



## Te Kārearea Agenda

**Date:** Wednesday, 21 February, 2018  
**Time:** 9:00 am  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei  
**Attendees:** Her Worship the Mayor Sheryl Mai  
(Co-Chairperson)  
Jared Pitman (Co-Chairperson)  
Cr Crichton Christie  
Cr Vince Cocurullo  
Cr Tricia Cutforth  
Cr Sue Glen  
Cr Greg Innes  
Cr Sharon Morgan  
Cr Anna Murphy  
Allan Halliday  
Deborah Harding  
Merepeka Henley  
Violet Sade  
Taipari Munro  
Kaile Nahi-Taihia  
Takiri Puriri  
Delaraine Armstrong

For any queries regarding this meeting please contact  
the Whangarei District Council on (09) 430-4200.

<b>1. Open Meeting</b>	
<b>2. Karakia/Mihi</b>	
<b>3. Apologies</b>	
<b>4. Introductions (Whakawhanaungatanga)</b>	
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<b>8. Closure of Meeting - Karakia</b>	

# Te Kārearea



## Te Pae Tawhiti/Vision:

“He Whenua Rangatira”

“Whangārei, a district of prosperity, wellbeing and empowered communities”

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## Te Kaupapa/Mission:

“Ka tūtuki te Kāwanatanga ā-rohe, ka puāwai hoki te kotahitanga me ōna tini kaupapa”

“Local Government that works through effective partnership and provides practical solutions”

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## Ngā Tikanga/Principles:

- He kitenga mutunga kore, mahi tahi, mahi pono – Strategic partnership working collaboratively and in good faith
  - Kia Māia – Providing leadership through courage
  - Te Manawatōpu – Of one heart and mind. We are stronger working together
  - Anga mua – Progressive and proactive
  - Me kōrero tika, tau noa ngā take – Open and frank mutually agreed outcomes
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## Te Kārearea Meeting Minutes

**Date:** Wednesday, 15 November, 2017  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

### In Attendance

Her Worship the Mayor Sheryl Mai (Co-Chairperson)  
 Jared Pitman (Co-Chairperson)  
 Cr Crichton Christie  
 Cr Vince Cocurullo  
 Cr Tricia Cutforth  
 Cr Sue Glen  
 Cr Greg Innes  
 Cr Sharon Morgan  
 Cr Anna Murphy  
 Allan Halliday  
 Merepeka Henley  
 Violet Sade  
 Taipari Munro  
 Takiri Puriri

### Not in Attendance

Deborah Harding  
 Delaraine Armstrong  
 Kaile Nahi-Taihia

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Also in attendance: Janelle Beazley, Hona Edwards, Huhana Lyndon, Kristi Henare, Jill McPherson, Alan Adcock, Rob Forlong, Alicia Lawrie, Tony Horton, Debbie Taylor, Merryn Stratham, Jason Marris, Ann Midson, Alison Puchaux and Jennie Thomas.

### 1. Open Meeting

2. **Karakia/Mihi** - Takiri Puriri offered a Karakia and Taipari Munro acknowledged. Acknowledgement was made of the sad loss of two young people from our community.

Her Worship the Mayor also expressed her sadness for the loss and advised of the 24-Hour Helpline available by phoning 1737.

**3. Apologies** - Sharon Kaipo, Deborah Harding and Delaraine Armstrong

The apologies were accepted by consensus.

**4. Introductions (Whakawhanaungatanga)**

**5. Previous Minutes**

**Moved by** Taipari Munro

**Seconded by** Cr Morgan

That the minutes of the Te Karearea Strategic Partnership meeting held on 18 October 2017, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

**6. Reports:**

**6.1 Hapu Mandating Update November**

Updates will be provided as the meetings progress.

**6.2 Treaty of Waitangi Settlements November Progress from Hapu**

Andrew Little, Minister for Treaty of Waitangi Negotiations, has indicated he will attend at least two meetings before the end of the year with Ngapuhi rangatira, commencing with a hui on 18 November 2017.

Huhana Lyndon was asked to provide an update on the Waitangi Tribunal's urgency hearing on the recognition of the Ngatiwai mandate. A favourable inquiry report has been received and is being evaluated by legal counsel.

**6.3 Action Log November 2017**

Jill McPherson, General Manager Strategy and Democracy, provided a verbal update on various items from the Action Log.

Due to the Resource Legislation Amendments 2017, Māori participation under the RMA, WDC has formed a working group relating to Mana Whakahono a Rohe. The group includes Murray McDonald - Manager RMA Consents, Melissa McGrath - Manager District Plan, Jill McPherson - General Manager Strategy and Democracy and when available Jared Pitman. The working group will collaborate with the Northland Regional Council.

A workshop on Mana Whakahono a Rohe held jointly with Council's Legal adviser was suggested for the new year.

The MfE are facilitating workshops throughout NZ with Councils and Iwi. The FNDC are facilitating a workshop on the 5th December in Kaikohe. Council and hapu/iwi are welcome to attend.

The response regarding the registering of Waahi Tapu and other sites of significance to Māori was queried. The invoices detailed by the contractor for payment to some hapu groups were questioned. Te Kārearea Action log to be amended. There will be further investigation to examine the full details of what has happened.

Taipiri Munro provided an update on the Winstones Quarry Development. He advised that the Ruarangi trustees met with Winstone's managers to discuss a Tonkin and Taylor report. Cultural monitors observed rising water levels on one site and are still not satisfied the area is sturdy enough to take the overburden. The trustees have queried what other options Winstones have considered to dispose of the overburden.

Winstones have indicated the desire to rebuild the relationship with the Trust and local hapu. Progress is being made and the content of the relationship memorandum is still being considered.

There was a query in relation to the Raumanga Heights Block subdivision. Jill McPherson will enquire and confirm to the meeting whether the consent lapsed on 7 November 2017 due to a lack of survey plan being submitted to Council.

Kristi Henare addressed the meeting in relation to the safety at the Whangarei Falls. She advised of concerns in relationship to buses illegally parking at the Falls carpark and wandering dogs.

She also advised that she had contacted Council's contractors in relation to wandering dogs on numerous occasions and had not been satisfied with the response.

She expressed concerns over the rubbish bins not being emptied sufficiently. Other concerns she wished noted were around the safety of Reed Street, particularly in regards to children accessing sports facilities, and the safety of the Totara School pedestrian crossing for tamariki.

Hona Edwards advised that Andre Hemara had been able to confirm that there was a paper road which would allow access to the land on Rewarewa Road.

#### **6.4 Whangarei City Centre Plan**

Alicia Lawrie, Urban Designer took the meeting through the presentation on the Whangarei City Centre Plan and along with Tony Horton, Manager Strategy, asked for feedback on the proposed Whangarei City Centre Plan.

Alicia provided some background to the process undertaken so far. The development of the Whangarei City Centre plan has stemmed from the need to address the development plan that had lacked a collective vision for property owners and business in the city centre.

There has been a team effort from across Council including staff from Roading, Economic Development, Planning, Parks and the Commercial Property divisions. Workshops have been held and the team have been working with business and property owners of the CBD. A collective vision has been sought from owners, businesses, staff and Councillors. Other groups consulted include the Youth Advisory Group (YAG) and the Disability Advisory Group (DAG).

More detailed design work will be undertaken in the future. Some of the tools used will include tactical urbanism – quick, temporary and inexpensive projects will be trialled to bring fun and vibrancy to urban spaces.

There will be more in depth engagement later in the process. A design palette will be developed for signs, furniture etc. The theme will be developed with consultation.

The outcome that we are wanting to achieve is a city centre which promotes experience, connectivity, living, economic development and education, and good quality design.

From the feedback received the qualities in our City Centre included our shopping, green space and the waterfront – including the loop. Weaknesses emphasised were our commercial sprawl outside of our City centre, vacant spaces and the lack of inner city living. The lack of connectivity and walkability is seen as one of our greatest weaknesses.

The qualities and weaknesses were then used to develop our opportunities.

The following transformational moves highlight how we are going to get to where we want to be in 30 years:

- City core - develop and entertainment and hospitality focused, pedestrian friendly City Core.
- Movement corridors – Create movement corridors along Dent Street, Walton Street and Cameron Street to promote connectivity for pedestrians, cyclists, vehicles and buses. Okara is perceived as disconnected from the City Centre – establish a connection for pedestrians.
- Strategic sites – working with the private sector to identify strategic development.
- Inner city living – enable inner city living to create a vibrant, urban community. Seen as a key tool to bring people into the city.
- Quality design – ensuring quality design is delivered across public spaces and encouraging it in private development.
- Waterfront – maximising this key asset continuing the building on the success of the Hatea loop.
- Entranceways – establishing attractive entranceways at key locations.

There are several short, medium and long term plans relating to each transformational move.

The draft Whangarei City Centre Plan has been completed and a final document will be presented to Councillors in December.

Opinions and queries regarding the City Centre plan from the meeting included:

- Discussion on adapting Cameron Street to allow for better pedestrian access to Okara park.
- Improving the inner-city parking.
- There was a query on the feedback received from Have Your Say hui regarding empty shops in the CBD. Have Your Say feedback has been captured and recorded. Some of the feedback will be incorporated in the draft LTP consultation documents. Part of the intent of the plan is to encourage a vibrant city centre which will influence businesses in the CBD.
- There are a lot of issues with connectivity around the city. The plan will contribute to creating a balanced movement network for pedestrians, cyclists and vehicles along Walton, Dent and Cameron Street. One of the key drivers is about making it easier for people to move around the city by foot, cycle and car.
- The difficulties of pedestrians crossing Dent Street and the divide this creates between the Town Basin and the City Centre.
- Global warming has been considered in relation to the City Centre Plan regarding possible rising sea levels and storm events. This has also been considered in the Blue Green strategy in regards to improving water ways and flood mitigation.
- It was noted that the plan needs to consider the less able bodied. Some parking at present is isolated and toilets need to be accessible for all.
- More engagement will be undertaken regarding design etc.

The meeting adjourned at 10.38am for a break and reconvened at 10.55am.

### **Presentation on the 2018 Ngapuhi Festival**

Anaru Kaipo project manager and Tio Taiaki from the Ngapuhi Festival committee gave a presentation to inform the meeting on the Ngapuhi Festival to be held 25-28 January 2018 at Toll Stadium.

A brief history of the Ngaphui Festival was given. This year the 10<sup>th</sup> Ngapuhi Festival will be held in Whangarei for the first time. The Festival and arts exhibition will be held at Toll Stadium.

The theme of the Festival is “Kō au te wai, kō te wai kō au” – “I am the water and the water is me.”

The theme is significant to us all and to our future generations. The theme has been articulated in a number of ways.

There will be water activities for children and water safety educational stalls. The exhibiting artists were asked to create art that symbolises what water means for them. There is a waka ama challenge and digital virtual experiences of marine

biology. Educational support has been provided from NorthTec. There will emphasis on fun and enjoyment but also education on preserving our water ways.

There will be a youth focus at the Festival and there will be both local and international acts performing. There will be over 100 craft and information stalls. The arts exhibition showcasing 70 Māori artists will be held on the second floor of the Toll stadium.

Toll Stadium provides a purpose built controlled safe venue. The festival will be smoke, drug, alcohol and fizzy free – water will be provided. Mobility, kaumatua and huia parking in front of Toll Stadium has been organised. A traffic management plan has been put in place with the road closed between the roundabouts.

There were expressions of pride that Whangarei has in hosting this festival. There was sympathy expressed for Kaikohe but understanding around the logistical reasons for it not being held there this year.

Acknowledgement was made of all the support that has been provided with the organisation of the event.

Taipari Munro advised Anaru and Tio that the Whangarei Elders are eagerly awaiting the organising committee to come and speak to them regarding the festival. The Whangarei venue will be beneficial economically but also as an event to bring the communities together. Whangarei has a melding of tribes. He advised that consideration must be given to the timing of the pōwhiri.

An invitation will be provided, including to the official opening.

## **6.5 Engagement on Long -Term Plan 2018-2028**

Merryn Stratham, Council's Consultation Adviser, spoke to the meeting on engagement for the 2018-2028 Long Term Plan (LTP). Merryn provided a brief summation of the early engagement process undertaken so far using Māori networks and attending various events. She thanked the members for the input provided.

Planning for formal engagement on the 2018-28 LTP is now underway and Council is seeking input on ways to promote awareness of this engagement specifically with members in the community.

The formal engagement phase is tentatively set for 7 March - 6 April 2017. A Council meeting is set in February specifically for the adoption of the consultation and supporting documents. To meet audit requirements there are constraints on time frames.

There was discussion on the quick time frame proposed for consultation and the importance of the kaupapa and engaging with the communities.

The pre-audited draft document will be available in December. It won't at that point have formal status but the essence of the document will be correct. It was suggested that a hard copy of the document could be provided for the 7 December Te Huinga meeting. It was made clear that this is not the final document and there could be minor amendments to the document before its adoption and audit.

It was suggested that a link to the electronic documents be sent to Te Huinga secretariat.

The meeting was reminded of the length of the early engagement phase of the consultation. Council has undergone a long process, including 19 public briefings to date.

Audit New Zealand will be here for a week in January and three weeks in February. The audit report becomes part of final document.

There was a request for staff to attend a community meeting at the Pakotai hall in the month of formal engagement. It is also hoped, if resources allow, for quick presentations to be provided to businesses with large number of employees.

The general feedback reflected from the meeting was to use a similar approach as was used in the early engagement phase.

## **6.6 Rates Review**

Alison Puchaux, Revenue Manager, led the presentation on the Rates Review and assisted by Alan Adcock, General Manager Finance and Corporate answered queries and noted feedback from the meeting.

The purpose of the briefing was to discuss Schedule 11 of the Local Government Act 2002 (LGA) and to consider if WDC's policies meet it. It was also to provide an overview of rating for Māori freehold land, Council policy and arrears.

The objectives of Schedule 11 are:

- Supporting the use of the land by the owners for traditional purposes.
- Recognising and supporting the relationship of Māori and their culture and traditions with their ancestral lands.
- Avoiding further alienation of Māori freehold land.
- Facilitating any wish of the owners to develop the land for economic use.
- Recognising and taking account of the presence of waahi tapu that may affect the use of the land for other purposes.
- Recognising and taking account of the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing.

- Recognising and taking account of the importance of the land for community goals relating to –
  - i. the preservation of the natural character of the coastal environment
  - ii. the protection of outstanding natural features
  - iii. The protection of significant indigenous vegetation and significant habitats of indigenous fauna
- Recognising the level of community services provided to the land and its occupiers.
- Recognising matters related to the physical accessibility of the land.

### **Current Policy Rates Remission on Unoccupied Māori Freehold Land:**

#### **Objectives:**

- To recognise situations where there is no occupier or no economic or financial benefit is derived from the land.
- Where only part of a block is occupied, to grant remission for the portion of land not occupied.
- To encourage owners or trustees to use or develop the land.
- Where the owners cannot be found, take into account the statutory limitation of time for the recovery of unpaid rates.

#### **Criteria:**

- Multiple ownership
- Land not used (or portion)

Both criteria need to be met and remissions need to be applied for.

### **Current Policy Rates Postponement on Māori Freehold Land**

#### **Objective:**

- To encourage the development and use of Māori i freehold land where Council considers the full payment of the rate arrears would be a disincentive following the transfer of ownership or occupation.

#### **Criteria:**

- New owners or occupiers must agree to meet all future rates.

If landowners cannot be located Council applies on their behalf. There is a statutory limitation of time of six years for the recovery of unpaid rates.

Other Northland Councils have different remission policies at present. We are working with other councils to try and align policies on remissions.

There was discussion on working with other councils to meet with communities to discuss further. It was suggested that staff from both WDC and FNDC could come to community meetings to further explain their policies around remission and postponement of rates.

There was a request from Te Huinga members for this kaupapa to be presented to their forum - next available date 7 December 2017.

## **7. General Business**

- Merepeka Henley requested that a summary of Te Karearea meetings be revived as it has been helpful in the past to inform their respective hapu clusters and communities of matters that are being discussed at Te Karearea.
- Allan Halliday provided an update on the Russell State Forest Initiative. There are nine hapu represented in this forum. The forum is planning an 18-20 year health plan for Russell State Forest. There was mention of a controversial 1080 poison drop undertaken some time back.
- Allan also raised a concerning issue of fly-tipping and queried who would be best to approach in Council. Please phone Council (09) 430 4200 regarding any incidences of fly-tipping.

## **8. Closure of Meeting – Karakia**

The meeting concluded at 1.35pm with a Karakia.



## 6.1 Volunteering Northland

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jill McPherson (General Manager Strategy & Democracy)

### 1 Purpose

For Volunteer Northland to seek guidance from the Te Kārearea Strategic Partnership on engaging more with Marae and Maori lead/focussed organisations.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum notes the presentation from Bart van der Meer Manager of Volunteering Northland.

### 3 Background

A request from Volunteering Northland was made to the Whangarei District Council on how they can better engage with Marae and Maori lead/focussed organisations. It was suggested that a discussion with the Te Kārearea Strategic Partnership Forum would be an appropriate avenue.

Bart van der Meer – Manager of Volunteering Northland will speak at the February 2018 Te Kārearea Strategic Partnership Forum meeting.

### 4 Attachment

Letter from Volunteering Northland





**Municipal Building, Suite 11  
71 Bank Street, Whangarei, 0110  
09-945 4984  
mgr@volunteeringnorthland.nz**

Whangarei 15 January 2018

Whangarei District Council  
Attn. Cr Cherry Hermon  
Private Bag 9023  
Whangarei 0148

Dear Councillor Hermon,

At our December board meeting there was a discussion about where we are at in regards to including, involving and engaging "all" in volunteering. We are seeking advice from stakeholders to fill some of the gaps we identified. This is why we are asking WDC for input.

We have been growing (again) in the past year; Volunteer registrations, affiliated non-profit organisations, media exposure, business engagements and referrals. We note that:

- About volunteers; Percentage wise newcomers to the region (including migrants) and young people (under thirty) stand out positively while the number of males and retirees could be higher.
- About referrals; Many potential volunteers are looking for flexible arrangements, instead of the traditional long-term option.
- About organisations; Number of registrations still growing, lots of appreciation for the subsidised Professional Development we organise, some organisations still mainly looking for volunteers within their own circle.

We know how to improve some of the items above (more males, more one-off opportunities, ...), one that seems tough is how to "open-up" organisation that mainly look within their own circle.

A good example is that we currently only work with a few Marae's and Maori lead/focussed organisations. We do suspect there would be a lot more engagement when more Marae's would provide opportunities for volunteers.

Since WDC is engaging with Maori "all the time" and has valuable contacts we would appreciate some direction/advice.

Do not hesitate to contact us in case you need more information/clarification.

Kind regards,

Bart van der Meer, Manager (021-2390101)



## 6.2 Hapū Mandating Update

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jill McPherson (General Manager Strategy and Democracy)

### 1 Purpose

A verbal update will be provided by hapū representatives to the Te Kārearea Strategic Partnership Forum.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum note the verbal update of hapū representatives on the Mandate progress.



## 6.3 Treaty of Waitangi Settlements – Progress from Hapū

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jill McPherson General Manager Strategy and Democracy

### 1 Purpose

A verbal update on Treaty of Waitangi Settlements will be provided by Hapū representatives to the Te Kārearea Strategic Partnership Forum.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum note the verbal update of the Treaty of Waitangi Settlement progress from Hapū representatives.



## 6.4 Te Kārearea Marae Bookings for 2018

**Meeting:** Te Kārearea Strategic Partnership Forum

**Date of meeting:** 21 February 2018

**Reporting officer:** Andre Hemara

### 1 Purpose

To inform Te Kārearea Strategic Partnership Forum of the marae bookings for 2018

### 2 Recommendation

That Te Kārearea Strategic Partnership Forum notes the Marae bookings for 2018 report.

### 3 Discussion

At the recent Te Huinga meeting held 1 February 2018, it was resolved that Tau Henare marae in Pīpīwai will host the first marae hui on Wednesday 21 March 2018 commencing with a 9am powhiri. In addition, Tau Henare marae will also host Te Kārearea hui on Wednesday 18 July 2018.

Tau Henare marae has also offered to tentatively book the marae for the remainder of the year 16 May, 19 September, 21 November 2018 in case tangihanga or events at other marae inhibit with hosting Te Kārearea hui.

#### MEETING CALENDAR 2018 - TE KAREAREA HUI AT MARAE

<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>
21 Council	21 Marae	18 Council	16 Marae	20 Council	18 Marae	15 Council	19 Marae	17 Council	21 Marae
	<i>Tau Henare</i>		<i>TBC</i>		<i>Tau Henare</i>		<i>TBC</i>		<i>TBC</i>



## 6.5 Action Log

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jill McPherson General Manager Strategy and Democracy

### 1 Purpose

To brief the Te Kārearea Strategic Partnership Forum on the actions undertaken by Council for queries brought up at previous meetings as outlined in the attached Action Log.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum note the attached Action Log.

### 3 Background

Queries from previous Te Karearea Strategic Partnership Forum meetings are added to the Action Log with Council updating actions

### 4 Attachment

Action Log



# ACTION LOG

PRIORITIES	MEETING DATE	PROGRESS	STATUS
Issues of pedestrian safety in Tikipunga	November 2017	Pedestrian safety at the new subdivision Falls Rd and Totara School. Questions were raised about the safety of new subdivision roading designs.	Pending
	Response:	This matter is still being investigated by the Transport Department.	
Whangarei Waterfall issues	November 2017	A number of issues in regard to the Falls reserve were stated: <ul style="list-style-type: none"> <li>- The water smells when it is low</li> <li>- The rubbish bins need to be cleared more often</li> <li>- Buses and cars make it unsafe for pedestrians</li> <li>- There are dogs wandering in the area.</li> </ul>	Pending
	Response:	This is being followed up by the Parks Department.	
Registering Waahi Tapu (and other sites of significance to Maori)	20 September 2017	There was general concern expressed regarding Sites of Significance register including: <ul style="list-style-type: none"> <li>- Is there funding for Hapu?</li> <li>- The funding that was provided to Ngati Hau – how was it spent?</li> <li>- What protection does recording a site give?</li> </ul>	Pending
	Response November 2017	<p>Information that has been received has been reviewed. it is now considered that 75% is collected. This is no longer an active plan change while awaiting further information.</p> <p>There is no additional Council funding for this at this time. Council initially funded this through Repo Consultancy. This funding was to cover costs to the Hapu and the consultant. It has all been spent without the full information being passed to Council from Hapu. The planned Sites of Significance Plan Change is reliant on this information so a new solution will be required.</p> <ul style="list-style-type: none"> <li>● The total amount paid to the contractor was \$172,250 +GST. The contractor has detailed within invoices to Council payments to hapu including Te Parawhau. Council has no evidence of what happened to the 'hapu' payments.</li> <li>● Mapping information has been received from Ngati Kahu, Ngati Hau, Te Waiariki, Patuharakeke, half information from Ngati Wai and Ngati Hine and no data from Te Parawhau.</li> </ul>	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
		<ul style="list-style-type: none"> <li>The contract required the consultant to obtain data from all of the above hapu plus Ngati Korora and Ngati Taka Pari.</li> </ul> <p>Information is held by Council in three ways:</p> <ul style="list-style-type: none"> <li>Confidentially ("black" sites restricted to two staff with authority)</li> <li>Open</li> <li>Council-only.</li> </ul> <p>When an application is received for a consent that has a site on the land involved, the applicant is required to discuss the development with the relevant Hapu.</p>	
	<b>Update:</b>	Two reports are included on this agenda. One chronicles the history of the project, and the second recommends a way forward.	
<b>Blue Goose Entranceway</b>	20 September 2017	Future developments for the Blue Goose entranceway, potentially could host a cultural precinct which may include a marae for Otaika.	<b>Pending</b>
	<b>Response November 2017 (no change)</b>	The treatment of this entranceway is being considered as a new item for the Long Term Plan 2018.	
<b>Sealing Rural Roads</b>	19 July 2017	<p><b>Requests to seal rural roads:</b></p> <p>All of Wrights Road (partial seal is a project for 17/18 year).</p> <p>Forestry routes.</p> <p>Dust/mud on roads that are school bus routes.</p> <p>Henare Road – access to urupa and marae. This road is unsafe after big rains.</p> <p>A prioritised list of roads to be sealed and dedicated annual budget for LTP was requested.</p>	<b>Pending</b>
	20 September 2017	Request to seal Ngunguru Ford Rd was made.	
	<b>Response:</b>	Council is intending to repair 3 short sections of Kokopu Rd as the pavement in these locations has failed. These will be completed in the next few weeks. These are ongoing maintenance work required	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
	<b>November 2017 (no change)</b>	<p>for all roads to keep the travelling public safe. These works do not include the sections of road with the various tight corners which are before the first section of the proposed works, as the pavement through these sections are ok.</p> <p>The logging companies previously investigated the potential use of Kokopu Rd for returning empty logging trucks because the narrow windy nature of this made this route unsafe as the trucks couldn't traverse the corners without crossing the centreline.</p> <p>Council has allocated \$1.3M to the sealing of an additional 2.5km of Wright and McCardle Rds this summer and tenders for the work close in early November. Therefore, we assume works will commence on the road later in November.</p> <p>Funding for the maintenance of Kokopu Rd and the funding for the seal extension works on Wright Rd come from different funding sources within NZTA and their funding rules do not allow the two activities to be mixed.</p> <p>Council is about to commence the agreed dust suppression programme of works on the District's unsealed logging routes in November.</p> <p>Further seal extensions and how they are prioritised will be considered as part of the Long Term Plan 2018</p>	
<b>Maori Participation in elections</b>	4 August 2017	Desire expressed to encourage more Maori Candidates and more Maori voting.	<b>Pending</b>
	<b>Response November 2017 (no change)</b>	This is a matter for the next local government elections to be held in 2019.	
<b>Hihiaua Cultural Centre</b>	19 April 2017	Support was expressed for the Cultural centre and support for Council to contribute to it financially.	<b>Pending</b>
	<b>Response November 2017 (no change)</b>	Council has committed \$500,000 to the Hihiaua Cultural Centre. It will be available to them when certain milestones are achieved. Fundraising has started and a \$675,000 grant has been secured for Stage 1 to proceed in the near future.	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
<b>Focus on Youth (Joint initiative)</b>	19 April 2017	Clarification has been requested on what this action means.	<b>Pending</b>
	20 September 2017	Hapu have requested that Council develop some ideas for this initiative.	
	Response November 2017 (no change)	Council will do so and report back to Te Karearea.	
	<b>Response: February 2018</b>	This arose from a joint Council/Te Huinga workshop soon after the elections. No action to date. Ideas also required from Te Huinga.	
<b>Rates Structure Review</b>	19 April 2017	In April 2017 Council provided Te Karearea with an overview of the Rating Structure review and agreed to discuss the rating of Maori land as a separate process from the wider engagement process. It was also agreed that Schedule 11 of the Rating Act would be a specific focus of that discussion. A suitable forum for this will be arranged in the near future.	<b>Pending</b>
	Several	Interest in a workshop on schedule 11 was repeated.	
	20 September	Te Huinga invited staff to attend a Te Huinga meeting to have a workshop on the Rating Policy. Also a report to Te Karearea was requested.	
	<b>Response: February 2018</b>	The preferred rating policy will be included in the Consultation Document for the Long Term 2018-28 that will be provided to the members at this meeting.	
<b>Rates arrears</b>	24 May 2017	Treatment for Maori land will form part of broader Council rating review.	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
Winstones Quarry	May - August 2017	<p><b>Winstone Quarry Development – there is concern about placing the overburden onto the Pegram land.</b></p> <p>GBC Winstones resource consent application for overburden (LU1700100) has been received. The application includes an assessment of effects on the limestone outcrop (Tonkin &amp; Taylor, Preliminary Overburden Disposal Area). There is only a small area of this on the site with the vast majority located to the north-west of the disposal area.</p> <p>The report concludes that there is a low to negligible risk of void collapse due to limited area underlain by limestone and the expected limited thickness of limestone in the area.</p> <p>The Hapu disagree, and have continued to express their concern at each meeting.</p>	On Hold
	<p><b>Response November 2017 (no update available)</b></p>	<p>Update:</p> <p>Winstones have requested that the application be put on hold (suspended).</p> <p>Previous meetings:</p> <p>At the request of the CE, Murray McDonald asked CBC Winstones if they would specifically consult with Taipari Munro. They responded as follows:</p> <p><i>As described in our resource consent application, we have an on-going, working relationship with the Ruarangi Trustees, of which Marina Fletcher is our primary point of contact.</i></p> <p><i>Marina is in the final stages of preparing a Cultural Impact Assessment, which addresses the Pegram block proposal, among other matters. It is the preference of both parties to continue working together as we have done so, to date.</i></p> <p>The application was publicly notified on 12 July 2017 so parties were able to make submissions on the proposal. An independent commissioner with Tikanga Maori has been appointed to the Panel to hear submissions.</p>	
	19 July 2017	<p>Hapu expressed ongoing concern about input into RMA matters. They agreed Maori Planning Commissioners could address some of these concerns.</p>	Pending

