kaupapa Maori o Pukemiro Tauira, Te Rarawa Iwi Representative - John Paitai Dena-Maree Hemara - Kaiarahi Kaupapa Maori, Greer Bell - FNDC.

Karakia 1 ki a Tane

Māori Ward Councillor Report hhh 18.7.2025

Karakia 2 Prayer of Blessing

"Lord we know that;

- speed remains one of the main factors for people dying on New Zealand roads.
- international research shows that by reducing our speed, the severity of a crash can be significantly reduced – and in many cases avoided.
- safe speed cameras change driver behaviour and have a positive road safety impact.

Be with us this morning as we gather to bless the preparation of sites and the installation of safe speed roadside cameras to encourage a change in driver behaviour so that our loved ones can travel safely on our roads.

May these cameras help us to keep our eyes on the road, our hands upon the wheel, and our hearts filled with the excitement of the journey ahead. May we enjoy safe travels!" "Remembering that it is not just about reaching our destination; it's about abiding by the rules of the road whilst enjoying the ride. Lord,with these cameras in place, support us with your grace. When we are tired help us to be patient and protect us from accidents. Keep us free from harm to body and soul. Amen

Karakia 3 A prayer for the camera

May your batteries always be charged,
May your aperture blades never stick,
May your shutter speed be correct,
May your settings be not strange,
May your presence deter those who speed
May your images keep all road users safe. **Amine**

18 June Te Whānau Waipareira & Ngāti Kuri recently launched the results of a two-year collab. This research program delves into the journey of Urban Māori identity over 4 generations and the reconnection to Ngāti Kuri Ahi Kā. This collaboration shapes the evolution of an Urban Māori identity in partnership with Iwi.

He Piringa, He Tauranga Waka—a joint publication and 15-minute documentary—captures compelling narratives of whānau, highlighting themes of challenge and resilience, failure and success, despair and hope. This narrative is further enriched by the stories of Ngāti Kuri and their Kaitiakitanga role with Tohora, making it impactful and empowering. A Durie Tamihere.

Māori Ward Councillor Report hhh 18.7.2025

23 June	**Te Kōtiu -** Hui o Ngā Tumuaki -Kura Kaupapa Māori o Tai Tokerau ki Hokianga. 9 KKM in Tai Tokerau have long waiting lists, need to start new kura and / or satellite classes in Tai Tokerau. Process to establish new kkm is the same as it was 35 years ago- a major struggle.

24 June

11am - Kaitaia Airport Partnership Group

Robert Gabel - Te Pātu (Henare Gabel in his place)
Rangitane Marsden- Ngai Takoto
Hohepa McLean - Patu Koraha
Wikatana Popata - Ngai Tohianga online
Ruben Garcia - FNDC , **Kahika Moko Tepania** (Hilda in his absence) **, Guy Holden CEO (Llani Harding-** head of Te Hono FNDC in his absence) Also online **Andy Nock** CEO **Rob Binney** Chief Operating Officer Far North Holdings (FNHL).

3rd July FNDC Post "FNHL's June status report shows the upgrade remains on programme and within its $5.4 million budget. Field inspections and condition surveys have wrapped up, and Beca's design team is translating that data into construction drawings that will lift the main runway and apron back to a fit-for-purpose standard for airlines, emergency services and private operators alike. Keeping the aerodrome open and safe during the works is a top priority: FNHL will walk operators through the staged construction plan at its Safety & Security User Group in July. The first work packages—fencing and drainage—will be reviewed by the Partnership Team next month before going to market in the third quarter, with specialised tasks such as airfield lighting and runway surfacing to follow."

25	**10am - Extraordinary Hui** re Annual Plan 1 July 2025-30 June 2026 Kaikohe
26 June	**9am Iwi Chairs Forum - Mangere - Matike Mai,** re the advancement of the Constitution of Aotearoa. Refer to https://matikemai.maori.nz/te-kawenata/
27 June	**5.30pm Movie Kōka Te Ahu Theatre** *KŌKĀ* -a feature film by Kath Akuhata-Brown.
28 June	**7.45 am 70th birthday race Lake Ngātū**
30 June	9.15am Weekly check in Ngā Tai o Tokerau 1-3 pm Citizenship Ceremony Kaikohe

Māori Ward Councillor Report hhh 18.7.2025

	3-4 - Appointments Komiti - Far North Holdings Ltd
1 July	**10-10.40 Hui Te Miromiro** - Council Audit & Risk Komiti online **11.00 Hui Tane-** Women's Panel Address- Te Rangi Āniwaniwa
1 July	 **Aue- 27 vape shops in Kaitaia** - a growing perception that vaping is becoming normalised. Who authorises vape shops? The Ministry of Health . Stop Vape Shops in Kaitaia Kaikohe Action Station
3 July	10-12.30 Kaikohe **Hui Kaunihera** - shared ride with Chairperson Adele Gardiner Visited Kaikohe Rest Home Tai Tokerau Kaitiaki Response Civil Defence Warning
4 July	Dropped mokopuna off in Whangarei. Visited Kamo Rest Home
5 July	Hoe Matariki- Pārua Bay

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Māori Ward Councillor Report hhh 18.7.2025

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

6 July	Waimanoni Marae - Pōhiri ki a Kai Whare - world runner up in UFC- Ultimate Fighting Championship. Have invited him to join & take up waka ama as a new sport.
7 July 9.15 Ngā Tai o Tokerau 2pm Regulatory Standards Bill- 4 minute submission to Justice Select Komiti "**the proposed Real Sinister Bill** is a flat liner in a hospital emergency room ● promotes historical amnesia of the terrible past colonial behaviour which we thought we were putting behind us as a distant memory; ● does not protect nor recognise the constitutional mana of He Whakaputanga me Te Tiriti o Waitangi; ● Will rewind and all the long fought Māori gains made in yester year… ○ such as collective land ownership, customary title and Treaty settlements, ○ Will deny proactive kaupapa Māori initiatives & affirmative action which ensures we have more Māori doctors, dentists, engineers, ○ Reverses all the hard work by Māori and Taulwi to build a solid and meaningful bicultural nation of Aotearoa" ● **This Bill uplifts personal liberties, economic & property rights over collective rights -** so if your street flooded, would you expect your rescuers to help out all the neighbours or just single out the shop keeper, the vape store owner ?	
8 July	Hui Kuaka - Te Kahu o Taonui - strategic planning for Iwi partnerships .

Māori Ward Councillor Report hhh 18.7.2025

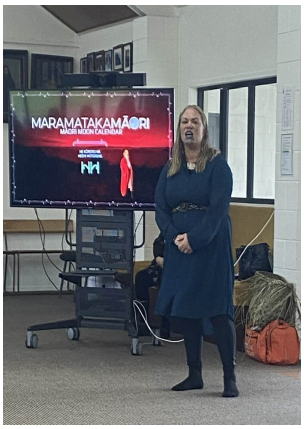
Te Kaunihera o Te Hiku o te Ika Far North District Council

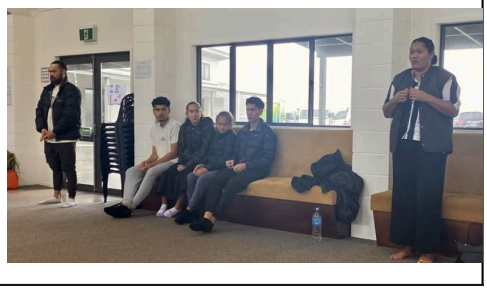
9 July - IV with RNZ re **Nuclear Free & Independent Pacific- 40th anniversary** of the bombing of **the Rainbow Warrior** - Taiaha Hawke speaking in place of his father Joe and Mum Reni and Ngāti Whātua once again acknowledges recognition of the new Rainbow Warrior and the tragic loss of photographer Fernando Pereira.
Special tribute to the people of Matauri Ngāti Kura, Ngāi Tupango, and Ngāti Torehina who gave a home for the bombed wreck . Also acknowledge the swift discovery of the Police in tracking and locating the French government's saboteurs
You Can't Sink a Rainbow.

10	**Elections Lead Up.** Last day for Māori voters to change to the Māori roll.

11 July
9am Pōhiri- **Far North Teachers Professional Day - Hui Taiao , Waimanoni Marae**

Kaikōrero : **Heeni Hoterene Me Te Whānau Tāhere**
Participants could choose 2 workshops to teach skills to tauira: Rongoa, Oro, Tukutuku, Rāranga, Kemu Māori, Hautapu, Maramataka.



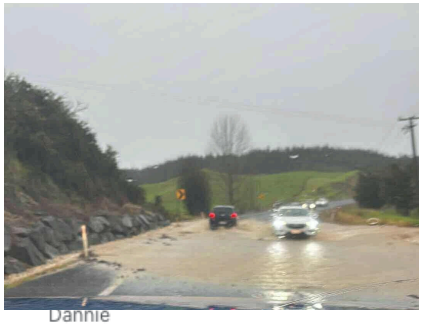


Māori Ward Councillor Report hhh 18.7.2025

12-13 Tai Tokerau Kaitiaki Civil Defence Alerts-
road closure updates -**led by Nyze Manuel in Whangaroa** with a network of Māori responders throughout Tai Tokerau- who then share the information so travellers and whānau know

Photo by Lyn Reid
Kohumaru- (being followed up)

Kaitaia & Taipa Dannie Samuels
After Pakaraka SH1



Dannie

Tree down across shwy1 pomapuria

Te Hiwi

1. Massive potholes emerging along SH1 adjacent to Hikurangi Township.

2. Potholes from Hikurangi (Northern turn off) right through to Whananaki Turn off along state highway 1.

3. Roads all good no surface floodi

4. Moderate creek and

Roddy

Comms Motatau Tena koe e te parata. Sent home early as we know water has risen. Just sharing a few pics on my way home to Horahora rd Motatau. Just off the tarseal on Callghan rd the water is on the rd passable in my truck...getting higher for cars tho. About 6 areas of surface floodinc A branch on the t my whanqu has cleared.

8

Māori Ward Councillor Report hhh 18.7.2025

14	**7am Term 3 school term**- Awanui thunder & lightning- I knew some kids wouldn't go to kura with the level of rain - and road flooding in the area. **9.15am - Ngā Tai o Tokerau** catch up online- priorities for this week. Convened by Kuaka Komiti Kaiwhakahaere Marlema Baker. • Moko & Babe attending LGNZ hui. • Penetaui seriously ill -on 3 weeks leave. 5 Te Hiku Iwi Aquaculture deal to be announced. • Nth Hokianga Roading Hui held in Panguru Saturday with Tamati. Once these slips are completed there are other areas that require attention- Ngāti Hine, Whangaroa & Rāwhiti. • Kaitaia Airport Partnership hui this week, and with stakeholders 25th July.

Ongoing Wishlist

Unsafe Roads

Seal Kohanga Reo soon
Rangaunu ✓
Whangape
Pā Arapatea
Ngāpuhi
Whakamahara tanga
Tauwhara
Wharepunga
Waikare
Waimamaku
Taurangi

Roundabouts
Kaikohe x 3
Awanui x 1

Other Roads
Parapara
Porters Access, Otangaroa Rd, Pupuke Rd, Weber, Waihapa Rd, Matangirau Old School Rd

Waitangi Bridge
2 lanes

Roadway slips
Panguru ...
Motutī ✓
Herekino,
Broadwood,
Whangape,
Pawarenga ...
Wainui Rd ...

Drop Speed zones
in front of Karangahape Marae , Urupā, Kohanga Reo and Kaumatua flats, Whangaroa
Houhora
Ngataki Marae
Quarry Rd Awanui
Te Oneroa a Tohe
KKM o Pukemiro crossing

Coastal erosion

Flooding :
Ahipara, Rangikohu , Owhata, Whangapē, Pawarenga, Mitimiti, Motutī, Motukaraka, Kaimaumau
Taipā
Pakanae
Omanaia

Relocate coastal Marae
Te Hāpua
Matihetihe
Kaimaumau

54 Marae & 10 Kohanga Reo are on unsealed roads

The Far North district has a total 2510km network of roads - 1614 km of which is unsealed.

Recommend :
i) **All roads outside 10 Kohanga Reo** education sites to be sealed in the 2026-2028 term.

2) **10 Marae roads to be sealed each year**- as significant venues for community gatherings.

3) **Ad to roading matrix** That all children shall be able to travel to and from school safely- sho

North Hokianga Roading Komiti Is currently working on slips from Cyclone Gabrielle in Panguru, Motutī Pawarenga & Whangape.

Attention to other rural areas also deserving attention in Ngāti Hine, Whangaroa and Rāwhiti.

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Roundabouts: 1) Kaikohe cnr Mangakāhia Rd & SH1 Main road - Kaikohe
2) Awanui cnr Mangonui -
Lots of big trucks turning and cross traffic at major intersections

Ngā Rori Kaunihera o Tai Tokerau
Seal Marae Roads 2025-2028

Te Hiku	Kaikohe - Hokianga	Whangaroa - Bay of Islands
Kenana, Te Ahua, Taemaro, Haititai Marangai, Kaimaumau Waimanoni ✓ Wainui, Rangikohu, King Hori, Kotahitanga Taiao, Te Ohaki, Morehu, Ngāti Manawa, ✓ Waiparera, Motutī, Waihou, ✓ Mātihetihe	Ngāpuhi, Te Arohanui, Ngai Tūpoto, Tauteihiihi, ✓ PāTeOro, ✓ Pikipāria, Mātai Aranui , Whakamaharatanga Piki Te Aroha, Motukiore, Puketawa, Te Rangatahi, Otaatara, Moehau, Māhuri, Otaua, Kaingahoa, Ngaitawake. Mokonuiarangi, Tauwhara Wharepunga	Patunga Tuhiwai Tahaawai Te Huia Wainui, Te Ngaere, Waimahana Taupo, Tākou , Te Tii, Rāwhiti Te KaingaHoa Waikare, ** Waiomio , Maromaku Kawiti, Mohinui, Kaikou, Motatau, Matawaia,

For any update information on current roading projects visit Te Koukou Infrastructure Committee for minutes of all roading projects, updates and water hui https://infocouncil.fndc.govt.nz/

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35 Marae Flood Resilience in Tai Tokerau

Cyclone Gabrielle highlighted the role marae play as **community hubs** in emergencies. 🌧️ Strengthening marae resilience helps not just Māori communities, but Northland's broader emergency response capacity.

Northland Regional Council's (NRC) 2024 flood resilience initiative for 35 marae in Te Tai Tokerau from **Crown Infrastructure Partners ($600k)** and **NRC rates ($30k)**. In a partnership approach Marae are being **contacted directly** and supported to make decisions about how best to build resilience.

For some marae, **retreat/relocation** may be the most sustainable long-term option.

First of its kind in Aotearoa, the project focuses on improving **flood resilience for 35 flood-prone marae** across Te Tai Tokerau. Officially started in **July 2024**, running for one year Individualised flood resilience plans developed for each marae — no "one-size-fits-all" approach.

25 Far North Marae

- Te Reo Mihi at Te Hāpua;
- Waimanoni at Awanui;
- Mōrehu, Ōhāki and Taiao at Pawarenga;
- Ngāti Manawa (Te Waiariki) and Waipuna at Panguru;
- Waihou (Waimirirangi) at Waihou;
- Matihetihe at Mitimiti;
- Tauteihiihi (Ngātokimatawhaorua) at Kohukohu;
- Aputerewa at Mangōnui.
- Te Hūruhi and Ururangi at Awarua;
- Ngāi Tawake at Mataraua;
- Mohinui and Kawiti at Waiomio;
- Waikare (Te Tūruki) at Waikare;
- Ōtiria at Ōtiria;
- Tuhirangi and Ōtātara at Waima;
- Te Pīti (Ōmanaia) at Ōmanaia;
- Mataitaua at Hōreke;
- Te Arohanui (Mangataipa) at Mangamuka
- Mangamuka at Mangamuka;
- Tauratumaru at Utakura

NRC Flood Resilience

Whangārei district marae are

- Mōkau at Mōkau;
- Ngātiwai at Ngāiotonga;
- Akerama at Towai;
-Whakapara at Whakapara
- Ōtetao Reti (Ōtetao) at Punaruku.

and Maungārongo at Poroti,

The project's 4 Kaipara district marae are :

-Naumai at Naumai;
- Ahikiwi at Kaihū;
- Ōtamatea at Whakapirau

and Te Houhanga at Dargaville.

- The flood project uses:
  - Engineering solutions (e.g. stopbanks, riverbank widening)
  - Preparedness planning (civil defence input)
  - Climate resilience support, including potential marae relocation in extreme cases.
- Marae and/or connecting roads are consistently impacted by one-in-10-year floods and will face worsening flood risks due to climate change.

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Māori Ward Councillor Report hhh 18.7.2025

	Other Significant Projects & Wish Lists
2025	**PERMANENT CEASEFIRE in GAZA** **RESOLUTION 2024/47 "That the Far North District Council:** a) call for an immediate permanent humanitarian ceasefire in Gaza; b) call on the Prime Minister and Minister of Foreign Affairs to show their support and call for peace; c) call for immediate international aid to be allowed into Gaza; d) condemn all acts of violence and terror against civilians on both sides of the conflict; e) call for the immediate return of hostages. **CARRIED 23 Mei, 2024 Extraordinary Hui-**
Moana Restoration	**Upgrade all 17 WasteWater Treatment Plants (wwtp) in Far North. Developing wetlands for wai tiko - reuse of sludge** ☐ FNDC staff to work with hapu/ Iwi, community groups to co-design solutions ☐ Stop any sewage outflow into rivers and harbours of Tai Tokerau ☐ Seek infrastructure grants to improve wwtps in Far North and for new plants . ☐ **Purchase extension land disposal site Hokianga -**Opononi, Kohukohu, ☐ **Alternate land bought in Rawene** to remedy spoilage of Hokianga ✓ harbour. ○ Rawene electrocoagulation unit opened 1st March 2025 ✓ ☐ Stop other local towns dumping their waste in Hokianga ☐ Find creative solutions for sludge. ☐ All wwtps develop natural wetlands & better taiao ways of dealing with sewage. ☐ NRC & FNDC collaborate to improve wwtps, otherwise we get a reactive, punitive expensive process rather than **a long term solution.** ☐ New housing projects to contribute / develop their own wwtp systems & footpaths
Oct 2025	**Make Lake Ngātu an Alcohol Free Zone-**due to the reckless behaviour of hoons who smash bottles and leave jagged broken glass in the Lake .
Oct 2026	**Upgrade the Mangamuka Toilets** Find a budget to support the local community plan to upgrade Mangamuka toilets on the south side.
Yesterday	**More housing, health, dental , mental health services to Tai Tokerau**
2028 - 2030	**Me whiriwhiri He Whakaputanga me Te Tiriti i te Ture Tuapapa o Aotearoa. Weave He Whakaputanga and Te Tiriti into the Constitution of Aotearoa as per Matike Mai Report led by Moana Jackson, Makere Mutu and rangatahi.** Otherwise Māori will always be subject to flip flop government changes. We will need the support of Pasifika, Pākeha and other nationalities to achieve this. Don't believe we should wait until 2040.

Māori Ward Councillor Report hhh 18.7.2025

WHAKANUIA 2025

- **King Charles Awards honour our Tai Tokerau people who serve us**
  - **Phil Paikea f**or services to the prevention of family violence
  - **Dover Samuels** for services as a Member of Parliament
  - **Pita Tipene** for services to Māori & leader of Te Kotahitanga o Ngā Hapu
  - **Joe Conrad** for services to Māori, particularly kaupapa waka.
  - **Martin Kaipo** for services to social services and the community
  - **Johnny Kumitau** for services to the Pasifika community
  - **Dr Maxine Ronald** for services to breast cancer treatment & research
  - **John and Lily Coleman** for services to community and sport
  - **Ngahau and Debbie Davis** for services to the community
  - **Katerina Hepi** for services to Māori language education
- **Coby Warmington- Te Ahuwhenua Farming Award 2025**
- **Whaea Isey Cross** 106 years young
- **Tai Tokerau Kaitiaki Civil Defence teams & linesmen**
- **Far North Roading- Tai Tokerau Māori Business Award**
- **Wikitōria Makiha -** tana pukapuka rotarota **Hiikoi- Iti Te Kupu, Nui te Kōrero**
- **Ngai Takoto trio -Myra Berghan 96, Ruth Jones 86, Aggie Smith 80+**
- **Renovation of 101 year old Te Tiriti o Waitangi Marae, Waitangi**
- **Dr Makarena Dudley NZ Order of Merit** nō Manukau, mō āna rangahau o te mate wareware.
- **Craig Wells, Kings Medal -** nō ngā Iwi katoa o Muriwhenua, an accountant, CEO mō Te Runanga o Ngai Takoto
- **Haami Piripi -** kaikōrero mō Wai 262 , te takutai moana me ngā take maha
- **Chris and Sandra Henare -Te Waka Toi Awards 2024 -** Creative NZ and Te Matatini for their contributions to te ao Haka

Kaupapa Hāpori	Nā koutou i tangi, nā tātou i tangi
Kua wheturangitia	• **Jim Gardiner,** i mate i te marama o Mei, te hoa rangatira o Adele. • **David Reewe Ihaka,** nō Te Aupouri, rangatahi tonu. • **Takutai Kemp,** he Mema Paremata mō te Tūranga Tamaki Makaurau Ngā Rauru me ngā Iwi Mokai Patea, Ngāti Tamakōpiri, Ngāti Whitikaupeka, Ngāi Te Ohuake, Ngāti Hauiti, Ngāti Paki, Ngāti Hinemanu, me Ngāti Tūwharetoa. • **Kahi Stephens ,** he uri o Ngāti Haua, Whangapē, te tamaiti o Ted rāua ko Lucy Stephens (nee Rickitt). • **Gordon Kilgour,** he uri o Te Rarawa, hoa rangatira o Dorothy. • **Marion Norris,** he mareikura o Ngāti Kahu **,** he tamahine o Rihi rāua ko John Wallace.

