



Far North District Council



Te Kaunihera o Te Hiku o te Ika

AGENDA


Te Pīpīwharauoa Committee for External Appointments Meeting

Tuesday, 14 April 2026

Time: 9:30 am
Location: Council
Memorial Avenue
Kaikohe

Membership:

Chairperson Chicky Rudkin
Kahika - Mayor Moko Tepania
Cr Felicity Foy
Cr Tāmāti Rākena
Cr John Vujcich
Cr Davina Smolders

 Te Kaunihera o Te Hiku o te Ika Far North District Council	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Pīpīwharauora Committee for External Appointments
	Terms of reference adopted on:	11 December 2025
	Responsible Officer	Chief of Staff

Kaupapa / Purpose

Te Pīpīwharauora Committee for External Appointments Oversight Committee (AOC) is established to provide governance oversight of all appointments of non-elected members to Council committees, in accordance with the Appointment of Non-Elected Members to Committees of Council Policy. The Committee ensures that appointments are made transparently, fairly, and in alignment with Council's strategic objectives and statutory obligations

Ngā Huānga / Membership

The Council will determine the membership of the Committee.

Te Pīpīwharauora Committee for External Appointments will comprise of at least six elected members (one of which will be the chairperson).

Membership is as follows:

Kohepu – Deputy Mayor Chicky Rudkin
Kahika – Mayor Moko Tepania (Deputy Chairperson)
Felicity Foy
Tāmati Rākena
John Vujcich
Davina Smolders

Kōrama / Quorum

The quorum at a meeting of the Committee is 4 members.

Ngā Hui / Frequency of Meetings

The Committee shall meet as required.

Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under clause 32(1), schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

Te Pīpīwharauora Committee for External Appointments may not delegate any of its responsibilities, duties or powers however it may establish working groups to consider issues within the committee's areas of responsibilities noting that working groups have no decision-making powers.

Ngā Herenga Paetae / Responsibilities

Give effect to Council policy – Appointment of Non-Elected Members (Appointed Members) to Committees of Council.

The Committee's responsibilities are described below:

- Identify criteria for non-elected members to be appointed to Council Committees
- Approve a shortlist of applicants for each external appointment to Council Committees
- Conduct interviews with applicants
- Make recommendations to Council on appointments

The Committee does NOT have the authority to:

- Make appointments of Directors to Council Organisations, those appointments and duties are performed by the Te Koekoeā CCO Committee.

Ngā Ture / Rules and Procedures

Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

Reporting and Review of Committee Terms of Reference

In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The terms of reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.

Far North District Council
Te Pīpīwharauora Committee for External Appointments Meeting
will be held in the Council, Memorial Avenue, Kaikohe on:
Tuesday 14 April 2026 at 10:00 am

Te Paeroa Mahi / Order of Business

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2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Declarations of Interest.....	5
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4	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	6
	4.1 Confirmation of Previous Minutes.....	6
5	Te Wāhanga Tūmataiti / Public Excluded.....	11
	5.1 Confirmation of Previous Minutes - Public Excluded.....	11

Public Excluded Late Report – distribute under separate cover

[5.2 Recommendation to Council for External Appointment for Te Koukou](#)

1 KARAKIA TĪMATANGA / OPENING PRAYER

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

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

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 NGĀ TONO KŌRERO / DEPUTATION

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

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5674154

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Pīpīwharauora Committee for External Appointments confirm the minutes of the meeting held 22 January 2026 are true and correct.

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.

ATTACHMENTS

1. Te Pīpīwharauora Committee for External Appointments Minutes - A5544549 [↓](#) 

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.	There are no implications for Māori in confirming minutes from a 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

Te Pīpīwharaura Committee for External Appointments Meeting Minutes

22 January 2026

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE PĪPĪWHARAUROA COMMITTEE FOR EXTERNAL APPOINTMENTS MEETING
HELD AT THE COUNCIL, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 22 JANUARY 2026 AT 10:00 AM**

PRESENT: Kohepu - Deputy Mayor Chicky Rudkin, Cr Tāmāti Rākena, Cr John Vujcich, Cr Davina Smolders

STAFF PRESENT: Emma Healy (Chief of Staff), Amber Wihongi-Alderton (Democracy Advisor), Aisha (Democracy Services Manager)

1 KARAKIA TIMATANGA – OPENING PRAYER

Kohepu - Deputy Mayor Chicky Rudkin commenced the meeting with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA

APOLOGY

RESOLUTION 2026/1

Moved: Kohepu - Deputy Mayor Chicky Rudkin
Seconded: Cr John Vujcich

That the apology received from Kahika – Mayor Moko Tepania and Cr Felicity Foy be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATATI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2026/2

Moved: Kohepu - Deputy Mayor Chicky Rudkin
Seconded: Cr Tāmāti 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
3.1 - External Appointments to Council Committees	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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UNCONFIRMED

CARRIED

Information and decisions contained in the part of the meeting held with public excluded will remain in public excluded.

4 TE KAPINGA HUI / MEETING CLOSE

Kohepu - Deputy Mayor Chicky Rudkin closed the meeting at 11:50 am with a karakia.

The minutes of this meeting were confirmed at the Te Pīpīwharaura Committee for External Appointments Meeting.

.....
CHAIRPERSON

5 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
5.1 - Confirmation of Previous Minutes - Public Excluded	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
5.2 Recommendation to Council for External Appointment for Te Koukou	<p>s7(2)(a) the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

6 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**7 TE KAPINGA HUI / MEETING CLOSE**