PRIORITIES	MEETING DATE	PROGRESS	STATUS
Having a voice in RMA matters amendment to Act	Response November 2017	WDC has asked for nominations from Te Huinga for possible Independent Planning Commissioners. Two names have been received. Council is also considering a request for a Mana Whakahono a Rohe from Patuharakeke.	
	Response February 2018	Council has received nominations for Commissioner training from Te Huinga. These people will be registered for the training during 2018.	
CLOSED			
Temperature of Pool at Aquatics Centre	20 September 2017	It was noted that the temperature of the large swimming pool is too cold for comfortable swimming.	Closed
	Response	CLM (pool operators) have reported that they had a problem with two of the four boilers. This resulted in lower temperature in the pools for a period. They have now been repaired.	
Youth Advisory Council	20 September 2017	Is there cultural supports for Maori youth on the advisory group? The young Maori advocates are strong leaders and thrive in their Maori upbringing and would like to feel safe to express their values in this forum.	Closed
	Response	The Maori Relationships Officer is available to the Forum, and attends as required, and if known to the members. He will ensure Maori members are safe to express their culture.	
Porowini Terenga Paraoa Marae – Traffic Impact Report	May-August 2017	<p><b>Three lanes on Tarewa Road cause an issue for the entrance. What can be improved in future?</b></p> <p>It was noted that the three lanes on Tarewa Road have caused an issue for the entranceway. Request was that the committee would like to see the Traffic Impact Report for this and what can be improved in the future.</p> <p>The Marae has a vehicle crossing on Tarewa Rd. There are 3 traffic lanes northbound in this location directly outside the vehicle crossing. Historically, there has been 2 lanes northbound in this location.</p>	Closed

PRIORITIES	MEETING DATE	PROGRESS	STATUS
		In 2012 the right turn bay was added by taking land and widening the road on the opposite side of the road. Apart from this widening, all other works were undertaken within the road reserve. No resource consent was required and therefore no Traffic Impact Report was completed and was not a requirement.	
		Porowini Terenga Paraoa Marae entrance – a marked “KEEP CLEAR” on Tarewa Road was discussed as an option to provide safer entrance to the Marae. Traffic engineers declined this request. It was asked that WDC re-consider this.	
	<b>Response</b>	WDC Traffic Engineers have stated again that a “KEEP CLEAR” area will not be possible. This is because of the nearness of the vehicle entrance to the traffic lights and that it is double-laned.	
<b>Opening hours of toilets at The Hub</b>	20 September 2017	Can these toilets be open to coincide with the Inter-city Bus timetable?	<b>Closed</b>
	<b>Response</b>	The toilets are only open when the i-Site is open – 9am-5pm seven days a week. There is a sign on the door directing people to other public toilets with clear directions on how to get to them for times when the i-Site is closed.	
<b>Entrance to Otangarei via Puna Rere</b>	May 2017	<b>Entrance to Te Hononga Street off Puna Rere Drive needs better signage and lighting – easy to miss.</b> It was noted that the intersection is not clearly marked and has poor lighting. Request was to check for signage and lighting.	<b>Closed</b>
	4 July	There is a request for higher than standard signage and lighting. Options for the entrance to Te Hononga Street, Otangarei to be investigated and brought back to a future meeting.	
	16 August	Signage has also been requested to mark the entrance to the Otangarei Walkway.	
	<b>Response</b>	There is planned signage for the walkway.  Investigations show that Puna Rere Dr has a Street Light at the intersection with Te Hononga St, and the intersection is clearly marked according to the roading standards.  Otangarei Neighbourhood Safety Panel in principle, support signage around the entranceway to Otangarei and if possible signs for the park and the walkway. They would like to have some input in the	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
		<p>design and location of the signs. The request for the Otangarei Community to create a sign will now progress through the Community Development Team, via their Community Village Planning. LED street lights are being installed over the next 18 months. These are an improvement over existing lights.</p> <p>Additional signage has been approved for:</p> <ul style="list-style-type: none"> <li>• “Otangarei” to be included on NZTA green destination sign at the corner of State Highway 1/Puna Rere Drive;</li> <li>• Signage has been included at the intersection of Puna Rere Drive/Te Hononga Street.</li> </ul>	
<b>Participation in RMA matters</b>	4 July 2017	Concern expressed that Maori were not included in decisions on RMA matters – especially issuing of resource consents.	<b>Closed</b>
	4 August 2017	Again – there was concern that some hapu were not being notified of all resource consents.	
	20 September 2017	Further concern was expressed that some hapu are not receiving notification of all resource consent applications as they expect.	
	<b>Response</b>	No changes have been made to notifying Hapu of resource consents in their areas of interest. All go to Hapu where they have an interest and/or Statutory Acknowledgment.	
<b>Environmental hub at the Fernery</b>	15 June 2017	A scoping report, including cost estimates, has been requested by Te Huinga.	<b>Closed</b>
	<b>Response</b>	Council has determined not to proceed with this initiative at this time.	
<b>Te Waiariki Trust (Pataua)</b>	19 July 2017	Not getting resource consent notifications anymore.	<b>Closed</b>
	<b>Response</b>	We have not changed our process re: notifying iwi. Te Waiariki is within our system as having an interest in the Taiharuru, Pataua & Ngunguru areas. As such notified applications within those areas will be sent to Te Waiariki.	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
Hapu Environmental Management Plans	19 July 2017	<p>How does Council use them? Do not replace engagement, should facilitate it. Copy should be given to all Councillors after elections → Part of induction programme? ↕ Hapu presenting their Hapu Environment Management Plans (HEMPS).</p> <p>[Central to concern that they are not satisfied with involvement in RMA and Consents]</p>	Closed
	Response	<p>Hapu Environmental Management Plans (HEMPs) are used through the plan change preparation process to inform the plan change outcomes. Every plan change section 32 evaluation report includes a section analysing the proposed plan change regarding lodged HEMPs.</p> <p>Section 74 of the RMA specifies the matters that council must consider when preparing/changing a district plan. Section 74(2A) states that council <i>must <b>take into account</b> any relevant planning document recognised by an iwi authority and lodged with the territorial authority, to the extent that its content has a bearing on the resource management issues of the district.</i></p> <p>All plan changes are released in draft form as part of pre-consultation, in the past this has included the presentation/workshopping of plan changes with Te Karearea and Te Huinga. Hapu representatives are sent copies of all draft plan changes for feedback and sent proposed plan changes for formal submission.</p> <p>District Plan staff are always available to meet with hapu to discuss concerns, this offer was readily taken up during the pre-consultation of PC94B Papakainga Phase 2. A copy of the plans held by WDC have been printed and put into a folder in the Councillors' Room. .</p>	
Parking at sports parks	4 August 2017	Parking at rural sports fields – cars block roads eg: Springs Sports Complex.	Closed
	Response	There is no record of any complaints or enquiries on this matter. Should similar issues reoccur, please contact Council's after-hours number and our contractor will respond. If large events are known in advance, please inform Council and we can have enforcement people on site.	
Helena Bay Holdings	4 August 2017	Consent allowing water taken from Mimiha Creek for garden-irrigation. Should be reserved for Marae.	Closed
	Response	Application put on hold and referred back to Marae.	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
<b>Effective 2-way Communication</b>	19 April 2017	Council calendar and a marae/hui calendar will be co-ordinated to look for opportunities to work together. Completed for Te Huinga Meetings.	<b>Closed</b>
	<b>Response</b>	Marae have been contacted. Awaiting responses. Due to many marae reluctant to provide this information we have stopped asking.	
<b>Land locked off Rewarewa Road</b>	<b>4 July 2017</b>	Section that is possibly land locked off Rewarewa Road. This will need to be addressed via an outside meeting. Need more detail on property – exact location and lot number. Issue also of beside the waste management ponds, sightlines for going in and out.	<b>Closed</b>
	<b>Response</b>	There is potential access available to the land via a paper road which can be developed by the land owners to facilitate any development.	
<b>Raumanga Height Block Subdivision</b>	April 2017	Raumanga Height Block Subdivision – Tribal & geological factors – caves can't be accessed	<b>Completed</b>
	<b>Response</b>	In relation to the Raumanga Heights subdivision (Trading Corporate Ltd), this will lapse on 7 November 2017 unless a survey plan is submitted to Council by that date.	
	<b>February 2018 Response</b>	No survey plan submitted, nor any application to extend the consent. Confirmed as lapsed.	
<b>Ngunguru Ford Road</b>	<b>4 July 2017</b>	How many times does it get graded; cost of grading; cost to have it sealed. Why "Council Maintenance ends here" sign where it is; can it get moved to further along road?	<b>Completed</b>
	<b>Response</b>	<p>The Council maintained portion of Ngunguru Ford Rd is 6.9 km long. The road was graded 10 times in the last 12 months.</p> <p>1300m<sup>3</sup> of metal was also placed on road during the last 12 months.</p> <p>A total of 25 CRM's have been received for Ngunguru Ford Rd in the last 12 months. However, a number were received at the same time from a number of different people reporting the same issue.</p> <p>Grading is generally programmed on a monthly routine but can be weather dependant. During the monthly routine all the roads in a particular area are graded generally at the same time over a week or so.</p>	

PRIORITIES	MEETING DATE	PROGRESS	STATUS
<b>Waste Minimisation and Management Plan</b>	June 2017	A request was received to participate in the development of the Waste Minimisation and Management Plan.	<b>Completed</b>
	<b>Response</b>	The plan was sent to Te Huinga and considered at the July meeting.	
<b>Papakainga Plan</b>		Updates on the Papakianga Plan Change were requested.	<b>Completed</b>
	<b>Response</b>	An update to be provided for the Papakainga Plan change appeal. A report will be on the agenda of the Te Karearea Meeting on 16 August 2017	
<b>Pataua Boat Ramp &amp; Camp Resource Consent</b>	<b>19 July 2017</b>	What does the consent allow to be built compared to what has been built?	<b>Completed</b>
	<b>Response</b>	What was approved was more than they built – WDC has put compliance in place. What is built is according to the consent.	
<b>Safety at Whangarei Falls</b>	19 July 2017	Concern was expressed at the danger for visitors to Whangarei Falls	<b>Completed</b>
	<b>Response</b>	The upper falls bridge now has warning signs erected both sides stating “Danger. Do not attempt to cross the bridge if water is flowing over the top of the walkway.” There is also a safety barrier.	
<b>LTP – early engagement</b>	16 August 2017	Request was made for early engagement opportunities for Hapu.	<b>Completed</b>
	<b>Response</b>	WDC made known we were open to meeting with hapu at their request. Meetings were arranged for Pakotai, and with Patuharakeke.	
<b>Rubbish on roads</b>		Eg: Crane Road = regular site for illegal dumping. Skips at village centres? eg: Pipiwai/Oakura. More transfer stations? (Over summer) eg: Opotiki. Get volunteers/community involved?	<b>Completed</b>

PRIORITIES	MEETING DATE	PROGRESS	STATUS
		Rubbish from Christmas to Waitangi week at Ohinewai.  Litter on Te Hononga Street and Puna Rere Drive.	
	<b>Response</b>	These concerns were referred to the Waste Minimisation And Management Plan process.	

## 6.6 Community Development Framework

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jonny Gritt – Manager Community Development

### 1 Purpose

To inform the Te Kārearea Strategic Partnership Forum about the Community Development Framework.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum notes the Community Development Framework.

### 3 Background

Council seeks to improve how it works with communities to achieve greater community self-determination in developing solutions to their needs, and their aspirations for the future. The Community Development Framework has been developed to articulate Council's role, responsibility and function in supporting Community Development.

It is a high-level framework for Council's engagement with communities, other government agencies, Non-Government Organisations (NGOs) and other public and private partnerships.

The Community Development Framework is set for full implementation from June 2018. It is noted that application of the framework will be an on-going, iterative process involving a level of developmental evaluation and review as it impacts upon policy, plans and practice.

### 4 Discussion

The purpose of the framework is to:

- Clearly identify Council's role and how it aims to work with partners.
- Provides an overall context for the coordinated development of policy, process and practice.
- Encourages collaboration, partnership and collective impact across the community sector.

It reflects Council's intent to work differently in partnership with communities across the district to achieve refined Community Outcomes objectives.

The “Vision” of Te Kārearea: “Whangarei, a district of prosperity, well-being and empowered communities”, its “Mission” of local government working through effective partnership and providing practical solutions and nga tikanga, the principles it ascribes, are intertwined with the framework, providing opportunities for us to work together more effectively.

## **5 Attachment**

The Community Development Framework

# The Community Development Framework

## 1 Purpose

Council seeks to improve how it works with communities to achieve greater community self-determination in developing solutions to their needs, and their aspirations for the future.

The Community Development Framework has been developed to articulate Council's role, responsibility and function in supporting Community Development. It is a high-level framework for Council's engagement with communities, other government agencies, Non-Government Organisations (NGOs) and other public and private partnerships.

The Community Development Framework is set for full implementation from June 2018. It is noted that application of the framework will be an on-going, iterative process involving a level of developmental evaluation and review as it impacts upon policy, plans and practice.

## 2 Background

### 2.1 Substantive Background

The purpose of the framework is to:

- Clearly identify Council's role and how it aims to work with partners.
- Provides an overall context for the coordinated development of policy, process and practice to deliver effective community development.
- Encourage collaboration, partnership and collective impact across the community sector.

### 2.2 Procedural Background

This framework has resulted from Council's strategic intent and organisational reviews and restructure.

It responds to key themes, requested projects and wide ranging feedback captured across Council and public meetings, hui, submissions, website surveys and learnings from the community:

- The 2018-28 Long Term Plan – Early Engagement Results 2017
- Environmental Scan for the 2018-28 LTP (Sep 2017)
- Growth Model 2017 (Sep 2017)
- LTP – Assets and Operations Overview – Community (Jul 2017)
- Community Outcomes LTP Prioritisation Workshops (Aug and Sep 2017)

It reflects Council's intent to work differently in partnership with communities across the district to achieve refined Community Outcomes objectives.

## 3 Community Outcomes

The following Community Outcomes were adopted by Council on 12 October 2017:

Whangarei District Council will work with the people of Whangarei so we all live in...

## **A vibrant, attractive and thriving District,**

characterised by:

### **Efficient and resilient core services**

- It is easy and safe to travel around the District for everyone.
- There are opportunities to walk and cycle.
- The District is well prepared for growth and can adapt to change.
- Services are supplied in ways that benefit the environment.

### **Caring for the environment**

- Communities work to keep the environment clean and healthy.
- Access to the coast for people is protected.
- Open spaces in parks and streets are places where nature thrives.
- The District is positively adapting to climate change.

### **Positive about the future**

- The District has productive land and people and a thriving City Centre.
- There is a fair urban/rural balance.
- Council has clear and simple documents and rules.
- The District embraces new technology and opportunity.

### **Proud to be local**

- The District is neat and tidy and looks attractive.
- Public areas feel and are safe.
- There is always something to do and see.
- There are opportunities for people to be active across all abilities, ages and life stages.

## **4 Terminology**

In developing Council's Community Development Framework simplicity of language adopted and ease of comprehension is critically important for it to be successfully implemented.

### **4.1 Evolution of Terminology**

Community Development has been formally articulated since the 1940s, but in terms of useful current context, its evolution over the last 50 years can assist in developing Council's framework going forward. In an Australasian context, its development has evolved chronologically as follows:

- 1960s and 1970s Community Development had a "political action" orientation
- 1980s it often had a "community self-help" dimension
- 1990s Community Development fell away due to increased economic rationalism (belt tightening)
- 2000 onwards "community building" and "community capacity building" have become popular with "community engagement" and "community-led development" emerging within government policy statements alongside community focused terminology around social capital and social planning.

The challenge is to adopt language that is easily understood by all stakeholders; self-explanatory rather than open to potential misinterpretation. For example, does Community Capacity Building sit underneath Community Development or is it the other way around? Does “Village Planning” mean “Town Planning”, “Urban Design” or more practical and tactical “Community-led Projects”? Thus, it is important that the terminology adopted in Council’s framework is succinct and easy to understand if it is to be embraced.

## **4.2 Defining Community Development**

In applying the Community Development Framework, it is useful to understand its scope. It is important to consider what Community Development is not in order to avoid potential misunderstanding and manage all stakeholder expectations, including Council’s. It is equally sensible to consider where new approaches may fit into Council’s overall strategy such as “Placemaking”, where people are inspired to collectively reimagine and reinvest public spaces as the heart of every community – See attachment 1 - Placemaking.

### **Community Development is not service delivery:**

People are demanding greater service delivery from both government and the private sector. Clearly, providers should give the best service possible. Yet community development is more than delivering services.

Delivering what “clients” or citizens perceive they need does little to stimulate them thinking innovatively or differently about how solutions can be found or aspirations met, nor does it develop social (community) networks or leadership that builds the ability of communities to manage change for themselves.

This is important in an environment of increasingly scarce resources and fragmentation of effort.

### **Community Development is not social work or welfare:**

In a Community Development process, many communities may aim to improve the situation of the unemployed, ill, disabled or poor, strengthen social interaction, or improve social support services.

However, Community Development is not a social welfare program. It is a self-directed process aimed at a broad range of economic, social, environmental and community benefits.

### **Community Development is not a “feel good” exercise:**

Community Development produces real “bricks and mortar” and “dollars and cents” outcomes. It achieves this through cooperative action, rethinking and organisation. But it involves a lot of action and work. It is far more than a morale boosting exercise.

A great deal of work has to be undertaken to explore ways to get different groups within a sector, community of interest or place, to take action and work together collectively to pursue the achievement of a particular objective or goal. This might be at a local level in terms of obtaining a service or asset or it may be a system level approach such as improving the attendance of students across a region’s schools or reducing the number of homeless people on the streets of a particular town or city.

The essence of such an approach is that all the participant players or “actors” place the overarching shared goal above their own organisational agendas so that the optimum

amount of effort can be collectively applied to achieve success in combating the issue, solving the problem or achieving the goal. One of the more successful approaches is captured by the 'Collective Impact' approach that is useful to consider as we develop Council's Community Development Framework.

### 4.3 Collective Impact in Community Development

The concept of Collective Impact suggests that for organisations to create lasting solutions to social problems on a large scale, they need to coordinate their effort and work around a clearly defined goal.

Five conditions are considered essential for success:



Figure 1: Collective Impact Model

Further information on the collective impact model is included in attachment 2

### 4.4 Other Definitions of Community Development

Globally, the United Nations defines Community Development as "a process where community members come together to take collective action and generate solutions to common problems."

It is a broad term given to the practices of civic leaders, activists, involved citizens and professionals to improve various aspects of communities, typically aiming to build stronger and more resilient local communities.

### 4.5 Community Development Definition:


*Whangarei District Council's Community Development Framework seeks to support communities to collectively impact positively upon the issues, needs and aspirations identified as important by those communities.*

#### 4.6 Council's Community Development Roles

Whangarei District Council will provide the backbone organisation that supports the collective action of its communities through:

- Strengthening and growing all of the District's communities to **support them becoming sustainable**.
- **Guiding strategy and policy direction** for Council's development of community, including youth, aged, disability and area of interest stakeholders' activities.
- Setting the framework to provide **effective and equitable allocation of funding district-wide** to enhance community outcomes, with monitoring and evaluation of its impact.
- **Advocating** on behalf of communities to Central Government agencies to improve quality of life and living standards.
- Facilitating the development, planning, project management and implementation of **community initiatives and projects**.
- Continuously seeking to improve **community engagement and consultation** so that it meets all of community (Māori, Pākehā and all other groups) cultural needs and informs Council practice.
- Nurturing strong positive **relationships** with key community groups and key external agencies operating across the district.
- Contributes to the **development of Council's strategic direction**, strategy, objectives, policies and plans for the benefit of all communities.

## 4.7 The Community Development Framework

Work stream	Model & Approach	Goals & Process	Examples	Indicators & Metrics  Benchmark methodology required for each indicator*	Council Roles
<b>Community Development</b>  <b>To support:</b> <i>Communities of place,</i> <i>Communities of people,</i> <i>Communities of Interest</i> 	Engage Proactive People (Follow the energy)	Goal: People work together from their own initiative	Book Club Playgroup Conservation Group	Vital Signs* or similar Benchmarking approach adopted Participation numbers	Self-functioning  Advice
	Support Leadership & Capacity Development	Goal: Skill development of community members (funding, organising, leading, chairing)	Council staff Council mentors Helpbank volunteers Funding Workshops	Participation numbers Number of funding applications made	Facilitator
	Strengthen Community Connectedness & Cohesion	Goal: Positive connections between people Build connections Develop positive community identity	Community Events Community Led Initiatives	Numbers/Nature  Reach Participation numbers	Facilitator  Funder
	Develop Community Networks & Partnerships	Goal: Strong mutually supportive networks,  Development of the network as a whole rather than individual organisations.	Interagency projects & partnerships  Governance & Operational Support	Numbers/Nature  Diversity of representation  Participation numbers	Facilitator  Convenor
	Support Community Action	Goal: Awareness of issues and aspirations and of potential solutions and plans	Bus service development Sports turf development	Surveys of connectedness	Facilitator Funder Driven by community
	Economic & Social Enterprise Development	Goal: economic prosperity Job opportunities	Community loans Social Enterprise Investment	Participation numbers Employment opportunities created	Facilitator Investor Business & community driven
	Collective Impact	Goal: whole of community benefit	Shared measurement systems	Indicators agreed with engaged community Progress Reporting*	Facilitator Coordinator Reporter

\*Vital Signs is one example of a periodic reporting tool that engages community and identifies and measures social, environmental, cultural and economic factors, identifies trends, and shares opportunities for action.

#### 4.8 What Does Success Look Like?

The Community Development Framework provides the opportunity to engage with communities in different and innovative ways. Current policies around grant making, concessions, community loans and other forms of support will be reviewed as the framework is implemented and opportunities for new practices are explored.

Success will be informed both quantitatively through the framework's indicators and qualitatively through storytelling and anecdotal feedback. External evaluation through survey tools such as Vital Signs reporting will support confirmation of progress toward the goal of building stronger, more connected and more resilient local communities. See attachment 3 – Vital Signs Example.