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

Member Report

Name: John Vujcich

Ward: Kaikohe-Hokianga

Date:18/07/2025

Meetings Attended

Date	Meeting Topic	Comments
17/07/25	PVK Trust Board Meeting	Pioneer Village
16/07/25	PHTTCCT Great Rides Monthly board meeting	Teams Meeting
16/07/25	JREDC Agenda Preview	Teams Meeting
11/07/25	Kaikohe-Hokianga Community Board Meeting	Council Chambers
08/07/25	PHTTCT Executive Meeting	Pioneer Village
07/07/25	LWDW Elected Members Working Group	Whangarei
05/07/25	North Hokianga Road Working Party	Panguru. See comments below
03/07/25	Council Formal Meeting	Council Chambers
01/07/25	Te Miromiro – Assurance Risk and Audit Meeting	Council Chambers
30/06/25	FNHL / FNDC Meeting	Council Chambers
28/06/25	Fifth Annual Tohunga Tumau: Puanga Matariki Dinner	Duke of Marlborough, Russell. Showcasing well known Maori Chefs. All costs paid personally
26/06/25	E Huia – Executive Review Committee	Council Chambers
25/06/25	Extraordinary Council Meeting	Council Chambers
23/06/25	Kaikohe-Hokianga Community Board Extraordinary Meeting	Teams Meeting
23/06/25	LWDW Elected Members Working Group	Whangarei

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

Member Report

Portfolio Update - Joint Regional Economic Development Committee

The Joint Regional Economic Committee

Northland unfortunately was not selected as one of the first three regions entering into a Regional Deal with central government.

Selected were Auckland , Easter Bay of Plenty, and Central Otago.

While it took some time, the light touch response was a valuable exercise and does demonstrate the opportunities that Northland has to increase its contribution to New Zealand export earnings.

Northland, unlike many other regions, has large areas of underdeveloped land and many fledgling tourism opportunities. This means it would be easier to produce higher returns per dollar invested.

North Hokianga Roading Committee

Another successful meeting of the North Hokianga Roading Working Group was held on the 5th July.

I have mentioned in previous reports the issue of ageing flood gates in need of repair and the risk of inundation of pasture land with salt water. There are 7 of these floodgates constructed by the Hokianga County Council and one is near Panguru, protecting an area of 100 Hectares. The Roading Committee was alerted about the risk of flooding at prior meetings, but at this meeting we were informed the owners fixed the flood gates themselves. I'm keen to know just how long it took them and what the total cost was, and asked for that. I suspect it will be another example of how quickly and cost-effectively a repair can be carried out.

7.6 SWEETWATER AQUIFER - INTERNAL REVIEW

File Number: **A5262881**

Author: **Mary Moore, Manager - Infrastructure Services**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the findings of the internal review of the Sweetwater Aquifer project as requested in Resolution 2025/41 from the 8 May 2025 Council meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Sweetwater Aquifer project has experienced significant delays in delivery and the total cost of this project is unclear.
- Elected Members are seeking an independent review of the project's finances, procurement and project management. Elected Members agreed to an internal, independent review of the Sweetwater Aquifer project to be reported back to Council by July 2025.

TŪTOHUNGA / RECOMMENDATION

That the Council receive the report Sweetwater Aquifer - Internal Review.

TĀHUHU KŌRERO / BACKGROUND

The Council meeting on 8 May 2025 considered a Notice of Motion requesting an independent judicial review of the Sweetwater Aquifer project.

The Sweetwater Aquifer project was created to "supply quality clean water to the people of Kaitāia from two bores 1,000ft down, was to be completed within 5 years (of 2011)". Some Elected Members have expressed frustration at the lack of accurate financial and other detailed information available to them throughout the project.

Elected Members agreed to an internal, independent review of the Sweetwater Aquifer project to be reported back to Council by July 2025.

RESOLUTION 2025/41

Moved: Cr Mate Radich
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Council request that an independent review be done immediately on Sweetwater Aquifer project and reported back to Council by July 2025.

Against: Cr Ann Court

CARRIED

Cr Foy abstained from discussion or voting on item agenda item 5.1 due to a conflict of interest.

However, Council agreed an internal review would satisfy the resolution and that the scope of the internal review should include:

1. Financial review
    - Establish an exact figure for the total cost
    - Breakdown of the total cost
    - Funding sources
2. Procurement review and project management

- Analysis of procurements
- Approval mechanism for each procurement – Governance / Operational
- Identify extensions made, why they were made, and if agreed to by Council
- Lessons learned

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Methodology

The internal, independent review was undertaken by the Manager – Infrastructure Services, assisted by the Projects Analyst.

The review consisted of verification of the following information:

- Transaction listing of payments from 1 July 2022 to 30 June 2024 with summary of cost to 30 June 2023 as FY24 values had not been audited – total cost $17,168,586.24
- Contract 7/20/404 Kaitāia Water – Sweetwater Bore and Pipeline Physical Works schedule of pricing tracked – contract value $10,645,000 awarded, tracked payments $9,753,077
- Procurement Plan for Kaitāia Water Physical Works Contract 7/20/405 Bore and Main Works (Pipeline) 7/20/404 (May 2020)
- Tender Panel Meeting minute (18 May 2020) – endorsement of Kaitāia Water Physical Works procurement plans (Registration Of Interest and Request For Tender)
- Procurement and contract documents
- Purchase orders and finance transactions
- Project tracking and technical reviews
- Drought crisis documentation
- Project management working papers.

Financial data has been verified by direct reference to source documentation attached to Council's financial records. Procurement and contract information has been verified by direct reference to source documentation such as contract documents, procurement plans, financial and project records.

Expenditure incurred in the 2024 and 2025 financial years has been included in this review. All expenditure for 2025 relates to establishing a trial at the existing water treatment plant using a Membrane Bio Reactor (MBR) process.

The review has categorised the project into three distinct phases:

- Initial bore site (FY2011 – FY2017)
- Bore improvements and pipeline construction (FY2020 – FY2024)
- Membrane Bio Reactor treatment trial (FY 2025).

The first phase has previously been subjected to an independent investigation and so this internal review has focused solely on verifying the costs incurred in this phase.

Regular reporting to Elected Members of the third phase via Friday Notices and Te Koukou Committee information reports. This internal review has therefore solely focused on verifying the costs and procurement processes of this phase.

The review findings are presented below.

1. Financial Review

Establish an exact figure for the total cost

The total cost established from 1 July 2010 to 30 June 2025, both operational and capital expenditure, is $18,016,069.67 as summarised in the following table:

Financial Year	Core Works	Actual Spend

2011-2017	Initial Bore site	2,409,840.24
2020-2024	Bore improvements and pipeline construction	14,897,572.54
2025	Treatment trial	708,656.89
	Total cost	**18,016,069.67**

Breakdown of the total cost

By Expenditure Type

	2011-2016	FY 2017	2020-2024	Total	FY 2025	Total
Opex	1,617,934	198,654	1,390,806	**3,207,394**	171,915	**3,379,309**
Capex	791,906	(198,654)	13,506,766	**14,100,019**	536,742	**14,636,760**
	2,409,840	**0**	**14,897,573**	**17,307,413**	**708,657**	**18,016,070**

By Expenditure Category

i. FY25 and Total Cost

	FY11-17	FY20-24	FY25	Totals
External Services	1,520,247	782,146	171,915	2,474,309
Legal costs	42,944	0		42,944
Professional Fees	252,462	217,387		469,849
Regional Council Fees	935	0		935
Professional Fees	0	249,599		249,599
External Services	0	12,753		12,753
Equipment Purchases (uncapitailsable)	0	106,048		106,048
Expenses	0	22,873		22,873
CAPEX New Works	505,217	13,503,409	531,508	14,540,133
CAPEX New Consents	384	0	742	1,126
CAPEX Renewal Consent	81,438	0		81,438
CAPEX Salaries	6,214	3,358	4,491	14,063
	2,409,840	**14,897,572**	**708,657**	**18,016,069**

ii. FY20 – FY24

	FY20	FY21	FY22	FY23	FY24	Totals
External Services	595,350	186,796				782,146
Legal costs						0
Professional Fees	78,837	138,550				217,387
Regional Council Fees						0
Professional Fees			172,348	77,251		249,599
External Services		12,753				12,753
Equipment Purchases (uncapitailsable)		106,048				106,048
Expenses			22,873			22,873
CAPEX New Works	465,276	1,182,366	10,374,538	1,342,402	138,827	13,503,409
CAPEX New Consents						0
CAPEX Renewal Consent						0
CAPEX Salaries	480	2,878				3,358
	1,139,942	**1,629,391**	**10,569,759**	**1,419,653**	**138,827**	**14,897,572**

iii. FY11 – FY17

	FY11	FY12	FY13	FY14	FY15	FY16	FY17	Totals
External Services			1,475,000	34,786	10,461			1,520,247
Legal costs			42,944					42,944
Professional Fees				41,523	11,262	1,023	198,654	252,462
Regional Council Fees				935				935
Professional Fees								0
External Services								0
Equipment Purchases (uncapitailsable)								0
Expenses								0
CAPEX New Works	378,138	249,154	74,435	2,144			(198,654)	505,217
CAPEX New Consents			384					384
CAPEX Renewal Consent		81,438						81,438
CAPEX Salaries	2,631	0	878			2,704		6,214
	380,769	**330,592**	**1,593,641**	**79,388**	**21,723**	**3,727**	**0**	**2,409,840**

By Principal Cost Category and Number of Suppliers

Cost Categories:

Access costs	Legal, conveyancing, survey, land and power easements, probity, land acquisition, and compensation payments
Project management and technical support	Project administration, MSQA, redesign works, and safety
Construction contracts	Contract 7/20/404 (pipeline) and Contract 7/20/405 (bore drilling) physical works

	FY11-17 $	FY20-24 $	FY25 $	Total $	Nr of Suppliers
Access Costs	1,586,593	880,093	0	2,466,686	17
Project Mgmt & Technical Support	0	1,972,605	0	1,972,605	6
Construction contracts	0	10,685,042	0	10,685,042	2
	1,586,593	**13,537,740**	**0**	**15,124,333**	

The table below provides a further breakdown of Access costs for completeness.

Land acquisition	250,000
Power including easement	220,897
Easement/compensation	1,630,000
Professional services	365,790
Access Costs total	**2,466,686**

Note: costs associated with the Public Works Act proceedings are included within Professional services in the breakdown above.

Funding sources

Funding for FY25 expenditure is not available at the time of writing this report. The table below includes presumed funding sources based on the generally accepted funding sources by expenditure type.

The adjustment in FY17 represents expenditure unable to be capitalised and written off to Opex - professional fees.

	2011-2016	FY 2017	2020-2024	Total	FY 2025	Total
Rates/Reserves	1,671,407	198,654	1,272,006	**3,142,067**	171,915	**3,313,982**
External Grant	-	-	3,000,000	**3,000,000**	-	**3,000,000**
Loan	738,433	(198,654)	10,625,566	**11,165,346**	536,742	**11,702,087**
	2,409,840	**0**	**14,897,573**	**17,307,413**	**708,657**	**18,016,069**

2. Procurement Review and Project Management

Approval mechanism

Bore and pipeline works

Two NZS3910:2013 physical works contracts were approved by Council for the bore drilling and pipeline.

Contract 7/20/404 followed the procurement process for awarding a 3910 contract. This included a Request for Tender, tender evaluation, Tender Panel report, and Council approval. Monitoring documentation is held for, and this contract was delivered for the contract price.

Council approval (PX Resolution 2020/50) is dated 13 August 2020 and includes:

- the purchase of land,
- the securing of easements for identified properties,
- unbudgeted capital funding,
- award of contract 7/20/405 with delegation to execute the contract given to the General Manager – Infrastructure and Asset Management
- the release of a request for tender for contract 7/420/404 Sweetwater Bore and Pipeline Physical Works,
- delegation to the Chief Executive, in consultation with the Mayor and Deputy Mayor, to finalise terms and conditions and award the main contract 7/20/404.

Contract 7/20/404 dated 3 June 2021, with the Certificate of Completeness dated 3 May 2021, had a total contract value of $10,488,163.00. Delivery of the works provided a total of 184 working days from possession of the site. Council's financial records confirm that total contract payments made was $ 9,596,980.65.

Contract 7/20/405 had a contract value of $159k with a $15k allowance for measure and value items. This contract had five variations for the following:

- access road – covered in the measure and value allowance of $15k

- monitoring bores – valued at $15k
- proving PW1 – this was removed due to cost and risk
- change to screen design due to level of fine sand and silt – valued at $3.2k
- additional development time – estimated at $32k

These variations increased the total contract value to $224k with a variation approval form reviewed by the Manager – Infrastructure Project Delivery and Asset Management and approved under delegation by the General Manager – Infrastructure and Asset Management.

A separate procurement for Top Energy to complete upgrades to high voltage overhead and underground cables, new transformers and associated connections is supported by a Supplier Recommendation Report approved in 2021 under General Manager – Infrastructure and Asset Management delegation. The cost of these works totalled $215,897 with an amount of $106,048 treated as opex (Equipment Purchase uncapitalisable) for the lines and equipment installed within private property which Top Energy have taken ownership of and responsibility for the ongoing inspection and maintenance tasks as required by the Electricity Regulations. Establishment of an electrical easement in gross in favour of Top Energy cost $5,000.

Contracts for the supply of project administration, project management, technical support and services used CCCS contract forms and were approved under operational delegated authority following completion of Procurement Plans and Supplier Recommendation reports.

Treatment trial

Due to a target date of December 2024 to commence this trial, procurements were largely direct awards from existing suppliers or known industry suppliers of specialist equipment. A request for quote from three Membrane Bio Reactor treatment plant suppliers was sort, with a single supplier being able to provide plant for hire within the given timeframe. All procurements were approved under operational delegated authority following completion of Procurement Registrations.

Project Planning

Bore and pipeline works

In 2019 Council commissioned a report that summarised the work on a water supply strategy for Kaitāia completed by the Infrastructure and Asset Management team. The report followed the Better Business Case approach, recommending a preferred way forward.
The recommendation was to investigate a bore at Wireless Road, estimated cost $6m - $7m as well as testing the existing Sweetwater bore source.
While this report considers the decommissioning of the Kauri Dam, no similar consideration is made for the treatment of the new water source at the existing treatment plant.

Following on from this report a Kaitāia Water Physical Works Contract Project Scoping document identifies the following project objective and outcomes:

- To deliver a sustainable alternative source of potable water supply (other than the Awanui River) with at least 100 days capacity for over 5,000 people and businesses in Kaitāia.
- Fast finish (#1 priority)
- Quality (#2 priority)
- Value for money
- Broader outcomes – competent legacy workforce for future FNDC/Northland infrastructure projects, and stimulate the Northland economic recovery from COVID-19

The scope of works for the physical pipeline works and bore drilling (Contracts 7/20/404 and 7/20/405) include:

- Installation of a water bore into the deep shellbed aquifer at the Sweetwater site and modification of existing bore;
- A primary sedimentation structure, 125 m³ buffer tanks, 60 L/s booster pump station, power supply and telemetry at the Sweetwater site; and

- Construction of 14.2 km of new DN315 watermain from the bores to the existing Kaitāia Water Treatment Plant (WTP) including fixing to an existing bridge and a new pipe bridge.

Again, there is no reference to, or consideration of, treatment requirements once the water reaches the existing plant in these scoping documents.

Treatment trial

In August 2024 a facilitated workshop to ensure Kaitāia water supply is compliant by 31 December 2024 was held with representatives from Council's infrastructure assets, planning and engineering teams and key Operations personnel.

The workshop identified the following critical components of the water supply:

- Raw water source
- Bore infrastructure and operations
- Network infrastructure and operations
- Treatment process
- Treatment plant infrastructure and operations
- Consenting requirements
- Easements / Legal

The workshop identified data gaps for each critical component for which mitigation actions were then worked through. It was agreed that a Membrane Bio Reactor water treatment plant was an assured treatment option of both river and bore water to achieve compliance and mitigate the risk of running out of water during the 24/25 summer period. The agreed course of action was to source a Membrane Bio Reactor plant that we could trial for 3-month period and provide a proof of concept.

Extensions / Delays

- The absence of a single, overarching project plan underpins all delays encountered in the delivery of this project.
- Lack of a comprehensive investment case has led to inadequate costing and budgeting which delays delivery.
- Lack of early engagement and consultation with private property owners and mana whenua has required re-design and led to delays in establishing legal access, resource consenting, and construction.
- Use of external project managers has increased the contract administration.
- Tender process requires 6 months to award.
- Lack of accurate operational and asset data and knowledge has caused delays in construction, having to stop work to undertake testing to confirm the right course of action.
- Lack of continuity from Council due to changes of staff and organisational structure creates a stop/start effect which delays delivery and impacts project management.

Lessons learned

Investment Planning and Project Reporting

While the overall objective of a new treated drinking water supply for Kaitāia was always understood, no single, overarching project plan was developed to meet this objective.

A business case approach would clearly identify all the delivery components required, provide visibility of the total expected cost and delivery timeframe of the overall objective, set a multi-year programme of works, and establish key milestones for reporting and decision making.

A simple staged approach could have used the following key milestone deliverables:

- Establish an accessible water source

- Establish the connection between the water source and the treatment plant
- Treat the new raw water

A comprehensive project plan established at the front end would have also supported efforts to secure alternative funding sources such as Crown Infrastructure Partners, Ministry of Health, Department of Internal Affairs to name a few.

The lack of an overarching project plan underpins a lack of progress reporting of the overall project to Elected Members. This has been compounded by the level of staff changes throughout the course of this project as well as events such as Covid-19.

Asset Management and Operational Capability

The lack of accurate asset data and asset management has led to multiple delays in delivery and the need to re-design. This was most evident during the MBR treatment trial phase when it was proven multiple times that what Operations believed was true, wasn't.

Working together as a cross functional team from Council and Operations was beneficial in establishing a shared understanding of required outcomes for the customer that then allowed the setting of a clear, common purpose.

Procurement

Overall, the procurement processes reviewed were robust. Early identification of longer processes, such as for tenders, is essential as this can create significant delays.

Use of external suppliers to project and contract manage can increase costs significantly and should be closely monitored by Council.

Actioning lessons learned

While beyond the scope of the internal review, it is appropriate to note various improvements and changes that have been made or are underway. These include:

- The latest restructure of Council's Infrastructure department is based on achieving alignment with the Project Management Framework. The rationale is that a functional structure which supports the workflow of a project from problem and outcome identification (Asset Management) through design/engagement/consenting (Engineering) to construction project management (Delivery) before arriving at commissioning (Operations)
- An independent asset management maturity assessment has recently been completed and development of an improvement plan to close the gaps highlighted is underway.
- Establishment of steering groups for major projects is underway, to promote transparency, improve reporting and accountability.

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

While this report provides information regarding historical expenditure for which the financial implications have already been met, it should be noted that the permanent treatment solution, which is outside the scope of this review, is yet to be confirmed and implemented.

ĀPITIHANGA / ATTACHMENTS

Nil

7.7 CE REPORT TO COUNCIL (MARCH - JULY 2025)

File Number: **A5274289**

Author: **Philippa Boye, Project & Facilities Coordinator**

Authoriser: **Charlie Billington, Acting Chief Executive Officer**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide Elected Members with an overview of key activities across the organisation for quarter four of the 2024/2025 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Chief Executive's report to Council is a summary of Council activities, presenting an overview across activities that Council undertakes.

TŪTOHUNGA / RECOMMENDATION

That the Council receive the report CE Report to Council (March - July 2025).

TĀHUHU KŌRERO / BACKGROUND

The CE report to Council is attached and covers a detailed overview of progress against council's activities.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This report is for information only.

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

There are no financial implications or budgetary provision needed as a result of this report.

ĀPITIHANGA / ATTACHMENTS

1. CE Report to Council - 31 July 2025 (Mar-Jun) - A5274035

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

CHIEF EXECUTIVE'S REPORT

Period: March – June 2025 (Q4)
Update on operational activities

Chief Executive's Introduction

The last quarter of 2024 – 2025 focused on strategic planning and initiatives. Building capitalised on the construction industry's decline to implement 'Artisan' as a remote inspection tool, review procedures, achieve training milestones, and maintain high compliance rates. The Compliance sector saw the Animal Management team respond to service requests, conduct proactive patrols, enforce actions against irresponsible dog owners, engage in educational talks, and develop a curriculum. The Monitoring team addressed historic encroachments and a backlog of monitoring consents, while the Environmental Health team managed significant litigations and hosted the Northland Tri-Agency meeting.

