

# Kororāreka Russell Roding Working Group

## Terms of Reference

Terms valid from 1 November 2025 to 31 March 2026

### Purpose

The purpose of the Roding Working Group (RWG) is to work with FNDC to help create an improved design for the layout of Cass Street and The Strand, in line with Council's Resolution 2025/80 on 31 July 2025 (below). Community consultation will be undertaken on the updated design for Cass Street.

#### 5.1 THE STRAND, KORORĀREKA RUSSELL TRAFFIC TRIAL

7

Agenda item 6.1 document number A5236605, pages 26 - 52 refers.

##### RESOLUTION 2025/80

Moved: Cr Ann Court

Seconded: Cr Hilda Halkyard-Harawira

##### That the Council:

- a) **As the Road Controlling Authority under the Land Transport Rule: Streets Layout 2023 (Rule) change:**
  - I. **from mid-block Cass Street to the boat ramp at the northern end of The Strand to a shared space,**
  - II. **the southern end of The Strand to pedestrian priority with access for essential vehicles, and**
  - III. **the layout of Cass Street to make the trial permanent, and**
- b) **Approve the features installed temporarily in Cass Street during the trial be retained in its current form until an updated design is created by Roding Working Group and Council's Transport group, consistent with the objectives of the Kororāreka Russell Historic Township Overlay and presented to the community for feedback;**
- c) **Approve the planters and barrel adjacent to Russell Fresh to be moved back to improve access and egress from the disability park opposite, with clear signage delimiting the loading zone area; and**
- d) **Approve that funding for implementation will be considered by the Bay of Islands-Whangaroa Community Board via the unconfirmed \$42,157 of Eastern Town Beautifications carry forward budget.**

**CARRIED**

### Roding Working Group Members

The Roding Working Group will consist of:

Name	Representing
Adam Cooper	Business
Bruce Mitchinson	Russell Wharf Trust
Deb Rewiri	Tangata Whenua
David McKenzie	Russell Protection Society
Emily Rust	Disability
Jacqui Madelin	Community
Katrina Lavender	Disability
Adam Davey	Community
Shane Maddren	Business

Marsha Davis	Tangata whenua
Mike Pratt	Independent chair

Bay of Islands – Whangaroa Community Board Member Jane Hindle has the option of attending the workshops. Attendance will be in her capacity as a community board member. The community board is funding the implementation of this project and their ongoing involvement in this project is expected.

## Anticipated outputs

---

The working group will:

- Confirm the outcomes the group wants to achieve.
- Work with FNDC staff and if applicable their consultant(s) to provide advice and local knowledge to create a draft updated design for the layout of Cass Street and The Strand prior to it being taken out to the Russell community for consultation as agreed by the Roding Working Group and Council.
- Consider options for construction and installation, which meet budgetary and regulatory (e.g. transport, heritage) constraints, with a focus on the design meeting the needs of the Kororāreka community including local businesses that use this area,
- Consider the implications of the Heritage Overlay.
- Make recommendations to FNDC Staff about which options are most likely to achieve community support.
- Report back to the Community Board.

## Aim of the Placemaking Project

---

The main aim of the placemaking project is to provide a safer and better environment for the large number of pedestrians who enjoy The Strand and waterfront.

## Timeframe

---

The Roding Working Group will form in October 2025 and continue until a permanent design has been confirmed by FNDC. If the permanent design is not completed by the end of March 2026, FNDC will review the feasibility of continuing to work with the Roding Working Group.

## Meetings

---

The Roding Working Group should meet as required, which is expected to be up to three times to confirm a draft design that can be taken out for community feedback. Further meetings are to be agreed by the group and FNDC prior to being scheduled by FNDC. FNDC will provide administration support for the meetings as detailed in this document. Additionally, FNDC will provide technical support and provide direction on Council process that is required to implement the design (e.g. Community Board and Council approval) and relevant legislation.

## Out of scope

---

- Design recommendations that are outside of budgetary, regulatory or heritage constraints.
- Design recommendations that do not meet minimum safety standards.
- Design recommendations that contravene Council resolution 2025/80.

## Governance Rules

---

### Quorum

A minimum of 75% attendance by Roding Working Group Members is required to constitute a Quorum.

### Chair

The group will nominate a Chair.

### Agenda

An Agenda will be circulated by FNDC prior to the meeting including any material required to be reviewed prior to the meeting.

### Minutes

Actions will be minuted by FNDC and circulated to all members of the Roding Working Group prior to the next meeting.

### Decisions

Consensus via collaboration and compromise is the preferred method of decision making.

Where consensus is not able to be reached, the Chair will decide whether to defer the matter to the next meeting or hold a vote.

### FNDC will undertake the following:

---

- Provide administration support.
- Provide technical advice and design support.

## Code of Conduct

---

This Code of Conduct applies to all members participating in the Roding Working Group, the Community Board Member and FNDC Staff including consultants or subject matter experts, both during and outside the meeting, for the duration of this engagement. It is designed to foster respectful, constructive, and inclusive dialogue.

### Respectful Engagement

- Treat all participants with dignity and respect, regardless of differing opinions.
- Listen actively and allow others to speak without interruption.
- Avoid personal attacks, sarcasm, or dismissive language.

### Professionalism and Integrity

- Conduct yourself with professionalism at all times, upholding values of manaakitanga and integrity.
- Represent your views honestly and transparently.
- Refrain from misrepresenting others' positions or intentions.

### Constructive Dialogue

- Focus on issues, not individuals.
- Seek common ground and solutions, even when disagreement exists.
- Use evidence-based reasoning and be open to reconsidering your position.

### Confidentiality and Trust

- Respect the confidentiality of discussions where required.
- Do not share sensitive information outside the group without consent.

## Accountability

- Take responsibility for your contributions and behavior.
- Do not approach members of the group outside the meeting with issues.

## Dispute Resolution

---

### 1. Direct Resolution

Encourage the parties to discuss the issue directly and respectfully in the meeting. Aim for an amicable solution, if possible. If the dispute affects the ability of the working group to function in its purpose, it is the responsibility of the working group to resolve these internal matters.

## Council Contacts

---

Name	Email	Representing
Jaye Michalick	Jaye.Michalick@fndc.govt.nz	Team Leader, Growth Planning and Placemaking (principal contact)
Tammy Wooster	Tammy.Wooster@fndc.govt.nz	Manager, Integrated Planning
Janine Worrall	Janine.Worrall@fndc.govt.nz	Admin Support Officer

## Roading Working Group Agreement

---

By way of a vote, each member confirmed their agreement with the terms and conditions outlined in this document.

Name	Representing
Adam Cooper	Business
Bruce Mitchinson	Russell Wharf Trust
Deb Rewiri	Tangata Whenua
David McKenzie	Russell Protection Society
Emily Rust	Disability
Jacqui Madelin	Community
Katrina Lavender	Disability
Adam Davey	Community
Shane Maddren	Business
Marsha Davis	Tangata Whenua