#### 4.9 Process and Pace

The Community Development Framework can be applied to different areas of Council's activity. It has the potential to significantly impact upon the way the whole of Council operates over time. However, it is important that implementation is undertaken at a pace at which the community is comfortable to engage and Council resources can manage. Therefore, initial implementation will be phased:

Phases	Areas the Community Development Framework will be applied
1	Funding Strategy Development – Grant making, Use of Concessions, Loans and other forms of funding support. Establishment of the Community Development Operational Model
2	Expansion of the Funding Strategy to include Community Led Project investment (Village Planning). Support may take the form of funding or be professional “in kind” services that support capacity development; for example, provision of advice to facilitate a group become incorporated to enable them to seek funds from multiple sources, or convening of workshops that help groups organise and galvanise community action. Expansion of advocacy group coordination
3	Council wide implementation of the Framework

As we move toward phase 3, which has maximum potential reach into the community, it is important to remind ourselves of the iterative nature of the process and the fact that it will take time to implement.

#### 4.10 Financial/Budget Considerations

LTP budget constraints, the need to limit rate increases and priorities around infrastructure and other core services is expected to limit Council's ability to expand its investment into Community Development activity. However, increased investment in grants, loans and concessions will need to be achieved and alternative forms of investment such as Social Investment Bonds and Social Enterprise initiatives encouraged to optimise the potential of the Framework.

In the past, community support activity, has largely been through modest grants and subsidies. Requests for such funding are always greater than the level of funding available and many groups are dependent on Council funding for their continued operation.

Council will continuously review and assess its approach to funding and establish priorities and parameters for its decision-making to ensure that its Community Development investment is equitable and impactful for communities across the District.

There will be an increased demand placed upon increasingly scarce resources and therefore it is important that Council's approach is efficient and not fragmented. As such, it is important that all forms of support whether financial or professional "in kind" support are administered effectively.

In addition to normal funding activity, Community Development will work with the wider family of Council departments to improve the way in which all Council resources that support communities are recognised. This will help to develop a more streamlined process so that a clearer picture of the total Council support provided, becomes apparent to all stakeholders.

If Community Development is implemented effectively some of the investment required that Council is unable to provide will be mitigated by both community endeavour and the financial participation of partner agencies; Government, NGO, Third Sector and Private Sector.

#### **4.11 Risks**

As previous strategy, planning & development discussions have highlighted there are issues and risks associated with the implementation of any Community Development approach.

For example, the LTP Operations Overview – Community dated 26 July 2017 highlights the expected demographic shift that will see an increase in population for the district. This will result in the emergence of new community based groups seeking assistance; as well as established groups requiring greater levels of support. Examples would be Pensioner Housing or Resident & Ratepayer groups or a Migrant group seeking support for advocacy.

Similarly, community safety concerns are anticipated to increase for some communities, particularly as volunteer levels are not likely to rise in parallel to population growth. Council may need to consider alternative forms of engagement including potentially a mix of a volunteer and paid workforce in certain areas or more effective use of technology. For example, the use of brighter LED lighting in areas of concern for community safety.

There will be changes to grant making and funding protocols, the use of concessions and community loans as well as development of potential new forms of support such as Social Enterprise models or Crowdfunding support. These different and innovative approaches carry inherent risk that will be evaluated and mitigated before implementation.

## 6.7 Sites of Significance to Maori - Plan Change 100

**Meeting:** Te Karearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Jill McPherson

### 1 Purpose

The Te Karearea Strategic Partnership Forum has requested a report outlining the history of the contract Council had with Repo Consultancy Ltd for working with Hapu to collect and provide to Council, in GIS format, locations of sites and areas of significance to Maori.

The information was to be used in Plan Change 100 to the Whangarei District Plan, that would protect these sites from any negative impact of land development.

### 2 Recommendation

That Te Karearea Strategic Partnership Forum notes the report.

### 3 Background

The review of the Sites of Significance to Maori section of the District Plan has been planned since 2009.

- In January 2010 Council commissioned a report from Repo Consultancy Ltd to recommend the methodology suitable for collecting information from Hapu to be used in the plan change for the protection of sites and areas of significance to Maori (see attachment one). This report was delivered in June 2010 (see attachment two). Repo Consultancy Ltd was paid \$15,000 (plus GST) for preparation of the report. Repo Consultancy Ltd was subsequently contracted in 2011 to collect the information on sites and areas of significance from Hapu in accordance with the methodology set out in the 2010 report (see attachment three). The contract was for a three-year period, to the value of \$30,000 per annum for Repo Consultancy and up to \$30,000 per annum for Hapu to research and provide their information to Council. The maximum contract value was therefore \$180,000. Repo Consultancy Ltd was to reimburse Hapu and Iwi directly.
- As part of this contract, a procedural manual "Standard Operating Procedure" was developed for Council staff by Repo Consultancy Ltd. The manual was completed in November 2011 (see attachment four).
- The details of all payments made to Repo Consultancy Ltd under the 2011 contract are summarised in attachment five "Sites of Significance Project Summary of Payments".
- The eight Hapu named in the contract were asked to sign an agreement with Council to manage the handover and treatment of data supplied before payment. Four agreements of this nature were signed by Hapu.
- From April 2011 to November 2013, Repo Consultancy was paid \$172,250 +GST for work under the 2011 contract. The invoices detailed payment to be made to Hapu to fund their collection of information totaling \$40,000 (see table below).

This means that either Repo Consultancy did not document all its payments to hapu on invoices or Repo were paid the balance of \$132,250. This is \$42,250 above the contract price agreed for payments to Repo Consultancy. This is further complicated by the fact that Ngati Hine also hired Repo Consultancy to collect its information.

Te Kahu	\$5,625.00
Ngati Hau	\$5,625.00
Te Waiariki/Ngati Korora	\$14,375.00
Te Parawhau	\$14,375.00
Patuharakeke	No payments recorded on invoices
Ngati Taka Pari	
Ngati Hine	
Ngatiwai	

In December 2014, the Group Manager District Living, wrote to Repo Consultancy outlining concerns regarding the contract. He concluded that while the total value of the contract payment was made to Repo Consultancy Ltd, the requirements of the contract had not been fully delivered. In particular, much of the information expected from Hapu was not supplied to Council.

A January 2015 response from Repo Consultancy Ltd stated that payments to Hapu had been reduced because they did not want to provide Council with the information they collected.

This reduction in funding meant that Hapu were unable to complete their information collection / verification and register it in the required GIS format.

Over 2015, Council approached each Hapu with a view to collecting the outstanding data. Council records document the receipt of some information, but also state that the quality of information varies widely between Hapu with little being able to be provided in the requested GIS format.

By August 2016;

- Patuharakeke had completed all work and deposited the information with Council
- Ngati Hine had completed the mapping and were still working on finalizing the area information
- Ngatiwai had completed the mapping but had suffered data corruption with a computer upgrade. This was being worked through.
- Te Kahu and Te Waiariki had provided the first set of data with more still pending
- Ngati Hau were working with Council to put collected data into the right format
- Te Parawhau had not supplied any data to Council.

No payments were made by Council to Hapu or Iwi with the issue of reimbursement left to Repo Consultancy Ltd to handle in accordance with the requirements of the 2011 contract.

## 4 Discussion

### 4.1 Conclusions

Te Karearea Partnership Forum requested an investigation into the Sites of Significance to Maori contract to collect data from Hapu with Repo Consultancy Ltd.

All the documentation held by Council has been examined and the conclusions that can be reached are:

- Those parts of the contract able to be completed by the consultant without reference to Hapu or other agencies were completed in full.
- The methodology used by Repo Consulting Ltd differed from that agreed in the Research Methodology Report and the contract.
- What was asked of Hapu and Repo Consulting Ltd regarding the GIS format was inappropriate, and there was a need for GIS staff within Council to be involved much more than was planned for.
- It is unclear which data was supplied by Hapu via the consultant and which data Council received (or did not receive) directly from Hapu after the contract ended.
- Of the eight Hapu listed in the contract, six have supplied Council with data.
- Hapu were asked to sign an agreement to supply collected data to Council, before payment. Four Hapu signed. It appears that payments were made to Hapu by Repo without Hapu committing to supply data to the consultant or council.
- There are documented attempts to address these issues with Repo Consultancy after the event, from 2015 to 2017. These attempts were unsuccessful; however, Council has continued to work with Hapu to collect the required data.

## **5 Attachments**

1. 2010 Contract with Repo Consultancy Ltd report on Research Methodology
2. Report "The Research Methodology & Plan for Protecting Sites and Areas of Significance
3. 2011 Contract with Repo Consultancy Ltd for Project Management of Sites of Significance to Maori Project
4. Report "Standard Operating Procedure"
5. Summary of Payments under 2011 contract.



<b>ATTACHMENT /</b>
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**SHORT FORM AGREEMENT FOR CONSULTANT ENGAGEMENT  
(COMMERCIAL)**

**BETWEEN: WHANGAREI DISTRICT COUNCIL (WDC) .....**  
**(CLIENT)**

**AND: TUI SHORTLAND (REPO CONSULTANCY) .....**  
**(CONSULTANT)**

**PROJECT:**

DEVELOPMENT OF A RESEARCH METHODOLOGY  
ASSOCIATED WITH SITES OF SIGNIFICANCE TO MAORI  
PROJECT

**LOCATION:**

WHANGAREI DISTRICT COUNCIL

**SCOPE & NATURE OF THE SERVICES:**

TO PROVIDE A REPORT TITLED "THE RESEARCH METHODOLOGY AND PLAN FOR GATHERING INFORMATION FROM HAPU AND IWI" TO THE SITES OF SIGNIFICANCE TO MAORI PROJECT MANAGER (ANDRE HEMARA) AND PROJECT SPONSOR (PAUL WAANDERS) BASED ON PERSONAL EXPERIENCE

THE REPORT WILL OUTLINE AN INTEGRATED RESEARCH METHODOLOGY THAT CAN BE REPLICATED ACROSS ALL DISTRICT HAPU AND IWI AND CAN BE USED BY ANY FUTURE CONSULTANT EMPLOYED TO MANAGE THE INFORMATION GATHERING PROCESS. THE REPORT WILL INCLUDE THE FOLLOWING:

1. A DESCRIPTIVE CONSULTATION APPROACH OR PLAN TO BE UNDERTAKEN WITH IWI AND HAPU INCLUDING (BUT NOT LIMITED TO)
  - NGAPUHI
  - NGATI HINE
  - NGATI WAI
  - PAUTHARAKEKE
  - NGATI KAHU KI TORONGARE
  - TE PARAWHAU
  - TE WAIARIKI, NGATI KORORA, NGATI TAKA PARI
  - NGATI HAU
  - NGA HAPU O MANGAKAHIA
2. THE RESEARCH METHODOLOGY WILL OUTLINE HOW INFORMATION FROM THE HAPU AND IWI WILL BE INCORPORATED INTO COUNCIL SYSTEMS AND PROCESSES, DESIGNED TO BETTER MANAGE HERITAGE AREAS OF SIGNIFICANCE TO MAORI AND SITES OF SIGNIFICANCE TO MAORI INTO THE FUTURE
3. THE REPORT WILL OUTLINE WHAT APPROACH COULD BEST BE ADOPTED IN THE DEVELOPMENT OF THE ASSOCIATED GOVERNANCE DOCUMENTS INCLUDING BUT NOT LIMITED TO
  - PROCEDURAL MANUAL FOR COUNCIL PLANNERS. BEST PRACTICE PROCEDURES WILL ASSIST PLANNERS IN MANAGING RESOURCE CONSENTS THAT IMPACT ON HERITAGE AREAS OF SIGNIFICANCE TO MAORI AND SITES OF SIGNIFICANCE TO MAORI.
  - THE REPORT WILL UNDERPIN THE DEVELOPMENT OF A DISTRICT PLAN CHANGE DESIGNED TO PROTECT HERITAGE AREAS OF SIGNIFICANCE AND OF SITES OF SIGNIFICANCE TO MAORI.

4. THE RESEARCH METHODOLOGY WILL HARNESS THE CRITICAL OPERATIONAL AND GOVERNANCE ASPECTS AND PRODUCE A REALISTIC TIMEFRAME TO PROVIDE A GUIDE FOR PROJECT MILESTONES TO BE ACHIEVED.
5. ANY OTHER RESEARCH MATTERS ASSOCIATED WITH THE SITES OF SIGNIFICANCE TO MAORI PROJECT THAT MAYBE CONSIDERED IMPORTANT TO THE OVERALL SUCCESS OF THE PROJECT

**PROGRAMME FOR THE SERVICES:**

A FULL AND FINAL REPORT TO BE PROVIDED TO THE PROJECT MANAGER AND PROJECT SPONSOR BY **24<sup>TH</sup> MAY 2010.**

**FEES & TIMING OF PAYMENTS:**

**\$15,000 GST EXCLUDED (INCLUDED DISBURSEMENT AND RELATED COSTS) TO BE PAID AS FOLLOWS:**

- A PAYMENT OF **\$5,000.00** ON SIGNING OF CONTRACT
- A PAYMENT OF **\$2,000.00** ON COMPLETION OF STATUS REPORT DUE BY THE END OF THE FIRST WEEK OF FEBRUARY
- A PAYMENT OF **\$2,000.00** ON COMPLETION OF STATUS REPORT DUE BY THE END OF THE FIRST WEEK OF MARCH
- A PAYMENT OF **\$2,000.00** ON COMPLETION OF STATUS REPORT DUE BY THE END OF THE FIRST WEEK OF APRIL
- A PAYMENT OF **\$2,000.00** ON COMPLETION OF DRAFT REPORT DUE BY **APRIL 26<sup>TH</sup>**
- A PAYMENT OF **\$2,000.00** ON COMPLETION OF FINAL REPORT DUE BY **MAY 24<sup>TH</sup>**

**INFORMATION OR SERVICES TO BE PROVIDED BY THE CLIENT:**

ANY REQUIRED BACKGROUND INFORMATION ON THE SITES OF SIGNIFICANCE TO MAORI PROJECT. SUPPORTED ACCESS TO COUNCIL INFORMATION

RELEVANT PLANNING PROCEDURES AND PROCESSES DOCUMENTS FOR THE COMPLETION OF THE REPORT

*The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree to be bound by the provision of the Short Form Model Conditions of Engagement (overleaf), including clauses 1,8 and 9, and any variations noted below. Once signed, this agreement, together with the conditions overleaf and any attachments, will replace all or any oral agreement previously reached between the Parties.*

**VARIATIONS TO THE SHORT FORM MODEL CONDITIONS OF ENGAGEMENT (OVERLEAF):**

NO VARIATION.

CLIENT AUTHORISED SIGNATORY (IES):



PRINT NAME: PAUL DELL  
DATE: 12 JANUARY 2010

CONSULTANTS AUTHORISED SIGNATORY (IES):



PRINT NAME: TUI SHORTLAND  
DATE: 12 JANUARY 2010

## SHORT FORM MODEL CONDITIONS OF ENGAGEMENT (COMMERCIAL)

1. The Consultant shall perform the Services as described in the attached documents. The Client and the Consultant agree that the Services are acquired for the purposes of a business and that the provisions of the Consumer Guarantees Act 1993 are excluded in relation to the Services.
2. In providing the Services the Consultant shall exercise the degree of skill, care and diligence normally expected of a competent professional.
3. The Client shall provide to the Consultant, free of cost, as soon as practicable following any request for information, all information in his or her power to obtain which may relate to the Services. The Consultant shall not, without the Client's prior consent, use information provided by the Client for purposes unrelated to the Services. In providing the information to the Consultant, the Client shall ensure compliance with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.
4. The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variation to the Services.
5. The Client shall pay the Consultant for the Services the fees and expenses at the times and in the manner set out in the attached documents. Where this Agreement has been entered by an Agent (or a person purporting to act as Agent) on behalf of the Client, the Agent and Client shall be jointly and severally liable for payment of all fees and expenses due to the Consultant under this Agreement.
6. All amounts payable by the Client shall be paid within twenty (20) working days of the relevant invoice being mailed to the Client. Late payment shall constitute a default, and the Client shall pay default interest on overdue amounts from the date payment falls due to the date of payment at the rate of the Consultant's overdraft rate plus 2% and in addition the costs of any actions taken by the Consultant to recover the debt.
7. Where Services are carried out on a time charge basis, the Consultant may purchase such incidental goods and/or Services as are reasonably required for the Consultant to perform the Services. The cost of obtaining such incidental goods and/or Services shall be payable by the Client. The Consultant shall maintain records which clearly identify time and expenses incurred.
8. The liability of the Consultant to the Client in respect of his or her Services for the project, whether in contract, tort or otherwise, shall be limited to the lesser of five times the value of the fees (exclusive GST and disbursements), or the sum of \$NZ 250,000. The Consultant shall only be liable to the Client for direct loss or damage suffered by the Client as the result of a breach by the Consultant of his or her obligations under this Agreement and shall not be liable for any loss of profits.
9. The Consultant acknowledges that the Consultant currently holds a policy of Professional Indemnity insurance for the lesser of \$NZ 250,000 or five times the value of the fees (exclusive of GST and disbursements). The Consultant undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
10. Neither the Client nor the Consultant shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on him or her within six years from completion of the Services.
11. If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
12. The Consultant shall retain intellectual property/copyright in all drawings, specifications and other documents prepared by the Consultant. The Client shall be entitled to use them or copy them only for the Works and the purpose for which they are intended. The ownership of data and factual information collected by the Consultant and paid for by the Client shall, after payment by the Client, lie with the Client. The Client may reproduce drawings, specifications and other documents in which the Consultant has copyright, as reasonably required in connection with the project but not otherwise. The Client shall have no right to use any of these documents where any or all of the fees and expenses remain payable to the Consultant.
13. The Consultant has not and will not assume any obligation as the Client's Agent or otherwise which may be imposed upon the Client from time to time pursuant to the Health and Safety in Employment Act 1992 ("the Act") arising out of this engagement. The Consultant and Client agree that in terms of the Act, the Consultant will not be the person who controls the place of work.
14. The Client may suspend all or part of the Services by notice to the Consultant who shall immediately make arrangements to stop the Services and minimise further expenditure. The Client and the Consultant may (in the event the other Party is in material default) terminate the Agreement by notice to the other Party. Suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
15. The Parties shall attempt in good faith to settle any dispute by mediation.
16. This Agreement is governed by the New Zealand law, the New Zealand courts have jurisdiction in respect of this Agreement, and all amounts are payable in New Zealand dollars.



# *The Research Methodology & Plan for Protecting Sites and Areas of Significance*

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*Iwi/Hapu Input to Whangarei District  
Council Sites of Significance*

*This report has been prepared for WDC by Repo Consultancy Ltd*

**Writers:** Tui Shortland

Lou Ann Ballantyne

**Reviewer:** Julian Ihaia Reweti

**JUNE 2010**

**Repo Consultancy Ltd**

**PO Box 1867**

**Whangarei**

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## **1.0 Overview**

### **1.1 Introduction**

The Whangarei District Council (WDC) has recognised the need to review its policies and processes related to the protection of Sites of Significance to Maori (SOSM) due to ongoing criticisms of their efficiency and effectiveness (WDC, 2008, p1). The WDC has also recognised that its records, both internal and public, of SOSM are insufficient and sees the need to propose an acceptable research methodology to hapu and iwi of Whangarei District. The WDC has therefore developed a SOSM Project Brief and identified the project goals as: implementing a District Plan Change designed to preserve and protect Sites of Significance to Maori; developing Operational Procedures and Guidelines for Council staff to ensure that SOSM are protected; and working with Hapu/Iwi and Maori communities to ensure that Sites of Significance are identified according to levels of significance (WDC, 2009).

### **1.2 Purpose**

This report has been commissioned by the WDC as part of the SOSM project. The objective of this report is to provide guidance on consultation between Council and tangata whenua in relation to SOSM; outline a research methodology; and recommend improved Council policies and procedures. The consultation and research methodology may be replicated across all hapu and iwi within the district. Iwi and hapu are already carrying out SOSM research and it is hoped by council that they will work with council and provide information on SOSM so that council can assist in their protection (refer to Appendix 1 for a list of related research by hapu and iwi). The recommendations on policies and procedures will result in changes to internal Standard Operating Procedures and the District Plan.

### **1.3 What is a Site of Significance to Maori?**

SOSM have a wide interpretation by Maori. Terms include waahi tapu, sites or areas of significance, taonga, historic heritage, and cultural heritage. In essence the significance of a site or area is up to the hapu or iwi to define. Appendix 2 explores the national and international definitions related to SOSM.

## 1.4 The Research Methodology

This research methodology is designed to promote ethno-cartography or participatory mapping for hapu and iwi to construct their own maps of their territories, on their own terms. The following is a flow-chart of the steps outlined in this report:



This process involves hapu and iwi producing useful data that can assist to:

- visualise their whenua as a whole;
- gather of dispersed knowledge about history, the land and its natural resources;
- work toward an effective collaborative strategy for conserving biological and cultural diversity;
- influence in positive fashion local and central government policies;
- raise the consciousness of land and natural resource issues and the unique local cultural identity and history;
- provide education in schools and for the tangata whenua population in general, about traditional knowledge, history, and linguistics;
- promote protection mechanisms such as Reserves;
- help to systemise knowledge of the ecosystems inhabited and exploited;
- help understand processes occurring outside of the hapu area of interest that may have an effect on the hapu;
- visualise and talk about diverse resource management issues; and
- stimulate efforts to recover and preserve the history of the region and its people.

A literature review was undertaken during the initial stages of the production of this report. An ideal strategy outlined by *Indigenous Landscapes: A Study in Ethno cartography* was then tested against several projects at their research and planning stages. The projects were:

- Nga Papa Pounamu, Te Runanga o Ngati Hine;
- Coastal Cultural Health Index, Te Runanga o Ngati Hine in collaboration with Nga Hapu o Ahipara, Ngati Rehia and Patuharakeke;
- Te Aho Claims Alliance Traditional Histories Report Mapping Project, Repo Consultancy Ltd;
- Hikurangi Swamp Drainage Scheme, Ngati Hau Trust Board in collaboration with Nga Hapu o te Reponui;
- Whaingaroa Biodiversity Strategy, Te Runanga o Whaingaroa.

This report is largely based on both the *Indigenous Landscapes Study* and *Nga Papa Pounamu*.

### **1.5 What is Ethno-cartography / Participatory Mapping and GIS**

Ethno-cartography or participatory mapping is a powerful method of collecting and displaying community knowledge. For the purposes of this project participatory maps are created by tangata whenua and some of the information is shared with council for protection and shared management.

Geographic Information Systems (GIS) are utilised by both the tangata whenua and council to store the mapped information. GIS can be described as:

*"The key word to this technology is Geography – this means that the data (or at least some portion of the data) is spatial, in other words, data that is in some way referenced to locations on the earth. Coupled with this data is usually tabular data known as attribute data. Attribute data can be generally defined as additional information about each of the spatial features. An example of this would be schools. The actual location of the schools is the spatial data. Additional data such as the school name, level of education taught, student capacity would make up the attribute data. It is the partnership of these two data types that enables GIS to be such an effective problem solving tool through spatial analysis."*<sup>1</sup>

## **1.6 Information Ownership and Co-Sharing Formula:**

### ***The Māori contribution:***

From a hapu and iwi perspective, recorded and unrecorded sites and areas of significance are a crucial component of the "cultural landscape". Wahi Tapu (Sacred Sites), Wahi Whakahirahira (Sites of Significance) and Wahi Taonga (Treasured Sites) are cultural poupou or indicators that give hapu and iwi the ability to "walk one's talk" throughout their rohe and areas of influence. These important poupou link them to their whakapapa (genealogical history) and to the history of their forebears going back to the discovery period of Māori migration.

One of the main attractions of hapu and iwi participating in the mapping of sites of significance is the opportunity that each group has to develop specific maps of their own territories, on their own terms and according to their own criteria and tikanga. Hapu and iwi will be encouraged to develop maps as they progressively research their own history. The stories associated with the maps and registers will also be critical as they are a tool to bring the history to life.

All maps, historical registers and stories will remain the spiritual and cultural property of the respective hapu, iwi and whanau that developed and drafted them. Running parallel to the property rights of the hapu and iwi will be a co-sharing formula that will clearly identify the respective levels of access to the information provided. This aspect of the project is critical and will ultimately determine how hapu and iwi will work collaboratively with the council or other interested parties that may wish to access the information. This co-sharing formula which enables interested parties like the Whangarei District Council to access the information and maps must be clearly defined and understood by all parties involved in either funding or supporting this project. This understanding must be explicit and agreed to by all parties involved and this must be expressed in writing.

The co-sharing formula will be expressly aligned to the three levels of access as identified in the Ngati Hine (Nga Papa Pounamu) model.<sup>2</sup>

<sup>1</sup> <http://gislounge.com/what-is-gis/>

<sup>2</sup> Access to the Record Forms of each site or area of significance is according to a tier system as follows (the level of access will be identified at the recording stage of each site by the kaitiaki of the sites).

### Level 1 = Full access to 90% of the information

Local Territorial Authority staff desiring access to Level 1 information and data can do so under a 90% co-sharing arrangement. 90% of the information for these types of sites and areas can be stored electronically in Council GIS systems and alert flags will be attached to specific site information where Māori determine that development activities within the area may potentially impact on the site or area of cultural significance. The council would then require the developer to engage with the hapu or iwi regarding their development.