Property and Facilities Management stabilised operations despite staff departures, reviewed the burial application process, maintained Housing for the Elderly units, monitored service levels, and addressed recruitment challenges. The Resource Consents team issued 280 decisions, managed new applications, enhanced cultural competency, and built relationships with iwi and hapū. The Civil Defence team held bi-monthly training sessions and activated the Emergency Operations Centre during recent weather events.

Planning & Policy made significant progress on the Solid Waste Strategy, Smokefree policy, and Housing Strategy. The Climate Action & Resilience team worked on the Community Adaptation Programme and the Climate Action Policy Implementation Plan. The Integrated Planning team advanced the Proposed District Plan hearings and Reserve Management Plans, and adopted the Te Pātukurea Kerikeri Waipapa Spatial Plan.

The Strategic Relationships group deepened partnerships, increased civic engagement, supported inclusive representation, strengthened iwi collaboration, and supported health, safety, and wellbeing initiatives. The Te Hono team provided strategic leadership on Te Tiriti o Waitangi obligations and engaged in various community and cultural events. The Infrastructure Strategy group implemented an Asset Management Information System, ensured compliant 3 Waters assets, restructured asset data, and addressed abatement notices. The Water Services team continued their trial of the Sweetwater Source and focused on land drainage compliance.

Corporate Services revised the financial reporting framework and prepared for the Annual Report. The Digital Information Services team focused on ongoing development and cybersecurity, while the Digital Analytics team implemented initiatives to strengthen data quality and operational insights. The Risk & Assurance team worked on strengthening risk controls and fostering a stronger risk culture.

The Chief of Staff's office focused on organisational development, including the finalisation of Key Success Factors and the rollout of the Leadership Framework. They also made progress on staff engagement survey actions and succession planning. The People & Capability team managed recruitment and staffing, and the Executive Projects team supported various key projects.

The Community & Engagement team saw mixed performance at the Te Ahu Museum and a decline in visitor numbers at the iSite Visitor Information Centres due to the seasonal tourism slowdown. The Contact Centre achieved good results with reduced wait times and abandoned call rates. Libraries saw strong use and progress on key projects, while Customer Services delivered strong performance in resolving walk-ins and handling email requests. The Communications & Engagement team ran numerous public engagement campaigns and supported the 2025 local election campaign.

There is an organisation wide commitment to strategic initiatives, operational efficiency, and community engagement, with a strong focus on collaboration and continuous improvement across all departments.

Delivery & Operations

Building Services

The team is using the current decline in the construction industry to focus on several strategic initiatives. These include a comprehensive review of existing procedures to find efficiencies that will save time and resources during busier periods and to understand where our capacity limit is and wont contingencies will be required. The team is also actively working to implement 'Artisan' as a remote inspection tool; this is a staged roll out as we become familiar and test the system as we go. The TA function is adjusting to operating using the BI dashboards, which have vastly improved visibility of the function and identify data errors in real time to ensure overtime our data sets are not corrupted, a back log of data cleaning is continuing as resource allows, which will give us confidence in the reporting that is now available using the BI.

In terms of team development and staffing, several training milestones have been met, with more planned. During the fourth quarter, training for Code Clause F6, covering Visibility in Escape Routes, and passive fire solutions was completed, and the team's Building Specialist's finished forensic inspection training with the NZ Building Surveyor Institute. Looking ahead to the current quarter of FY2026, further training is scheduled in Plumbing and Drainage. To support these projects and cover secondments, two new administration staff have been employed.

Progress continues toward the team's Te Pae o Uta goals. As a new goal, the team has created a Tikanga Policy to formally guide and acknowledge tikanga in all interactions with local marae, alongside this new initiative, staff continue to participate in Te Pae o Waho classes, and more team members have expressed interest in joining the next intake. Additionally, Te Tiriti o Waitangi training will be completed in early August at the treaty grounds as a team building day in an environ rich with our country's history and founding document. When the schedule allows, the Graphic Designer & Brand Advisor will complete the creation of a new building information pamphlet in Te Reo.

The team successfully maintained a 100% compliance rate for Code Compliance Certificates and 99.90% for Building Consents. The annual average processing time for Building Consents was 12 working days and 32 calendar days, while Code Compliance Certificates were processed in an average of 6 working days and 30 calendar days. During the final quarter of FY2025, from April to June 2025, Building Consent compliance was 100% in April, 98.78% in May, and 100% in June. The average processing times for consents in this quarter were 11.39 workdays in April, 12.67 in May, and 8.57 in June. For Code Compliance Certificates, a perfect 100% compliance rate was achieved across all three months of the quarter, with average processing times of 5.80 workdays in April, 5.28 in May, and 5.02 in June.

Compliance

Animal Management

Animal Management remains an emotive topic within our communities and our Animal Management Team have been focussing on providing a timely response to requests for service, increasing our proactive patrols of known roaming locations and enforcement action against irresponsible dog owners. Registration rates have plateaued, and the Team are preparing for the new registration year. Some staffing changes have taken place over this period with the successful recruitment of two AMO roles to fill vacancies.

7 schools across the district have organised for educational talks across August and September. The team has been working hard through June to develop a curriculum and have been invited to a Northland Principals Hui to present the program outline.

From April to June 2025 the Animal Management Team received 1,124 requests for service. 120 urgent and 1,045 non-urgent, including general registration and administrative queries. The period saw an increase in pro-active patrols (39 in Apr, 91 in May and 78 in Jun) and a significant reduction in requests for straying dogs in May (110 in Apr, 69 in May and 92 in Jun). The increase in patrols has a correlating effect on the number of straying dogs. Where able, irresponsible owners have been penalised for wandering dogs.

179 dogs were impounded during this period with a breakdown of the impound numbers below:

April – 58 dogs impounded.

- 46 straying, 8 handed in by owners, 2 caught in traps and 2 seized by AMOs.
- 32 dogs were put down, 18 claimed, 6 transferred to rescue groups and 1 rehomed.

May – 57 dogs impounded.

- 41 straying, 8 handed in by owners, 7 seized and 1 caught in a trap.
- 33 dogs were put down, 18 were claimed.

June – 64 dogs impounded.

- 47 straying, 9 handed in by owners, 7 seized and 1 caught in a trap.
- 45 dogs were put down, 17 were claimed and 2 transferred to rescue groups.

The Animal Management Team have fostered working relationships with several rescue agencies including Animal Wellness Network, Paws Restart and Pawsitive Rescue. Unfortunately, several other rescue groups are also experiencing high numbers of incoming dogs with capacity being reached. SPCA and BOI Animal Rescue have both put out social media pleas for assistance due to limited space. This results in FNDC picking up the remaining dogs that are abandoned by owners.

There were 27 Infringements issued in April, 37 in May and 30 in June. Owners who have their dogs impounded are required to pay all fees associated with the impound (registration, microchipping, impound fee and daily handling) and so not all owners who claim dogs will be infringed. Dogs that are unclaimed or not registered have no owner to enforce against.

A summary of infringements issued over the period is below:

April – 36 x failing to register, 15 x dog not under control of owner, 1 x breaching dog control notice, 1 x failing to confine dog while in own property, 1 x breach of classification, 1 x wilful obstruction of AMO.

May – 10 x failing to register, 22 x dog not under control of owner, 4 x breaching dog control notice, 1 x failing to confine dog while in own property, 1 x wilful obstruction of AMO.

June – 9 x failing to register, 18 x dog not under control of owner, 2 x breaching dog control notice, 1 x wilful obstruction of AMO.

8396 out of 9599 active known dogs were registered at the end of this period resulting in an 87.5% compliance rate. The Animal Management Team is now beginning the new registration period; data shows July and August as traditionally the biggest months for registration with about 2/3 of registrations occurring during this period.

Monitoring

The Monitoring team welcomed a permanent appointment to the Team Leader position. This has left a Resource Consent Monitoring position vacant which is actively being recruited for. The current focus for the RC monitoring officers is working through a significant backlog of monitoring consents.

The Encroachment officer is making progress with historic encroachments after the creation of an encroachment policy. The operational policy provides streamlined guidance for approaching encroachments into various parts of Council assets.

The monitoring team received 400 requests for service during April-June.

A total of 218 noise complaints were received with 78.4% responded to on time. This service is outsourced to First Security who have provided staffing shortages and sickness as explanation for the non-compliance with KPIs.

A total of 92 parking tickets were issued through the April-June period.

Environmental Health

The Environmental Health team continued the status quo for Food Verification, Good Host visits and licence applications. The team were also accommodating in approving short notice applications during the April-June period.

A total of 296 requests for service were received during the April-June period with 92 Good Host Visits (GHV) completed. The level of service target is that 25% of premises are visited once every four years. The team consistently goes above and beyond to exceed this target. The overall % of GHV for the 2024-2025 FY period was 108.9%.

The EH team also have 2 significant litigations with the District Licensing Committee and Alcohol Regulation and Licensing Authority. The on licence for Remarkables Cafe was refused by the DLC after selling alcohol without a licence and Carrington Resort had their off-licence suspended for 7 days after irresponsible promotion of alcohol via social media. The team strives to reduce alcohol related harm in our communities and hold irresponsible licensees to account.

The EHS team hosted the Northland Tri-Agency meeting in May in Kaikohe with representatives from NZ Police, Ministry of Health, Fire Emergency NZ, Whangarei District Council and Kaipara District Council. The national manager for Alcohol services for New Zealand Police was significantly impressed at the Tri-Agency collaboration that he intends to use our model as an example throughout the country.

Property and Facilities Management

Property Management

Property Management's focus in March - June (Q4)
This period presented a significant challenge with the departure of the Manager Property & Facilities and both Team Leaders, all for different reasons, but within a few short weeks of one another. Pleasingly, experts from other parts of the business stepped in, and that, together with successful recruitment, has provided new energy and focus and so provide stabilisation and continuity for the group, together with triggering a review tools, systems, processes and in the result, how we can work better.

Burials & cemeteries - The significant challenges presented in the review of FNDCs burial application process means that that is on-going, including renewing the application process and bringing that online. Connected to that we are completing comprehensive research to inform an update of data held in Plotbox. A briefing paper will be provided as this work is completed.

Housing for the Elderly - Work in this space is shared with the manager of Executive Contracts in the Chief of Staff Office. Technical Operations staff continue inspections of the 144 Housing for the Elderly units alongside FNHL and other potential owners/operators. Maintenance work emanating from these inspections is actioned prior to occupation by new tenants with other work logged on a maintenance schedule.

Leases and Licences to Occupy - Staff continue reports to support negotiations for lease renewals and Licences to Occupy, including consultation with in-house Legal, and public consultation over the granting of these.

Contracts & auditing - With appointment of a Contracts Lead (new position) reporting to the Team Leader we now have greater capacity to review and update contracts, variations, day works, and audits standard of work. This includes, for example, OCS, Crewcut and Hapori contracts.

Technical Operations

The focus for Technical Operations for March - June has been on monitoring levels of service in the district and responding to urgent works due to the increased pressure on our facilities, including repair work generally, and damage resulting from weather events and vandalism.

With the appointment of a Facilities Lead (new position) starting in late July and reporting to the Team Leader we will have greater capacity to triage and prioritise RFS work and remove administrative tasks from the Technical Facilities Officers – thereby enabling them to expedite resolution of RFS work in a timelier fashion. Audits of contractors' work will accordingly increase, including for example, work undertaken by City Care and OCS.

We have introduced a more proactive approach to tree management by bundling tree-related requests and conducting bulk assessments twice a year. This shift has reduced response times and allowed for better management of customer expectations. This proactive approach has not compromised our capability to respond to emergency situations. Tree requests for pruning or removal continue unabated, with typically more than 20 requests per month. Project management of the felling of the Redwoods forest is underway with more detailed comms to be shared soon.

Building wash downs for council occupied buildings, halls and Housing for the Elderly units is on-going.

Key challenges for Technical Operations have been addressed with recruitment to all vacancies, including the imminent arrival of three new senior experts in the technical operations space and in waste management. That, together with a new tools and ways of working usher in a reset and a new era in this space that is setting up the Property & Facilities team to succeed and significantly improve delivery to the community.

Resource Consents

In the last quarter, the team issued a total of 280 decisions, of which 106 required statutory compliance. April saw 93 decisions issued with a 94.4% compliance rate; May had 109 decisions with a 91.67% compliance rate; and June had 78 decisions, achieving 94.12% compliance. Notably, the few applications issued outside statutory timeframes were legacy consents processed by external consultants. Overall, the team has maintained a strong quarterly compliance rate of 93.4%, demonstrating our commitment to meeting statutory obligations and providing reliable service.

After recording an all-time low of 65 applications received in February, we are encouraged to see a steady upward trend in new applications: 91 in April, 90 in May, and 100 in June. The team is also managing five applications requiring limited or public notification, with senior planners and our principal planner preparing for hearings in the coming months. Additionally, we are overseeing 27 large-scale developments, ranging from establishing 44 residential units to creating subdivisions of up to 140 residential allotments.

During this time, we have welcomed two new starters: Resource Consents Engineer and Resource Consents Engineer. We have also had some internal promotions of an Intermediate Planner, Quality Assurance Advisor and Planning Assistant Technician. These changes strengthen our capacity and support our commitment to high-quality outcomes.

The team remains dedicated to our Te Pae o Uta goals, working to enhance cultural competency and build strong, enduring relationships with iwi and hapū. Seven staff are currently undertaking Te Pae o Waho training at various levels to further this Kaupapa.

In line with our commitment to delivering best value to customers, we are working to streamline and map out all our processes. This includes identifying and addressing problem areas, updating process manuals, and ensuring robust induction resources for new starters. These improvements will help us maintain consistency, efficiency, and resilience across the team.

Civil Defence

As part of our commitment to strengthening local Civil Defence readiness, bi-monthly sessions continue to be held with trained staff to maintain a high level of awareness and coordination. While turnover has posed some challenges, upskilling staff remains a priority. Notably, the two most recent weather-related events saw our Emergency Operations Centre (EOC) successfully activated, with staff responding in alignment with standard protocols. This reflects well on the capabilities of our current team and the strategic maturity of our communications function, which has played a key role in connecting with our communities during emergencies.

Progress is also being made in strengthening leadership capacity. The acting Group Manager for Community & Engagement has been identified as a future in-house Local Controller and is actively progressing through the required national training pathway, including shadowing opportunities. We continue to work closely with CDEM to confirm a local Recovery Manager, with a formal appointment to be considered at the next regional forum. Internally, resourcing is being reallocated to support administrative functions related to Civil Defence activities. This includes maintaining accurate training records, coordinating event secondments, and scheduling future training and mock exercises to ensure staff remain well-prepared for emergency response. Operational preparedness remains a top priority heading into the new year, and has been formally identified as an SLT Priority & Focus area.

Planning & Policy

Strategy & Policy

- The draft Solid Waste Strategy and WMMP was presented to Council in June and is currently out for public consultation.
- A research report re Smokefree and vapefree policy was presented to Council in May. Council has approved to develop a new smokefree / vapefree policy. Engagement is underway to identify appropriate smokefree / vapefree public places.
- The Appointment of Directors for Council Controlled Organisations policies have been reviewed, and a report was presented to Council in July.
- Work is progressing on the Open Spaces Strategy. Two sessions have been held with the district wide kaupapa steering group.
- Work is progressing on the Housing Strategy; stakeholder engagement is underway.
- The drafting of a development contributions policy is underway and in its final stages. Staff expect to present a draft policy to Council in July for consultation.
- Staff have been working with teams across Council to review the Rating Relief Policies, and review report will be presented to Te Kuaka in April.
- Bylaw progress
    - The Earthworks Bylaw review process has been completed with no amendments to the bylaw.
    - Drafting of amendments to the Land Drainage Bylaw are completed and will be presented to Council in July 2025.
- Consultation on the Keeping of Animals Bylaw, including oral submissions, has concluded. An analysis of submission and the final draft bylaw will be presented to Council in September.
- Current consultation
    - Solid Waste Strategy and Waste Management and Minimisation Plan
    - Rating Relief Policy

Climate Action & Resilience

Community Adaptation Programme

A Community Adaptation Programme Plan was workshopped with Council in June and will be presented to Council for approval on 28 August. The Community Adaptation Programme Plan will guide ten plus years of Council work. It will set a standard for each adaptation planning project and for the wider adaptation initiatives.

There are three workstreams in the Community Adaptation Programme:

- **Pou 1 - Community Adaptation Planning** – Council facilitated, community-wide adaptation planning, looking out 100+ years. Stage One project, Hokianga – Whangapē-Herekino area, is in the preparation and scoping stage.
- **Pou 2 - Tangata Whenua-Led Adaptation Planning** - Council supporting tangata whenua in their resilience and adaptation.
- **Pou 3 - Community Toolkits** - Resources for communities to lead their adaptation planning; introduces and helps kickstart adaptation planning.

In the Community Adaptation Programme, the highlight of this quarter's update is Tangata Whenua-Led Adaptation Planning.

- Kaupapa Māori adaptation tools are in the design phase. A draft story map guide and other key collateral will be available to tangata whenua who wish to undertake adaptation planning.
- Kaimanaaki Hapori continue to establish stronger connections and re-build relationships and engagement with marae across North and South Hokianga.
- Our Kaupapa Māori lead continues support and relationship-building, working in conjunction with Northland Regional Council on Marae Resilience and pre-disaster planning for Civil Defence and Emergency Management (Readiness). The Kaupapa Māori Lead continues to support resilience planning across Morehu, Ohaki, Taiao marae – Pawarenga; Taemaro Bay; Mangamuka marae; Tauteihiihi marae - Kohukohu; Waipuna marae – Panguru; Matihetihe marae – Mitimiti; Ōtīria marae – Moerewa; Kokohuia marae – Omāpere; Tuhirangi marae – Waima; Waimanoni marae - Awanui.

Climate Action Policy Implementation

- A staged approach to the development of the Implementation Plan is being undertaken. The Climate Action Reference Group (CARG) has set objectives for the Climate Action Policy Implementation Plan and is progressing with developing an action plan.
- Baselining of the Climate Action Policy has been completed to assess current state, gap analysis and identify opportunities to achieve the objectives (including resource capability/capacity needs and governance and assurance). The Baseline Assessment Report informs the Action Plan development (including the Emissions Reduction Plan) for implementation.

Far North Net Zero

Emission Inventory and Reporting

Council's 2023/2024 and 2024/2025 emissions footprint reports will be available in July. Toitū Envirocare is in the final steps of the audit and sign-off. Our department will present the reports to the Climate Action Reference Group, Te Kuaka and Council mid-2025. This work is part of Council's commitment to reduce emissions in line the Government's national emission reduction targets or better and to support business, communities, and council towards a Carbon Zero 2050.

Community Greenhouse Gas Emission Reporting

Staff are working with 19 other councils across New Zealand including Northland Regional Council and Whangarei District Council, to deliver the Local Emission Data Platform (LEDP). The platform is a shared service initiative enabling councils to standardise and enhance greenhouse gas emissions reporting and modelling. The platform empowers councils to move from passive reporting to proactive, data-driven emissions reduction planning. LEDP offers subdivision-level insights, scenario modelling, and stakeholder engagement tools. Access to the platform will be rolled out in late 2025.

Integrated Planning

Proposed District Plan (PDP)

- Hearing 11 was held on 28 to 30 April 2025. The hearing was held at Roma Marae on the 28, with the remaining days at Te Ahu and addressed the PDP chapters for Renewable Energy, Infrastructure, Transport, and Designations.
- Hearing 12 was held on 26 to 27 May 2025. The hearing was held at the Waitangi Estate and addressed the chapters for Sites and Areas of Significance to Māori, Notable Trees, Kororāreka Russell Township Special Purpose Zone, Heritage Area Overlays and Historic Heritage.
- The total number of hearing days for hearing 12 was reduced by one. This created time and cost savings for Council and submitters.
- Hearing 12 also saw the use of an interpreter translating Te Reo into English. This was a valuable investment and provided enhanced communication across parties in a way that is more comfortable to those who wish to speak Māori. The uptake of tikanga for the hearings continues with consistent use of karakia to open and close each day.
- Hearing 13 was held on 24 June 2025. The hearing was held in Chambers at Kaikohe and addressed the Natural Hazards and Hazardous Substances Chapters.
- The total number of hearing days for Hearing 13 was reduced by two. This created time and cost savings for Council and submitters.
- Staff are continuing to move hearings around the three wards of the district, particularly with more certainty now over the Mangamuka gorge road connection. Staff have been using venues such as Ka Uri and Te Kona. Several hearings later in the year will make use of Chambers and at Te Ahu.
- Evidence from submitters has begun to be provided to Council as a result of 'Final Minute 14', which was developed to assist submitters seeking a change of zone in the PDP. The process is 'opt in,' and requests evidence to be provided 'in advance' of the normal timeframe to give Council Reporting Officers sufficient time to consider the significant amount of information required.
- Two Right Replies on matters arising from, Hearing 11 and 12 were prepared. The Right of reply for Hearing 10 has been delayed to more comprehensively address some complex matters arising from evidence.
- The report for Hearing 14 were prepared covering Urban zones. This hearing is programme for late July.