### Level 2 = Limited access to 8% of the information

Level 2 information is considered to be higher in sensitivity than Level 1. The detailed information of the sites will be held by the hapu or iwi and interested parties such as Council or developers who wish to access information can do so under data sharing arrangements. This will mean alert flags will identify where all Level 2 sites are located and interested parties will need to engage with the respective Māori organisations and any developer will then be in a better position to mitigate against undesirable activities earlier in their planning processes.

### Level 3 = Restricted access to 2% of the information

This level of information will contain highly sensitive sites with restrictive access as agreed by the whanau, hapu or iwi who have recorded the site. All the Level 3 information will be held by the delegated representative(s) of whanau, hapu or iwi and their permission will be required before any information is disclosed on a case by case basis.

NOTE: The percentages above are guidelines according to the experience of Ngati Hine. It is acknowledged that other hapu and iwi may produce different outcomes however the co-sharing formula governing access to each level of significance should be identified at the recording stage by the hapu or iwi.

## **1.7 Whangarei District Council contribution to the Co-Sharing Formula:**

The Whangarei District Council has made a commitment to work collaboratively with Hapu, Iwi, and Whanau so that the majority/as many sites of significance in the district as possible will ultimately be listed under the relevant SOS Category of Restriction Register.

To enable the project to be successful, Council will contribute to the project operational fund for a period of five years to achieve the following outcomes

1. Setting up of the project team including the project coordinator/consultant position
2. Identifying the project boundaries

3. Developing the Project Plan
4. Funding the initial consultation/participation hui with Māori stakeholders
5. Ensuring all the stakeholder roles and contracts are completed
6. Ensuring that stakeholder researchers complete the registers and stories
7. Project coordinator/consultant develops Policy and Best Practice frameworks
8. Preparation of District Plan Change
9. Project closure
10. Post Implementation Review

Specific project expenses may also include:

1. Salaries of project staff for the duration of the project
2. Travel (to and from workshops, internal travel in the communities, field visits by Coordinators and research technicians)
3. Rental of facilities for workshops and technical staff associated with the recording of sites and or stories.
4. Consumables
5. Provision of technical support to register maps
6. Production of maps and associated documents
7. Honorariums for researchers to cover actual and reasonable expenses
8. Project Coordinator costs

From an operational point of view, the Whangarei District Council will ensure that:

1. Project information, maps and stories are professionally managed and stored in a manner that is consistent with stakeholder/Council memorandums of agreement.
2. Council will work with all stakeholders including staff and external stakeholders to ensure that the relevant sites of significance information is provided to enable the parties to make informed decisions.
3. Council will collaborate with and support the development of best practice and standard operational procedures with the project consultant.
4. Council will support the development of a District Plan Change for the Sites of Significance Policy.
5. Council will support the development of Hapu/Iwi Environmental Management Plans which will provide the vehicle for these groups to register their respective sites of significance.

## 2.0 Consultation Process

Consultation forms a vital part of identifying and protecting SOSM and requires clear guidance and direction. How best to undertake consultation with tangata whenua is guided through processes identified in many hapu and iwi management plans (refer to Appendix 3 for a summary of the preferred elements of consultation as included in hapu and iwi management plans). There is no 'one size fits all' approach to consultation, and it is recommended that the consultation process is

developed and approved through a collaborative approach with the respective hapu and iwi. This section provides a generic consultation framework on which to base discussions with hapu and iwi when deciding on a final consultation process.

## **2.1 Recommended Consultation Process**

This process is based on sufficient resourcing being provided by the Whangarei District Council to support completion of any proposed work to be undertaken. It is recommended that this process is decided upon during hui held within the rohe of the relevant hapu.

### ***Step 1: Initiate Contact ('shoulder tap' or seek expressions of interest)***

- Provide introductory information
  - Resourcing available<sup>3</sup>
  - Outline commitment level required from all parties
  - Provide consultation and research methodology guidelines
  - Discuss protection mechanisms available once sites have been identified
- Selection of Lead Organisation based upon a ranking or set criteria<sup>4</sup>
  - Recording of SOSM is identified as a priority in their hapu or iwi management plan
  - There is sufficient capacity for the lead organisation and tangata whenua to participate in the project<sup>5</sup>
  - The rohe is within an area which is subject to a high level of development pressure (sites are at risk of modification/destruction)
- Shortlist and interview

### ***Step 2: Initial Hui***

The initial hui is an opportunity to begin to develop a joint memorandum between Council and hapu and iwi. The memorandum should be developed collaboratively, with full participation of representatives from communities whose lands are to be mapped. Because there are so many details involving the communities, on the one

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<sup>3</sup> Adequate and timely funding for the project is crucial.

<sup>4</sup> While the project is a collaborative effort among several organisations such as council and community organisations, there must be a lead institution that gives direction to the work, is efficient, has the capability to manage project activities and provides a structure for making decisions.

<sup>5</sup> Projects of this sort involve a relatively complex logistical schedule over a period of approximately six months, including all of the ground preparation work such as contracting in Geographic Information System programmers, administration of funds, organise logistics, laying out a schedule for the entire project, contracting for final production of the maps, and resolving conflicts.

hand, and the technical aspects of GIS on the other, all sides must be consulted and brought into the planning process. The following aspects need to be clarified:

- ✎ Identify roles and responsibilities for each party including:
  - Management Structure overseeing the project
  - Administrative team – project manager<sup>6</sup>, project co-ordinator(s)<sup>7</sup>, administrator, treasurer
  - Technical team
  - Community team
- ✎ Provide draft timeframe for project
- ✎ Identify project area
- ✎ Discuss how the information will be used
- ✎ Identify ownership of information (refer to section 1.6 above)
- ✎ Identify how hapu and iwi will provide feedback to Council on the consultation process and research methodology (including work in the communities and sequence the project will follow) between now and Step 3.

### ***Step 3: Agreement Hui***

- ✎ Both parties sign formal contract for SOSM project
- ✎ Contract to detail:
  - Lead organisation,
  - Role of council,
  - Key contact people,
  - Management Structure,
  - Administrative Team,
  - Detailed budget,
  - Consultation process,
  - Research methodology,
  - Extent of project area,
  - Timeframes,
  - Key milestones,

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<sup>6</sup> Responsible to manage the project, arbitrate disputes and be the final authority in ambiguous situations and on all matters of importance.

<sup>7</sup> The coordinating staff should

- be respected leaders
- be able to communicate with tribal authorities;
- have a clear voice in hapu councils;
- command the respect needed to effectively supervise the Researchers
- be thoroughly convinced of the importance of the mapping;
- dedicated to the work; and
- physically and mentally strong enough to travel to the remotest corners of the territory being mapped.

- GIS and map requirements including projection, attribution, metadata requirements and printing,
- Reporting requirements, and
- Use and ownership of information.

### **3.0 Research Methodology**

#### ***Step 4: Community Engagement***

During the community engagement stage project leaders and iwi/hapu authorities visit the communities included in the project. These two to three hour presentations, including time for questions and answers should provide an opportunity to discuss the:

- objectives
- importance of the mapping, and
- methodology to be employed

The project can be given some advance publicity in the communities through broadcasts on the Iwi and Maori Radio Stations.

Letters describing the project may also be sent to schoolteachers, community leaders, and political authorities.

Each community's leaders should begin the process of selecting a Researcher who will carry out the research in their region.

#### ***Step 5: Government and NGO Engagement***

The administrative team visits government organisations and NGOs with some influence over tangata whenua and their lands or with responsibilities for mapping territories. They visit the agencies to discuss the project and enlist collaboration. Collaboration may include the provision of GIS programmers for the technical team or to print the final maps, or to support the completed maps, etc.

#### ***Step 6: Assemble Technical and Community Teams***

##### **The Technical Team**

A team of GIS programmers — numbers depending upon the magnitude of the project — are selected for their technical skills in working with GIS principles, software and data, their attention to detail, their interest in working with tangata

whenua, and their interpersonal skills. Firsthand knowledge of the region being mapped is useful but not necessary.

### The Community Team

The community team consists of village Researchers and Coordinators (as discussed above) who supervise the work of the Researchers. The community team must be designed to deal with local political, social, and cultural realities, something that can only be done by local people (with assistance from other members of the project team).

The Researchers are the primary information gatherers at the community level. The number of Researchers in relation to the number of marae can vary. Selection of Researchers should be made by the villages, with input from hapu and iwi leaders. The Administrative Team who understands the attributes the Researchers need to possess to be effective should also have some say over the process.

Researchers should have the following characteristics:

- be tangata whenua;
- be respected members of the community and command the respect of elders;
- reside in the zone for which they gather information;
- be literate, since considerable writing is involved;
- be familiar with the area being mapped;
- be dedicated to the well-being of their community;
- be committed to the objectives of the mapping project;

In some cases two Researchers who cover all of the attributes above can work together. Selection of the Researchers is critical since the quality of the information depends on their skills and reputation. By the time Community Engagement is completed, all of the Researchers should be selected.

### *Step 7: Laying the Technical Foundation*

#### Assembling GIS data and cartographic materials:

The technical team begins its job by gathering all available GIS data and cartographic materials pertaining to the region being mapped. These include government base maps, aerial photographs, satellite imagery, and any other relevant hardcopy maps and shapefiles. This should be done well before the first workshop so that the technical team will have developed a good knowledge of the region.

Simultaneously, they assemble equipment and materials required for the workshops.

#### Cluster Zones

If the region to be mapped is very large it may need to be divided into community cluster zones each assigned to different Researchers. The zones should be divided based on not only geography but also on whakapapa and whanaungatanga relations between villages.<sup>8</sup> The time required for the Researchers to spend in the villages and gain the rapport needed to gather detail and cultural information from communities outside his or her own will need to be considered.

### ***Step 8: Ground Preparation and Organization of the Team***

The Coordinators take charge of notifying the Researchers and the communities of when the project will begin and make logistical arrangements and discuss the mapping project with the community leaders.

### ***Step 9: The First Workshop***

For the first time the entire team is brought together in one place, face to face. Hapu and iwi leaders, Researchers, Coordinators, and members of the Technical Team should all be present. Aside from the project team, the presence of hapu and iwi leaders is important since the presentations and discussions will give them a comprehensive introduction to the mapping work so that they can promote the project if the need arises.

Three to five days should be set aside for the workshop, to allow for ample airing of what is involved and to give everyone a chance to begin building a relationship of trust and respect.

### **Agenda for the First Workshop**

#### ***General orientation:***

The first workshop provides everyone with an orientation to the mapping project, to discuss in detail objectives, methodology, the team composition, project administration, and sequence of tasks, logistics, and other project details.

#### ***General explanation of maps and mapping:***

A first step is to discuss what maps are, how they are used, how they are assembled and interpreted, and basic mapping concepts such as scale. The purpose of this is so

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<sup>8</sup> In deciding on the size of zones ensure that the Researcher has a manageable area and will not be overtaxed.

that tangata whenua have the opportunity to learn how to read, interpret, construct, and use their own maps.<sup>9</sup>

*Data-gathering strategies:*

There are three tools for the Researchers to gather information in the communities. These are (a) drawing sketch maps of the physical features and land use patterns of the region, (b) administering a questionnaire on land use, and (c) writing down supplementary information in notebooks. The questionnaire is developed in the workshop. The Researchers practice drawing maps of areas they know well, from memory, and these can be hung on the wall and critiqued by the group.

(a) The Researchers are given no instruction on techniques for drawing sketch maps. However, the Researchers are asked to draw sketch maps of the data they collect.<sup>10</sup>

(b) Project leaders and the Researchers develop a questionnaire regarding SOSM. The questions should be short and direct. Questions such as, "what are the names of the Papakainga that were here?" or "what are the names of places where people gather medicines there?" followed by lines for the answers.<sup>11</sup>

Project leaders should run the Researchers through several practice sessions with the questionnaire. The Researchers break into small groups and interview people. The Researchers then place the names on the hand drawn maps. They may practice short speeches explaining the purpose and objectives of the project. They then return to the workshop center, report on their findings, and critique each other.

(c) Researchers are encouraged to keep notebooks with supplemental information that does not fit in the questionnaires or on the maps. The notebooks are to contain commentaries on the names of rivers, mountains, hills, lakes, etc. (e.g., historical origins, unusual facts, changes in names through time); types of birds, fish, and vegetation prevalent in different areas; unusual land features; and so forth. Some of the information is linguistic, historical, and cultural, while some helps to locate places and names on the maps and calculate distances.

*Letters of introduction:*

Project leaders and tribal authorities should draft an official letter of introduction that can be carried by the Researchers into the field. The letter should explain the

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<sup>9</sup> Thematic maps showing vegetation, climate, political districts, protected areas, population distribution, are good examples of the different uses of maps.

<sup>10</sup> It is considered that training might stop the Researchers from developing the cognitive maps together with local people. This enhances rather than impedes their ability to draw maps and allows them to represent local realities much more effectively without inhibiting their creativity.

<sup>11</sup> Activities covered could include pakanga, pa, kainga, ceremonies, hunting, fishing, farming, and the gathering of medicines, firewood, building materials, and fruit etc.

objectives of the project, the general task of the Researchers, and the need for cooperation from the community.

Note: If researchers are required to enter peoples land to record information they must have permission from the landowner.

Finally each Researcher receives materials for the first fieldwork period: letters of introduction, sheets of paper for the maps, colored pencils, a plastic folder with the questionnaire, notebooks, and plastic tubes to carry the maps.

### ***Step 10: First Fieldwork Period***

A period of up to a month is advisable, no matter what the area's size is, to encourage discussion in the communities.

#### *Gathering Information*

Researchers meet with kaumatua and kuia immediately after returning home, and discuss the mapping project<sup>12</sup>. Presentations at marae meetings should follow to bring everyone into the project and enlist support for the data collection and to discuss again the purpose and benefits to the locals of the mapping, and the research methodology. At this point, people knowledgeable about the region and its resources are assigned to work with the Researcher, and together they begin working on the map and filling in the questionnaire.<sup>13</sup>

#### *Supervision of information gathering:*

During the time that the Researchers are in the field, the Coordinators and Technical Team should visit them to evaluate their work and provide assistance where needed.

### ***Step 11: The Second Workshop***

This is when the Researchers and Technical Team begin to work together to transcribe the field data onto new GIS maps. Sufficient time<sup>14</sup> should be set aside for this stage.

#### *Pre-workshop Preparation*

<sup>12</sup> its purpose and objectives, expected benefits, field methodology, and what is expected of the community.

<sup>13</sup> Most of this information is held by local people who have cognitive maps of their region that are both precise and detailed; only a limited number of field visits have to be made. Choose small groups of four or five villagers with intimate knowledge of the region who would serve as principal advisors to the project.

<sup>14</sup> at least three weeks dependent upon the extent of the project area

Before the Researchers return from the field, the technical team assembles their equipment and materials. They set up projector and screen and bring the maps and data already collected. The technical team ensures they have a base map of the major river systems and hill shade relief and traditional place names for each of the zones, setting the stage for the Researchers to fill in the details.

GIS Projections should be set to GD2000.

Attributes include the following:

- a) **Source:** Contractors/Consultant company/name who did the work/digitized/assembled
- b) **Date:** of Build or assembly
- c) **Authority:** eg: Engineering report, Document identification
- d) **Accuracy:** (typically eg: CRS, GPS, AIRDIGI, DIGI(tized), +/- 2m for example, )
- e) **WDC:** Contract number (if applicable) or WDC contact Dept/Div/person.
- f) **Comment:** additional information

#### Arrival from the field:

As soon as the Researchers arrive from their communities they should place their materials – hand-drawn maps, questionnaires, and notebooks – in individual folders. The Technical Team then makes a careful inventory of these folders and labels each with the name of the Researcher and the cluster zone.

A resolution should be met with all teams involved to establish the workshop structure. Work hours should be agreed to, with regular breaks.

The Technical Team then goes through the folders carefully, without the Researchers present, and notes down which ones are complete and which have holes. They then categorise each bundle according to degree of difficulty.

#### Transcribing field data onto new maps:

The Researchers work individually with the technical team to transcribe their information onto newly created GIS maps.

This work is split into two broad task areas that are done separately: (1) correcting, filling in, and naming the physical features of the maps (river systems, swamps, lakes, lagoons) and papakainga; and (2) plotting significant sites and areas, resource use patterns (hunting, fishing, agriculture, gathering, etc.). This work goes back and forth, comparing the data in the questionnaires, the hand-drawn maps, and the notebooks with base maps and aerial photographs.

Open discussion among the technical team and groups of Researchers with overlapping and shared knowledge of sub regions should be promoted. In this way,

differences of opinion can be resolved and data verified on the spot to minimize the number of questions to be resolved in the final field visit.

The technical staff and the Researcher could talk about fieldwork experience: how information had been gathered, what the dynamic was in the community, how the maps were drawn, and what difficulties had been faced.

Time should be taken to note knowledge gaps to be filled in during the second fieldwork period. When any matters are uncertain, the technical team places a question mark on the map and jots down a notation in the notebook so the Researcher can check it during the second fieldwork period.

#### Receiving visitors:

Project staff can invite government officials and staff, NGO representatives, and other interested parties to experience the workshop in action.

#### Activities during downtime:

The Coordinators could hold group sessions with the Researchers when they are not involved with the technical team. They could discuss their fieldwork in the communities, going over problems and strategies.

Tribal authorities can lead some discussions, presentations and videos dealing with conservation, forests, and tangata whenua; and the technical team can give the Researchers informal classes and practice sessions dealing with GIS.<sup>15</sup>

#### Print maps to take out for second fieldwork

The new maps produced can then be printed out for the Researchers to take back to the communities for verification. These maps can range in size depending on the project area, however it is recommended that the scale is no greater than 1 : 200 000.

### ***Step 12: Second Fieldwork Period***

The purpose of the second fieldwork is for the Researchers to return to their communities to thoroughly analyse, verify and fill in gaps in the draft maps and resolve ambiguities.<sup>16</sup>

The technical team should visit the Researchers in their communities during the fieldwork period to help out and evaluate their progress.

<sup>15</sup> These activities should be carried over into the third workshop.

<sup>16</sup> Sufficient time should be allowed for community debate and is desired fixing coordinates with a GPS

### ***Step 13: The Third Workshop***

This period is dedicated to correcting the maps and putting in the finishing touches so that they achieve their final form. The magnitude of this task will determine the length of the workshop; in normal circumstances, it should last no more than a week to 10 days.

#### *Drafting detailed community maps:*

The technical team completes the final versions of community maps showing the details of SOSM. These might be at a scale of 1:100,000 to 1:25,000.<sup>17</sup>

#### *Discussion of map details:*

This is an opportunity for the tangata whenua and kaumatua and kuia to make a final evaluation of the data being integrated into the maps. They verify the location of physical features and land use areas, check the proper spelling of place names, and review boundaries<sup>18</sup>. This is a chance to give the maps meaning; it should be seen as an opportunity to reflect on the practical uses of the maps and their importance for tangata whenua. During this time, the technical team is not required to be present, allowing the hapu and iwi to take over the maps.

Everyone on the team should discuss map features, including not simply size and scale but also symbolism, the legend, colours, and methods of depicting different kinds of information.

### ***Step 14: The Final Maps***

#### *Community oversight and quality control:*

While the GIS programmers take charge of this phase of the project, hapu and iwi input remains vital. Close attention should be paid to ensure that the information given by the hapu and iwi is reproduced fully and accurately. Hapu and iwi leaders and some of the Researchers should be present to ensure that the maps are being faithfully completed and that the maps are printed without delay.

#### *Credit for the Maps:*

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<sup>17</sup> E.g. zone maps at a scale of roughly 1:50,000. These could show physiographic features, settlement patterns, and SOSM and regional maps of 1:500,000 showing physiographic features, settlement patterns, and the boundaries of SOSM. These maps can be composites of the zone maps, fit together like pieces of a jigsaw puzzle.

<sup>18</sup> The sessions with kaumatua and kuia could be taped and later transcribed for future use.

Hapu should consider a credits section on the map to outline contributors to the project such as the Lead Organisation, the team members, and the sponsoring institutions that supported the project.

A statement regarding reproduction being prohibited without the previous authorization of the map owners could also be included.

To provide some semblance of official recognition the Whangarei District Council could provide a supporting statement such as, "With the Approval of the Mayor of the Whangarei District Council".

#### Printing the maps:

Local printing facilities should be used, if they exist.

Because these maps will be used for years in the communities – especially in schools, marae and offices – they should be printed on strong, durable paper and be of high quality; the most durable maps are those laminated in plastic.

#### ***Step 15: Research Presentation for Iwi & Hapu***

An event where the maps are presented back to the communities is an opportunity to acknowledge the contribution of the community in the project development. Confirmation of the purpose of the maps can be reinforced at this time. Presentations of maps to schools and other relevant groups can be considered.

A discussion amongst the community on how the maps will be presented to Council and the expectations for the protection of the information and the sites and areas of significance should be recorded.

This is also a good time to evaluate the project process.

Researchers could give presentation on assigned topics such as, sites of significance, flora and fauna of the region, ahu whenua, and so forth.

#### ***Step 16: Research Presentation for WDC***

After presentations back to the community the project leaders and council arrange an event to:

- Present research findings
- Discuss and agree level of protection for sites
- Develop SOSM Protection Plan

### • Evaluate the project

The event could include:

- the mapping process explained in a display showing how the maps developed during the sequence of workshops;
- a video pieced together from the workshops;
- displays of artifacts;
- talks covering cultural, political, demographic, and environmental aspects of the territory;
- the final maps displayed and explained during the presentation.

### ***Step 17: Designing and Implementing the SOSM Protection Plan:***

Project leaders are encouraged to develop a coherent strategy for managing the sites with council. The core of a strategy could consist of:

- a management plan regulating land tenure and management of SOSM
- Kaitiaki identified for sites
- Vesting of waahi tapu
- Use of 'silent files'
- Process for updating site register

Note: the matters above could be included in the original MOU between council and the iwi or hapu but it is valuable to revisit at this stage to ensure the plan suits the information gathered.

A collaborative approach with councils, the Department of Conservation, other government agencies and NGOs, should be pursued.

### ***Step 18: Provision of Information to Council:***

On agreement of the provision of information to council the iwi and hapu will provide GIS shapefiles, tiff images of the maps and a metadata document which:

- a) Describes the project, contract number(s), who commissioned the work in WDC, who did the work and their contacts, outline the scope, reason and purpose for the data and how to use it and any other ancillary information to support the project and the methodology of data capture.
- b) The metadata document will describe the attribute data with at least the following:

**Map name:** ie the Shape file name

**Description:** Brief explanation

**Feature Type:** Polygon, point, line

**Attributes Used:** List each and describe, these are in addition to the requirements to #3 above.

**Attribute Codes:** If attribute fields use a specific set of unique codes, these are described.

**Accuracy:** To what accuracy was the data captured and how is it to be used, for example, if lines were digitized to represent a physical feature, then what width on the ground should they be used or the appropriate scale of display.

**Source(s):** Company, persons involved.

**Date of build:**

**Authority:** Suitable engineering or other study/analysis report identification

**WDC Contract Number:** If data supplied under contract.

**Other information:** As required.

## 4.0 Policies and Processes

This section provides comment and recommendations in relation to existing national and international policies and processes relating to SOSM and provides recommendations for improvements to council policies and procedures.

### 4.1 Protection Mechanisms and Policies Relating to SOSM

There are several laws and policies relating to the protection of SOSM (refer to Appendix 4), however council has identified that current District Plan policy and their internal procedures are not adequate in protecting SOSM. Council is currently carrying out a rolling review of the district plan and is committed to improving their SOSM policies and procedures.

### 4.2 The Whangarei District Plan

In general, Chapter 7 of the Whangarei District Plan provides a strong framework on the issues of relevance to tangata whenua and supports the identification and protection of SOSM. However, the protection of SOSM relies heavily on the implementation and enforcement of Chapter 7. The following are recommendations relating to the Whangarei District Plan:

1. Implement Council's 'Taking into Account' Policy for iwi and hapu management plans
2. Provide resourcing to hapu and iwi for developing management plans
3. Include rules and assessment criteria on how sites identified in iwi and hapu management plans will be considered when assessing resource consent applications
4. Clarify the term "validated information" and link to policy to have sites included in the district plan
5. Consider provisions for joint management agreements
6. Clarify how 'heritage areas of significance to Maori' fit within the district plan framework
7. Identify priority initiatives and how they can be resourced
8. Clarify the difference between "heritage areas" and "SOSM"
9. Plan changes to incorporate sites identified in iwi and hapu management plans into the district plan completed on a regular basis
10. Include policies in the district plan to consider sites identified in iwi and hapu management plans when assessing discretionary resource consents
11. Develop a guidance note providing examples on activities that would comply and those that would not
12. Include a requirement that a CIA will need to be provided in order to determine the effects of the activity on the matters listed
13. Provide training to resource consent planners

14. Include an additional column on the SOSM Schedule identifying the group who sought to have the site included in the District Plan

#### **4.3 Resource Consent Processing & Standard Operating Procedures**

The following are recommendations relating to Resource Consent Processing and Councils Standard Operating Procedures:

1. Develop a step-by-step process for staff to help determine when comment from iwi and hapu should be sought
2. Provide training opportunities for iwi and hapu on resource consent processes
3. Expand SOP to include guidance on processing resource consents that affect an SOSM or where a site has been identified in a iwi or hapu management plan
4. Provide training for staff, include examples to ensure consistency in interpretation of SOP
5. Develop an internal contact database, include information such as:
  - a. interested in receiving resource consent applications within a defined/named areas
  - b. contact details
  - c. have a dedicated department to keep and maintain database
6. Amend resource consent application form to include questions such as:
  - a. is the proposed application site near a SOSM?
  - b. is the proposed application site near a site identified on a iwi or hapu management plan?
  - c. If so, has engagement been undertaken with the relevant iwi/hapu?
  - d. What was the outcome of the engagement?
  - e. Has a cultural impact assessment been included as part of the resource consent application?
7. Council to encourage pre-application engagement with tangata whenua as best practice
8. Develop best practice guide on undertaking engagement with tangata whenua
9. Agree a standard set of resource consent conditions with iwi and hapu (note: this does not replace the need for additional conditions to be used where appropriate)
10. Investigate avenues for funding/resourcing iwi and hapu to participate effectively in process
11. Cultural Impact Assessment guidelines
12. Cultural Impact Assessment policy on who shall produce CIAs
13. Guidelines for conditions on resource consents
14. Monitoring undertaken by tangata whenua (subject to appropriate skill base)
15. Guidelines on how iwi and hapu management plans are used to inform resource consent process
16. Information included as part of PIM's/LIM's



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### SHORT FORM AGREEMENT FOR CONSULTANT ENGAGEMENT (COMMERCIAL)

BETWEEN: **WHANGAREI DISTRICT COUNCIL (WDC)**.....  
 (CLIENT)

AND: **TUI SHORTLAND (REPO CONSULTANCY)**.....  
 (CONSULTANT)

**PROJECT:**  
 PROJECT MANAGEMENT OF SITES OF SIGNIFICANCE  
 TO MAORI PROJECT

**LOCATION:**  
 WHANGAREI DISTRICT COUNCIL



#### SCOPE & NATURE OF THE SERVICES:

THE CONSULTANT WILL PROVIDE PROJECT MANAGEMENT COORDINATION AND TO MANAGE THE PROCESS FOR THE GATHERING OF INFORMATION FROM HAPŪ, IWI AND WHANAU FOR THE SITES OF SIGNIFICANCE TO MAORI PROJECT AND DELIVERING A REPORT AS CONTEMPLATED IN ITEM 3 FOR THE TERM OUTLINED IN THIS AGREEMENT.