Reserve Management Plans (RMP)

- **Simpson Park, Moerewa:** Staff are preparing to consult on the draft reserve management plan for late 2025.
- **Rangitoto Pa, Hihi:** Public consultation on the reserve management plan closed on 2 June 2025, with 32 submissions received. The date for the next working group meeting to consider these submissions is yet to be confirmed but is expected to be scheduled for mid-July.
- **Kaikohe Memorial Park, Kaikohe:** Early engagement with mana whenua, supported by Te Hono, is underway, with staff attending Ngā Hapū o Kaikohekohe (NHoK) hui to initiate discussion around extent of involvement that NHoK wish to have in this project. The project is working towards the first round of public consultation later in 2025 when people will be invited to provide suggestions for the draft plan.
- **Rawene Domain, Rawene:** The Rawene Domain Reserve Management Plan was put on hold in July 2024, as it was not identified as a priority by hapū.
- Work is progressing on the Council Reserves Network project, which aims to gain title for land across the district that was not correctly recorded as being owned by the Council or its predecessor at the time of subdivision. While we are on track to have titles issued soon approximately 15% of the parcels originally vested with the Bay of Islands County Council will require other processes including Crown liaison or RMA certification. It is now expected that title will be obtained this year for 85% of parcels that were identified as not having title, with the remaining 10% requiring a more complex process before titles can be issued.

Te Pātukurea Kerikeri Waipapa Spatial Plan

- Te Pātukurea was adopted by Council on 18 June 2025 to guide future growth and change in Kerikeri-Waipapa, marking the district's first adopted spatial plan. Following its adoption, Council has become a Tier 3 local authority under the National Policy Statement on Urban Development (NPS-UD).
- Staff are currently working on the implementation plan and have identified some short-term actions, including establishing a steering group and setting up a monitoring framework. As a Tier 3 local authority, Council is required to monitor, on a quarterly basis, housing demand, supply, prices, affordability, development capacity (both infill and greenfield), and available business land data.

District Wide Spatial Strategy

- Staff held two workshops with the District Wide Kaupapa Steering Rōpū (KSR), helping to shape the early programme and identify potential study areas for the project.
- An internal steering group is being setup for the project. The purpose of the DWSS Steering Group is to provide internal project oversight and strategic direction to the project team, aligned with project and Council goals.
- Staff are also preparing for an August workshop with the KSR and elected members to help shape the project direction, vision and objectives. It has been requested to have a workshop first with elected members, but this has not yet been confirmed due democracy services still needing to understand availability of the members in July. If this workshop does not occur in July it may impact on a combined August workshop.

Placemaking

- **Taipa:** Is currently being concluded, with some costings still needing to be provided to the Te Hiku Community Board. It was formally adopted by the Te Hiku Community Board in October subject to this additional work being undertaken.
- **Russell:** The Russell Placemaking Plan was endorsed by the Bay of Islands-Whangaroa Community Board on 11 June 2025. This is the first community developed placemaking plan to be adopted, marking an important step for the department and the Russell community. The Community Board also provided their endorsement to seek Council approval to make most of the "Strand" Trail permanent. This will be agenda item at the 31 July Council meeting.
- **Kaikohe:** Staff are working towards having a workshop with the community board on the draft placemaking plan in early July 2025.

Economic Development

Regional Deal

- Northland was unsuccessful in advancing its Light Touch Proposal to a negotiation of a Regional Deal with the government. Successful regions were;
    - Auckland

        Strengths: Strong strategic alignment with government priorities, especially in housing and infrastructure.

        Proposal Highlights: Interest in hosting public research institutions and boosting investment in science and innovation.

        Existing Collaboration: Has an established Urban Growth Partnership, demonstrating effective collaboration with central government
    - Western Bay of Plenty

        Strengths: Economic diversity, particularly in horticultural exports.

        Proposal Highlights: Strong regional collaboration among Tauranga City Council, Western Bay of Plenty District Council, and Bay of Plenty Regional Council.

        Deliverability: Demonstrated readiness and capacity to deliver infrastructure and housing projects
    - Otago Central Lakes

        Strengths: Significant tourism potential and regional economic growth.

        Proposal Highlights: Includes Queenstown Lakes District Council, Central Otago District Council, and Otago Regional Council.

        Effective Partnerships: History of collaboration and alignment with central government reforms

Northland Inc

- Staff and the Mayor presented Far North District Council's proposed changes to the Northland Inc Statement of Intent to the 29 April 2025 Joint Regional Economic Development Committee. A number of these proposed changes have now been incorporated into the Statement of Intent.

Far North District Economic Development Strategy

- Following on from;
    - The endorsement of Te Rerenga by Council in September 2024.
    - The development and socialisation of a Gross Domestic Product Augmentation Model to elected members and senior staff from Northland Inc and the Northland Councils.
    - The development of the Light Tough Proposal in response to the Government's invitation.
    - The changes to the Northland Inc Statement of Intent made on request by the Far North District Council.

  Staff have commenced the progression of a paper to the 31 July 2025 Council meeting requesting approval to develop an Economic Development Strategy for the Far North District.

Strategic Relationships

Group Manager's Introduction

This quarterly report provides Elected Members with a summary of key activities delivered across the Strategic Relationships group from April to June 2025. Our focus this quarter has been on deepening partnerships, increasing civic engagement, progressing strategic planning, and supporting inclusive representation across our district. Highlights include strengthened iwi collaboration, supporting the organisation in its health, safety and wellbeing endeavours, enhanced community education through civic engagement events and election readiness, and active governance support. These efforts reflect our ongoing commitment to improving outcomes for Māori, growing civic participation, and ensuring Council services are accessible, transparent, and responsive.

Across our funding and placemaking programmes, we've seen strong engagement from Community Boards, the Creative Communities Committee—each contributing to vibrant and resilient local communities. The Disability Action Group progressed its proposal for change that sees the group align with the regional strategy which will be considered by Council in July, while our Health, Safety, and Wellbeing team completed the role profile project and delivered tailored training and wellbeing initiatives. Collectively, the achievements across these workstreams demonstrate a strong foundation for partnership, service improvement, and local leadership as we move into the next quarter and the upcoming Local Government Election.

Te Hono – Māori Partnerships and Cultural Strategy

Purpose

Te Hono provides strategic leadership and advice on Council's Te Tiriti o Waitangi obligations and supports implementation of *Te Pae o Uta – Te Ao Māori Framework*. Through internal capability building and external engagement, Te Hono strengthens partnerships with mana whenua and enhances organisational understanding of Māori priorities.

Quarter Highlights (April–June 2025)

- **Leadership & Partnership Building:**
  - 41 check-ins with People Leaders on *Te Pae o Uta* implementation
  - MOUs progressed with Te Rarawa and Te Rūnanga o Whaingaroa; Mana Whakahono ā Rohe discussions with Ngāpuhi
  - Te Kuaka hui (Apr, Jun), Kaitāia Airport hui, Cultural Audit with Whakatika Hoe Consulting
- **Community & Cultural Engagement:**
  - Participation in regional events incl. Tai Tokerau Festival, Manu Kōrero, Waitangi Commemoration, and Te Rangi Āniwaniwa Hui
  - Hosted *He Whakaputanga me Te Tiriti* workshops; supported Citizenship Ceremonies and Procter Library opening
  - Supported elected member presence at key events incl. Te Aro Manatu Whanaungatanga
- **Operational Support & Services:**
  - Technical input for Te Oneroa-ā-Tohe Beach Board, regional climate hui, and Inter-Council Kaupapa Māori Hui
  - Māori Freehold Land service delivery: 154 MLC RFSs, 11 online registrations, 29 customer hui (monthly avg.)
- **Internal Capability & Training:**
  - Quarterly hui for People Leaders, New Starter Pōwhiri support, weekly *Te Pae Waiata* lessons
  - Working groups on *Te Kiri Waiwai ō Papatuanuku*, Climate Change Adaptation, Te Pātukurea
- **Hapū & Iwi Engagement (selected examples):**
  - Engagements across Ngāti Rēhia, Ngāti Kuta/Patukeha, Te Rarawa, Ngāti Kawa Ngāti Rāhiri, NgaiTakoto
  - Placemaking hui (Kaikohe), Marae-based waterway and road safety projects, urupā and WWTP matters
  - Strategic planning for Waitangi Day 2026 and digital partnerships (e.g. Kaitaia Digital Hub with Northland Inc)

Civic Engagement & Education

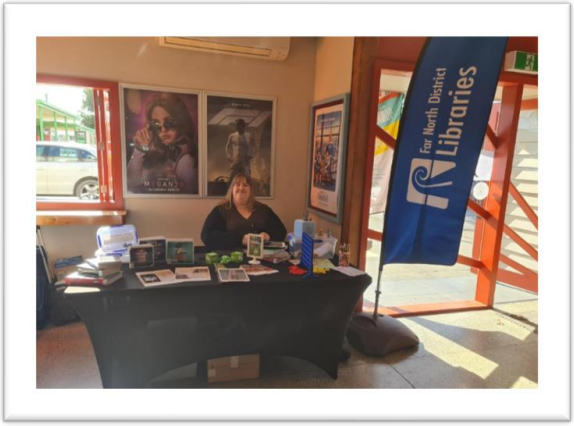
Civic Engagement & Education (CEE)

Purpose

The CEE work programme uses an “early and often” approach to strengthen civic understanding, deepen democratic participation, and ensure communities across the district are heard and informed. Efforts focus on engagement beyond voting, encouraging input at events, online forums, and community initiatives.

Key Engagements – April to June 2025

- **Te Tiriti o Waitangi Te Hiku Commemorations**: FNDC’s first operational presence at this event marked a milestone in collaborative iwi engagement and supports Te Pae o Uta’s goal of increased Māori participation in council decision-making.
- **Mini Expo Tour & Puanga Celebrations**: Over 200 rangatahi engaged at Ngā Manu Kōrero (Te Ahu). At Whakanuia Puanga ki Kaikohe, FNDC collaborated with NISS to provide resources and resolve past event barriers. This partnership model will shape future engagements.
- **Kaumātua/Kui Engagement (Te Tii Marae**): Held in recognition of World Elder Abuse Awareness Day (WEAAD), this hui deepened understanding of kaumātua aspirations and democratic access needs. Ongoing connections and future invitations followed.



Local Government Elections – Preparation Highlights

- CEE is leading pre-election outreach ahead of the 2025 Local Government Elections.
- FNDC co-hosted a Candidate Information Evening with NRC at Te Kona, Kaikohe — livestreamed to 1,500 viewers (compared to 272 in 2022).
- Increased digital access and social media reach are driving community engagement.

Key Dates

- Nominations Open: **4 July**
- Last Day to Change Rolls: **10 July**
- Nominations Close: **1 August**
- Voting Begins: **9 September**
- Voting Closes: **11 October (midday)**
- Results: **By 18 October**

Democracy Services

Democracy Services are responsible for the statutory requirements associated with the official meetings of Council and operate within two core pieces of legislation: the Local Government Act (LGA) and the Local Government Official Information and Meetings Act (LGOIMA).

Achievements:

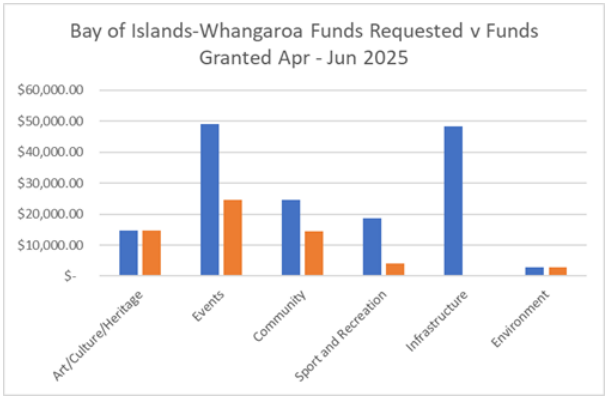
- Facilitated 29 formal meetings, including six extraordinary formal meetings
- Assisted in facilitating 9 workshops with elected members
- 5 Portfolio meetings with appointed elected members were held virtually
- Meet with Department of Internal Affairs Local Government Policy staff to give them a flax roots operational view of Local Government
- Elected Member Survey developed and delivered
- Review of Elected Member RFS process
- Capturing and reporting on action points from meetings beyond formal resolutions
- Review of Open Resolution process with staff for improved implementation and reporting against decisions.

Community Board Funding

Bay of Islands-Whangaroa Community Board

- The Board started the financial year with $301,609.
- The board received 22 applications for funding in the amount of $158,501 and granted $60,832.
- Two reports were received from staff that resulted in resolutions allocating the remaining balance of funding towards Te Puwaitanga, Russell Placemaking and Kerikeri Placemaking.
- Two applications were left to lie pending a request for further information from the applicant.

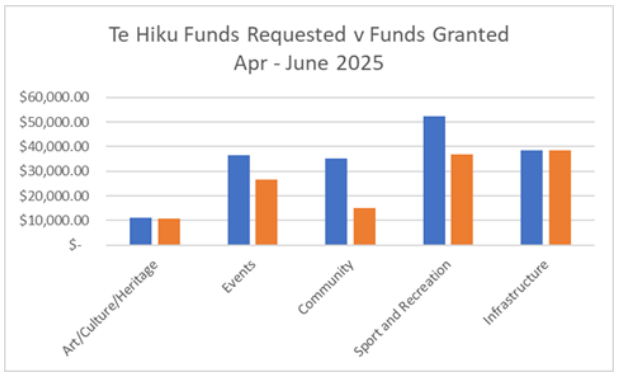
NB – the amount requested is shown in blue (left pillar of each type) and the amount granted is show in orange (right pillar of each type)



Te Hiku Community Board

- The Board started the financial year with $246,811.
- The board received 27 applications for funding in the amount of $173,538 and granted $127,889.28.
- Two applications were left to lie to the new financial year.

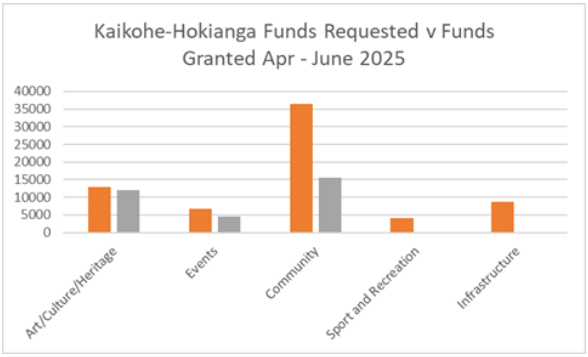
NB – the amount requested is shown in blue (left pillar of each type) and the amount granted is show in orange (right pillar of each type)

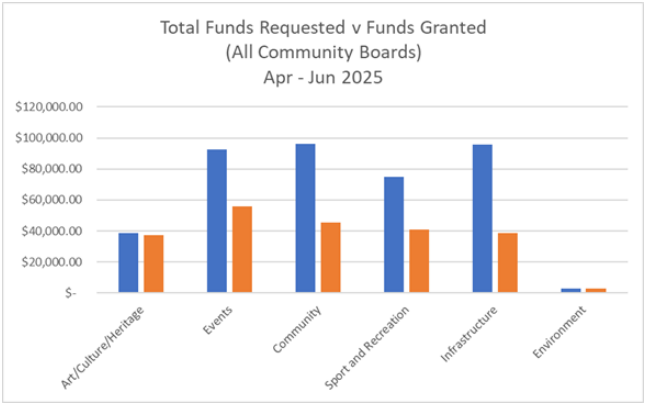


Kaikohe-Hokianga Community Board

- The Board started the financial year with $206,927.
- This Board considered 18 applications for funding in the amount of $68,894, granting $32,037.30.
- Four applications were left to lie to the new financial year.
- Additional funding was allocated following a staff report for placemaking on Broadway, Kaikohe.

NB – the amount requested is shown in blue (left pillar of each type) and the amount granted is show in orange (right pillar of each type)





Creative Communities

The Creative Communities Committee is formed mostly of members of the wider Far North District Community who volunteer to consider applications four times a year (March, June, September, and November/December). One Councillors sit on the committee by appointment of Council (Cllr Rakena).

The committee is actively seeking new members to join, particularly as there is no community representative from Te Hiku ward and there is no youth voice. While the role is unpaid, mileage is reimbursed for members attending the meetings (and the option to join by VC is also available).

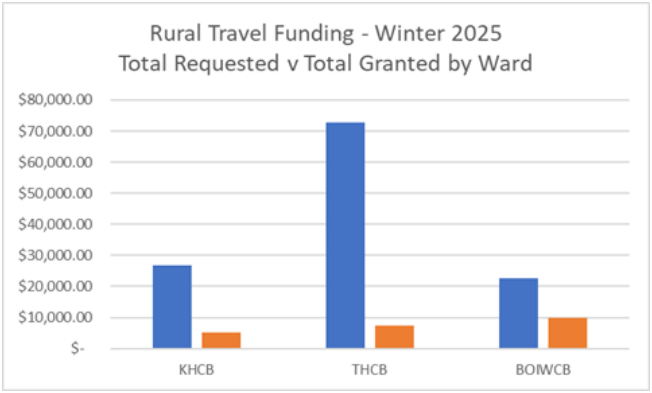
The Committee considered 12 applications for funding at their June meeting, requested $40,390, and granted $14,950 to 10 applicants. Applications included a wananga on how to prepare for auditions and shoot a self-tape, learn to crochet classes, the Little Mermaid theatre production, the 2025 Northland Writers, Reader and Poets Festival, a virtual publishing project for Tamariki in the Hokianga, the Smoke-Free Rockquest and KOAST 2025.

Rural Travel

The winter round of Rural Travel applications were considered in April 2025. 33 applications were received, with 2 (from schools) being declined as they did not mee the criteria specified by Sport New Zealand (who provides the funding). A total of $122,507 was requested, and $22,920 was granted, assisting 2002 students between the ages of 5 and 19 to participate in sporting activities.

Rural travel funding for the summer period will be considered at the September meetings (with applications closing on 25 July 2025) to ensure that clubs have decisions and funding in time for their activities.

NB – the amount requested is shown in blue (left pillar of each type) and the amount granted is show in orange (right pillar of each type).



Other Funding Matters

All application dates up to the end of the triennium are clearly outlined on the Funding page, where application form(s) are located. Due to the upcoming election, a communications campaign is planned to ensure that applications for activities such as Christmas events are received by August 2025, to ensure applications are considered prior to the dissolution of the current boards.

Community Boards

Community Boards are local representative bodies that advocate for the interests and wellbeing of their communities within the wider Council structure. They meet regularly to address a broad spectrum of local matters — from infrastructure and service delivery to public submissions, event support, and long-term planning. Boards provide a vital link between communities and Council, ensuring grassroots voices are heard and local priorities are reflected in decision-making.

Each board also plays a key role in strategic planning, funding allocation, and governance. They shape and review plans such as the Long Term Plan and develop ward-specific strategies that are passed on during the triennial transition. These living documents guide the board's focus over its three-year term, ensuring continuity and progress. By supporting community grants, environmental initiatives, and local engagement, Community Boards help foster strong, connected, and resilient communities.

Kaikohe–Hokianga Community Board

The Kaikohe–Hokianga Community Board continued its work supporting placemaking, community infrastructure, and local advocacy across the ward.

One of the key projects this quarter was the Kaikohe Placemaking Plan, developed in partnership with ĀKAU. The proposed plan, comprising six community-informed concepts, is expected to be tabled with the Board in August. The Board endorsed the recommendation to prioritise the "paint the main street" initiative, aimed at restoring and uplifting Broadway through professional cleaning and coordinated design guidelines in collaboration with Hapū Rōpū. This project is supported through the 2024/25 Placemaking and Beautification budgets and will be implemented by FNHL.

Progress also continued at Rawene Domain, with a lease variation signed to include both the Hokianga Community Gym and the Sailing Trust. The Gym is now exploring expansion options, and any proposals will be reviewed in alignment with the Board's strategic planning.

In Okaihau, the Board supported a community-led petition calling for traffic calming measures on Settlers Way. This led to a recommendation for temporary raised crossings and lighting, along with funding for two permanent zebra crossings near local schools.

Community engagement remained strong, with Board members attending ANZAC Day services and supporting Puanga/Matariki events through grant funding. These included workshops on Rongoā, Taonga Pūoro, raranga (weaving), and Toi Māori in collaboration with FNDC libraries.

Two public consultations were also managed under the Board's delegations: ground leases for Kaikohe Sportsville and the Kohukohu Bowling Club, with final decisions to be made in early 2026.

Finally, the Board contributed to policy discussions on smokefree zones, alcohol bans, and local alcohol policies. Although only two formal meetings were held this quarter due to quorum issues in June, the Board remains committed to its role in advocating for the wellbeing of Kaikohe–Hokianga communities.

Bay of Islands – Whangaroa Community Board

The Bay of Islands–Whangaroa Community Board have been attending to matters such as The Strand, Kororāreka Russell Traffic Trial and Placemaking plan, community events for ANZAC day in April and Matariki Mā Puanga in June, and funding applications for many and varied community projects across the ward this quarter.

Te Puāwaitanga Sports Complex - Kerikeri Mako Rugby League Club held their first club day at Te Puāwaitanga Sports Complex. League clubs from around Northland participated on Sunday 15 June 2025, with around 300 participants (not including spectators) from ages 5 upwards.

A special mention and thanks to Technical Operations staff, Results Contracting Services Limited and Citycare Property for moving the goal posts previously located on the Kerikeri Domain to Te Puāwaitanga to create two fields for league to utilise.

Te Hiku Community Boards

The Te Hiku Community Board remained active this quarter across infrastructure, planning, civic engagement, and placemaking projects.

The Board worked with Council teams to resolve local roading and footpath issues, and contributed to regional initiatives around fibre expansion, public Wi-Fi, smart waste systems, and safety cameras. The Board also addressed service requests to improve amenities across the ward. It played a key role in policy and planning, contributing to smokefree and alcohol policy discussions, and submitting formal responses to the Long-Term Plan 2024–27, Proposed District Plan, and Annual Plan 2025–26. Their submission emphasised prioritising core infrastructure over discretionary spending.

Through its advocacy, the Board supported progress on drainage board reforms and pushed for improved management aligned with NRC resource consents. It partnered with the Mangonui Rugby Union to manage traffic safety at events and advocated for safety improvements in public spaces, including bollards and signage for Naumi Park. Structural upgrades for Lake Ohia Hall also progressed, with tenders now live.

Community events were another focus, with Board members attending ANZAC commemorations and Matariki celebrations, including the Ahipara gathering and the Toi Māori Art Showcase. These engagements helped strengthen ties with local groups and celebrate cultural identity.

The Taipa Placemaking Plan is advancing, with costings now being prepared. The Board also welcomed Rachel Baucke to the Top Energy Consumer Panel, ensuring local representation on regional matters.

Funding nod for safety and environmental improvements

23 June 2025

A range of safety improvements to local sports hubs and environmental initiatives were supported with funding approvals by Bay of Islands-Whangaroa and Te Hiku Community Boards at their meetings in June.

In Te Hiku, the board allocated more than $45,000 to multiple community groups. Te Hiku Sports Hub received $19,769 for safety improvements. Houhora Big Game and Sports Fishing Club had funding of $15,697 approved to help stabilise slow-moving ground slips near the club toilets.

In the Bay of Islands, a local charitable trust called WithIN NATURE – Whakapakari Whenua was granted $10,000 in funding to continue mentoring Māori rangatahi about environmental restoration and land-based education grounded in te ao Māori.

In June the Kaikohe-Hokianga Community Board meeting was cancelled due to a lack of business.

A full breakdown of funding decisions by our community boards in June can be found on our Far North community board decisions webpage.

Next community board meetings:

Te Hiku Community Board - Tuesday 8 July.

Bay of Islands-Whangaroa Community Board - Thursday 10 July.

Kaikohe-Hokianga Community Board -Friday 11 July.

Disability Action Group

The Disability Action Group (DAG), supported by the Board, met twice this quarter to progress a strategic shift toward becoming the Accessibility Action Group. This realignment reflects a deeper commitment to the Te Tai Tokerau Regional Accessibility Strategy. Updates included a revised Terms of Reference, and a request to create a new staff role dedicated to arts, culture, accessibility, and youth engagement. Membership growth, with two new members welcomed, signals an encouraging level of community interest.

The Board continues to support community-led initiatives and ensure that infrastructure and engagement across the ward remain aligned with the aspirations of local residents.

Left to Right: Adele Woodward (Kerikeri Retirement Village), Rupene Mare QSM, Lane Ayr (Community Board Member), Beulah Mare, Darren Axe (Community Board Member), David Senior (DAG Chairperson) and Dick Glass. Absent: Deputy Mayor Stratford and Cr Court

Health and Safety

Executive Summary

- Engagement with 94 staff about role profiles to complete project
- HSW training provided 17 training opportunities to 68 staff
- Threatening behaviour is the highest reported incident at 17 PeopleSafe stories
- No lost time injuries (LTIs) due to work injuries.

Staff Engagement

During Q4 the HSW team had 94 touch points with staff members through the rolling out of role profiles. The diversity of staff engaged can be seen in Table 2. This marks the completion of the role profile project. An audit of how well the role profile process has been embedded will be conducted later in the year.

Table 1: Staff engagement by the HSW team during Q4.

Date	Topic	Team	No. of attendees
3/04/2025	HSW role profiles	I - Infrastructure services	13
4/04/2025	HSW role profiles	SR - Te Hono	5
8/04/2025	HSW role profiles	C&E - Communications & Engagement	8
10/04/2025	HSW role profiles	I - Infrastructure Engineering	6
5/05/2025	HSW role profiles	Head of Infrastructure	1
6/05/2025	HSW role profiles	GM Strategic Relationships	1
7/05/2025	HSW role profiles	Chief of Staff	1
9/05/2025	HSW role profiles	GM Community & Engagement	1
12/05/2025	HSW role profiles	SR - whole group	30
13/05/2025	HSW role profiles	CS - Management	8
15/05/2025	HSW role profiles	CS - Digital Information	3

19/05/2025	HSW role profiles	I - Maintenance Lead (Transportation)	5
21/05/2025	HSW role profiles	CS - ICT Operations	12

Training

H&S training is arranged by the HSW team in accordance with the controls listed in various JSAs, and what is shown on individual staff role profiles. As can be seen in Table 3, 17 training courses were run with 68 staff members attending during Q4. HSW inductions are carried out with new staff on a fortnightly basis. All training is booked through, and attendance recorded in, Ci Anywhere.

Table 2: HSW training arranged by the HSW team during Q4.

Date	Topic	No. of attendees
20/01/2025	HSW inductions	11
20/01/2025	HSW inductions	12
26/01/2025	First Aid Refresher	1
3/02/2025	HSW inductions	3
17/02/2025	HSW inductions	3
26/02/2025	Psychosocial Hazards	2
3/03/2025	HSW inductions	5
10/03/2025	Lone working	6
18/03/2025	HSW inductions	4
27/03/2025	HSW inductions	1
31/03/2025	HSW inductions	4
17/03/2025	Heights Safety & Awareness	2

Wellbeing Initiatives

Table 3: Q4 2024 Wellbeing initiatives.

Date	Topic	Team	No. of attendees	Description	Notes
9/04/2025	April Wellbeing Focus	All Staff	101	Wellbeing initiative	April Wellbeing Focus - Fatigue
28/04/2025	Annual Flu Vaccination	All Staff	522	Wellbeing initiative	FNDCs Annual Flu Vaccination offer
2/05/2025	Psychosocial Hazards	All Staff	338	Wellbeing initiative	Pink Shirt Day TK3
5/05/2025	Psychosocial Hazards	All Staff	79	Wellbeing initiative	Day 1 - Pink Shirt Day Quiz
6/05/2025	Psychosocial Hazards	All Staff	77	Wellbeing initiative	Day 2 - Pink Shirt Day Quiz
7/05/2025	Psychosocial Hazards	All Staff	79	Wellbeing initiative	Day 3 - Pink Shirt Day Quiz
8/05/2025	Psychosocial Hazards	All Staff	74	Wellbeing initiative	Day 4 - Pink Shirt Day Quiz
9/05/2025	Psychosocial Hazards	All Staff	69	Wellbeing initiative	Day 5 - Pink Shirt Day Quiz
12/05/2025	Psychosocial Hazards	All Staff	62	Wellbeing initiative	Day 6 - Pink Shirt Day Quiz
13/05/2025	Annual Vaccinations	All Staff	38	Wellbeing initiative	Flu & COVID vaccinations - Kaikohe HQ
13/05/2025	Psychosocial Hazards	All Staff	74	Wellbeing initiative	Day 7 - Pink Shirt Day Quiz
14/05/2025	Psychosocial Hazards	All Staff	64	Wellbeing initiative	Day 8 - Pink Shirt Day Quiz
14/05/2025	Psychosocial Hazards	All Staff	144	Wellbeing initiative	Pink Shirt Day Shared Morning Tea
15/05/2025	Psychosocial Hazards	All Staff	64	Wellbeing initiative	Day 9 - Pink Shirt Day Quiz

16/05/2025	Annual Vaccinations	All Staff	43	Wellbeing initiative	Flu & COVID vaccinations - Kerikeri JBC
16/05/2025	Psychosocial Hazards	All Staff	56	Wellbeing initiative	Day 10 - Pink Shirt Day Quiz
16/05/2025	Psychosocial Hazards	All Staff	130	Wellbeing initiative	Pink Shirt Day Winners 2025
5/06/2025	Psychosocial Hazards	All Staff	97	Wellbeing initiative	How to book an EAP Session TK3
9/06/2025	Psychosocial Hazards	All Staff	67	Wellbeing initiative	June Wellbeing Focus - Diversity & Inclusion TK3

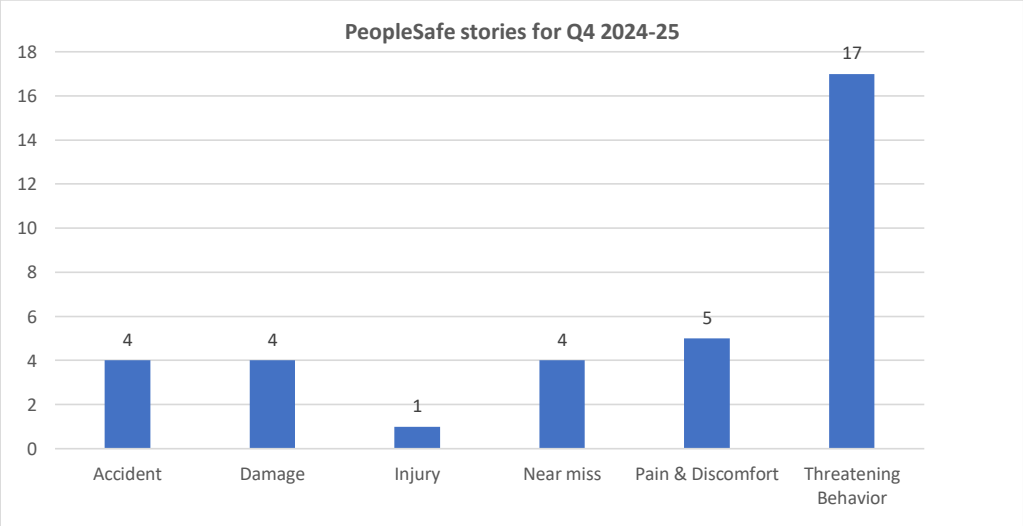
HSW Incidents

There were 35 HSW incidents entered into PeopleSafe during Q4, which are shown in Table 6. PeopleSafe is FNDC's Health and Safety reporting database for all work-related injuries, incidents, accidents, near misses, risks, hazards, discomfort and pain. It is a requirement under the Health and Safety at Work Act (2015) for FNDC to provide a platform to report such incidents. The most frequently reported incidents are threatening behaviour, which is listed as a critical risk. Full information on how the HSW team manages threatening behaviour towards staff can be found here:

Table 4: Health and safety incidents Q4 2024.

Date	Story Type	Where	Activity
2/04/2025	Threatening Behaviour	Ward Kaikohe-Hokianga	Public Interaction
2/04/2025	Pain & Discomfort	All office environments	Driving (FNDC car only)
3/04/2025	Accident	All office environments	Observing
3/04/2025	Threatening Behaviour	Library Te Ahu	Observing
4/04/2025	Damage	All office environments	Work/Maintenance - high risk
5/04/2025	Threatening Behaviour	Library Kaikohe	Customer interaction
7/04/2025	Threatening Behaviour	Service Centre - Kawakawa	Observing
12/04/2025	Threatening Behaviour	Library Kaikohe	Customer interaction
15/04/2025	Pain & Discomfort	Service Centre - John Butler Centre	During Break
17/04/2025	Near miss	Library Kaikohe	Customer interaction
22/04/2025	Accident	Off Site (Monitoring-compliance-inspection)	Manual handling
22/04/2025	Damage	Ward Kaikohe-Hokianga	During Break
23/04/2025	Threatening Behaviour	Off Site (Monitoring-compliance-inspection)	Customer interaction
23/04/2025	Threatening Behaviour	Service Centre - Kawakawa	Customer interaction
29/04/2025	Near miss	Service Centre - Kaikohe	Observing
29/04/2025	Injury	Off Site (Monitoring-compliance-inspection)	Manual handling
1/05/2025	Threatening Behaviour	Service Centre - Kawakawa	Public Interaction

7/05/2025	Threatening Behaviour	Service Centre - Kawakawa	Public Interaction
7/05/2025	Accident	Ward Kaikohe-Hokianga	Operating mobile plant
8/05/2025	Threatening Behaviour	Service Centre - Kawakawa	Public Interaction
10/05/2025	Accident	Service Centre - Kawakawa	Walking
10/05/2025	Threatening Behaviour	Library Kaikohe	Customer interaction
12/05/2025	Near miss	All office environments	Computer work
12/05/2025	Near miss	Library Kaikohe	Computer work
12/05/2025	Threatening Behaviour	Service Centre - John Butler Centre	Phone call
19/05/2025	Threatening Behaviour	Off Site (Monitoring-compliance-inspection)	Inspection/Site visit
3/06/2025	Threatening Behaviour	Library Kaikohe	Public Interaction
6/06/2025	Damage	All office environments	Observing
9/06/2025	Threatening Behaviour	Library Kerikeri Proctor	Walking
10/06/2025	Pain & Discomfort	Car Park - Kerikeri Proctor Library	Walking
11/06/2025	Threatening Behaviour	Library Kaikohe	Customer interaction
12/06/2025	Pain & Discomfort	Home (Remote Working)	Computer work
20/06/2025	Damage	Library Paihia	Observing
23/06/2025	Pain & Discomfort	Car Park - Kerikeri Proctor Library	Manual handling
26/06/2025	Threatening Behaviour	Off Site (Monitoring-compliance-inspection)	Walking



Staff Warning Flags

Two staff warning flags (SWF) were raised by staff during Q4 as a result of threatening behaviour incidents. One involved the Animal Management team, and one with the Monitoring team.

What is a SWF?

- SWFs are memo alert pop ups in Pathways that open automatically when an address or person has a SWF allocated against them.
- The SWF will warn employees of hazards associated with the person or address.
- SWFs are usually created as a result of abusive, violent, or dangerous behaviour by the occupant of the address. Other hazards, such as dangerous dogs, may be listed.

Infrastructure Strategy

The Infrastructure Group holds the following responsibilities within six separate teams:

- Asset Management
- Infrastructure Engineering
- Infrastructure Delivery
- Infrastructure Services
- Waters Services
- Transportation

The Group's key priorities for FYI 24/25 were to:

1. Implement an Asset Management Information System
2. Compliant 3 waters assets
3. Improved contract management for the Roading and 3 Waters contracts

Key Priorities

Asset Management Information System update

After several years an Asset Management Information System has been implemented.

The project team spent time in planning and proceeded to the data preparation stage. The 7+ years of unmanaged data resulted in an underestimate of the work required to prepare the data for ingestion into the platform. This work will be completed around September 2025. Current plans have stage 1 completion date around December 2025. Stages 2 & 3 are planned for 2026 to complete data preparation and ingestion.

Significant progress has been made in restructuring asset data, establishing a solid foundation ahead of the Trimble Unity (Asset Management Information System) configuration.

In this first stage, we are focusing on Wastewater, Buildings, Access and Playgrounds. These areas are providing valuable learning, ensuring that the process will be repeatable as we move forward with the remaining assets in the next stage. Integrating these areas into an asset management system will deliver significant benefits to both the organisation and the community.

The team has built good momentum, the insights gained so far are helping refine our approach.

Compliant 3 Waters Assets

At the beginning of this current financial year there were four long-standing abatement notices at Russell, Ahipara, Kaitāia, and Ōpononi:

- The Russell WWTP works were completed, monitored, and the abatement notice has been removed.
- The Ahipara WWTP works were completed, are currently being monitored, and the abatement notice is due to be removed in December 2025. In addition, work with the Ahipara Takiwā representatives is now focusing on wetland improvements, and a Contract has been agreed. Works will commence in July.
- The Kaitāia reticulation works are currently in construction. Northland Regional Council have advised that the abatement notice will be cancelled upon completion of the physical works.
- The Ōpononi WWTP desludge of ponds and reshaping/clearing of wetlands has taken place. Baffle curtains are set to be installed week commencing the 28 July and should take 2 weeks. Awaiting OOS to complete the detailed design for the lamella clarifier and then this can be procured and constructed. After the clarifier is installed a further period of testing will commence to ascertain if the UV treatment is required.

Six new abatement notices were received between July and December 2024 with no additional notices received since December 2024. Outstanding abatement notices as at 30 June 2025 are summarised as:

Wastewater treatment – 4
Wastewater network – 1
Water Take – 1
District Facilities – 3

Capital works and improved reporting to address all non-compliances is either complete or due for completion by December 2025. Cancellation of abatement notices is at the discretion of Northland Regional Council and for some, especially wastewater treatment, this may require a period of compliance of 12 months.

Regular updates on abatement notices and non-compliance are reported to Te Miromiro and Te Koukou Committees.

Asset upgrades and renewals to achieve compliance outcomes are being delivered according to the Long-Term Plan 24/27 capital works programme.

All Sweetwater Bore resource consent compliance issues have been addressed.

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Compliance 3 Waters

Water and Wastewater RMA Compliance Report – April 2025

Compliance Key	
Currently compliant with resource consent	●
Administrative compliance issue.	●
Marginal noncompliance.	●
Noncompliant as of most recent sample.	●

Compliance by Month

	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Abatement Notices (Current)	Comments and Maintenance
Water treatment															
Kaitāia	●	●	●	●	●	●	●	●	●	●	●	●	●		
Kaikohe	●	●	●	●	●	●	●	●	●	●	●	●	●		
Kawakawa	●	●	●	●	●	●	●	●	●	●	●	●	●		
Rāwene Ōmanaia	●	●	●	●	●	●	●	●	●	●	●	●	●		
Kerikeri	●	●	●	●	●	●	●	●	●	●	●	●	●		
Ōkaihau	●	●	●	●	●	●	●	●	●	●	●	●	●		
Ōpononi	●	●	●	●	●	●	●	●	●	●	●	●	●		NRC downstream residual flow meter is not reporting into WaterOutlook - NRC notified re comms issue.
Paihia	●	●	●	●	●	●	●	●	●	●	●	●	●		Recorded take rate exceeded slightly on 9-10th April. Operations confirm this is likely due to data collation. 24hr total used until issue resolved.

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Compliance by Month															
	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Abatement Notices (Current)	Comments and Maintenance
Wastewater treatment															
Ahipara	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🔴	5-Sep-22	Rolling 12 month average has elevated levels of faecal coliform, SC-UV results report compliance since Oct-24. Chrome and copper rates still high due to landfill leachate.
Hihi	🟡	🟡	🟡	🟡	🟢	🟢	🟢	🟢	🟡	🟡	🟡	🟡	🟡		Constructed wetland non-compliace likely due to avian contamination as UV sample point shows good results.
Kāeo	🟡	🟡	🟢	🟢	🟡	🟢	🟢	-	🟢	🟢	🟢	🟢	🟢		Rolling 30 ADWF calculation to be investigated. Downstream E.coli approx 15% less than upstream.
Kaikohe	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	12-Nov-24	E-Coli results compliant at treatment outlet but non-compliant post constructed wetland - likely avian contamination.
Rangiputa	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢		BOD results added as per consented interval.
Russell	🟢	🟡	🟡	🟡	🟡	🟢	🟡	🟢	🟡	🟡	🟢	🟢	🟡	1-Nov-24	Excess leachate from landfill due to heavy rain.
Taipā	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡		Non-compliant for Condition 5 – TSS and Ecoli
Whatuwhiwhi	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡		Non-compliant due high faecal coliforms results.
Kohukohu	🟡	🟡	🟡	🟡	🟡	🟡	-	🟡	🟡	🟡	🟡	🟡	🟡	29-Oct-24	ADWF has fallen but coliform and ammonia readings still high.
Kaitāia	🟢	🟡	🟢	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	🟡	20-Apr-16	E.coli and ammonia compliant but ADWF high due to heavy rain.

Kawakawa	●	●	●	●	●	●	●	●	●	●	●	●	●		All results have improved.
Kerikeri	●	●	●	●	●	●	●	●	●	●	●	●	●		
Ōpononi	●	●	●	●	●	●	●	●	●	●	●	●	●	20-Apr-16	Discharge limit exceeded for last part of May.
Paihia	●	●	●	●	●	●	●	●	●	●	●	●	●	12-Nov-24	Inflow meter broken, replacement expected June 2025, otherwise compliant.
Rāwene	●	●	●	●	●	●	●	●	●	●	●	●	●		TSS and coliforms have reduced. Compliance with the 50th and 90th percentile values shall be determined over a fixed 12-month period.

All improvement works identified to address longstanding abatement notices for Ahipara, Ōpononi and Kaitāia wastewater schemes continue and are in delivery.