THE ABOVE COORDINATION WILL INCORPORATE THE RESEARCH METHODOLOGY THAT WAS PREPARED BY REPO CONSULTANCY FOR WHANGAREI DISTRICT COUNCIL. THE COORDINATOR THAT WILL BE ENGAGED TO MANAGE THE INFORMATION GATHERING PROCESS. THE COORDINATION WILL INCLUDE THE FOLLOWING:

1. A DESCRIPTIVE CONSULTATION APPROACH OR PLAN TO BE UNDERTAKEN WITH IWI AND HAPU INCLUDING (BUT NOT LIMITED TO)
  - NGATIWAI
  - PAUTHARAKEKE
  - NGATI KAHU KI TORONGARE
  - TE PARAWHAU
  - TE WAIARIKI, NGATI KORORA, NGATI TAKA PARI
  - NGATI HAU
  - NGATI HINE
2. THE COORDINATION WILL OUTLINE HOW INFORMATION FROM THE WHANAU, HAPU AND IWI WILL BE INCORPORATED INTO COUNCIL SYSTEMS AND PROCESSES, DESIGNED TO BETTER MANAGE HERITAGE AREAS OF SIGNIFICANCE TO MAORI AND SITES OF SIGNIFICANCE TO MAORI INTO THE FUTURE
3. THE PROCESS WILL OUTLINE WHAT APPROACH COULD BEST BE ADOPTED IN THE DEVELOPMENT OF THE ASSOCIATED GOVERNANCE DOCUMENTS INCLUDING BUT NOT LIMITED TO
  - PROCEDURAL MANUAL FOR COUNCIL STAFF. BEST PRACTICE PROCEDURES WILL ASSIST STAFF IN MANAGING RESOURCE CONSENTS OR PROJECTS THAT IMPACT ON HERITAGE AREAS OF SIGNIFICANCE TO MAORI AND SITES OF SIGNIFICANCE TO MAORI.
  - THE REPORT WILL UNDERPIN THE DEVELOPMENT OF A DISTRICT PLAN CHANGE DESIGNED TO PROTECT HERITAGE AREAS OF SIGNIFICANCE AND OF SITES OF SIGNIFICANCE TO MAORI.
4. THE CONSULTANT SHALL PREPARE A REPORT WHICH OUTLINES THE TIMEFRAMES AND COST ALLOCATIONS (INCLUDING THE MANAGEMENT FEE WHICH IN TOTAL MAY NOT EXCEED \$60,000 PER ANNUM) FOR BOTH THE MANAGEMENT COST AND REIMBURSEMENT TO HAPŪ AND IWI FOR THE TERM OF THIS AGREEMENT.
  - a. THE REPORT WILL ALSO OUTLINE THE CRITICAL OPERATIONAL AND GOVERNANCE ASPECTS AND PRODUCE A REALISTIC TIMEFRAME TO PROVIDE A GUIDE FOR PROJECT MILESTONES TO BE ACHIEVED.
  - b. ANY OTHER RESEARCH MATTERS ASSOCIATED WITH THE SITES OF SIGNIFICANCE TO MAORI PROJECT THAT MAYBE CONSIDERED IMPORTANT TO THE OVERALL SUCCESS OF THE PROJECT

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<b>PROGRAMME FOR THE SERVICES:</b>  A FULL REPORT TO BE PROVIDED TO PROJECT MANAGER AND PROJECT SPONSOR FOR SIGN OFF BY 4 MARCH 2011.	
<b>TERM:</b>  THIS AGREEMENT WILL BE FOR AN INITIAL TERM OF ONE (1) YEAR FROM 1 MARCH 2011 WITH TWO FURTHER RIGHTS OF RENEWAL OF ONE (1) YEAR EACH TO THE EFFECT THAT THIS AGREEMENT WILL FINALLY EXPIRE ON 28 FEBRUARY 2014. ANY RENEWAL OF THIS AGREEMENT WILL BE AT THE DISCRETION OF THE CLIENT AND WILL BE SUBJECT TO FUNDING AVAILABILITY AND THE PERFORMANCE OF THE CONSULTANT AND HAPŪ AND MWI UNDER THIS AGREEMENT.	
<b>FEES &amp; TIMING OF PAYMENTS:</b>  THE MANAGEMENT FEE AS WELL AS THE PROCESS MANUAL WILL BE INCLUDED TO A MAXIMUM OF \$30,000 FOR THE INITIAL TERM AND TO A MAXIMUM OF \$30,000 PER ANNUM FOR EACH RENEWAL TERM.  THE SEPARATE REIMBURSEMENT FEE TO HAPŪ AND MWI WILL NOT EXCEED \$30,000 PER ANNUM.	
<b>INFORMATION OR SERVICES TO BE PROVIDED BY THE CLIENT:</b>  ANY REQUIRED BACKGROUND INFORMATION ON THE SITES OF SIGNIFICANCE TO MAORI PROJECT. SUPPORTED ACCESS TO COUNCIL INFORMATION.  RELEVANT PLANNING PROCEDURES AND PROCESSES DOCUMENTS FOR THE COMPLETION OF THE REPORT.  <i>The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree to be bound by the provision of the Short Form Model Conditions of Engagement (overleaf), including clauses 1, 8 and 9, and any variations noted below. Once signed, this agreement, together with the conditions overleaf and any attachments, will replace all or any oral agreement previously reached between the Parties.</i>	
<b>VARIATIONS TO THE SHORT FORM MODEL CONDITIONS OF ENGAGEMENT (OVERLEAF):</b>  NO VARIATION.	
<b>CLIENT AUTHORISED SIGNATORY (IES):</b>    PRINT NAME: PAUL DELL DATE: 3/3/11	<b>CONSULTANTS AUTHORISED SIGNATORY (IES):</b>    PRINT NAME: TUI SHORTLAND DATE: 4/2/11

## SHORT FORM MODEL CONDITIONS OF ENGAGEMENT (COMMERCIAL)

1. The Consultant shall perform the Services as described in the attached documents. The Client and the Consultant agree that the Services are acquired for the purposes of a business and that the provisions of the Consumer Guarantees Act 1993 are excluded in relation to the Services.
2. In providing the Services the Consultant shall exercise the degree of skill, care and diligence normally expected of a competent professional.
3. The Client shall provide to the Consultant, free of cost, as soon as practicable following any request for information, all information in his or her power to obtain which may relate to the Services. The Consultant shall not, without the Client's prior consent, use information provided by the Client for purposes unrelated to the Services. In providing the information to the Consultant, the Client shall ensure compliance with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.
4. The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variation to the Services.
5. The Client shall pay the Consultant for the Services the fees and expenses at the times and in the manner set out in the attached documents. Where this Agreement has been entered by an Agent (or a person purporting to act as Agent) on behalf of the Client, the Agent and Client shall be jointly and severally liable for payment of all fees and expenses due to the Consultant under this Agreement.
6. All amounts payable by the Client shall be paid within twenty (20) working days of the relevant invoice being mailed to the Client. Late payment shall constitute a default, and the Client shall pay default interest on overdue amounts from the date payment falls due to the date of payment at the rate of the Consultant's overdraft rate plus 2% and in addition the costs of any actions taken by the Consultant to recover the debt.
7. Where Services are carried out on a time charge basis, the Consultant may purchase such incidental goods and/or Services as are reasonably required for the Consultant to perform the Services. The cost of obtaining such incidental goods and/or Services shall be payable by the Client. The Consultant shall maintain records which clearly identify time and expenses incurred.
8. The liability of the Consultant to the Client in respect of his or her Services for the project, whether in contract, tort or otherwise, shall be limited to the lesser of five times the value of the fees (exclusive GST and disbursements), or the sum of \$NZ 250,000. The Consultant shall only be liable to the Client for direct loss or damage suffered by the Client as the result of a breach by the Consultant of his or her obligations under this Agreement and shall not be liable for any loss of profits.
9. The Consultant acknowledges that the Consultant currently holds a policy of Professional Indemnity insurance for the lesser of \$NZ 250,000 or five times the value of the fees (exclusive of GST and disbursements). The Consultant undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
10. Neither the Client nor the Consultant shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on him or her within six years from completion of the Services.
11. If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
12. The Consultant shall retain intellectual property/copyright in all drawings, specifications and other documents prepared by the Consultant. The Client shall be entitled to use them or copy them only for the Works and the purpose for which they are intended. The ownership of data and factual information collected by the Consultant and paid for by the Client shall, after payment by the Client, lie with the Client. The Client may reproduce drawings, specifications and other documents in which the Consultant has copyright, as reasonably required in connection with the project but not otherwise. The Client shall have no right to use any of these documents where any or all of the fees and expenses remain payable to the Consultant.
13. The Consultant has not and will not assume any obligation as the Client's Agent or otherwise which may be imposed upon the Client from time to time pursuant to the Health and Safety in Employment Act 1992 ("the Act") arising out of this engagement. The Consultant and Client agree that in terms of the Act, the Consultant will not be the person who controls the place of work.
14. The Client may suspend all or part of the Services by notice to the Consultant who shall immediately make arrangements to stop the Services and minimise further expenditure. The Client and the Consultant may (in the event the other Party is in material default) terminate the Agreement by notice to the other Party. Suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
15. The Parties shall attempt in good faith to settle any dispute by mediation.
16. This Agreement is governed by the New Zealand law, the New Zealand courts have jurisdiction in respect of this Agreement, and all amounts are payable in New Zealand dollars.

TS  
PMD





# **Standard Operating Procedure**

## **Sites and Areas of Significance to Maori and information access and protection**

November 2011

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## 1 Summary

This Standard Operating Procedure discusses the legal obligation under the Resource Management Act 1991 in regards to protecting SOSM and the actual daily implication this has on the processing of resource consents.

## 2 References

- The Research Methodology & Plan for Protecting Sites and Areas of Significance: Iwi/Hapu Input to Whangarei District Council Sites of Significance
- Patuharakeke MOU or RC decision?
- Site of Significance Map – District Plan
- WDC Marae, Hapu, Iwi Groups Map
- Iwi/Hapu EMPs?

## 3 Primary Legal Obligation to Consider Cultural Matters

### 3.1 Part 2 RMA 1991

#### Section 5

Section 5 of the RMA states that the purpose of the Act is to promote the sustainable management of natural and physical resources.

Sustainable management is defined to include managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their **cultural wellbeing**.

#### Section 6 (e)

This section requires us to recognise and provide for the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga - as a matter of national importance.

#### Section 6 (f)

This section requires us to recognise and provide for the protection of historic heritage from inappropriate subdivision, use, and development – as a matter of national importance.

#### Section 7 (a)

Section 7 (a) requires us to have particular regard to Kaitiakitanga -The ethic of stewardship.

#### Section 8 Treaty of Waitangi

Section 8 Treaty of Waitangi states: In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall take into account the principles of the Treaty of Waitangi (Te Tiriti o Waitangi).

#### Section 35A

This provision is intended to give greater certainty for Councils on the scope of consultation required with Iwi (and, if appropriate, Hapu) and to provide for the participation of Iwi (and, if appropriate, Hapu) in resource planning. The section addresses the difficulties encountered by Councils and others in identifying the persons or groups with the mandate to represent Iwi or, if appropriate, Hapu. It does so by requiring Councils to keep a record of the Iwi and Hapu within the region or district, Iwi planning documents lodged with the relevant Councils, and the areas within the region or district over which one or more Iwi or Hapu exercise kaitiakitanga.

#### Section 42

This section allows Councils to make an order that sensitive information is prohibited or restricted from the public to avoid serious offense to tikanga Maori or to avoid the disclosure of the location of wahi tapu.

The RMA also provides for the creation of **Iwi Management Plans** which have to be taken into account when preparing or changing regional policy statements and regional and district plans (sections 61(2A)(a), 66(2A)(a), and 74(2A)(a)) and can provide guidance for consultation in the resource consents process.

## 4 Procedure for Protection of SOSM

The protection of a SOSM generally includes the following types of measures:

- Legal – scheduled in the district plan, district plan objectives, policies and methods, joint managed council reserve, etc
- Conservation – preservation, restoration, reconstruction, and adaptation
- Management –
  1. Understanding Heritage Significance - Statement of Significance,
  2. Developing objectives to express and retain significant values - MOU, Data sharing agreements, Reservation Management Plans, SOPs, heritage guides and other public education
  3. Manage to achieve objectives
    - a. Implementation – project management (short term)
    - b. Monitoring – regular management (long term)
    - c. Review – periodic review (long term)

### Cultural Resources Management Model

1. Identify and assess
2. Allocate resources
3. Protect cultural heritage assets
4. Plan Conservation action
5. Present cultural heritage
6. Monitor all processes
7. Repeat steps 1-6

## 5 Best Practice

### 5.1 Quality Planning Website

Quality Planning Website contains information on **Cultural Impact Assessments (CIA) and Consultation with Tangata Whenua**.

While undertaking consultation for resource consent applications is not mandatory, the Environment Court has stated that it is recognised good practice to consult. The duty of early consultation with tangata whenua has been identified by the Court of Appeal as one of the principles of the Treaty of Waitangi.

**CIA** is a report documenting Maori cultural Values, interests and associations with an area or a resource, and the potential impacts of a proposed activity on these.

#### Quality Planning Website notes that

**Commissioning a CIA is good practice when** the proposed activity is on, adjacent to, or likely to impact on:

- A site of historical or cultural significance to tangata whenua such as urupā (burial sites), wāhi tapu (sacred sites), known archaeological sites, or nohoanga sites (seasonal occupation sites)
- Flora and fauna of cultural significance to tangata whenua such as a mahinga kai (food) resources or species used for other cultural practices such as weaving (raranga) or traditional medicine (rongoā)

- Areas of historical or spiritual importance to tangata whenua
- Areas with significant landscape values to tangata whenua
- Waterways or wetlands of importance to tangata whenua
- Significant areas for tangata whenua within the coastal environment such as tauranga waka (canoe landing sites), mahinga kai areas (food resources and gathering) or wāhi tapu.

**A CIA may also be appropriate where**

- Applications are for large, intensive, or complex projects
- There is not enough information included in a resource consent application to assess the likely effects of the activity on tangata whenua
- An assessment of potential impacts on cultural values and associations would take a lot of time for tangata whenua to complete
- The cultural values associated with the site or in relation to the proposal are not easily assessed or are unknown to tangata whenua and new or additional research is required to identify the effects of the activity
- The proposed activity may be precedent setting.

Quality Planning website also notes the following regarding **Iwi Management Plans**

For Councils in assessing applications for resource consent, IMPs **provide a useful starting point for consultation/engagement to:**

- Identify the relevant Iwi/ Hapū within the area subject to the application.
- Help identify whether or not the Iwi/Hapū may be an affected person; that is, whether the Iwi/Hapū is 'affected in a manner different from the public generally' (see 'To Notify or Not to Notify' for more information on identifying affected persons).
- Provide a starting point for understanding potential effects of a proposed activity on Māori cultural values when considering an application for resource consent (section 88).
- Identify where further information, in the form of a cultural impact assessment, may be desirable (see 'Frequently Asked Questions on Cultural Impact Assessments' for more information).
- Address resource management matters considered important to Iwi/ Hapū that need to be accorded appropriate weight under section 104.

## 5.2 Iwi Liaison Unit

The Environment Group – Iwi Liaison are currently dealing with various local Iwi and the Policy Division to compile a new list of sites of significance to Maori to be put into the District Plan.

- It is recommended that where there is an archaeological site in the surrounding area, that the application should be given to the relevant Iwi or the Iwi Liaison Unit at WDC specifically to **determine the cultural significance of the archaeological site**. The Iwi Liaison Unit would be best placed to do this rather than planners and NZHPT, neither of whom have the local knowledge that our Iwi Liaison Unit currently has.

## 6 Iwi /Hapu Contact Details

The address for the service for the relevant iwi/ hapu groups is kept in a spreadsheet maintained by the Maori Engagement Officer and can be found in TRIM under:

*Marae, Iwi and Hapu Maori Organisations Contacts*      TRIM 09/24736

The **Ngararatanua Marae Committee** address is on the list but is noted below for easy reference:

C/- Helen Clark      67 Valley Road  
Hikurangi  
021 1867663  
hel.e.clark@gmail.com

## **7 Adoption**

This Standard Operating Procedure has been approved for adoption by the Resource Consents Manager

Date \_\_\_\_\_

### SITES OF SIGNIFICANCE PROJECT SUMMARY OF PAYMENTS

**Agreement signed** – 4 March 2011 between Council and Tui Shortland (Repo Consultancy) for the Project Management of the Sites of Significance to Maori Project. In particular, to undertake a consultation with iwi and hapu. Those iwi and hapu named were:

- Ngatiwai
- Patuharakeke
- Ngati Kahu Ki Torongare
- Te Parawhau
- Te Waiariki, Ngati Korora, Ngati Taka Pari
- Ngati Hau
- Ngati Hine

**Term of Contract:** 1 March 2011 – 1 year. Two rights of renewal of 1 year each. Final expiry 28 February 2014.

**Fees:** "Management Fee as well as the process manual will be included to a maximum of \$30,000 for the initial term and to a maximum of \$30,000 per annum for each renewal term."

"The separate reimbursement fee to hapu and iwi will not exceed \$30,000 per annum."

**Invoices:**

Date	Description	Amount (excl. GST)	Total (incl. GST)
8 April 2011	"Draw down to start project"	\$3750.00	\$4312.50
10 June 2011	"Hapu Consultation" "Research – preparation, workshops, fieldwork"	\$11,250.00 \$30,000	\$47,437.50
1 December 2011	'Project Management of Sites of Significance to Maori Project Milestones – 4) Research – Workshops and Fieldwork"	\$8750.00	\$10,062.50
1 December 2011	'Project Management of Sites of Significance to Maori Project Milestones – 5) Recommendations to Council	\$5000	\$5750
21 February 2012	"Milestone 1 – Completion of 2012 report outlining timeframe and costs in accordance with clause 4 of signed	\$3750	\$8625.00

<b>Date</b>	<b>Description</b>	<b>Amount (excl. GST)</b>	<b>Total (incl. GST)</b>
	consultant agreement form" "Milestone 2 – Hapu consultation Repo Payment"	\$3750	
21 February 2012	"Milestone 2 – Hapu consultation Ngati Kahu payment" "Milestone 2 – Hapu consultation Ngati Hau payment"	\$3750 \$3750	\$8625.00
26 June 2012	"Milestone 3 – Further recommendations to Council" "Milestone 4 – Research – preparation and workshops and fieldwork"	\$5000 \$30,000	\$40,250
13 November 2012	"Ngati Hine info sharing event including project management, food, venue and information sharing with Ngati Hine" "2012 – Milestone 5 – Repo Consulting \$5000, Ngati Hau \$1875, Ngati Kahu \$1875" "Milestone 1 – Report Repo Consultancy \$3750. Milestone 2 – Hapu consultation Repo consultancy \$3750, Te Waiariki \$3750, Te Parawhau \$3750"	\$1000  \$8750  \$15,000	\$28,462.50
21 May 2013	"Milestone 4 – preparation & workshops & fieldwork Repo \$12,500, Te Waiariki \$8750, Te Parawhau \$8750"	\$30,000	\$34,500
1 November 2013	"Milestone 5. Research – Workshops & Fieldwork, Repo \$5,000, Te Waiariki	\$8750	\$10,062.50

Date	Description	Amount (excl. GST)	Total (incl. GST)
	\$1875, Te Parawhau \$1875"		
<b>TOTAL</b>			<b>\$198,087.75</b>

The Milestones referred to in the invoices were:

Milestones	
<b>1</b>	Completion of Report outlining timeframes and costs in accordance with clause 4 of signed consultant agreement form
<b>2</b>	Hapu Consultation <ul style="list-style-type: none"> <li>• Initiate contact</li> <li>• Initial hui</li> <li>• Agreement hui</li> </ul>
<b>3</b>	Research – Preparation & Workshops & Fieldwork <ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Government &amp; NGO Engagement</li> <li>• Assemble Technical &amp; Community Teams</li> <li>• Laying the Technical Foundation</li> <li>• Ground Preparation &amp; Organisation of the Team</li> <li>• The First Workshop</li> <li>• First Fieldwork Period</li> </ul>
<b>4</b>	Research – Workshops & Fieldwork <ul style="list-style-type: none"> <li>• The Second Workshop</li> <li>• Second Fieldwork Period</li> <li>• The Third Workshop</li> <li>• The Final Maps</li> </ul>

Summary of payments to hapu (excluding GST):

Ngati Kahu - \$5,625.00

Ngati Hau - \$5,625.00

Ngati Hine - \$1,000 (for hui?)

Te Waiariki - \$14,375.00

Te Parawhau - \$14,375.00

**TOTAL: \$41,000**

Summary of data received from hapu:

Te Waiariki – 36 sites

Ngati hau – 12 sites, 42 areas

Ngatiwai – 503 areas

Patuharakeke - 23 sites, 23 areas accompanied by a comprehensive report outlining the history of the sites/areas

Ngati Kahu – 34 sites

Ngati Hine – 31 sites

The quality of the information varies widely between the hapu.



## 6.8 Sites of Significance to Maori Plan Change Update

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Evan Cook (Senior Planner – District Plan)

### 1 Purpose

To update the Te Kārearea Strategic Partnership Forum and suggest a pathway to advance the Sites of Significance Plan Change.

### 2 Recommendation

That Te Kārearea Strategic Partnership Forum endorses the recommended approach to progress the plan change.

### 3 Background

This item seeks to update members of Te Karearea on progress to date with the Sites of Significance to Maori (SoSM) Plan Change, and to suggest an approach to progress the plan change through to notification. The purpose of the plan change is to afford protection to places of significance to Maori through the District Plan. Council will be working with participating iwi/hapū to:

- identify sites suitable for inclusion in the District Plan
- develop District Plan provisions and internal processes affording protection to identified places and develop internal processes to protect them.

This is part of the rolling review program for updating the District Plan and does not prevent future plan change for the inclusion of additional places at a later date.

### 4 Discussion

#### 4.1 Where are we now

The District Plan currently lists 86 sites of significance in Schedule 4. The locations of the sites are identified in the Resource Area maps and Schedule 4 lists and describes the sites. Chapter 60, Sites of Significance to Maori, NTW (Network Utilities) and the subdivision rule chapters contain rules intended to protect the sites from damage or destruction. There are a significant number of sites that are important to tangata whenua that are not identified or recorded on the District Plan maps.

Council also holds information on archaeological sites provided by the New Zealand Archaeological Association.

This information is not in the District Plan but is in the Council GIS mapping system so where an application occurs in proximity to a recorded site applicants are advised to apply for an authority from Heritage New Zealand. Unrecorded archaeology already has some protection through the Heritage New Zealand Pouhere Taonga Act 2014 and advice notes that set out protocols for when archaeology is discovered are often included in resource consents.

Council has begun updating its list of scheduled sites by working with iwi/hapū (through a consultant) over the last 6 years. A methodology report was prepared by the consultant setting out the process for obtaining information and Information sharing agreements were signed by 4 hapū that set out how sensitive information provided to council is to be treated. Council has obtained datasets from 6 iwi/hapū who have provided GIS data on 708 additional sites or areas of significance to them. Some of these are discrete points, while others cover large areas across multiple properties.

The information provided around these sites varies widely between hapū. One data set is accompanied by a comprehensive report that sets out the values of the sites and why they are important, while others contain data points with little information on what is being protected and why. Council recently engaged a GIS expert to organize the data into a layer and identify gaps in the attributes associated with each site or area. The information needs to be of a consistent level and nature to protect the integrity of the plan change.

Draft plan provisions have also been prepared by staff however these will need to be reviewed to ensure that they give effect to updated higher order documents before being tested through consultation with stakeholders. Specifically, the District Plan provisions will need to give effect to the new Northland Regional Policy Statement (RPS).

## **4.2 The Regional Policy Statement**

The RPS became operative on 9 May 2016 and sets out the criteria to be used for assessing, identifying and recording historic heritage in Policy 4.5.3.

Method 4.5.4 directs District Councils to collaborate with Department of Conservation, Tangata Whenua, Heritage New Zealand and affected landowners to identify historic heritage resources (including areas and sites of significance to Maori) and to include them in the District Plan by way of maps, schedules, or using non statutory alert layers.

The RPS then sets out how the integrity of heritage resources should be maintained. Methods include the careful design and location of subdivision use and development, restrictions on activities that compromise important spiritual or cultural values held by Maori, and the disturbance, demolition or alteration of physical elements and or structures of historic heritage that meet the criteria of Policy 4.5.3.

The Method also states that in exercising control over activities, councils must allow the maintenance of established authorised activities, such as the maintenance of existing structures, buildings, access ways infrastructure and production land, and must not render land incapable of reasonable use.

## **4.3 Historic Heritage Plan Change (PC124)**

In September 2016, the Historic Heritage chapter of the District Plan became operative. This chapter provides an overarching framework for historic heritage issues generally, with objectives and policies that apply to all heritage items. The chapter currently contains a subsection covering Built Heritage (buildings, sites, objects and related surroundings). It is intended that further subsections covering Archaeological Sites and Sites and Areas of Significance to Maori will be integrated into the chapter as the rolling review of the District Plan progresses. This would include objectives and policies and rules specific to the protection of SoSM, and an updated schedule of sites and areas (where iwi/hapū are prepared to disclose locations to the public).

#### 4.4 Sensitive sites/Alert layers

The information that was collected through the PC100 field work to date was categorised into three access levels depending on their sensitivity. The different levels set out who has access to information. Level one sites are intended to be classed as public information and shown on District Plan maps, while information on sensitive level 2 and 3 sites would be held by iwi/hapū. Under the proposed methodology, the location of level 2 and 3 sites would be on an alert layer that was visible to Council staff through the internal GIS system so that when a proposal came up in that area, applicants would be directed to talk to the relevant iwi/hapū and seek a CIA where appropriate. This is an internal process that would only happen once an application was lodged, or where an applicant held a pre lodgement meeting.

This process could be advanced at the same time but separately to the publicly notified plan change as resources allow (this is how known archaeological sites are currently managed) and has the advantage of being able to be easily updated without going through a public plan change process when new information is discovered. Focusing on the sites that iwi/hapū are comfortable identifying will allow the plan change to continue while the processes for more sensitive sites are developed through other methods such as an internal GIS layer or identification in iwi/hapū management plans.

While there are provisions in the RMA to protect the disclosure of sensitive information, information that is going to go into the District Plan is open to challenge by affected landowners and may become public in council hearings or the Environment Court. Indications from iwi/hapū are that they would prefer the majority of their sites to be classed as level 3 (most sensitive) and not shown on the Resource Area maps.

It is important to note that the value of including information on SoSM in the District Plan lies in the sharing of knowledge around the sites of significance. An improved knowledge base informs landowners or developers of the characteristics of their site at an early stage enabling appropriate development that reflects the values associated with the context of an area. The dissemination of this knowledge will reduce accidental damage and can enable early engagement with relevant iwi/hapū and facilitate the preparation of CIA if necessary. This knowledge can avoid major time and cost implications to applicants when development is halted by the accidental discovery of protected items.

#### 4.5 Auckland Unitary Plan Decision

The protection of sites of significance was considered recently as part of the development of the Auckland Unitary Plan and tested by the independent hearing panel (IHP) and appeals to the High Court. This case provides useful guidance to WDC in the progression of this plan change and highlights the importance of using robust information in the identification of important sites

The Proposed Auckland Unitary Plan was released to the public in November 2013. It proposed two layers of protection for sites and places of Māori cultural heritage, namely:

- (a) Provisions for sites and places of significance to mana whenua (SSMW) with draft objectives, policies and rules for these sites and places. There was an accompanying schedule detailing 61 sites and places of significance; and
- (b) A Māori cultural heritage alert layer (SVMW) which would extend to approximately 9,000 sites and associated objectives, policies and rules. These sites had been taken from a database known as the Cultural Heritage Inventory maintained by the Council. This database in turn had been taken from a list of sites considered to be appropriate for further investigation by the New Zealand Archaeological Association.

Following feedback through the submission process the Hearing Panel considered that the SVMW overlay was being advanced on a precautionary basis – essentially to protect sites it was thought might be of value to mana whenua from inappropriate development until further studies could determine whether or not each site does have ongoing value to mana whenua.

The focus of the SVMW overlay was on potential adverse effects. Essentially, the IHP/Council had to balance the potential adverse effects against the restrictions which would be imposed on landowners if the overlay and its associated restrictions were approved. In the end the IHP considered that the overlay and the schedule of sites/places of value was not robust enough to include in the Unitary Plan.

Having considered this case, it is important that the information that underpins PC100 is based on evidence and meets the following criteria

- (a) The site is of Māori origin;
- (b) The site has mana whenua values ascribed to it in accordance with the regional policy statement; and
- (c) The location of the site has been confirmed.

#### **4.6 Suggested approach to progress the Plan Change**

##### **Identification of sites for inclusion in the District Plan**

Given the outcome of the Unitary Plan and the requirements of the RPS, it is important that every identified site/area that is to be included in the District Plan meets these criteria. Ensuring the information is robust will avoid costs associated with legal challenges as the Plan Change progresses. Some of the sites recorded as part of PC100 meet these criteria, while others do not, for example, the boundaries of some sites are not clearly defined, and the values associated with others have not been recorded. Nevertheless, the data collected through PC100 provides a good starting point for further engagement with tangata whenua on which sites they want recorded in the District Plan.

In the interest of moving the plan change forward, it is recommended that the Council capitalises on the resources already committed through PC100 and focus on ensuring the data on sites and areas that iwi/hapū have identified, and are comfortable with disclosing publicly meet the criteria for inclusion in the District Plan.

One of the main issues with the project to date was that iwi/hapū lacked GIS programs and capability and were tasked with providing Council with a GIS file. It is recommended that Council staff meet with iwi/hapū representatives to identify the location and values for each site. The locations can be recorded on physical maps or digital photos and the values written down. This information can then be digitised by a GIS expert contracted to the Council with the values linked to the site/area in the GIS attribute table. Digital maps can then be returned to iwi/hapū for verification that the information is correct. Through this process staff can also have a conversation around the values that need protection and appropriate ways to achieve this.

##### **Development of provisions**

Objectives, policies and rules designed specifically to protect SoSM need to give effect to higher order documents including the New Zealand Coastal Policy Statement and the Regional Policy Statement which seek to protect spiritual and cultural values. Involving council staff in discussions around the values of individual sites at the identification stage will be useful in developing appropriate provisions that are acceptable to tangata whenua, including which activities are restricted in the vicinity of a SoSM and when consultation or a CIA is required.

##### **Pre-Consultation**

Following the identification of sites and preparation of draft provisions stakeholders that will either be directly or potentially affected by the proposals should be consulted with. Early engagement with stakeholders will assist in reaching acceptable solutions however considering similar plan changes in other districts, any methods that place restrictions on the use of private land are likely to be met with resistance. Non-statutory consultation should include but not be limited to the following groups:

- Iwi/hapū
- Affected Landowners
- Heritage New Zealand
- Department of Conservation
- NRC, FNDC and KDC
- Federated Farmers
- Resident and Ratepayer Groups
- Plan holders and Resource Management Practitioners

Following pre-consultation, changes can be made where necessary before the Plan Change is brought to Council for adoption and the formal notification process begins. This may include adding additional sites.

#### **4.7 Costs/benefits of this approach**

Costs associated with this approach will be incurred through the engagement of a GIS consultant, staff time and payments to iwi/hapū representatives for their time and expertise. These costs will depend on the number of sites that iwi/hapū wish to identify and how comprehensive the existing information that has been provided to Council is.

The benefits will be that the information collected as part of PC100 can be utilised and completed to a stage where they can be included in the District Plan. It is also hoped that through staff working directly with iwi/hapū on this plan change there will be opportunities to build trust and improve the relationship between Council and iwi/hapū.

#### **4.8 Conclusion**

In order to move the Plan Change forward, a two-stage approach is recommended. In the short term, it is recommended that council staff work directly with iwi/hapū to map and record values for sites and areas of significance to Maori. This would involve a focus on those sites and areas that hapū are comfortable with being made public through the notification process of a District Plan change. WDC would contract a GIS expert to map these sites, then return the information to the relevant hapū representative to check prior to notification.

It is also recommended that staff work with hapū and other stakeholders concurrently to prepare a set of draft provisions that manage effects on sites and areas of significance that will fit into the Historic Heritage chapter or the District Plan.

For other sites that hapū are reluctant to disclose information around, it is recommended that funding be provided in the LTP over the medium term for a project to work with mana whenua to record the locations of level 2 and 3 sites and to develop internal processes to enable the protection of sensitive sites (silent files).

## **5 Significance and engagement**

### **5.1 Significance**

The decisions or matters of this Agenda are major in terms of an identified community of interest - tangata whenua, however they do not trigger more than two of the significance criteria outlined in Council's Significance and Engagement Policy. The public will be informed via Agenda publication on the website.

### **5.2 Engagement**

The plan change will involve consultation with iwi/hapū and other stakeholders both non-statutory and as part of the District Plan development process.



## 6.9 District Plan Rolling Review Update

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Melissa McGrath (District Plan Manager)

### 1 Purpose

To provide an update of the District Plan rolling review progress to the Te Kārearea Strategic Partnership Forum.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum note the update of the District Plan rolling review progress.

### 3 Discussion

Under Section 79 of the Resource Management Act 1991 Council has a requirement to review the District Plan provisions within a 10 year time period. Following a review of provisions, Council must notify a plan change whether it considers that the provisions require alteration or considers that no alteration is required.

In 2009 Council adopted a rolling review method, with plan changes ranging in scope from technical topics, isolated rezoning to district wide policy. The 10 year timeframe to review the operative plan expired on 4 May 2017. The diagram in attachment 1 illustrates the progress made with plan changes. 2017 saw major progress on the rolling review, with several plan changes becoming operative and others notified. The program for 2018 is outlined below:

#### **2018 Plan Change Programme:**

#### Appeal Negotiation/Resolution:

- PC131 Genetically Modified Organisms – Introduction of a new district wide chapter taking a precautionary approach to GMO in the Whangarei District.
- PC85 A – D, PC86 A & B Rural Plan Changes – Rezoning all rural areas of the district.
- PC87 Coastal Area – Introduction of a coastal area overlay, implementing the Regional Policy Statement (RPS) coastal environment mapping and policy direction.
- PC102 Minerals – Review of the minerals provisions and mineral extraction areas.
- PC114 Landscapes – Review of the landscape provisions and implementation of the RPS outstanding natural landscape and feature mapping and policy direction.

Draft form preparing for notification mid 2018:

- PC82 Signs and Lighting - Review of signs and lighting rules and introduction of district wide provisions.
- PC129 Notable Trees – Review of heritage trees rules and introduction of district wide provisions.
- PC91 Hazardous Substances – Review of hazardous substances rules.

Draft form preparing for pre-consultation mid 2018:

- Incorporation of new Environmental Engineering Standards:
  - Transport – Review of transport provisions, updating the road hierarchy, parking standards and Environmental Engineering Standards.
  - Three Waters – Review of stormwater, wastewater and water supply provisions and updating the Environmental Engineering Standards.
- Urban – Review of all urban zoning, residential and business, for Whangarei City and Ruakaka.
- Open Space – Review of open space zoning and provisions, introduction of more specific conservation, active and passive recreation Environments.
- Designations – Review and update of designations.

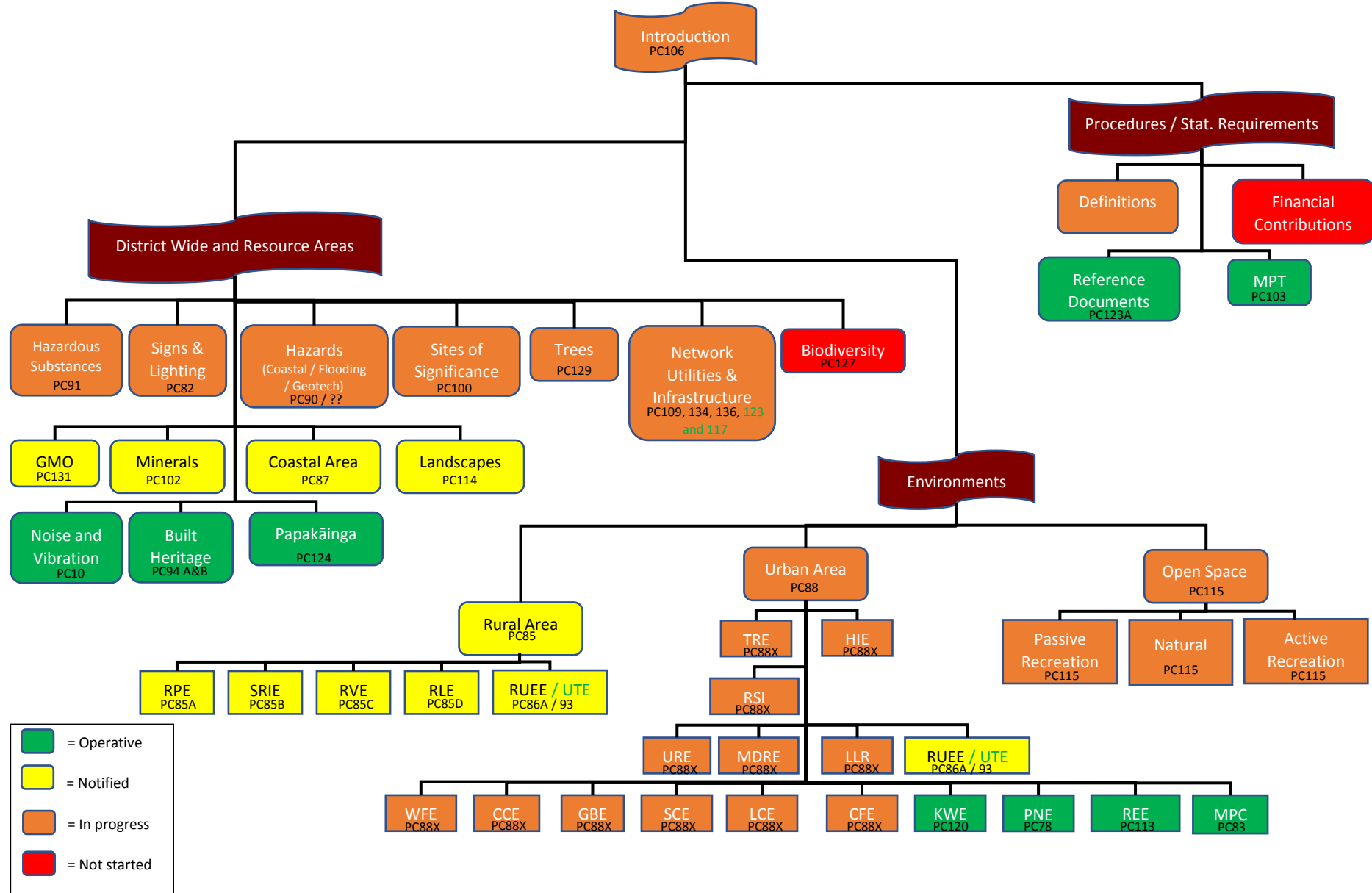
Draft form in on-going preparation

- PC127 Biodiversity and Significant Natural Areas – Review of WDP provisions, chapters 17 and 12 policies and implementation of RPS.
- PC90 Coastal Hazards – Implementation of Northland Regional Council (NRC) hazard mapping and proposed rules to give effect to the RPS.
- PC100 Sites of Significance – Review of sites of significance to Maori as a district wide Resource Area.

## **4 Attachment**

1. Diagram of district plan structure and plan change progress.

## District Plan Structure





## 6.10 Infrastructure Operations Update – February 2018

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Simon Weston (General Manager)

### 1 Purpose

To ensure members of Te Kārearea Strategic Partnership Forum are well informed on Council's infrastructure programme.

### 2 Recommendation

That Te Kārearea Strategic Partnership Forum note the Infrastructure Operations Report Update.

### 3 Background

Please find attached the Infrastructure Operations Report for the month of February 2018, outlining progress on Infrastructure works for the District from December 2017.

### 4 Attachment

Infrastructure Operations Report – February 2018

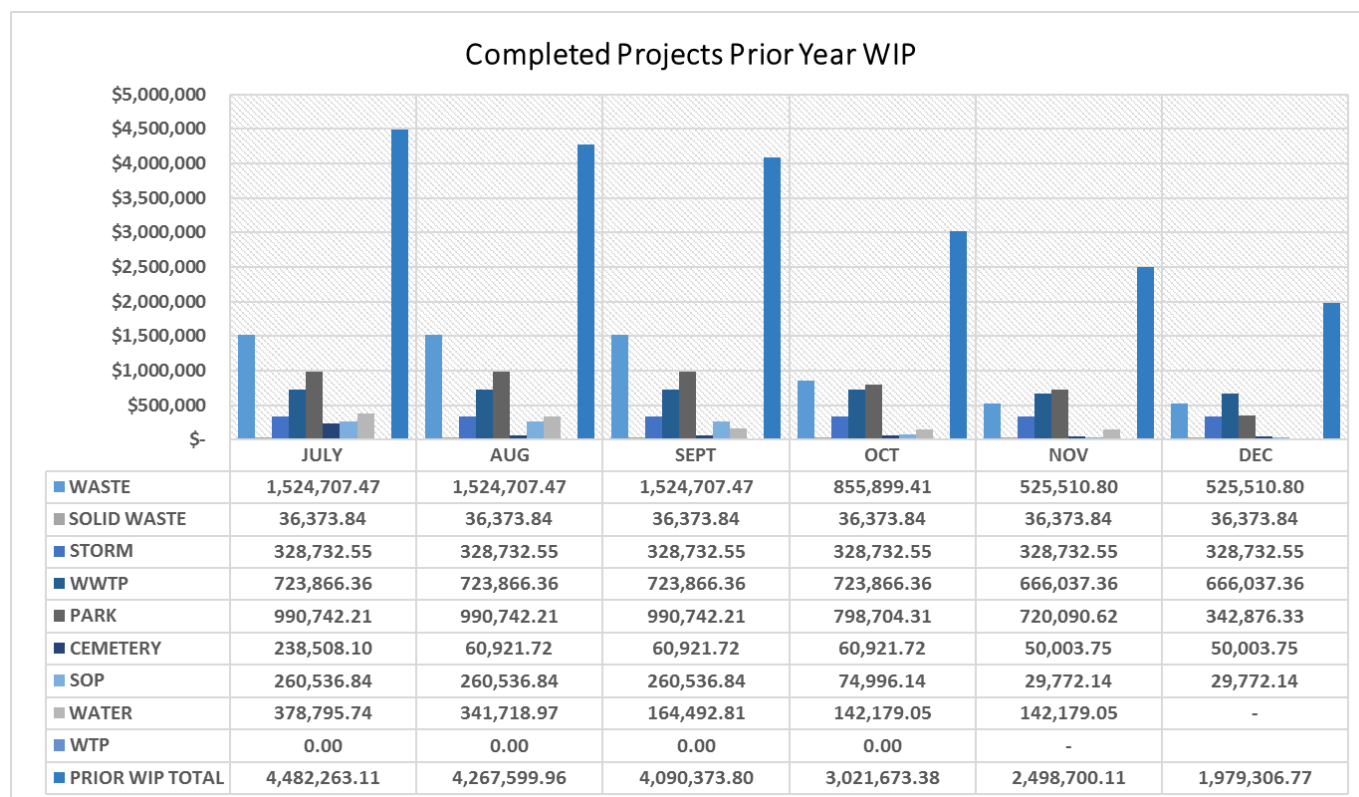


## Infrastructure Operations Report – February 2018

### Development Engineering

#### Capitalisation

Projects from Parks, Water and Wastes and Drainage enter the work in progress account (WIP) upon commencement and are removed to Hansen Clearing once closed and documentation required for capitalisation has been provided. The prior period WIP reduced by a further \$519,394 in December, the distribution of which is provided in the graph below:



Since July the balance of prior period WIP has reduced by just over \$2.5 million.

#### Environmental Engineering Standards

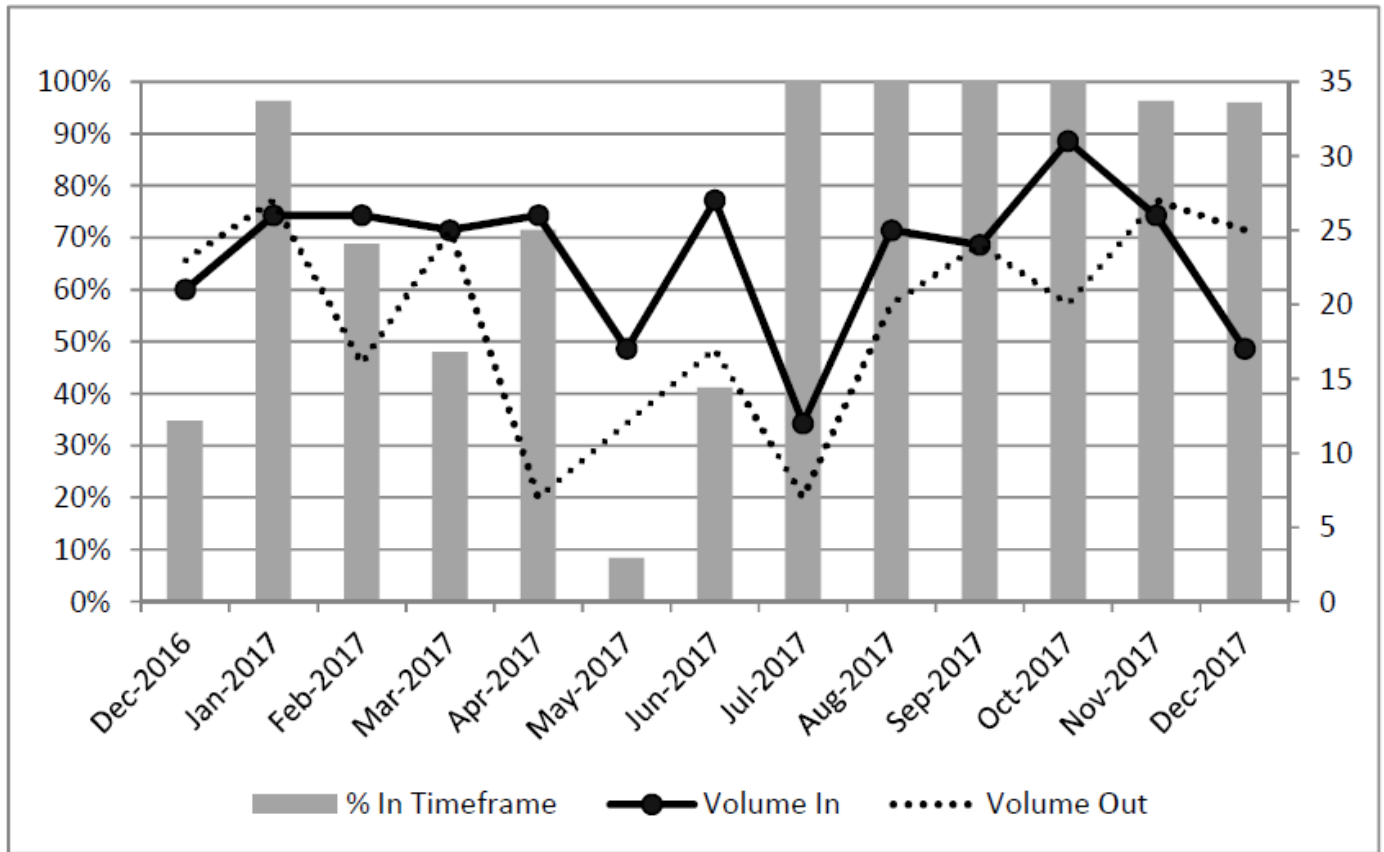
A report on feedback received from practitioners was provided to the November Infrastructure Update and staff are continuing to incorporate feedback to the draft EES. Work is also ongoing on the associated changes to the District Plan with the Planning and Development and Infrastructure teams working closely to define both the technical triggers associated planning provisions.

#### Asset Management and the Long Term Plan

Since the restructure, the Infrastructure Development Department have taken on formal co-ordination of the Asset Management and Long Term Plan portfolio for Infrastructure. This is portfolio involves co-ordinating the development of asset management plans by each of the activities (there is a dedicated asset manager in each department), producing a 30 year Infrastructure Strategy and co-ordinating development contributions modelling. There were a number of activity, development contributions and Infrastructure Strategy briefings over the course of 2017, culminating in the adoption of the Infrastructure Strategy for Audit in December.

#### Development Engineering

The Resource Consent Development Engineers shifted to Infrastructure when the new structure came into effect on 01 July. This coincided with the Team filling the vacant Development Engineer's position which has in turn assisted in 100% of applications being processed within timeframe over from July to October.