Te Pae o Uta

The Infrastructure team continues to foster a deeper connection with Te Reo and Te Ao Māori among its members. Through these efforts, the Infrastructure team demonstrates a strong commitment to embracing and integrating Māori culture into their daily practices, contributing to a richer and more inclusive workplace.

Current enrolment of Infrastructure team members in Te Reo classes is as follows (as at end June):

Level 1: 5 enrolments

Level 2: 6 enrolments

Level 3: 1 enrolment

Karakia, Mihi, and Waiāta Sessions

Monday morning karakia, mihi, and waiāta sessions continue to be a way to start the week with a sense of unity and cultural respect.

Kōrero Kai

Kōrero Kai lunchtimes will continue in the Courtyard or alternative spaces during winter months.

Asset Management

Asset Management Team

A 3 Waters Asset Management Plan has been developed inhouse by Asset Managers. Input into LWDW (Local Water Done Well) further refinement is ongoing to ensure that financial affordability and investment criteria are met as part of the plan development. The Plans now cover 3, 10 and 30 year horizons.

A draft Asset Management Policy has been developed and is currently with SLT for sign off. In addition, a 3 Waters strategic plan has been developed and will be presented to the SLT for endorsement over the coming weeks. Both documents are key documents that are used to inform the individual AMP's (Asset Management Plans) that are being written to inform the delivery of water, wastewater, and storm water services for FNDC, and will be included in LWDW Forward Work Plans. Included in this suite of documents is an Asset Management Maturity Assessment, which is an independent external assessment of the level of maturity of Asset Management in the organisation. This is a standard tool used to benchmark organisational maturity of AM systems.

Recruitment of a Manager and any vacant roles continues.

Infrastructure Engineering

Successful recruitment of a Land Discharge Officer in April has seen Council engagement across the district with various working groups picking up this vital work that has been under resourced for some time.

Our Council relationship with Te Mauri ō Te Wai continues to strengthen. This year seeing the purchase of a block of land for the continued goal of removing wastewater from the Hokianga Harbour and discharging to land.

The Infrastructure group was restructured in November 2024 to align with Council's Project Management Framework providing sufficient time for design, land acquisition, and consenting that aims to improve readiness for delivery.

Recruitment of a Manager and any vacant roles continues.

Development Engineering

For the period 1 July 2024-30 June 2025, a total of 124 Resource Consent applications have been received and processed within 5 working days, while a total of 30 Engineering Plan Approvals has been received and processed within 10 working days.

3 Waters Engineering

Modelling development is ongoing and due dates of completion of each scheme will be provided in the next reporting period.

Design Engineering

Investigation of Y1 LTP Capital projects still in concept phase to advance these through concept and final design is proceeding.

Site visits to investigate and inform the development of solutions to resolve RFS matters is improving our responsiveness to requests for service.

District Facilities – Projects in Design

- Kaitāia Resource & Recovery Centre Bridge: Replacement bridge access is nearing completion of the final design phase. Resource Consent application lodged in 2023. Final design has now been received and stakeholder engagement with local iwi/hapu to be undertaken. Additional funding for this project will be required to enable this replacement and to commence procurement and delivery in the next financial year.
- Kaitāia Resource & Recovery Centre Wastewater Treatment upgrade: Options for the best solution for this upgrade are currently being considered. This project will have final design parameters completed by the end of June.
- Water Supply for Kaeo & Waiotaraire Toilets: Both toilet facilities require dedicated water supply. Final costs for supply and installation of water tanks, pumps and power supply have now been completed.
- HFTE – 47 Puckey Avenue, Kaitaia: This village has had continued water leak issues over several years which has increased in frequency, and it was determined that the watermain for the village be replaced. Costings for this work have now been completed, and work should commence in the next month.
- Kerikeri Motorhome/Caravan Dump Station: Staff are still working to provide information to the community board to enable them to make an informed decision on a suitable location. Identification of a suitable site has proved to be difficult when considering ownership of land and being able to ensure that we are not left in a situation where we are required to remove the facility again if we install a new facility on private land.
- Waipapa Baysports Carpark Upgrade: This project is currently under design optioneering with a consulting company to determine the best solution for these carparks given the budget constraints that we are currently facing. Delivery of this project will not be prior the August/September 2025.

3 Waters – Projects in Design

- Paihia Water Treatment Plant Upgrade: We continue to work with Hapū and investigate potential sites with a further possible location recently being identified. Progress will be reported via Te Koukou.
- Kaipatiki Rise, Haruru - Water Supply Issues: The project aims to restore the integrity and surface quality of the Kaipatiki Rise road surface, enhancing resident access and reducing future maintenance risks. The drawing quote has been received and is currently under review and due to move to construction in the coming months.
- IAF Kaikohe: Taraire Hills water treatment plant, wastewater and water reticulation upgrades. Water treatment improvements to support growth in Kaikohe. The three contracts were released to the open market and tenders closed on 28th April. The Contracts were awarded on 5th June 2025.
- Paihia Mains Baffin Street – Stage 1: Detailed design for the project has been completed; however, progress has been delayed due to ongoing public objections affecting access to parts of the proposed construction area.
- 146/148 Tokerau Beach Road Wastewater: We have received the Department of Conservation (DOC) concession. The resource consent application was lodged in June 2025, with a decision expected by the end of July, assuming no further information is requested. For the Northland Regional Council (NRC), correspondence indicates the activity may be permitted and not require consent—we are currently awaiting formal confirmation. Once approvals are in place, construction can begin within this construction season.

Infrastructure Delivery

District Facilities – Projects in Construction

- Lake Ohia Hall Renewals: The final stage of addressing additional design queries from the committee is currently underway. These are being managed by the consent designer to ensure all committee requirements are met before proceeding to the tender phase.
- Kāeo Memorial Hall: Physical works have started on the Hall after the Kings Birthday weekend this includes weathertightness issues and bringing the Hall up to standard for fire safety and accessibility.
- Ōkaihau Hall Renovations: Construction is underway. Programme of works has been extended due to some significant changes of scope and the contract will now extend until end of July 2025 to accommodate this.

- Housing for the Elderly Healthy Homes Requirements: Work is at completion, we are now closing this out with Healthy Homes Inspectors, who will issue final Compliance Certificates for last pieces of work. July 2025 legislative requirement for Landlords will be met.

Infrastructure Delivery – Projects in Construction

- Kaitāia Wastewater Treatment Plant Security Gates: This work is now being delivered along with the septage screen works as the power supply depends on the power pole relocation, on track to be delivered end of August 2025.
- SH12 Ōmāpere Stormwater: Contract is in construction with ground conditions proving challenging in the winter months. Completion is expected August 2025. These works remediate and close out a longstanding legal issue for Council.
- Kawakawa Flow Monitoring: Equipment installed and post implementation monitoring completed. Handover and asset data to be completed this month.
- Kaitāia Septage Screen: Top Energy to commence power pole relocation delayed to June. Civil works to follow with equipment installation expected August and commissioning September 2025.
- Kaikohe Septage Screens – Mechanical and electrical works underway. Expected commissioning early July 2025.
- Rāwene Septage Screen – Civil works underway expected completion end of July 2025. Mechanical and electrical to follow expected completion early Sep 2025.
- Donald Road Wastewater upgrade – Works in construction on track to finish end of July 2025. This significant project has both upgraded and increased capacity in the network for an additional 117 homes. A Development Agreement has also been assessed for developments in the area.

District Facilities – Projects Completed

Awanui Sport Complex: Scheduled health and safety upgrades have been completed. These works included installing a new roof, renewing ceilings in the hall, storage, and stage areas, along with both the men's and women's toilets. Additional improvements included window protection in the hall, as well as repairs to a blocked sink and a leaking urinal in the men's toilet. Additional works are currently being investigated to ensure a fit for purpose facility.

Infrastructure Services

Infrastructure Support

The Support team has had a busy month in readiness for the financial year end.

- **End of Year Financials and Administrative Tasks**
  - Purchase order cancellations and cleanup
  - Finalised end of year workflow items and processed invoice payments
  - Submitted 25 accruals to finance

- **Process Improvements**
  - Collaborated with Quality Assurance Lead on process mapping for Lims
  - Collaborated with Quality Assurance Lead on process mapping for overweight and heavy vehicle permits invoicing
- **Operational Excellence**
  - Processed 70 LIM requests
  - Submitted 4 road naming reports to Community Boards
  - Purchase order requests and invoice receipting for the infrastructure group
  - Processed 31 tree trimming notices
  - Updated TK3 and website as required
  - Processed septage download invoices
  - Updated no spray register (3 updates)
- **Claims Management**
  - Processed 11 DF and 3 Waters Claims
  - Processed 14 Transportation Claims
- **Request for Service Management**
  - Maintained administration team RFS's below 10 throughout the month
- **Team Successes**
  - Closed 387 Transportation RFS's
  - Closed 304 Waters RFS's

Projects Analyst

- **Providing visibility of the capital programme for delivery to Te Koukou Committee through:**
  - FY25 Carry Forward capital project projections
  - Alignment with CAMMS
  - Integration of the FY26 capital programme
  - Identification of unplanned/unscoped reactive works with detail of current year cost

Quality Assurance Lead

Working across teams the QA Lead has been developing process documentation as follows:

- **Infrastructure Support**
  - QA document library
  - Relocating QA service log from OneDrive to Infrastructure page and creating workflow automations
  - Considering reporting options
  - Process maps (unpublished)
- **Water Services**
  - Processing a stormwater application
  - Reactive renewals - gathering requirements around the RRW form. Currently putting together first draft of an eForm. (Slow progress)
- **Infrastructure Engineering**
  - Prepare a Development Engineer memo for resource consent (two variations - Resource Consent, Engineering Plan Approval)
  - Assess implementation of consent conditions (Waters) - s223/224
- **Infrastructure Support**
  - Published - Invoice overweight and heavyweight vehicle permits
  - Prepare roading comment for LIM report (Unpublished - awaiting approval)
  - Project Management map for Infrastructure ready for review.
  - Mapping tools
  - Instructional videos for attaching to process maps - Link
  - Considering templates for feedback to people leaders on suggested process improvements.
  - Unpublished process waiting on approval
  - Parent process: Process a water/wastewater connection application
  - Sub process: Check a water/wastewater connection application
  - Sub process: Lodge a water/wastewater connection application

Compliance Officer

- Compliance reporting to Elected Members continues to evolve, incorporating feedback to improve visibility of compliance issues and progress.
- Quarterly and monthly meetings to review and discuss compliance achievements have been held with Northland Regional Council, Taumata Arowai, FNDC Water Services and FNDC Operator.
- Over 20 compliance information requests from Northland Regional Council were actioned preventing escalation or further enforcement action.
- Abatement notice mitigation action requests and various compliance issues were submitted to FNDC Water Services for action.
- Establishment of an internal escalation process is strengthening operational responsiveness to non-compliance as it arises. Collaboration with the Infrastructure Planning and Data Analytics teams to create dashboards and a workflow process to enable better management of consents is progressing well.
- Active consent assessment in CS-VUE was completed, ensuring all active consents are visible and notifications of consent tasking enabled.

Consenting Team

The Infrastructure Group has made significant progress with the establishment of Working Groups. The engagement and improved relationships have meant working together on draft conditions before submitting applications to Northland Regional Council.

The Group has also been working to lodge consents six months prior to expiry thereby eliminating the previous practice of operating on expired consents.

- **Kaitāia Wastewater Treatment Plant resource consent renewal**: NRC to send draft conditions for Council's final review and issue of consent end of July.
- **Kaikohe Wastewater Treatment Plant resource consent renewal**: NRC publicly notified the resource consent application from 12 May to 06 June 2025. Two submissions were received and mediation with these submitters will commence in July.
- **Kerikeri Urban Stormwater resource consent application**: NRC have received the lodged addendum application and are currently processing this.
- **Kaikohe Closed Landfill resource consent renewal application**: A resource consent renewal application was lodged to NRC May 2025. Te Uri o Hua have been informed and will advise of their engagement expectations.
- **Whatuwhiwhi Wastewater Treatment Plan resource consent renewal application**: A resource consent renewal application was lodged to NRC May 2025. This has been placed on hold for further engagement. We have since received a CIA from Te Whanau Moana and Te Rorohuri and are currently reviewing this.

Water Services

Sweetwater Source Update

The trial membrane plant is still in its trial phase and data is being collected to confirm suitability for a long-term option in Kaitaia. The operators have continued to swap between water supplies to ensure the ability of the existing process is maintained during the trial period. The membrane filter trial has approximately 2 months to go before it ends and the data being collected is being reviewed. We have also been trailing the Sweetwater supply through existing filtration process and have been able to meet drinking water compliance. We are working requirements for an additional trial of the Awanui supply through the membrane filter for July. A consideration to extend the trial period is being looked at.

Land Drainage

The Drain Spraying machine clearing has continued and will along with inspection works on the drainage sites. Physical works will pause during wetter months as to not cause damage to properties.

Ensuring drains are clear and compliant with the bylaw continues to be a focus to ensure the land drainage areas are clear and free of obstructions before the second quarter of 2025.

Any non-compliances will be notified to the Compliance team, with the Infrastructure and Delivery & Operations teams working together to ensure compliance is reached. Drone inspections for the region will be investigated to see if it will be a viable option to create a baseline for the remaining areas.

The Team

This was a newly formed team and has been able to recruit technical, experienced and local staff. The team is well resourced and continues to make great progress Land Drainage Technical Officer position remains vacant after several recruitment campaigns.

Local Water Done Well

Public Consultation saw 116 submissions received. In summary 68% of respondents favoured keeping water services in-house.

Council is committed to meaningful engagement with tangata whenua as water forms an important part of Māori identity. Detailed submissions were received from a number of iwi / hapu across the district during the public consultation period and discussions are ongoing to ensure the views of Māori are fully considered when shaping future water service delivery in the Far North.

Another piece of the jigsaw is the pro's and con's of a regional CCO. To help develop the regional model a working group of Elected Members (EMs) has been established with three EMs from each council. The working group met for the first time on the 26/05/25.

Council is due to decide which option to move forward with at an extraordinary council meeting on 18/06/25.

Transport Services

Reporting

There is regular weekly reporting to Elected Members from this team via Friday Notices together with new Te Huinga Transport and Waters pages that have been set up and regularly updated. A Capital Work Programme has been reported on to Te Koukou monthly since February 2025.

Hokianga Working Group

The second working group meeting was held on 5 May 2025 and was well attended. Staff presentations were well received by the working group and a good relationship established. Outstanding actions focus ongoing delivery of services and a closer relationship in regard to operational responses. The next meeting is due to be held 5 July 2025.

Term Maintenance Contract Delivery

The delivery of the operational term maintenance contract is progressing but appears to be falling behind the anticipated programme due to insufficient resourcing and a lack of appreciation of the complexities of the change to a measure and value contract. Staff have not been provided with information on the draft contract at this time, and with less than eight weeks before delivery there are concerns that there will be insufficient time for a detailed review of the document to determine if it is fit for purpose.

Floodgate Maintenance

The transportation team has received a number of requests to maintain floodgates. At present we have confirmed that floodgates are:

- Not listed as a roading asset and that the transportation team has no responsibility for maintenance under NZTA guidance.
- Unless the floodgates form part of a recognised flood defence project floodgates are not listed as an NRC asset.
- That flood defence management is a Northland Regional Council responsibility, not Far North District Council, and FNDC have no powers or authority to provide floodgates or undertake flood management roles.
- Maintenance of the floodgates in the North Hokianga are proposed to be contracted to a local supplier as a result of the North Hokianga Roading working group meetings.

Coastal Erosion

During the recent cyclone event and following storms several areas adjacent to roads have suffered from coastal erosion. Staff are approaching NZTA regarding the possibility of funding subsidy, but the Agency’s current guidance is that subsidised works will only be approved if a decrease in level of service is proven (a break in the edge of pavement seal is the normal triger).

Transport Capital Works Progress

Construction work is currently underway on the following projects:

- Mangamuka Rd Slip (RP 2948)
- West Coast Road Motuti
- Pawarenga Road (RP 8151)
- Paranui Road (RP 4460)
- Waterfront Road (RP .710)
- Whangape Road (RP 6246)
- Wainui Road (RP 4655)
- Wainui-Matauri Bay Road (RP 4995)

Work is wrapping up on the following projects:

- Kaitaia Awaroa Road (RP 13525)
- Kaitaia Awaroa Road (RP 26807)
- West Coast Road Punguru
- Duncan Road (RP 10105)

Construction Completed on the following projects:

- Monument Road (RP 6844)
- Foreshore Road Footbridge Ahipara
- Ngapipito Road Slip
- Waikare Road (RP 19970)
- Whangae Road (RP 2730)
- Honeymoon Valley Road (RP 5585)

Designs are construction ready for the following projects:

- Franklin Street Slip (RP 650)
- Wairare Road (RP 28047)
- Waikare Rd (RP 8444)
- Waikare Rd (RP10600)
- Iwitaua Road (RP 6179)

Bridge Programme:

- Hihi Bridge 06, investigations completed and initial indications that deck replacement may not be required
- Design work underway for two new bridge replacements (Taemaro Road and Guest Road)
- Kaitaia Awaroa (D42 & D47) physical works to be tendered in July
- HPMV Bridges investigation works underway

Capital staff have begun investigation and design work on our Year 2 programme to deliver in next construction season.

Asset Management

Ongoing value for money, optimised asset management and least life cycle costs are being delivered through the Network Improvement Plan projects.

Forward Works Programmes for 2024/25 issued to the Maintenance and Capital Teams, and the 2025-2026 Forward Works Programmes are currently being finalised.

Corporate Services

Financial Services

Accounting Services

The Accounting Services team is continuing to revise financial reporting framework to enhance the structure and layout of financial information. This initiative aims to improve transparency and facilitate better interpretation of Council financial data. Elected members are invited to provide feedback for further refinements as these are presented.

The Annual Plan 2025/26, fees and charges and rates were adopted at the Extraordinary Council Meeting 25 June 2025.

Pre-Election Report will be released in July.

The Local Waters Done Well working group continues till September.

The Annual Report 2024/25, discussions have been completed with Deloitte regarding the interim and final audit. The audit team have released all their requests into Deloitte Connect and interim audit will commence on 21 July 2025.

Tangelo reporting software has been implemented to support the Annual Report and future reporting.

Members hosted the CAANZ Community event for Northland in Kerikeri on the 20th of May 2025, 36 attended the event.

Te Pae o Uta - Staff have been participating in Te Reo classes. Karakia is conducted at main team gatherings. We are ensuring the use of place names or kupu that need macrons are being implemented into reports and documents and translations throughout formal documents are being sourced.

Rating Services

This quarter, Rating Services has remained focused on core responsibilities while simultaneously preparing for key end-of-year processes and the upcoming rates generation. These preparations have placed significant demand on the team, particularly around batching, journals, and maintaining an accurate and auditable rating database. A high volume of auditing activity was completed to ensure data integrity and readiness.

Operational and Technical Progress

- Successfully onboarded and commenced training for new staff members to ensure continued service delivery and knowledge resilience.
- In anticipation of a bulk direct debit loading in the new year, preparatory work is underway to ensure a seamless transition and implementation.
- Technical customer enquiries continue to be managed efficiently, with particular attention to older rate accounts, which are now being made historic to improve data hygiene.
- Meaningful improvements have been made to the rate rebate process, incorporating the latest changes and guidance from the Department of Internal Affairs (DIA).
- Audits of water direct debits for Kaitaia and Kerikeri were completed, and work has commenced on legacy issues related to rates requests via email. The legacy “Rates by Email” BI report was fully rewritten for modern standards and analysis. This new version uncovered over 2,000 previously unidentified errors, which are now being systematically addressed as team capacity allows.
- The revised rates rates invoice template is being tested with Western Mailing for accuracy, and includes additional content to encourage customers to make use of improved online services such as direct debits and rates by email requests, aiming to enhance customer experience and operational efficiency.
- The Rates Team have recently completed over 7,500 QV updates (over 4,000 were completed in the past month).

Te Pae o Uta - The team continues to support and actively progress the Māori Freehold Land application process, with increased internal training and improved procedures.

Ongoing contributions to the Rating Relief Policy Review and participation in reviewing all existing ML2102 remission accounts ensures alignment with best practice and legislative frameworks.

- Increased participation in educational initiatives, including He Whakatupanga and Te Tiriti o Waitangi workshops, supports ongoing cultural competency and community alignment.
- Staff are being upskilled in processing non-rateable accounts and responding effectively to enquiries related to Māori Freehold Land.
- Rating Services has attended all marae-based Whenua Māori Roadshows to date, demonstrating strong commitment to community engagement and contributing to the Rating Relief Working Group.
- Increasing Education around Te Ture Whenua Māori Act – basic training was provided to the rates team in a training workshop, also attended by revenue recovery and several other staff from across Council.