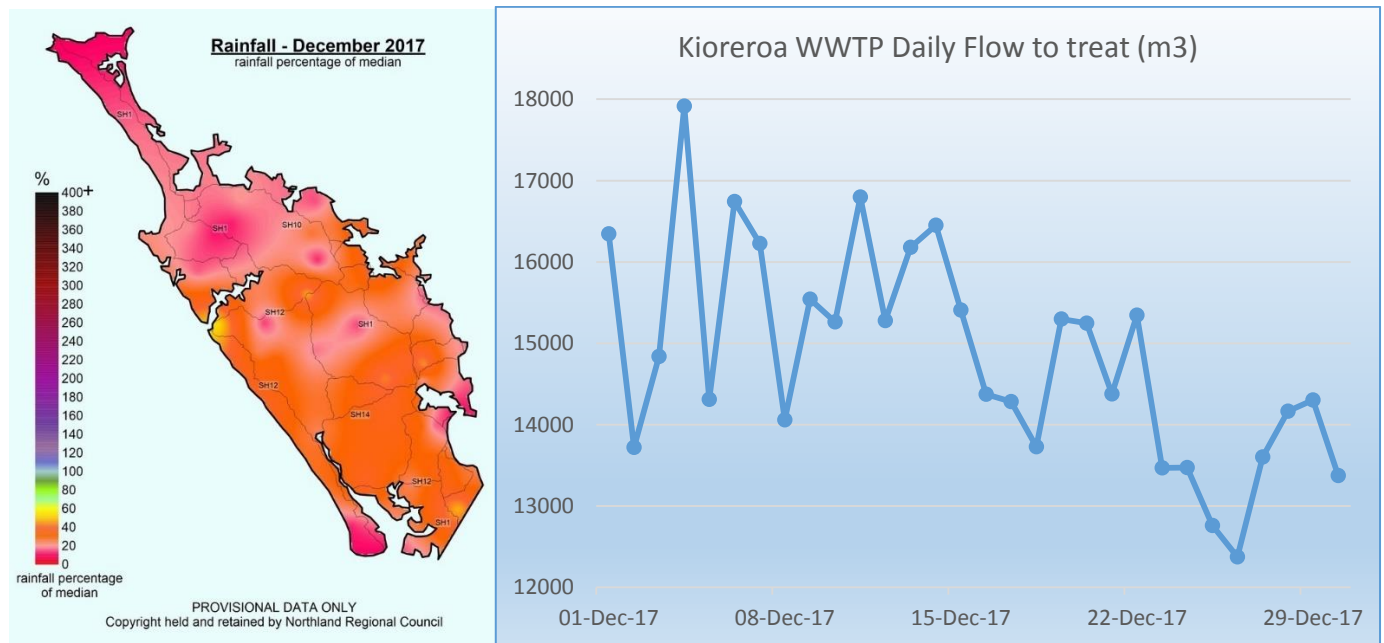


However, the volume of applications received remains high and there was a slight drop during November and December, where 96% of applications were processed within timeframe.

## Waste and Drainage

### Wastewater

#### Kioreroa Road WWTP



NRC image depicting the percentage of normal rainfall and graph illustrating the flow in m³/d through Kioreroa Rd WWTP

## Operations and Maintenance

### Health and Safety

- Site plan sent to NZ Fire Service
- Parua Bay School visit; too many children per adult; parent rolled ankle on steps
- Cracked windscreen in ute repaired

### Maintenance Kioreroa WWTP

- Toxic event occurred, both digesters nearly inactive
- Negative impacts on anaerobic digestion, no gas for boiler and generator
- NaOH (sodium hydroxide) on site to help with PH if needed
- Biogas generator faulted out; compression test poor 120PSI to 200PSI
- Boiler 2 serviced
- Weeds sprayed, trickle filter ports cleaned, filter 4 oil off colour
- Front gate faulted, set up and working again

### Rural WWTP

- Oakura sludge levels low
- Fence cut at Ruakaka at Simes Road entrance
- Ngunguru wetlands sprayed
- Problems with Tutukaka UV

### Human Resources

- Jason Kiddie passed his national certificate
- Interviews held for treatment plant operator

### Reticulation

There were no sewerage spills in December.

## Solid Waste Operations

Monthly tonnages are shown in the table and charts below.

Rubbish Collection Tonnes								
	2017/18	2016/17	RTS Tonnes	2017/18	2016/17	Recycling Tonnes	2017/18	2016/17
<b>June</b>		690	<b>June</b>		277	<b>June</b>		532
<b>May</b>		736	<b>May</b>		328	<b>May</b>		658
<b>April</b>		653	<b>April</b>		368	<b>April</b>		566
<b>March</b>		766	<b>March</b>		321	<b>March</b>		561
<b>February</b>		622	<b>February</b>		311	<b>February</b>		701
<b>January</b>		762	<b>January</b>		412	<b>January</b>		668
<b>December</b>	742	760	<b>December</b>	439	406	<b>December</b>	782	621
<b>November</b>	764	758	<b>November</b>	311	386	<b>November</b>	624	589
<b>October</b>	690	663	<b>October</b>	316	371	<b>October</b>	623	563
<b>September</b>	630	656	<b>September</b>	323	298	<b>September</b>	527	688
<b>August</b>	764	681	<b>August</b>	330	332	<b>August</b>	441	567
<b>July</b>	634	535	<b>July</b>	264	297	<b>July</b>	583	515
<b>Total for period</b>	<b>4224</b>	<b>8282</b>	<b>Total for period</b>	<b>1983</b>	<b>4107</b>	<b>Total for period</b>	<b>3580</b>	<b>7229</b>

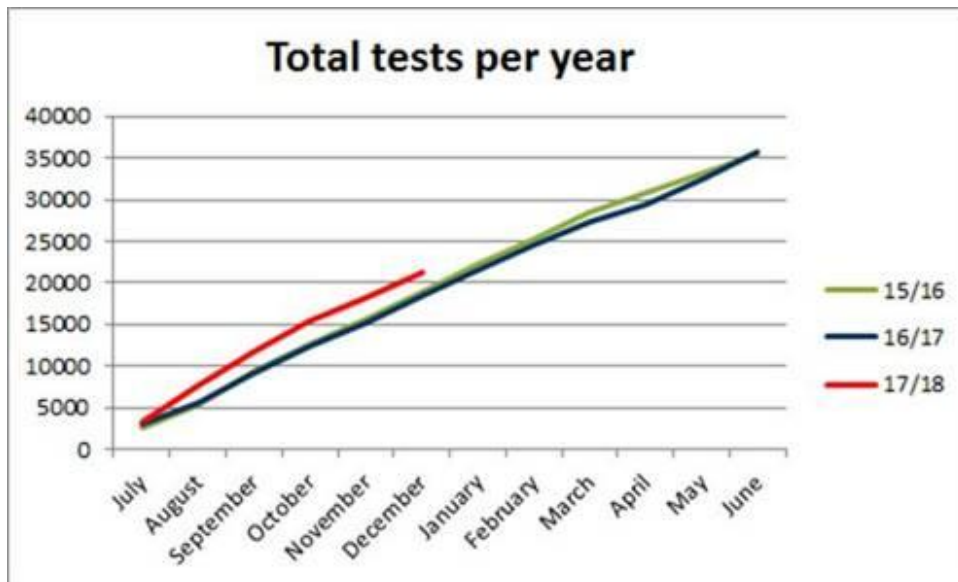
### Kerbside Rubbish and Recycling Collection and Rural Transfer Station Operations

Rubbish and recycling collections the week after Christmas was one day later due to the public holiday which caused confusion for some customers. This was compounded by the extra summer coastal collections not starting until the week beginning 1<sup>st</sup> January despite being advertised as starting on the 29<sup>th</sup> and 30<sup>th</sup> December.

Transfer station operations were frustrated by a couple of site break-ins and a spike in dumping of waste at the gates.

### Laboratory Report

The Laboratory received 1209 samples requiring 3196 tests during December; 227 tests were subcontracted. 75% of jobs were reported within 5 working days. Sample numbers are tracking at 19% more than last year.



The Laboratory continues to work with NRC on providing the data to complete Northlands contribution to the 'can I swim here' website. <https://www.lawa.org.nz/explore-data/swimming>

## Infrastructure Planning & Capital Works

### Projects

#### Sense of Place Projects

- **Carpark to Park:** Initial scoping works on the Carpark to Park project are completed, including concept design and budget estimates. The Car Park to Park Working Party has been formed and is underway. The project team are working closely with the Hundertwasser team to ensure coordination of the design, communications and ultimately the construction works.
- **Blue Green Network:** Indicative designs and costs estimates have been completed and discussions have been held with NRC and NZTA, who are interested in the project and may contribute to the funding. The project is now on-hold until the Long-Term Plan has been confirmed.
- **Hatea Loop Lighting:** Contract Awarded to McKay. Physical works begun 17 October 2017 and run through to March 2018.
- **Amenity Dredging:** Now that the budget has been confirmed for the 17/18 financial year planning and procurement are underway to complete this year's works. The works will continue what was started in 2016/17.
- **Whangarei Entrance Ways Signage:** The civil works for the new Entranceway and Signage at Mander Park was completed December 2017. Planting will be completed after the hot summer months once weather is more favorable for plants to establish.
- **Camera Obscura:** This community-led project proposes the construction of a camera obscura on Pohe Island looking at Te Matau a Pohe Bridge. The detailed design is completed. Funding sought by the external project team for landscape elements, paths, lighting and CCTV was approved by Council's Infrastructure Committee in September 2017. The external project team is now seeking funding from contractors and other external sources. Construction is planned to commence in August 2018.

#### Parks & Recreation Projects

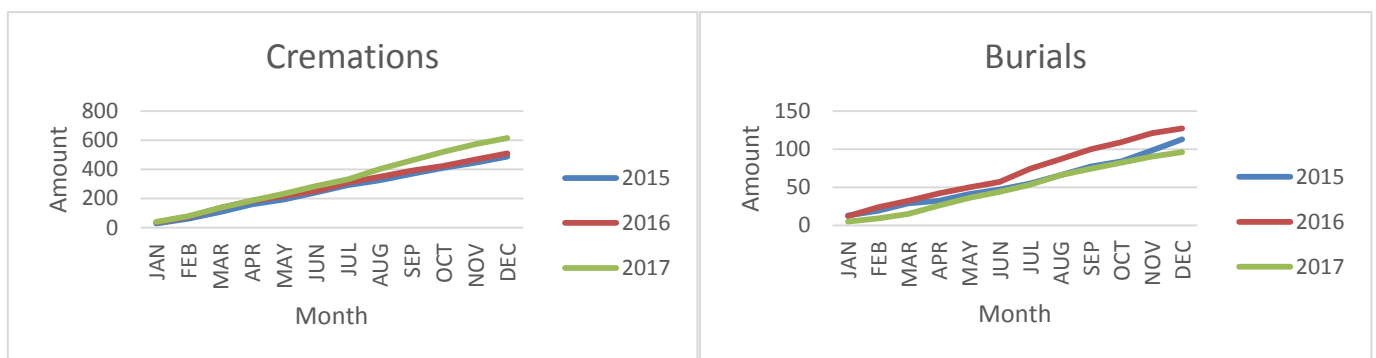
- **Matapouri Beach Restoration:** Design of the beach replenishment scheme is complete and a peer review currently underway. Following peer review, community consultation will begin and the consent application will be lodged. It is anticipated that replenishment works will be undertaken from April 2018.
- **Ngunguru Foreshore and Seawall Renewal:** Replacement and upgrade of the existing seawall along the Ngunguru estuary foreshore in three different locations is planned over the next two years. Construction of Stage 1 has been completed. Stage 2 is undergoing Iwi consultation. Stage 3 has been removed.
- **One Tree Point Cliff Erosion Management:** This project is on hold until a coastal erosion protection strategy along the whole of One Tree Point has been completed.
- **One Tree Point Seawall Investigation:** The investigation will look at the entire length of coast around the One Tree Point area and will be the first step to develop a consistent approach to erosion management in the area. The tender for professional services closed on the 15<sup>th</sup> of December, and submission will be evaluated in January 2018.

- Seawall Renewals 17/18: The design and consenting works have been awarded to Hawthorn Geddes and are underway.
- Sandy Bay Beach Restoration: Culvert extension/rock wall, car park reshaping/surfacing and drainage works have started construction in November and are due for completion in January 2018. Preparation of Concept Plans are scheduled in January to improve the amenity value of Sandy Bay. Remedial work to the sand fence is required after storm damage.
- Hora Hora Sports Fields Renewals: Both fields are now open for use. The final inspection and sign-off of the second field is due to occur in December.
- Otaika Sports Park Field Construction: The construction of two new sports fields at Otaika, including lighting, irrigation and drainage is currently underway, and the fields will be ready for the winter season April 2019.
- Hikurangi Multiuse Hardcourt: Construction of the hardcourt is now complete with only minor finishing works required. An application for resource consent to install the lighting has been lodged.
- William Fraser Memorial Park Development Pohe Island: Professional Services have been awarded to Hawthorn Geddes to design and document the central island carpark design through to physical works. Fill importation negotiations are continuing with importation likely to start February 2018.
- Laurie Hall Park: Construction drawings for stage 2 of the upgrade of Laurie Hall Park were completed in December, however the tender will be delayed until the Roding Department have finalised the lighting master plan for Laurie Hall carpark. Drainage works have been tendered separately and construction is planned to commence in February 2018. Construction of the new pathways, drainage and lighting is planned to be completed by June 2018.
- Parihaka Track Renewals: Construction tenders were received in early December and the contract was awarded prior to Christmas. Construction is anticipated to commence early 2018 with Dobbie and Drummond Tracks completed by July 2018, and Ross Track to follow July to September 2018.
- Ngunguru Cycleway Track: A consultation workshop was held 27 September at Ngunguru Hall; the final date to receive feedback on the proposals was 20 October 2017. The consultation responses are being reviewed and works designed accordingly. Construction work is anticipated to commence early 2018.

## Parks and Recreation

### Operational updates

The Walking Track Maintenance Contract is currently out to tender via Tenderlink. It is proposed that completed tenders be submitted in January 2018 in preparation for a 1st April start.



Burial numbers are continuing to be lower than 2015 and 2016 while cremation numbers are higher than other years.

Storm damage to the One Tree point west sea wall has been significant. This wall is old and failing in places. Several repairs have been done over the past years, but failures are now becoming too frequent. To remedy this situation, staff have requisitioned a report seeking options for all the coastline from Pyle Road West to Marsden Cove, so this section of seawall is included with that study. In the meantime, interim repair measures are being organised.

Only 25 mm of rain fell during December, so sportsparks are starting to show signs of moisture stress where irrigation is not available. Even on irrigated fields, the groundsman is using the drier conditions to stress the Poa annua grass which will help to prevent it becoming too dominant.

There was a very busy but successful start to the cricket season at Cobham Oval. Two Ford Trophy matches and the West Indies vs NZ Selection warm up game and then the full West Indies Black Caps one day'er on the 20 December. Feedback from all the games has been good, with the pitch report stating that the block performed well with good pace and bounce.

Weather conditions allowed us to complete renovation works as planned on a number of the soil based fields. This work included mole ploughing and sanding on site across the district, including Hukerenui, Portland, Morningside, Otaika, Kamo and Kensington.

Weeds in couch fields is causing issues for players and contractor. In particular Kikuyu and Paspalm are proving very difficult to eradicate, as there is no selective herbicide available to take them out. Different methods of control are being tested but most involve using chemicals which also harm the couch, and we have to then allow a period of time for the couch to recover and grow over.

Relevelling work has been undertaken at the Ruakaka Sportspark, and the area affected was sown down during December. Temporary irrigation is being used to ensure a consistent strike. The works should eliminate the problem of ponding through the middle of the park which had become worse in the last couple of years. The Recreation Society and the local soccer club have been instrumental in spearheading this works with support from the council.

The Tree Maintenance Contract renewal is progressing well with 6 tenders received and the evaluation completed. This will be reported to the February Council meeting.

The quality of maintenance in the city was good this month, with monthly audit averages of 96.27%. This is a high average, certainly meeting the contract KPI's.

With the dry weather pattern during the month of December, the contractors horticulture teams were busy watering the hanging baskets as well as the annual bedding displays, which both are showing great colour at the moment. The 'Bubblegum' Petunias in the hanging baskets all look great.

Thinkwater has continued to thoroughly overhaul the irrigation system in the Town Basin to ensure it is running smoothly throughout Summer.



Freedom Camping frustrations continued throughout this month which meant that some of the coastal sites were unable to be mown due to large volume of visitors all over the turf areas. The dry weather has somehow helped to keep the growth of the grass under control. The boat ramps were water blasted again in the week leading up to Christmas, ensuring the increased volume of boat ramp users to have safe footings.

Alterations were made to the Pocket Park seating, including the installation of a small deck onto the main deck. The sandpit also had an additional 7m<sup>3</sup> of sand added to it.

Further installation of Bylaw signs occurred throughout the district. These included Dog signs, alterations to the Freedom camping signs and Vehicle on Beach signs.

We have installed new Hydraulic hinges to the Dog park gates that are self-closing, including new lock latch gate handles.

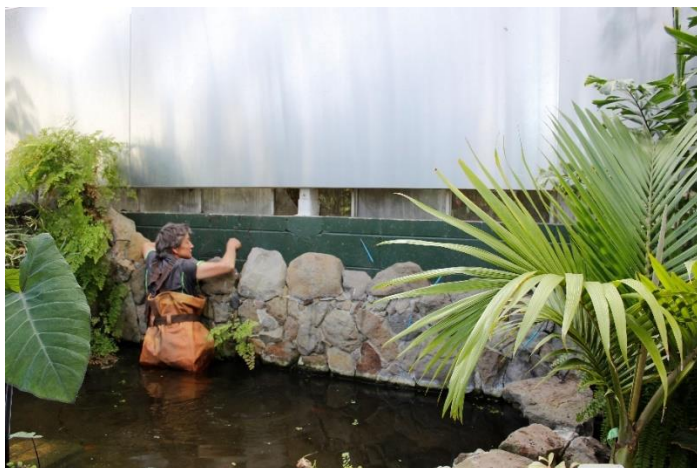
At Marsden Bay Reserve, bollards and a chain gate have been installed to the foreshore. A new measure of Cut proofing the bollards was done where holes were drilled into the bollards vertically and D10 reo bar knocked down into the bollard.

The middle bridge on the Kiteone Loop walk was destroyed by the Big Tow Truck trying to winch itself out, this bridge has now been completely rebuilt with new posts and Stainless steel fixings/ bolts.

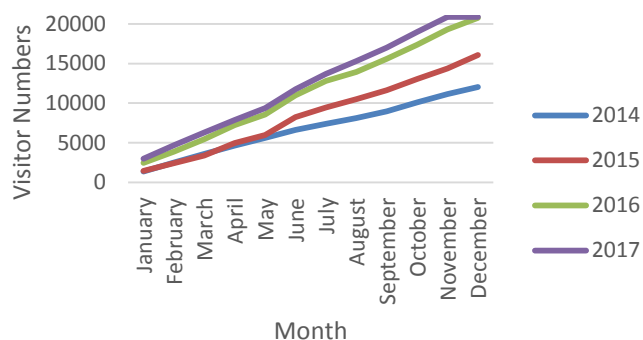
Our contractor removed glass from Lancaster and Beach Rd playgrounds, removed dog poo from Kensington playground, removed graffiti from Tarewa Park, Tait St playground and Sherwood skate park, repaired a drainage grate at William Fraser skate park, and replaced some missing boards off the playground in Ngunguru.

The current playgrounds and skate parks maintenance contract finishes on the 1st April 2018. A preferred supplier has been identified and the procurement process will be complete in January.

The new Botanica roof project provided an opportunity to re-arrange and re-pot many of the larger plants. It was very hot and muggy and the team did an amazing job to shift around the large plants to create a new look. The new roof provides loads more light to the conservatory and with the make-over it has a completely different atmosphere.



Botanica Visitor Numbers



Botanica visitor numbers continue to exceed previous years with a drop off during December while the up-grade work was undertaken.

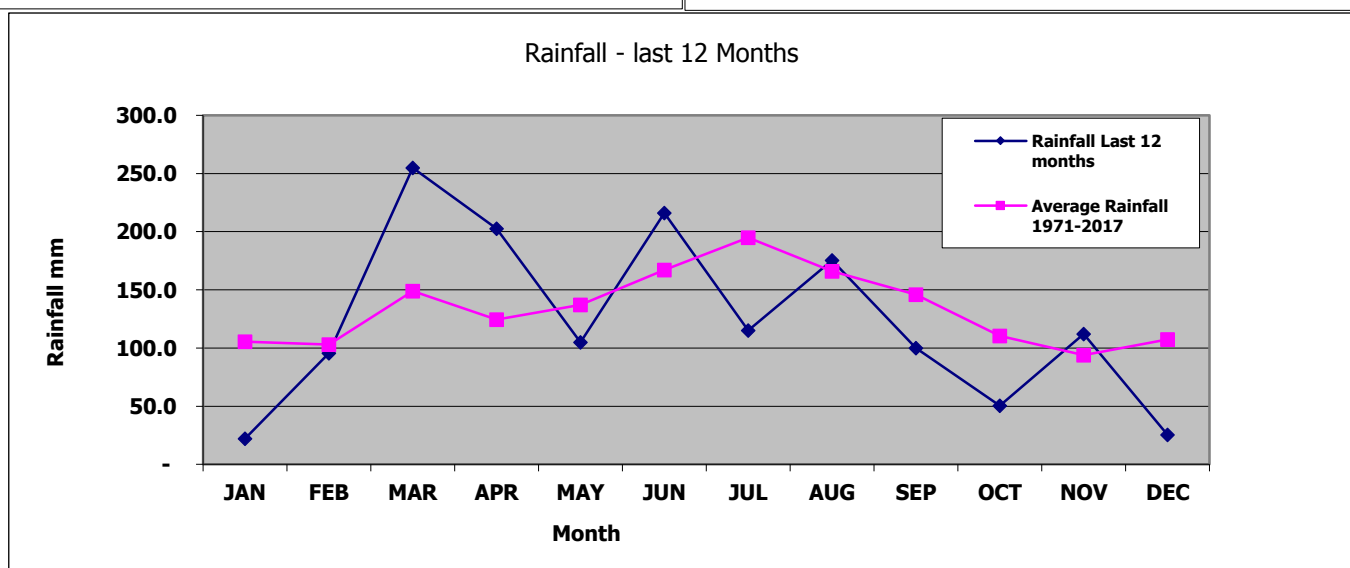
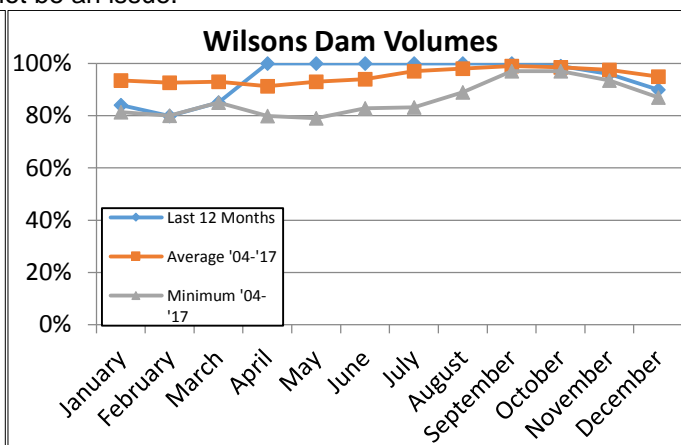
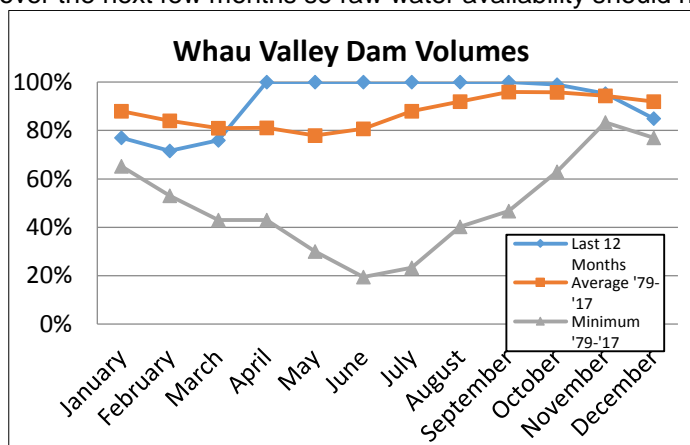
## Recreation Strategy

A workshop has been scheduled for February to develop the scope of this strategy.

## Water Services

### Rainfall and Water Sources

December was a lot drier than normal with only 25.5 mm of rain compared to an average of 107.4mm. The end of November was also dry which led to low water levels some parts of Northland although Whangarei rivers remained steady. This coupled with the high temperatures led to an increase in demand in the lead up to Christmas. Overall for the year the total rainfall was just below average with 1495mm compared to the average of 1604mm. Dam levels have started to drop faster with the long spell of dry weather. Both dams are slightly below average for the time of year with Whau Valley at 85% and Wilsons at 90%. The long range forecasts indicates that there is an increased chance of rain over the next few months so raw water availability should not be an issue.



## Production Report

During the afternoon of Monday 8<sup>th</sup> January, poor quality water was drawn into the Ruakaka Water Treatment Plant from one of its sources. This water caused the floc in the mixing tank to become very light and rise up through the clarifiers. This light floc then flowed onto the filters and they soon became bound up and the plant had to be shut down. Staff worked throughout the night to try and get the plant running again. By morning the clarifiers were still not clear and the reservoir levels were dropping fast with holiday peak demand and the Refinery normal demand. The Refinery had been asked to reduce demand the previous evening and a notification was made to all customers in the Bream Bay area to also conserve water. The Refinery conserved water and continued to operate, albeit with a significant slow-down in production, based on taking less than 20 percent of its normal daily water intake from the Council. Staff continued to work through the day to clean the clarifiers and filters and were assisted by Refinery personnel to make room in the on site tanks for the wash water. The clarifiers finally came clean around 7pm and the filters were back on line by 9pm. The reservoirs subsequently took five days to fully recover. The cause of the poor quality water is unclear although it is suspected it might have come from the Ruakaka River. However, by the time the water was tested it no longer show any signs of contamination. An investigation will be undertaken and report on the incident will be prepared.

## Capital Works

Work has started on the preliminary design for the new Whau Valley Water Treatment Plant. This will be followed by the detailed design before the work can be tendered. Work on the meter replacement contract continues and is being undertaken by Downer. The Ruddells raw water line replacement project was tendered before Christmas and work is likely to start on site by mid-February.

## Roading

### Maintenance

The pre-reseal repair programme has continued for the reseal programme for this year. A programme of heavy metalling and maintenance grading of the unsealed roads has continued to prepare roads prior to Christmas. Cyclic crews have been clearing blocked culverts, repairing edge breaks and signs and filling potholes. Urban crews have been working on vegetation, signs and footpath repairs.

### Pavement Rehabilitation and Seal Extensions.

The programme of rehabs on rural roads has commenced and is programmed to be all completed by April of next year. Works have been completed on 3 small sections on Kokopu Rd, as well as a major slip repair on Abbey Caves Rd. A section on Springfield Rd, and Rehabs on Pipiwai Rd and Whatitiri Rd are currently under construction. The seal extension contract for 2.5km of new seal on Wrights and McCardle Rds has been awarded and construction started in early late November. Two of the 6 sections of road to be sealed as part of this project were completed and sealed prior to Christmas.

### Bridge Repair

The upgrade of the first of the bridges on Doctors Hill Road and the Thompson and Old Tokatoka Rd bridges are now complete. Upgrade of the second bridge on Doctors Hill Road, Ararua Rd and Wilson Rd bridges will be completed by April of next year. Investigations for the rest of the bridges on the repair programme for the year are currently underway with tenders currently out to the market.

### LED Street Light Conversion

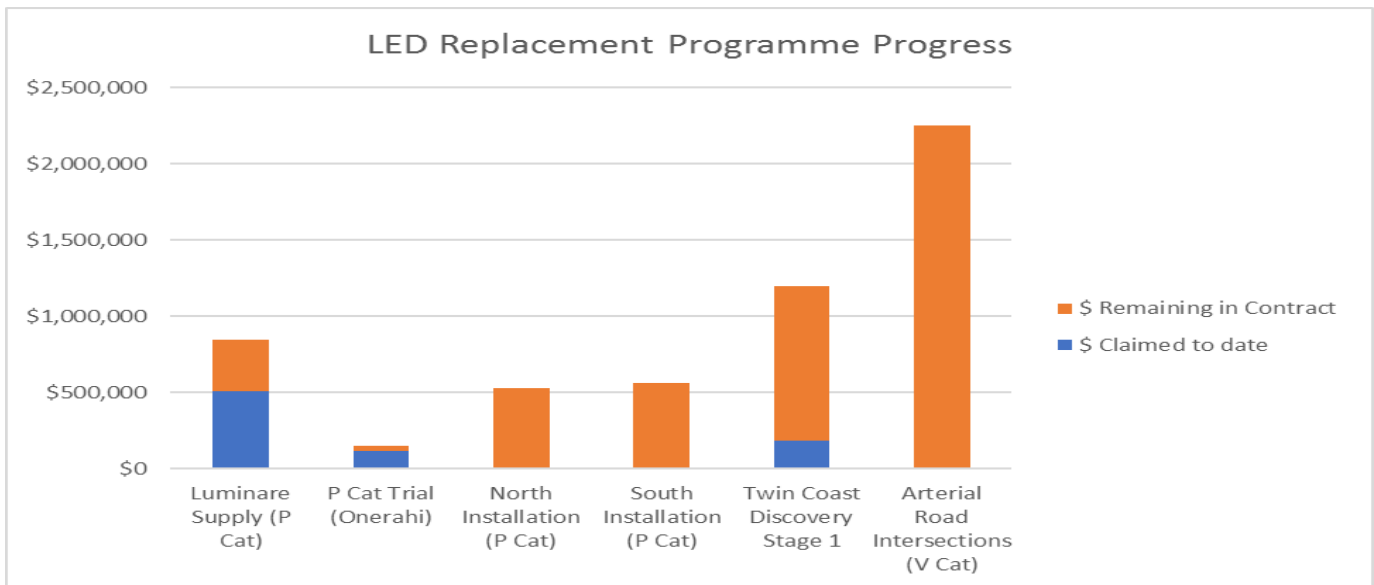
Funding has been approved from NZTA for \$6.6M to replace the existing streetlights with energy efficient LEDs. This work is funded at 85% FAR (subsidy) and is to be completed by 30 June 2018. The contract for the supply of 3,300 P-Category (local road) lights has been awarded. The first 450 lights have arrived from Italy and the first of these lights have started to be installed by Council's streetlight maintenance contractor as a trial run in Onerahi and Whangarei Heads. 90% of these lights have been installed so far.

The first shipping container of the remaining P-Category lights (local road) have been delivered to the Contractor for the, P-Category Northern Package. A second container of P-Category lights is due for delivery in the middle of January for the LED Streetlight Conversion Contract – P-Category Southern Package.

The two contracts for the installation of the P-Category lights in the northern and southern halves of the Whangarei District Council area have now been awarded to Curries and McKay's.

The tender for the upgrade of the V-Category (Arterial road) lights on the Twin Coast Discovery Highway in Whangarei City has been awarded and construction is underway. This work includes some new infill lighting. Completion of this contract is due in April 2018.

The remaining V Category lights are to be designed by December for the intersections and by March 2018 for the mid-block areas. Tenders for the intersection work are expected to go out in January 2018.



### Kamo Cycleway

The stage 2 contract (Cross St to Kamo Rd) has been awarded and construction has commenced. Construction of the cycleway for Stage 1 will be complete by the end of January but works on the Railway and Crossing controls will not be completed until March.



### Construction Stage 2

The programme of works and progress is reported below:

Stage 1 (CON16020 Rust Avenue to Cross Street)

- Civil works 95% complete
- Fencing at Whangarei Club to be completed by the end of January
- Railway signalling to be done by KiwiRail contractor late March
- Planting in autumn/winter.

Stage 2 (CON16086 Cross Street to Kamo Road)

- Works have started on SP 1 (Separable Portion 1). This comprises of clearing the route up the eastern side of the railway line and any associated fencing.
- SP 1 Cross Street to Wrack St is expected to be completed by June 2018.
- SP 2 Wrack St to Kamo Rd will start in July 2018.

Stage 3 (Kamo Rd to Jack Street)

- Design completed, awaiting KiwiRail feedback
- Physical works in 2018-19

Stage 4 (Adams Place to Fisher terrace)

- Path design mostly complete
- underpass preliminary design completed, awaiting KiwiRail feedback
- Underpass construction likely to take place during Labour weekend 2018

Stage 5 (Fisher Tce to Kamo village)

- Scoping design underway for future extension

## Walking and Cycling Strategy

The Walking and Cycling Strategy 2012 is currently undergoing its 5-yearly review. The updated strategy will be the keystone for securing funding for urban walking and cycling projects, as well as strategic regional walking and cycling connections through Whangarei District.

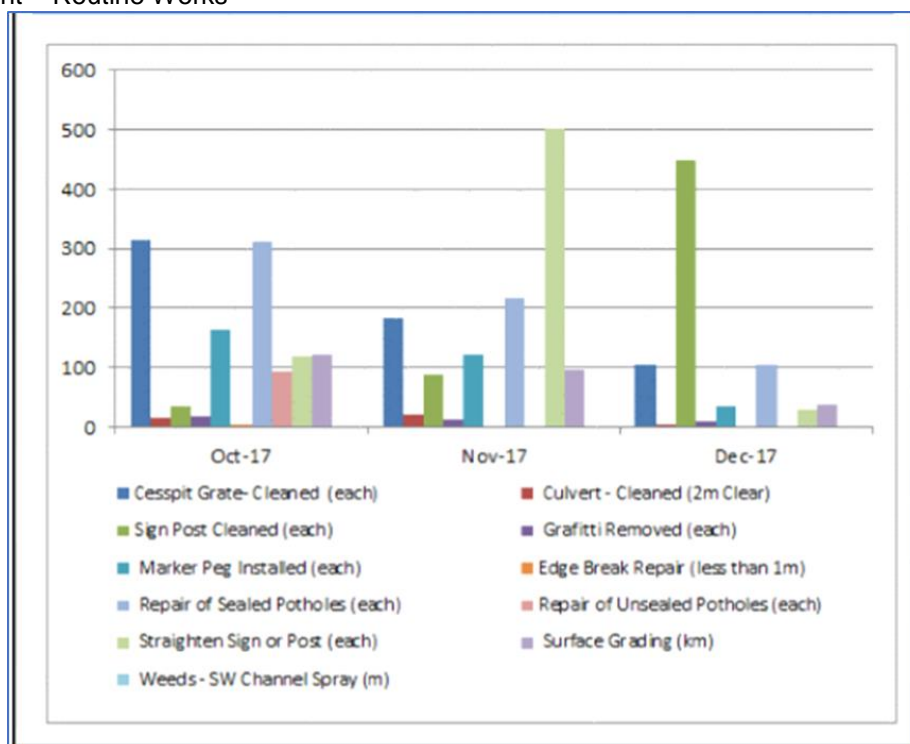
An initial review has been undertaken, which has included consultation with Council's Walking and Cycling Reference Group, Northland Regional Council and other key stakeholders. A workshop with key stakeholders is planned for 9<sup>th</sup> February. The focus of this workshop will be on agreeing the major issues and goals for the Strategy, as well as prioritising strategic actions and implementation mechanisms.

It is anticipated that the Draft Strategy will be available for formal public feedback in April 2018.

Waipu Cycleway (Trust) – physical works planned for 2018. Stage 1 got a highly-commended award for the NZTA taking communities on the journey, which was announced at the Asia Pacific Cycle Congress in Christchurch on October 19.

## Roading Operational Outputs

### Monthly Achievement – Routine Works



## Whangarei District Road Safety Promotion December 2017

Activities undertaken:

- **SAiD (Stop Impaired Driving):** 3 participants completed the December course, making 36 for the full year.
- **Drive Soba:** 9 completed a programme in December, and 33 for the full year.
- **Young Drivers:** 16 learners passed in December course making 129 for the year.
- **Community Mentor Driver Programme:** all 8 who sat attained a restricted licence this month. A total of 75 successful candidates for the year.
- **Restraints:** A new project is being planned to target at risk Kindergarten children and initially two programs will be run at Manaia View and Raumanga. This will include Plunket, Kindergartens, Family works social worker and police SCOs. Car Seat checking clinics will be held in Manaia View on 20 February and Raumanga on 6 March in the adjacent Church.
- **RYDA:** 12 Secondary Schools in the District have committed to the RYDA programme for 2018 so far.

### Key district issues

- Young Drivers
- Alcohol and/or drugs
- Speed
- Rural speed zone loss of control/head on
- Intersections

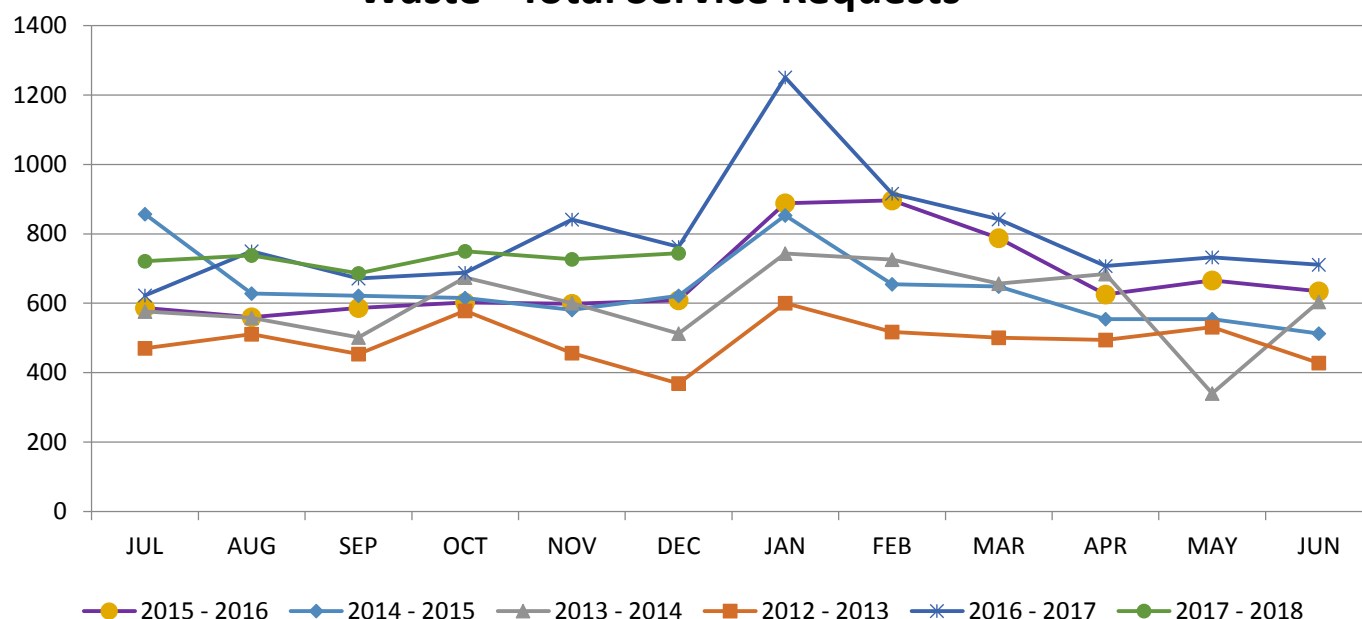
## Northland Road Toll

Road Toll	Total for all 2015	Total for all 2016	End Dec 2017
Whangarei	11	9	14
Kaipara	2	9	5
Far North	10	9	22
Totals	23	27	41

## Customer Relationship Management Services

The Infrastructure Group received a total of 1466 CRMs in the month of December. 28,852 CRMs in total for 2017.

### Waste - Total Service Requests

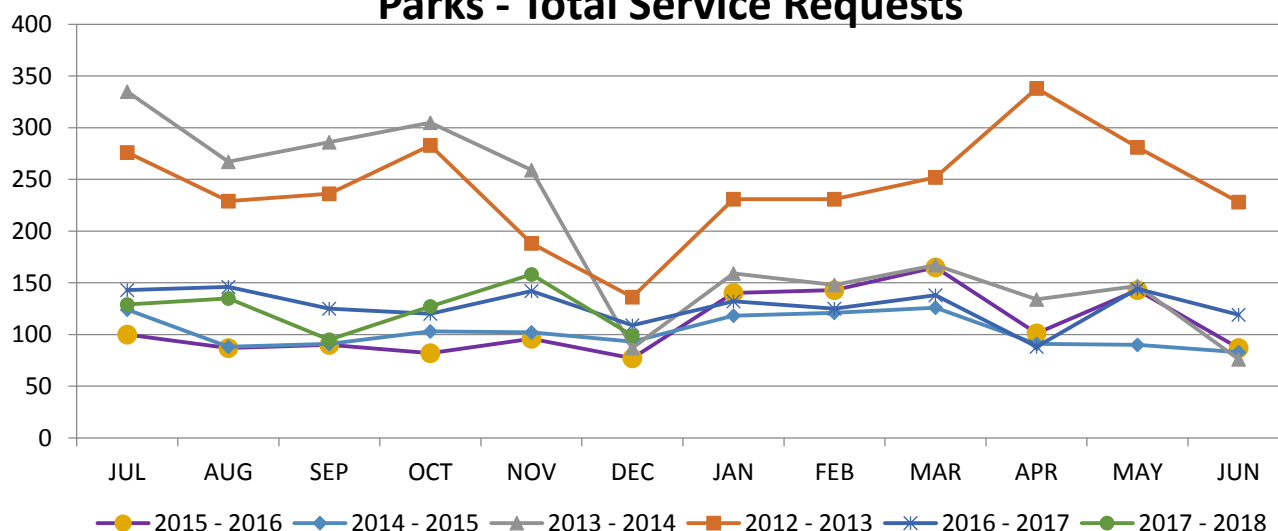


The Waste and Drainage Team received 744 CRMs in December 2017. From the follow up calls undertaken in December, 8 were impressed and 2 were dissatisfied.

The top five CRM issues for our Waste and Drainage Department for the month of December were:

- Rubbish Queries – 149 calls (non collection, fly dumping etc)
- Public Toilet queries/complaints 65 (eg Soap dispenser empty).
- Recycling queries and complaints- 49 (eg Bin missed during collection)
- Stormwater queries- 24 (eg blocked storm drain)
- Sewer queries- 21 (eg blocked waste drain)

### Parks - Total Service Requests

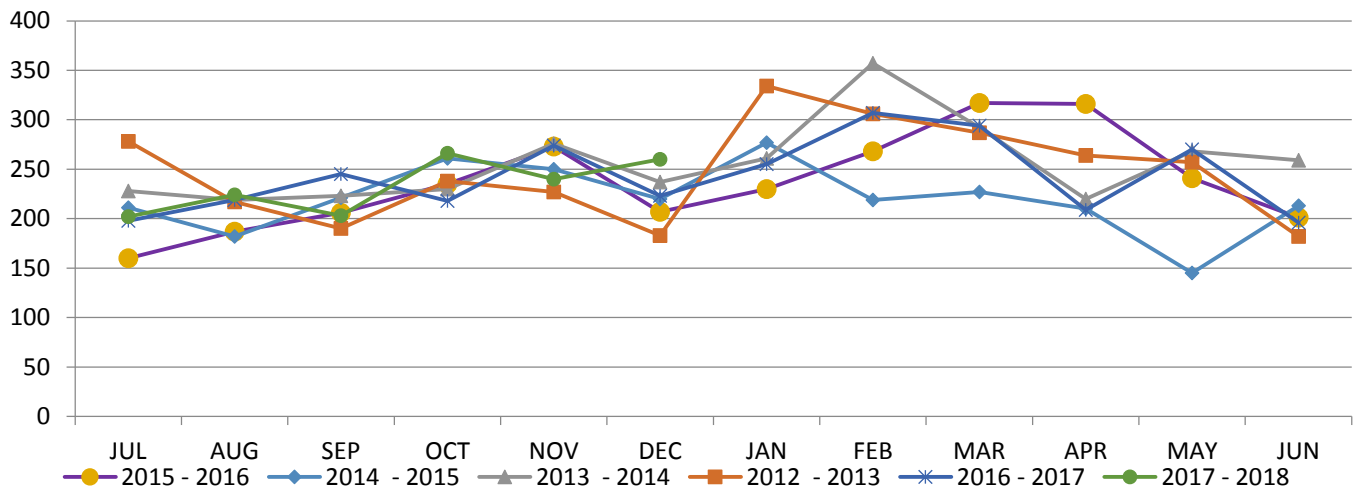


The Parks team received 99 CRMs in December 2017. There were 2 Impressed calls during December and 1 dissatisfied call was received.

The top five CRM issues for our Parks and Recreation Department for the month of December were:

- General Parks queries- 36 (eg access to reserves, Drone requests etc)
- Tree and Street Tree queries- 14 (eg tree fallen over)
- Cemetery enquiries- 10 (Burial enquiries etc)
- Playgrounds- 10 (damage or repairs required to parks furniture and grounds)
- Mowing- 6 (issues relating to mowing of parks)

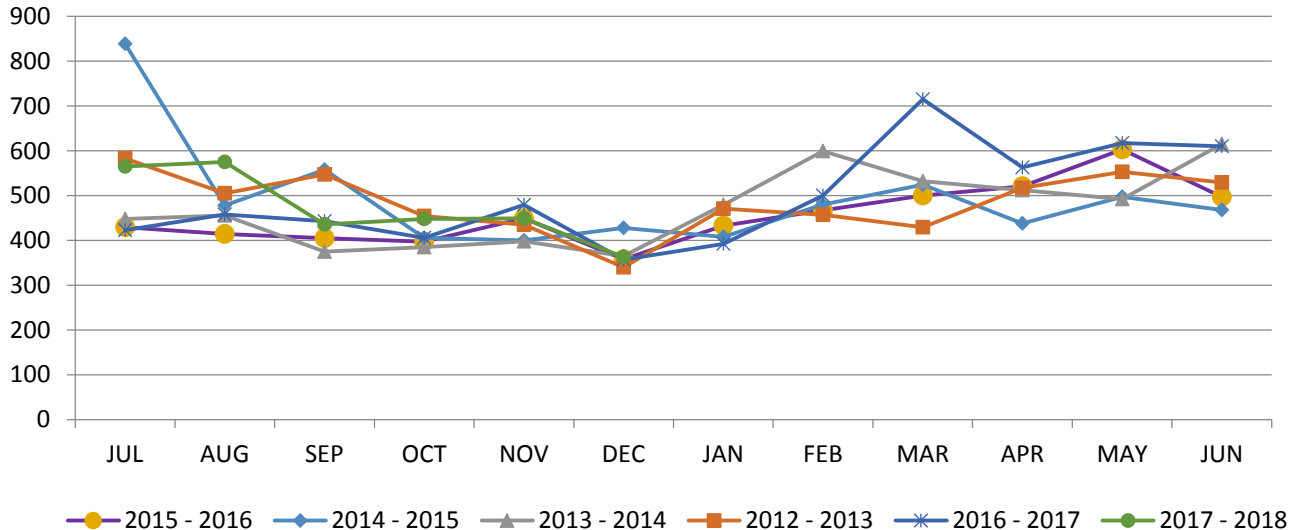
## Water - Total Service Requests



The Water team received 260 CRMs in December 2017. The Water Team had another fantastic month of good feedback in December with a total of 24 follow up calls receiving positive feedback. No dissatisfied calls were received. The top five CRM issues for our Water Department for the month of December were:

- Water Leaks (Leak repairs or concerns) 135
- Meter Box Queries- 31 (New box, new meters)
- Quality- 28 (Water quality issues- clarity, odour, taste)
- Water Investigation- 12 (investigation of water issues- land issues or general enquiries)
- General Water Queries- 10 (land enquiries etc)

## Roading - Total Service Requests



The Roding Team received 363 Customer Service Requests in December 2017. There were 28 follow up calls made in the month of December. Two customer was dissatisfied. Twenty-three customers found our service acceptable. Three customers were impressed by the Roding team and contractors.

The top five CRM issues for our Roding Department for the month of December were:

1. 43 reports of Unsealed Road issues. E.g. Potholes and Grading.
2. 34 reports of General Road issues. E.g. Safety issues.
3. 34 reports of Trees and Vegetation. E.g. Maintenance and overhanging trees.
4. 32 reports of Road signs E.g. Maintenance and re-instatement of signs.
5. 28 reports of General maintenance E.g. Potholes and general maintenance.

## 6.11 2018-2028 LTP Consultation Document

**Meeting:** Te Kārearea Strategic Partnership Forum  
**Date of meeting:** 21 February 2018  
**Reporting officer:** Rachel Pascoe (Team Leader - Communications Operations)

### 1 Purpose

To update the Te Kārearea Strategic Partnership Forum on the 2018-2028 Long Term Plan consultation document.

### 2 Recommendation

That the Te Kārearea Strategic Partnership Forum:

- a) Notes the latest draft of the consultation document for the 2018-2028 Long Term Plan.
- b) Encourages its community to engage in the consultation activities for the 2018-2028 Long Term Plan.

### 3 Background

The Local Government Act requires councils to prepare ten year plans every three years. Before the plan is adopted, councils are required to prepare 'source' documents and a consultation document for use in gaining community feedback. These and several associated documents, are subject to audit review by Audit New Zealand before they are released for consultation.

Audit New Zealand's review of these documents is almost complete and the documents will soon be tabled for adoption at the Whangarei District Council (Council) meeting on 28 February.

The consultation document discusses the key issues Council is facing and our recommended approach to managing these issues over the next 10 years.

The key issues are:

- continuing focus on core assets, with a focus on stormwater
- preparing for growth – seeking feedback on the location of a new civic centre
- keeping our place nice and making it even better to live here – seeking feedback on an increase to community led development.

The consultation document is a summary of information Council is seeking public feedback on through the consultation process, which runs from 7 March to 8 April. Copies of the first draft document were made available in December 2017.

Te Kārearea advised the use of Ngati Hine FM to promote awareness of the 2018-2028 LTP consultation process and there are public consultation meetings being held around our District. Communities are encouraged to attend these meetings and provide their feedback.

The following meetings have been scheduled.

4 March - Pataua  
 5 March - Parua Bay  
 6 March - Raumanga  
 8 March - Mangakahia  
 12 March - Tikipunga  
 12 March - Tutukaka  
 13 March - Ruakaka  
 19 March - Kamo  
 20 March - Onerahi  
 21 March - Otangarei  
 23 March - Whangaruru North and South  
 27 March - Hikurangi  
 28 March - Waipu

#### **4 Significance and engagement**

The matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy and the public will be informed via publishing the agenda on Council's main website.

The consultation document and supporting material will be adopted for consultation on 28 February. At this point, they will be publicised through Council's communications channels and a series of public meetings.

#### **5 Attachment**

Draft 2018-2028 Long Term Plan consultation document (to be tabled at the Te Kārearea Strategic Partnership meeting 21 February 2018)