Transactions Services

The team have:

- Issued final demand to the Mortgagee for 542 properties.
- Have manually reviewed 873 of the 2501 rateable Māori freehold land accounts.
- Continuing to work with planning support, building support, health licensing and building compliance to reduce debt levels.
- Offering alternative payment arrangements to ratepayers that have more flexibility in the amounts they pay without being penalised due to the increase of the cost of living.
- Recently received judgement for approximately $193,000 across multiple rate accounts.
- Working with external legal practitioners for the endorsed rating sale in Kaitaia.
- Taken on the full direct debit process from another team in Council.
- Stock take for publications has been completed successfully.
- Fleet and publications continue to monitor our Blackhawk reporting with manual checks to ensure data is correct before only using their system for future reporting to lessen misuse and increase fleet efficiency and accountability.
- Offering support to the Whenua Māori Rating relief working group.
- Ensuring career development for the team – i.e. Shadowing and secondment opportunities within other departments in Council.
- Checking Promapp processes are up to date and relevant.
- Continuing business as usual on all fronts.

Te Pae o Uta - To date there have been several team members who signed up for Te Pae o Waho and enrolled in Te Whakaputanga. Opening and closing karakia in all team meetings, encouraging participation and rotating responsibility. Meetings are scheduled based on the Maramataka. The team is actively engaged in policy reviews, collaborating with Te Hono on the Te Pae o Uta framework, and supporting the Whenua Māori Rating Relief working group. The team have agreed and set our 6 goals for Te Pae o Uta for the 2025/2026 year.

Digital Information Services

In addition to carrying out the Council's essential IT tasks, the DIS team is committed to ongoing development, which includes cybersecurity, and a continuous improvement approach.

The ICT Operations team are continuing to explore options and enhancements for improvement of services and savings where we can. We are continually focussed on providing value for money within our ICT budgets.

The AVD (remote desktop) environment is working well and now planning to decommission the old Citrix Servers, underway now.

The new Asset Management system project is now in full swing, with the Project Delivery Team, Asset specialists and the GIS working together with the vendor to get the data into the system.

We are developing our updated DIS Strategy to be completed in the new FY. The ERP (core system review) is on pause whilst we focussed on delivery of the TechOne Financial and HR migration.

Nothing but Net (NBN) is still delivering the public Wi-Fi & CCTV support for our communities, we continue to engage with communities and internally to support several work streams, including upgrading of the Water and Wastewater Treatment locations to a more robust and resilient network.

Te Pae o Uta -The DIS team has and continues to engage with Te Hono and work together on the Te Pae o Uta framework. We are enhancing our adoption of te ao Māori within our work programmes and ensuring we provide more opportunities that IT can deliver in a tangible way. We have agreed 6 Te Pae o Uta objectives, with meaningful outcomes and measurements. Several of the DIS team are enrolled and working through the Te Pae o Waho courses.

Digital Information

We are currently revising the Council's Information Management Strategy to ensure full compliance with Local Government legislative requirements.

To ensure that best practices in information management and security are implemented, the Digital Information Management Team is continuing to actively work with other departments within the organisation to support and concentrate on areas that need improvement.

We continue to assess and interact with the business to help with the information migration into Objective, our records management system, as part of the initiative to decommission the Shared Drives. Additionally, we are planning to migrate our Objective ECM to SharePoint to enhance our information management capabilities to enable staff to easily create, maintain and retrieve information.

We have introduced a new offboarding checklist process to help reduce the loss of council information from departing employees.

We have successfully recruited a replacement Digital Information Officer who will join the team in mid-July.

Due to limited resources the Historic Map Project and the Digitisation of Historic Cemeteries has been put on hold until we have the capacity to resume these projects.

Te Pae o Uta - The DIM team has and continues to engage with Te Hono and work together on the Te Pae o Uta framework and have increased to five goals which we continue to work on, enhancing our adoption of te ao Māori within our work programmes. Majority of the team have completed or are on the waitlist for the Te Pae o Waho course.

Digital Analytics

Over the past quarter, our team implemented a series of initiatives designed to strengthen data quality, enhance operational insights, and build organisational capability. We delivered GEMS financial reporting to ensure compliance with audit requirements and investigated BWOF data to improve its accuracy and reliability.

Enhancements to the PIMS system reporting features have enabled more timely decision-making, while comprehensive analyses of Building Consent fees by ward and cost of build have informed our financial strategy. Further, we examined Building Notice to Fix contraventions to clarify non-compliance trends, analysed animal impound data and developed a dashboard for more effective pound capacity planning, and reviewed the quality of the National Dog Database to drive improvements in data integrity.

Additionally, we monitored RFS data quality to increase visibility of response performance and designed a concept and template for the Organisational Dashboard to support clearer project communications.

We’ve successfully completed comprehensive training, set up the Snowflake environment, and configured Fivetran connections to both SQL Server and vital APIs. Our change control is now streamlined through GitHub, and our data engineering processes are robust and

running smoothly. With the configuration of Coalesce now complete and the main learning curve behind us, we have built a solid transformation layer for the Animal Management domain, which is now fully modelled and ready to enable powerful reporting and analytics.

With the new platform firmly in place, we are perfectly positioned to accelerate progress across other domains especially as we continue to focus our efforts and leverage our strengths for even greater impact.

The AMS Project is making steady progress. The team has now defined the schema, attribution, and domains for all Wastewater assets and some General asset types as well. A dynamic data validation model has been built in FME to automate the validation of asset data, flagging any data that does not match the schema rules, and another FME model has been created to automate the migration of data to the new AMS database. The project is currently in the final stages of correcting data errors before transferring the Wastewater data to the new database.

Far North Atlas / Kohinga Mahere is now available to the public as an interactive web mapping application. It includes a collection of themed maps that allow users to visualize spatial data, interact with various map layers, and use tools for navigation and analysis. Additionally, the Local Government Elections app has been launched to help users identify locations for submitting postal voting papers and display elected member allocation by ward, community board, and subdivision. The GIS team is automating FME workbenches to transfer Tech1 cloud data to a data warehouse using FME.

Te Pae o Uta - Four team members signed up for Te Pae o Waho classes and have confirmed our 6 goals for the new financial year

Risk & Assurance

During the last quarter of the Financial Year 24/25 efforts were primarily focused on strengthening risk controls. A series of control-focused workshops were conducted with staff throughout April and May. The development of a comprehensive controls library for the Council remains an ongoing and critical initiative, aimed at enhancing assurance for the organisation.

Progress has also been made in increasing risk awareness and fostering a stronger risk culture across the organisation.

The Council's top risks continue to be reported cyclically to the Te Miromiro – Audit, Risk and Finance Committee (TM-ARF). Additionally, the organisational risk register is scheduled for review and will be presented regularly to the Strategic Leadership Team for updates.

No new or emerging risks were identified during this quarter.

Te Pae o Uta - Risk and Assurance has completed the first level of Te Pae o Waho classes. A new set of goals has been introduced this quarter. Striving to achieve all goals in this area is progressing.

Legal

Te Pae o Uta - Legal Services has articulated 3 specific goals under the Te Pae O Uta framework. The record itself is showing that this work is 50% complete. Legal has completed all three goals, in that it has issued and completed advice against all three pieces of work. However, Legal agreed with Te Hono to keep them all in progress just in case there is further back and forth on the work.

Legal has also identified and recorded a further 3 goals with which it is currently contributing to the Te Pae O Uta strategy.

Business Compliance & Property Information

Business Compliance

Project Management System (CAMMS)

Work continues to onboard, train and support new project managers and management during the period.

Increased visibility of projects is starting to highlight areas for improvement, alongside opportunities for early interventions. Improvements will be bedded in as part of formal assurance activities, reviewing workflows for alignment to the operational tempo and changes to practices.

Support for project practitioners continues to be proactive with simple improvements highlighted as part of informal discussions and refreshers.

A project assurance framework is in early development with implementation during 2025-2026 financial year. Assurance ensures that all the management aspects of a project or programme are working appropriately to achieve the objective.

Early discussions are underway regarding pipeline planning for the next Long-Term Plan using the PPM system to capture business case justification and first pass internal prioritisation of proposed projects prior to workshops with the newly elected council as part of the LTP process.

Procurement

The Tender Panel is now fully operational and reporting quarterly to Te Miromiro Committee. It ensures procurement decisions provide value for money through comprehensive methodology, realistic pricing, delivery timelines, and broader outcome considerations.

Senior management now have greater oversight and due diligence on high-value or high-risk procurements, allowing for timely intervention when necessary.

There were 40 procurements registered during the reporting period with an estimated value of $46.5 million.

The team completed the draft Transport Procurement Strategy 2025-2027, in collaboration with the Transport Department, for endorsement by NZTA.

The Emergency Works and Slip Repairs Roading Construction Supplier Panel is operational with 20 work packages now allocated to suppliers (involving 28 Head / subcontractors).

The Procurement Specialist is facilitating the competitive tender for all Infrastructure Acceleration Fund (IAF) Kaikohe - Water and Wastewater Treatment Plants and reticulation contracts.

Contract Management

The Contract Management Specialist retired after 9 years in the role, with recruitment underway for a replacement.

There were 23 contracts awarded during the reporting period with a contract value of $6.4 million.

Collaboration continues with IT Delivery to identify a suitable Contract Management Lifecycle System to automate the end-to-end procurement and contract management functions (plan, source and manage).

Te Pae o Uta - Regular meetings are being held with Amotai, to discuss our forward works programme and explore their database of Māori businesses to support our focus on supplier diversity. The goal is to match these businesses with upcoming contract opportunities within the district (within the procurement process).

Additionally, the team is actively participating in the Working Group aimed at ensuring the Far North District's voice is prominent in shaping a Regional Procurement Framework. This framework is designed to support local and Māori businesses in future Regional Deals. This effort involves collaboration with MSD, Amotai, Northland Inc, and the four Northland Councils.

Furthermore, the team is working alongside the CAMMS vendor to enable the use of macrons in the CAMMS system, supporting the correct use of Te Reo Māori. This initiative aligns with our commitment to cultural responsiveness and accurate representation in all our communications and documentation.

Property Information

All LIM reports and Property file requests have continued to be processed and delivered within the statutory timeframes.

Regular meetings have been held with the NRC team and other Northland councils to ensure we are all aligned and ready for the LGOIMA amendments coming into force on 1 July 2025, introducing the requirement for LIMs to contain understandable information about natural hazards.

We are continuing with our monthly meetings with QV and additional engagement regarding the tri-annual revaluation. We had a joint meeting with our communications team and QV's PR team. Their PR team

shared leaflets and engagement ideas, allowing us to put together a comprehensive communications plan to share information with elected members, community boards, and the community.

Te Pae o Uta - The Property Information team has set new Te Pae o Uta goals: amending bookmarks in Property Files and other documents to ensure place names have the correct spelling and macrons. Additionally, revaluation notices from the council and QV will include Te Reo Māori headings, and revaluation communications will contain Whenua Māori specific information.

We continue to identify further opportunities, especially for communications directly with ratepayers and customers

Chief of Staff

Organisational Development

Organisational Strategy

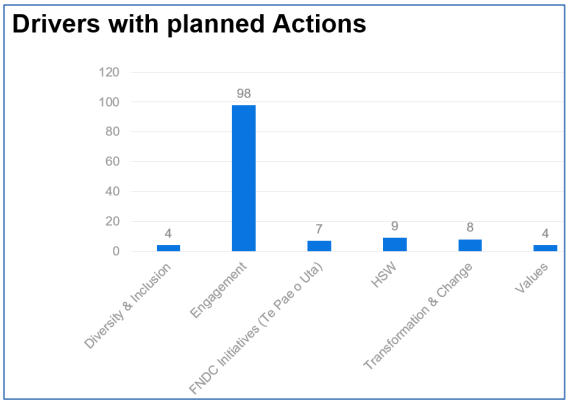
Key Success Factors (KSF) aligning to the six strategic priorities for 2025/26 (better informed decisions, value for money, health safety & wellbeing, people & culture, te ao Māori and service delivery), were finalised by the Steering Group and agreed. The KSFs were rolled out to the Organisation 1 July.

Leadership Framework

SMART measures for the Leadership KSF were finalised this quarter and were shared with leaders for the new FY. The theme for the People Leader offsite in June was Te Ao Māori and was held at Whitiora Marae. Sessions focused on linking Te Ao Māori to mahi across the organisation and community, and the setting of six Te Pae o Uta goals for 2025/26. People leaders also took part in a discussion and activity on what we want our Customer Experience at FNDC to be.

Staff Engagement Survey

For quarter three we reported a total of 38 actions planned and during quarter four we have seen this number increase to a high of 124 actions planned by People Leaders across the business. This positive uptake was due to a widely communicated focus and expectation to act on employee feedback with the aim to drive improvements in overall engagement. Monthly action plan reporting to SLT has also proven valuable, helping to keep employee engagement an ongoing focus of discussion. In addition to the number of actions planned, a total of 40 actions have been completed in the survey software at the time of reporting, telling us that teams are actively working to achieve improvement. The graph below shows the six main drivers measured in the survey software with the number of actions planned within each:



Succession Planning

During quarter four progress have been made on a new process for talent identification through succession planning at the Far North District Council. The pilot phase of the project ran for two months and concluded in June, where a number of People Leaders were invited to trial the functionality of CiAnywhere to create succession plans for their own positions and/or identified business-critical positions within their teams. The pilot closed successfully with a total of 16 succession plans in place, and although these plans were put in place with the objective to trial the software configuration and process flow, engagement from the pilot participants were positive and planning is underway to commence with organisational wide roll-out in the next quarter.

Diversity, Equity & Inclusion

This quarter we launched a voluntary Diversity Data Collection to better understand the unique backgrounds and experiences within our workforce. This will enable us to provide more support to our people by being more inclusive and driving increased engagement. A DEI (Diversity, Equity & Inclusion)

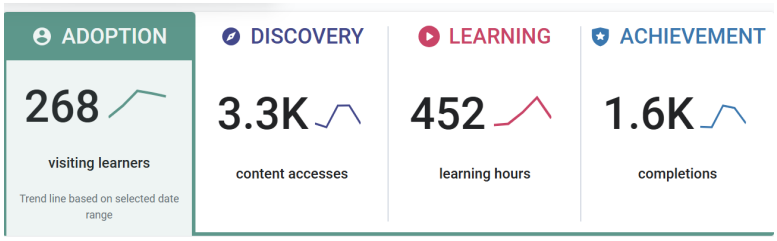
Oversight Committee has also been established this quarter with representation from across the organisation. SLT's nominated sponsor is Jacine Warmington. The purpose of the DEI Oversight Committee is to ensure the appropriate mechanisms are in place across the organisation to create a work environment where all employees feel valued, respected, and supported by addressing inequities and promoting diversity and inclusion. This is achieved through establishing clear, actionable, and measurable goals.

Learning and Development

During this quarter there were 606 kaimahi engaged in learning and development activities. Courses ranged from Civil Defence, Report Writing, Traffic Management and Change Management. This also included webinars by Taituāra including Water Services and Navigating the Future of local Government. In house workshops have also continued to help people to navigate Pathways to update and close RFS'. 23 kaimahi attended He Whakaputanga and Te Tiriti Workshop at the beginning of June. The ten-week Te Pae o Waho classes also commenced again in June to help people to learn and improve their Te Reo Māori skills and increase their understanding of Tikanga.

We are continuing to encourage all learning activities to be recorded in Ci Anywhere, so our staff have up-to-date learning and development records.

The analytics show that self-directed learning on Percipio, our learning management system, has increased this quarter. The Percipio competition in April drove higher activity and learning via Percipio will continue to be promoted at Council through TK3 posts recommending various online courses linked to our Learning Needs Analysis. Percipio courses promoting key leadership skills at FNDC is a focus.



People & Capability

Recruitment and Staffing

Recruitment has remained consistent, successfully filling key vacancies in Civic Engagement ahead of the upcoming elections, finance roles such as CFO and Management Accountant, as well as various officer and advisory positions across the organisation.

There are currently 18 open vacancies being recruited to – 5 being interviewed, 7 with offers made/references checked, 2 reviewing applications and the remaining 4 currently accepting applications.

checked, 2 reviewing applications and the remaining 4 currently accepting applications.

	# staff leaving	**Turnover rate**	**# of staff hired/position filled**	External Hires	Internal Movements
Quarter One	16	4.09%	27*	23	9
Quarter Two	18	4.88%	52	33	19
Quarter Three	24	5.87%	55	33	12
Quarter Four	29	6.18%	40	22	18

**Q1 includes 6 fixed term new starters on the Cadetship Programme*
Please note, information may be updated from previous quarters if other staff movements occur post publishing of the report.

As at the time of authoring the report, there is a total headcount of 431 (391 permanent staff, 27 fixed term and 13 casual). This is distinct from Full Time Equivalents (FTE) which is the number of full-time positions (for clarity 1 FTE may have a headcount of 2 part-time employees). Future reporting will include more FTE information, which is currently under development. Any additional FTE requires CE authorisation.

Quarterly Celebrations

The next Quarterly Celebrations will be recognising 3 kaimahi for long service over 20 years with 13 He Tohu Whakapau Kaha awards.

Cadetship Programme

After another successful round of cadets in the annual programme, concluding June 2025, we can confirm that all 5 cadets who completed the programme placement have secured ongoing employment within FNDC.

Mayors Taskforce for Jobs

In the last quarter, there was a strong emphasis on engaging with local businesses, forestry, and traffic management. Key initiatives included the Kaitaia College Roadshow and training for the MTFJ Coordinator with Mana Taiohi Wananga & the Code of Ethics for Youth Workers. Final statistics on sustainable placements are pending.

There has been significant effort in preparation of the new MTFJ contract (2025-2026), which has seen substantial changes. The focus moving forward is on strengthening relationships with local MSD work brokers. In the new contract, of the 27 required outcomes, 23 must be current MSD clients, while the remaining 4 (and any additional placements) can be traditional MTFJ preventative placements. Key training for all Programme Coordinators is scheduled for mid-July in Christchurch.

PSA and FNDC relationship

The remuneration increase for 1 July 2025 was agreed in principle and then ratified on 23 June 2025. The increment will be effective on the next payrun. The PSA and FNDC continue to hold 6 weekly touch-point meetings.

Executive Projects

Executive Projects has transitioned from a single advisor to a team of two from May 2025, acknowledging the extensive workload managed by the initial advisor since the role's inception in June 2024.

The programme for the team continues to be broad, consisting of a mixture of existing projects which require advancing, progressing opportunities, and business improvement actions. In addition to the below, the Executive Projects team also provides ad hoc advice and support across the organisation when requested. The projects which the team is involved in play a vital role in managing FNDC's balance sheet, and it is intended to provide a focal point for key, complex projects which sit across the organisation and create streamlined ways of delivering.

The team provide advisory functions and subject matter expertise and, when necessary, undertakes the project management and delivery of actions to ensure progress of projects.

Projects include:

- Housing for the Elderly.
- 11 Matthews Ave and its future use.
- Te Puāwaitanga including leading the cross-council team to deliver the opening of the sports hub in April 2025, along with ongoing support being provided to projects relating to the future of the site.
- Support has also been given to other projects such as IAF Kawakawa, IAF Kaikohe, Kaikohe Library & Civic Hub and infrastructure funding projects.
- Work on these projects has also identified business improvement actions and opportunities to improve processes, which work is ongoing.

Community & Engagement

Te Ahu Museum

The second quarter of 2025 showed a mixed performance for the museum across its key metrics.

Our inaugural ANZAC APRIL exhibition was a great success with over 2000 visitors during the month, a record number of book sales and 100% positive feedback about the exhibition as it evolved through the month. April also saw a return to online engagement with particular focus on the Kaitaia commemorative anniversary of the signing of Te Tiriti o Waitangi on 28th April receiving huge interest.

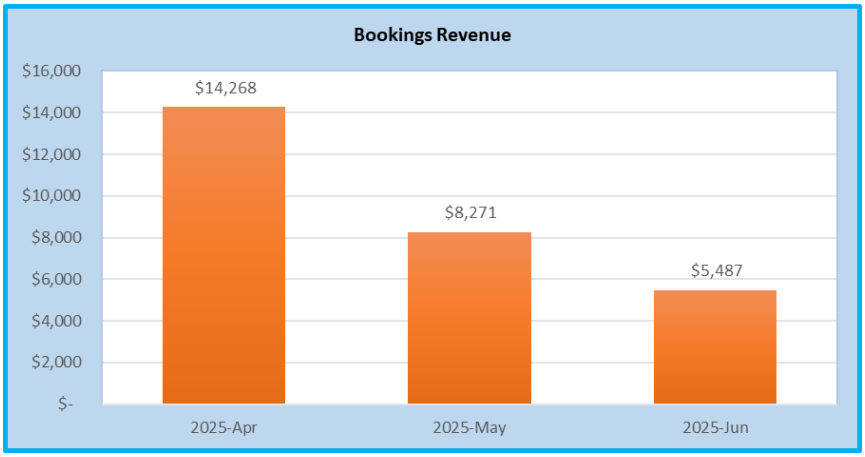
In our following innovative exhibit themed to align with the national celebrations of NZ Music Month's 25th Anniversary, musical items from within our collections were on display for Music May and we initiated a collaboration with Te Ahu cinema for a double pass giveaway to a NZ film documentary on musician Marlon Williams. Numbers of visitors saw a slight reduction to 1695 and in June visitors increased again to 1825, with our monthly themed exhibit focused on the celebration of Maramataka & Mātauranga Māori through the revitalisation of Matariki & Puanga.

Researcher bookings continue to remain low with double digits in only one month of the quarter when we saw nine researchers in April 10 in May and 5 in June. This highlights our need to promote the Archives with consistent marketing across multiple platforms over coming weeks and months for these numbers to grow.

There has been a slight increase of the Museum collection items which helps our ongoing discussions about upgrading storage in the offsite facilities. Discussions are progressing with Far North Regional Museum Trust board members, and a pathway forward has been agreed to. We are making progress on the significant backlog of accessioning with the completion of 2025 acquisitions.

Isite Visitor Information Centres

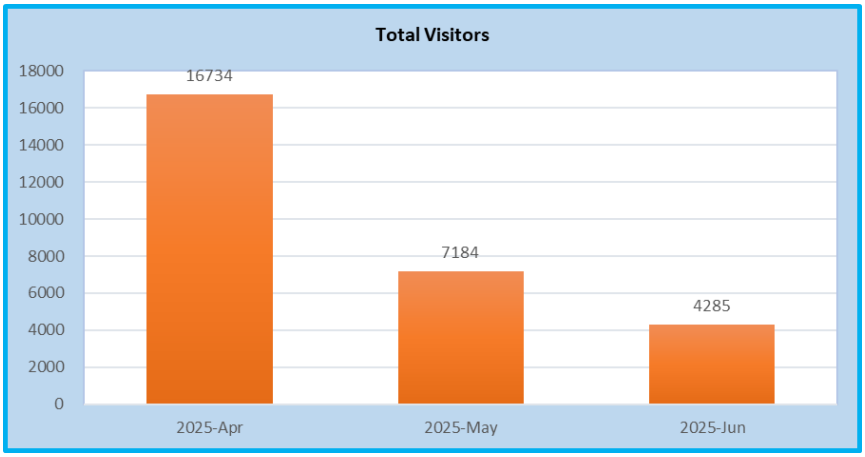
The performance analysis of the quarter April to June 2025 shows, for the three isite Information Centres in the Far North District, Paihia (Bay of Islands), Ōpononi (Hokianga) and Kaitāia, a total revenue of $28,026 compared with $121,602 in the first quarter as we move into the winter season. The second quarter's figure includes bookings for a range of services such as cruises, Russell ferry tickets, InterCity bus tickets, Country Rock weekend passes, and accommodation; FNDC related revenue, such as rates and water rates instalments and dog registrations, were not affected by the seasonal tourism slowdown during this quarter and is reflected in the total revenue generated.



The final chapter of the cruise ship season brought three vessels into the Bay of Islands, delivering approximately 5,600 passengers to our shores throughout the months of April and May. While there was potential for an additional 2,800 visitors, the arrival of Cyclone Tam led to the early cancellation of the final large ship of the season.

Cyclone Tam did have an impact on travel confidence, particularly over the school holidays and Easter weekend, with many visitors choosing to postpone or cancel plans due to poor weather conditions. Despite this disruption, the Bay continued to attract strong domestic visitation throughout April, May, and June, supported by key events including the school holidays, Easter weekend, ANZAC Day, the Country Rock Festival, Ngā Manu Kōrero and Matariki. These events collectively brought 28,203 visitors through the doors of the Bay of islands, Hokianga and Kaitaia isites.

The second quarter has seen visitor numbers and booking revenue decline as the peak summer season transitions to the “off-season” during winter. April led with 16,734 visitors, followed by 7,184 in May and 4,285 in June. The following graph visualizes this shift in total visitor foot traffic across the quarter:



Many tourism operators have concluded their summer schedules, with only a small number of operators continuing operations under their winter timetables. While this limits some flexibility for visitors, the region still offers a range of quality experiences. The ferry to Russell, half-day cruises, and visits to the Waitangi Treaty Grounds remain among the most popular and accessible attractions during this period. These experiences provide valuable insight into the Bay’s cultural and historical significance, with Waitangi continuing to serve as a meaningful destination as the birthplace of modern New Zealand.

Contact Centre

Contact Centre performance analysis for the April-June 2025 quarter has achieved good results with the changes that have been implemented.

The average wait time refers to the amount of time a customer has to wait to have their call answered by an operator from the phone queue. This is an important metric to monitor as this tracks how effectively the team are managing initial call handling and is measured in minutes and seconds.

The average wait time in May and June was 8 seconds, which is the lowest wait time during this reporting period. The average wait time in April was 9 seconds, meaning performance exceeded the baseline KPI for the entire quarter.

Average call handle time refers to the time it takes to fully complete a customer query and is measured in minutes and seconds. This demonstrates how effectively the team are managing call flows and the average amount of time a customer remains on the phone while their query is managed by an operator.

The average handle time in April was 4 minutes 2 seconds, which is the lowest handle time during this reporting period.

Percentage of calls abandoned has a target of 12% as an LTP success measure. Abandoned calls are those where customers have disconnected the call while waiting to speak with an operator. This metric is important to monitor because it demonstrates the percentage of attempted calls per month that are not taken. While it has been volatile throughout the 2024-25 year it is pleasing to see lower percentages of abandoned calls being consistently maintained across the last 3 months.

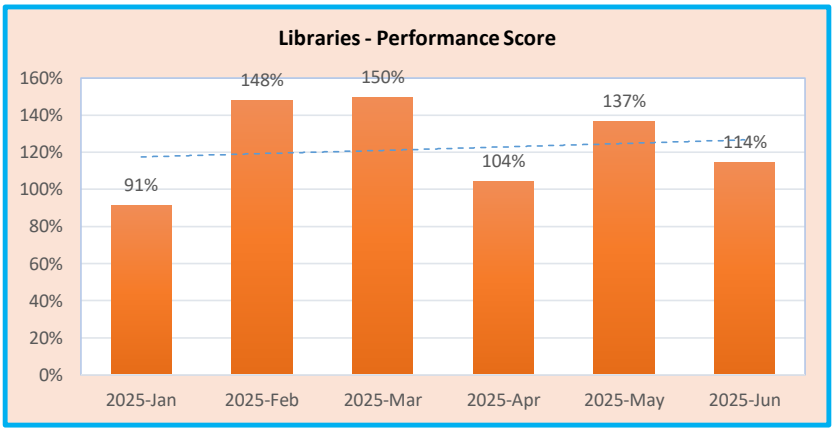
The abandoned rate for April, May and June was 2%.

Libraries

Libraries' weighted performance metrics measure actual delivery against set goals, collectively establishing the baseline for the team's total performance score.

Monthly goals are based on the previous year's 12-monthly average figure, plus a 1% increase. Each weighted metric for 2024-25:

- Total number of programmes offered (35% of total score) = 270
- Total programme attendee numbers (20% of total score) = 1,690
- Total online engagement (25% of total score) = 201,910
- Total mobile library interactions (20% of total score) = 360



The second quarter of 2025 saw consistently strong use of our libraries, demonstrating an excellent return on ratepayer investment. Despite a brief, anticipated dip in April, performance rebounded significantly in May and June, driven by increased in-person visits and the successful introduction of new programmes. Online engagement also continues its upward trend.

Overall use figures for the quarter reflect strong and growing community engagement. While performance in April was lower than average due to a higher number of public holidays and weather-related site closures, these figures were also impacted by Procter Library operating with reduced services during its renovation. This work included the successful relocation and integration of the Kerikeri Service Centre back to Procter Library. Following the completion of these works, May and June performance scores reflected a significant rebound in activity as in-person visits continued to increase steadily, affirming the community's demand for our physical library spaces and services.

Performance results exceeding 100% of our baseline metrics are a direct result of strategic programme and service improvements and we are now reviewing baselines. The introduction of new programmes across all sites has successfully increased both the number of events offered and total attendee numbers. A major contributor was our celebration of Puanga me Matariki; the workshop series, *"Whakanuia Puanga, Whakanuia Matariki, A Celestial Celebration,"* held across our four main libraries that significantly boosted attendance in June. In addition to in-person success our digital reach continues to grow, driven in large part by the high readership of our popular monthly library newsletter, which highlights the online resources Libraries provide.

Significant progress was made on key projects during this period. The Kaikohe Library and Civic Hub new build was advanced through the tender phase, and renovation works were completed at Procter Library. New borrowable items including technology, games, and creative resources were released into our Toibox collection, and the team successfully completed a combined mobile library and service centre trial with

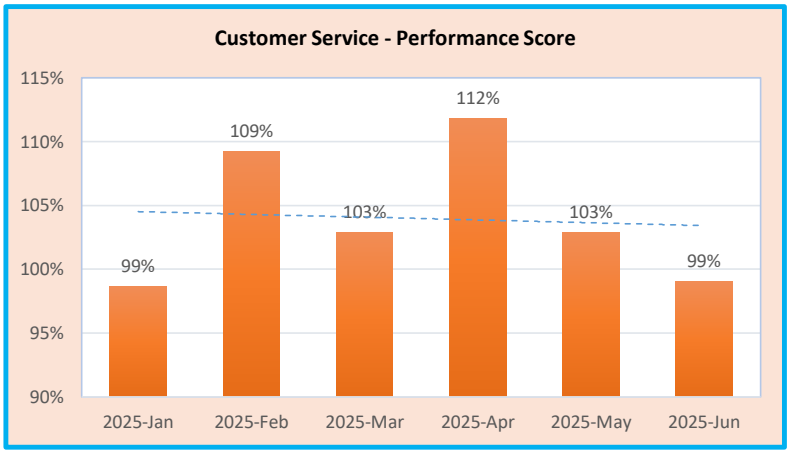
plans being worked through to extend the service permanently. Work also progressed on the upgrade of our public Computer, Wi-Fi, and Print solution, with the final installation scheduled for July 2025.

Customer Services

Customer Services weighted performance metrics measure actual delivery against set goals, collectively establishing the baseline for the team's total performance score.

Resolution at first point of contact has been reset at 80% based on the team consistently attaining this across multiple reporting periods. All other monthly goals are based on the previous year's 12-monthly average figure, plus a 1% improvement. Each weighted metric for 2024-25:

- Walk-ins resolved at first point of contact (45% of total score) = 80%
- RFS closure rate (30% of total score) = 80%
- Average handle time for email requests (25% of total score) = 10 minutes



Customer Services delivered a strong performance in the second quarter of the 2024-25 financial year (April - June), with the total performance score tracking consistently at or above 100%. This success was achieved against more challenging targets, which included raising the walk-in resolution goal to 80% and reducing the email handle time to 10 minutes. The team exceeded these goals, with walk-in resolution rates consistently scoring above the 80% target throughout the quarter. Furthermore, the email handle time target delivered above target every month, with May and June reporting an impressive average of just 7 minutes. These results, which drove the overall performance score above 100%, are particularly noteworthy given that walk-in numbers can fluctuate due to seasonal demands like water rates instalments and dog registrations.

A significant operational highlight for the quarter was also the successful relocation of our Kerikeri services into the Procter Library, creating a new, combined Library and Service Centre for the community.

Communications & Engagement

Between the beginning of April and the end of June, the Communications and Engagement Team published 84 news and video stories on the FNDC website. The team also ran numerous major public engagement campaigns in April. These included Local Water Done Well (closed 4 May), Kaikohe and Districts Sportsville ground lease (closed 2 May), Mahere ā-Tau - Annual Plan 2025/26, and Fees and Charges (both closed in April). All consultations were promoted online via news stories published on the FNDC website and social media channels, and each had a dedicated page on the 'Have your say' website page. Three pop-up events were held around the district for the Local Water Done Well consultation.

Weather was never far from council news as a very dry summer (Northland was officially classified as being in drought on 7 March) gave way to torrential rains and flooding in April. Most parts of the Far North received close to 100mm of rain over 24 hours early in April. That was followed by Ex-Tropical Cyclone Tam, which swept over Northland mid-May dumping over 150mm of rain in some parts of the district and

knocking power out across the district. The team provided morning, midday and evening website and social media updates on road closures and other damage on 16-17 April, and followed up with a post-storm video message from the mayor. This was the fourth most-viewed video on the FNDC Facebook page for April.

Another very successful video campaign was *Whakapapa o te wai*, a series of five short videos featuring a Far North kaumatua Rereata Makiha, which ran on council social media channels. Matua Makiha is recognised for his work in broadcasting, the environment, and for revitalising te reo Māori, as well as his knowledge and application of the Maramataka (Māori Lunar Calendar). He was named Kiwibank Senior New Zealander of the Year Te Mātāpuputu o te Tau in 2022. Each video shared a Māori perspective of water – where it comes from, how we should protect it, and ancient ideas about the importance of balancing freshwater and saltwater sources. The aim was to promote our annual summer water conservation message to a new audience. The first 8 April video attracted 86,567 views on Facebook, which was a 12-month record. The final video in the series was published 6 May and attracted 42,577 views on Facebook by the end of that month. Notable for this video series was that 70-80 per cent of viewers were not followers of the FNDC Facebook page, confirming we had tapped into an audience that was either completely new to our content or were irregular consumers.

May saw further major public engagement campaigns get underway. These included a survey eliciting views on alcohol free areas within the district and a possible Local Alcohol Policy. This engagement closed in early June. The team also concluded a major consultation project on a temporary traffic trial introduced to The Strand, the waterfront road in the town centre of Kororāreka-Russell. This project was launched in December 2024 with feedback closing 27 May.

All remaining summer water restrictions were lifted across the district early in May, ending a major workstream for the team. Large roadside ‘Tiaki ngā wai - Save water now’ signs were removed from affected towns and retail signs were also collected from stores in each town with a council water supply.

The team continued support of the 2025 local election campaign. This kicked off in April with an explainer story about the non-resident ratepayer roll. In May, we published a story explaining how electors can choose to enrol on the Māori roll or the general roll. Other events and stories during June included a candidates’ information evening, and the continued roll-out of election-related videos. During June, these encouraged residents to consider standing for election.

A key member of the news writing team has had leave to recover from surgery extended into June and then again into August. The end of June also saw another of our commJJunication advisors take parental leave for six months. The absence of both will impact the team’s capacity and ability to deliver key news-related tasks. Our cadet will step into Greer’s role. He has proved a quick study and is already familiar with most of our systems. We are happy to keep him on the team for another six months.

Customer Service Excellence Co-Ordinator: RFS

The RFS Project, led by the Customer Service Excellence Coordinator, has continued to make measurable progress in service delivery performance and backlog reduction across the Far North District Council. This quarter reflects enhanced collaboration, smarter triaging, and improvements in both efficiency and customer experience.

The total number of open Requests for Service (RFS) across all departments of the Far North District Council has shown a consistent downward trend over the past quarter, reflecting the ongoing success of operational improvements and customer service initiatives.

The reduction in open RFS volumes is a clear indication that efficiency initiatives are yielding results. The focus on empowering staff and customers, coupled with targeted training and clearer workflows, has significantly improved the quality-of-service delivery.

Continued emphasis on first-contact resolution and internal collaboration is expected to maintain or accelerate this positive trajectory in the next quarter.

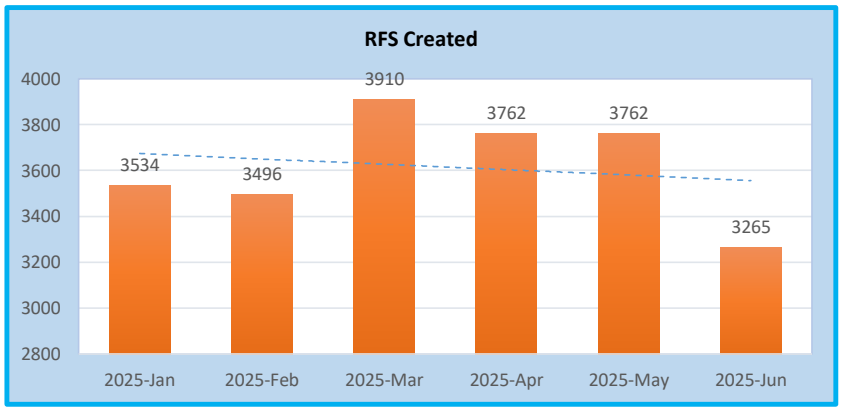
Key Highlights

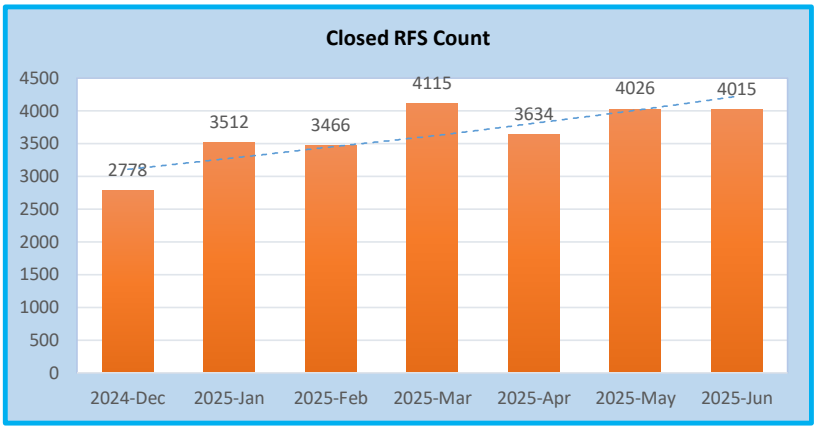
- **Reduced RFS Volume:**
  The number of Requests for Service (RFS) created remained high in April and May, with 3,762 created in May, before dropping to 3,265 in June — a 13% decrease. This decline may reflect improvements in first-contact resolution, customer guidance, and a reduction in duplicate or unnecessary requests.
- **Backlog Reduction Success:**
  Open RFS counts dropped from 1,296 in May to 1,195 in June, a 17.4% reduction. This indicates sustained momentum in addressing long-standing RFS and optimising workload distribution through better tools and processes.
- **High Closure Efficiency:**
  In **June**, the team achieved a 123.3% closure rate, closing 4,026 RFS against 3,265 created. This performance not only met current demand but also contributed to backlog reduction.
- **Stable Handling Time:**
  Average handling time increased slightly — from 13 hours 30 minutes in May to 13 hours 45 minutes in June. This remains in line with the overall target range, though it will continue to be monitored to maintain efficiency levels.
- **Improved Team Coordination:**
  Active engagement with key internal teams (Infrastructure, Waters, District Facilities) and partners (Ventia), alongside regular refresher training and strong internal communication, has helped ensure RFS are accurately routed and resolved faster.

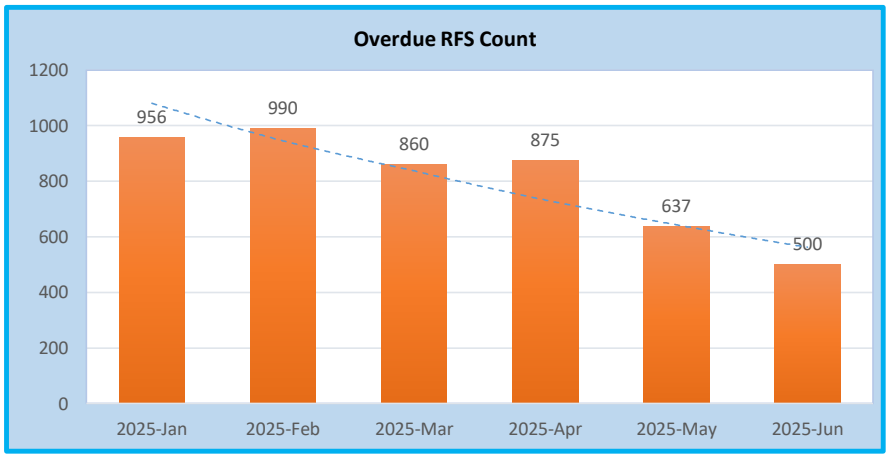
Conclusion:

The RFS Project continues to strengthen FNDC's ability to manage service requests effectively and responsively. The last quarter demonstrated consistent progress across all key performance indicators, with notable achievements in reducing request volumes, handling times, and historic backlogs — all while fostering a collaborative and informed service culture.

The following three graphs show the improvements. The graph I would like to focus on is the overdue RFS Count; (graph 3).







The number of overdue RFS requests has steadily declined by 43% over the quarter — from 875 in April to 500 in June.

The downward trendline on the graph highlights a sustained and positive reduction in overdue cases across all three months. Consistent backlog clearance is evident, with monthly overdue counts decreasing sharply.

The most significant drop occurred between April and May (a reduction of 238 cases), followed by further decreases in June.

This improvement aligns with gains shown in other metrics of higher RFS closure rates and fewer open cases.

The steady drop in overdue RFS counts in Q2 reflects strong performance in timeliness and accountability. This improvement suggests that FNDC's operational processes are not only addressing new RFS efficiently but also ensuring older or delayed requests are being resolved promptly — a key indicator of maturing service excellence.

8 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.2 - Public Excluded Committee Minutes July 2025	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.3 - Council Public Excluded Open Resolutions and Actions Update July 2025	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.4 - Kaikohe Library and Civic Hub - Approval of Construction and Civil Contract	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely	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

	unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	reason for withholding would exist under section 6 or section 7
8.5 - Rāwene Land Purchase	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

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE