



**Far North  
District Council**



# **AGENDA**

## **Governance and Strategic Relationships Committee Meeting**

**Thursday, 28 March 2019**

**Time: 10.00am**  
**Location: Council Chamber**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

Cr Tania McInnes - Chairperson  
Mayor John Carter  
Cr Ann Court  
Cr Dave Hookway  
Cr Colin (Toss) Kitchen  
Cr Sally Macauley  
Cr John Vujcich  
Cr Kelly Stratford

**GOVERNANCE AND STRATEGIC RELATIONSHIPS COMMITTEE MEMBERS REGISTER OF INTERESTS**

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
Hon John Carter QSO	Board Member of the Local Government Protection Programme	Board Member of the Local Government Protection Programme		
	Carter Family Trust			
Tania McInnes	Director – GBT Ventures Ltd	Company not currently operational		Will notify Council if company becomes operational.
	Member of Northland Conservation Board		Conservation matters not aligned with Council policy.	Will notify Council should a perceived conflict arise.
	Trustee – Northland Youth Education Trust		No perceived conflicts	Will notify Council should a perceived conflict arise.
	Founder – Bay of Islands Women's Nexus	No perceived conflicts. An informal organisation		
	Own a section on Seaview Road, Paihia 0200			
	Having worked within the organisation in the early 2000's, I know a number of staff, none of which I am close with.			
Colin Kitchen	No form received			
Dave Hookway	Resident shareholder in Kerikeri Irrigation			Declare if issues arise.
	Shareholder in Farmlands.			Declare if issues arise.
	Employee – Northland District Health Board – Public Health Unit – Health Improvement Advisor		Am employee have no personal gain.	Declare employment should issues concerning the Northland DHB arises.
	On property in Waipapa West Rd.		Possible issues relating to the street or zoning.	Declare when appropriate.
John Vujcich	Board Member	Ngati Hine Health Trust	Matters pertaining to property or decisions that may impact of their health services	Declare interest and abstain
	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to	Declare interest and abstain

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
			directly affect its assets	
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest
Cr Kelly Stratford	Office manager at Kinghans.			
	Denture assistant at Kawakawa denture Services self-employed as book keeper Kelly@ksbookkeeing.net	None	None	
	KS Bookkeeping and Administration	Business owner, bookkeeping and development of environment management plans for clients.	None perceived	I'd step aside from decisions that arise, that may have conflicts.
	Kinghans Accounting	Office Administration	None perceived	Step aside from decisions that arise, that may have conflicts.
	Waikare Marae Trustees	Trustee	May be perceived conflicts	Case by case basis
	Kawakawa Business & Community Association	Committee member/newsletter editor and printer	None perceived	If there was a perceived conflict, I will step aside from decision making
	Bay of Islands College	Parent elected trustee	None perceived	If there was a perceived conflict, I will step aside from

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
				decision making
	Karetu School Bay Cosmos Soccer	Parent elected trustee. Committee member and coach	None perceived	If there was a perceived conflict, I will step aside from decision making
	Property in Waikare and Moerewa			If there was a perceived conflict, I will step aside from decision making
	Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre-determination	Case by case
Kelly Stratford (Husband)	Puketona Junction Café 39 Gillies Café	Barista & Chef Barista	N/A	N/A
	Property in Moerewa		N/A	N/A

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**Far North District Council**  
**Governance and Strategic Relationships Committee Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Thursday 28 March 2019 at 10.00am**

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**Order Of Business**

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## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

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

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

## **2 DEPUTATION**

10:05 Darrell Sargent, General Manager - Strategic Planning and Policy will provide a verbal update on Memorandums of Understanding with iwi leaders.

### **3 CONFIRMATION OF PREVIOUS MINUTES**

#### **3.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number: A2415815**

**Author: Kim Hammond, Meetings Administrator**

**Authoriser: Aisha Huriwai, Team Leader Governance Support**

#### **PURPOSE OF THE REPORT**

To allow the Committee to confirm that the minutes are a true and correct record of the previous meeting.

#### **RECOMMENDATION**

**That the Governance and Strategic Relationships Committee confirm the minutes of the meeting held 28 November 2018 as a true and correct record.**

#### **1) BACKGROUND**

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### **2) DISCUSSION AND OPTIONS**

The minutes of the meeting are attached. Far North District Council Standing Orders Section 27.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

#### **Reason for the recommendation**

The reason for the recommendation is to confirm the minutes are a true and correct record of the previous meeting.

#### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or the need for budgetary provision as a result of this report.

#### **ATTACHMENTS**

- 1. 2018-11-28 Governance and Strategic Relationships Committee Unconfirmed Minutes [A2283869] - A2283869** [!\[\]\(c7dc060c3452bb436913132f744278b8\_img.jpg\)](#) [!\[\]\(049bef713f097630ac07d5de09406013\_img.jpg\)](#)

**Compliance schedule:**

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

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

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Standing Orders.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	N/A
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Elected members.
State the financial implications and where budgetary provisions have been made to support this decision.	None
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**MINUTES OF FAR NORTH DISTRICT COUNCIL  
GOVERNANCE AND STRATEGIC RELATIONSHIPS COMMITTEE MEETING  
HELD AT THE TE AHU, CORNER MATTHEWS AVENUE AND SOUTH ROAD, KAITAIA  
ON WEDNESDAY, 28 NOVEMBER 2018 AT 10:34 AM**

**PRESENT:** Cr Tania McInnes (Deputy Mayor), Mayor John Carter (HWTM), Cr Ann Court, Cr Colin (Toss) Kitchen, Cr John Vujcich, Cr Kelly Stratford

**IN ATTENDANCE:** Cr Mate Radich – from 10.59 am, Cr Felicity Foy – from 11.24 am,

**STAFF PRESENT:** Shaun Clarke (Chief Executive Officer), Samantha Edmonds (General Manager Corporate Services), Andy Finch (General Manager Infrastructure and Asset Management), Jaime Dyhrberg (Executive Officer), Glenn Rainham (Alliances Manager), Kate Barnes (Governance Support Team Leader), Kim Hammond (Meetings Administrator), Maryn Ashby (Meetings Administrator)

## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **COMMITTEE RESOLUTION 2018/1**

Moved: Mayor John Carter  
Seconded: Cr Colin (Toss) Kitchen

**That apologies from Cr Dave Hookway and Cr Sally Macauley be received and accepted.**

**CARRIED**

## **2 DEPUTATION**

## **3 CONFIRMATION OF PREVIOUS MINUTES**

### **3.1 CONFIRMATION OF PREVIOUS MINUTES**

#### **COMMITTEE RESOLUTION 2018/2**

Moved: Cr Ann Court  
Seconded: Cr Colin (Toss) Kitchen

**That the Governance and Strategic Relationships Committee confirm the minutes of the meeting held 26 July 2018 as a true and correct record.**

**CARRIED**

## **4 STRATEGIC PLANNING AND POLICY GROUP**

### **4.2 IWĪ / HAPŪ / MĀORI RELATIONSHIP AGREEMENTS STATUS REPORT**

#### **COMMITTEE RESOLUTION 2018/3**

Moved: Cr Tania McInnes  
Seconded: Cr Kelly Stratford

**That the Governance and Strategic Relationships Committee receives the Iwi / Hapū / Māori Relationships Agreements Status Report.**

**CARRIED**

#### **4.1 TE RUNANGA O WHAINGAROA MEMORANDUM OF UNDERSTANDING**

##### **MOTION**

Moved: Cr Tania McInnes

Seconded: Cr Kelly Stratford

That the Governance and Strategic Relationships Committee makes the following recommendation to Council:

- a) That Council agrees to enter into a Memorandum of Understanding with Te Rūnanga O Whaingaroa.

##### **AMENDMENT**

Moved: Cr Tania McInnes

Seconded: Cr John Vujcich

That Council agrees to engage directly between the Governance and Strategic Relationships Committee and the Te Runanga O Whaingaroa in the advancement of the draft Memorandum of Understanding

The amendment became the substantive motion

##### **COMMITTEE RESOLUTION 2018/4**

Moved: Cr Tania McInnes

Seconded: Cr John Vujcich

**That Council agrees to engage directly between the Governance and Strategic Relationships Committee and the Te Runanga O Whaingaroa in the advancement of the draft Memorandum of Understanding.**

**CARRIED**

#### **4.3 SUSTAINABLE DISTRICT STRATEGY**

##### **COMMITTEE RESOLUTION 2018/5**

Moved: Cr John Vujcich

Seconded: Cr Kelly Stratford

**That the Committee approve the proposed change in scope to the Sustainable District Strategy Project.**

**CARRIED**

At 11:20 a.m., Mayor John Carter left the meeting. At 11:25 a.m., Mayor John Carter returned to the meeting.

#### 4.4 STRATEGIC RELATIONSHIPS

**MOTION 2018/6**

Moved: Cr Kelly Stratford  
Seconded: Cr Colin (Toss) Kitchen

That the Committee approve the list of strategic stakeholders and partners as being strategically important to Council and request that staff commence the necessary planning to grow and strengthen the quality of these relationships.

**LOST**

**AMENDMENT**

Moved: Cr Tania McInnes  
Seconded: Cr Kelly Stratford

That the Committee

- a) approve the initial list of strategic stakeholders and partners as being strategically important to Council
- b) delegate authority to the Chair and Cr John Vujcich to meet with staff to further discuss and add stakeholders and partners to the list
- c) request that an information only report comes back to the Committee

The amendment became the substantive motion

**RESOLUTION 2018/7**

**That the Committee**

- a) **approve the initial list of strategic stakeholders and partners as being strategically important to Council**
- b) **delegate authority to the Chair and Cr John Vujcich to meet with staff to further discuss and add stakeholders and partners to the list**
- c) **request that an information only report comes back to the Committee**

**CARRIED**

Against: Cr Ann Court

#### 5 CORPORATE SERVICES GROUP

##### 5.1 ELECTED MEMBERS' ENGAGEMENT IN MEETINGS, WORKSHOPS, AND DEVELOPMENT OPPORTUNITIES JULY - OCTOBER 2018

**COMMITTEE RESOLUTION 2018/8**

Moved: Cr Tania McInnes  
Seconded: Cr Colin (Toss) Kitchen

**That the Governance and Strategic Relationships Committee:**

- a) **receive the report**
- b) **alterations be made to better reflect Councillors activities and reporting style**

**CARRIED**

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>S.1 - CEO KPI Quarterly Performance Report - Quarter 1</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**6 MEETING CLOSE**

The meeting closed at 12.25 pm.

The minutes of this meeting will be confirmed at the Governance and Strategic Relationships Committee meeting held on 28 March 2018.

.....  
**CHAIRPERSON**

## 4 STRATEGIC PLANNING AND POLICY GROUP

### 4.1 MASTERS THESIS RESEARCH INVOLVING FAR NORTH DISTRICT COUNCIL

**File Number:** A2365320

**Author:** Siân Smith, Strategy and Policy Specialist

**Authoriser:** Darrell Sargent, General Manager - Strategic Planning and Policy

#### PURPOSE OF THE REPORT

To inform the Committee about a Masters Thesis that will include Far North District Council as a case study.

#### EXECUTIVE SUMMARY

The Victoria University of Wellington School of Government has a student doing a Masters thesis on the indicators of community well-being. The research proposal for the thesis includes two case studies, one of which is the Far North District Council. The thesis is due to be completed in time to inform the implementation of the District Strategy and Spatial Plan in 2020. Administration has endorsed the inclusion of the Far North District Council as a case study for the thesis.

#### RECOMMENDATION

**The Governance and Strategic Relationships Committee receive the report “Masters Thesis research involving Far North District Council”.**

#### BACKGROUND

In January 2019, the head of the School of Government at Victoria University of Wellington contacted the Deputy Mayor and the General Manager of Strategic Policy and Planning seeking feedback on a research proposal for a Masters thesis. The thesis topic is “Getting Closer to Communities: The Warmth of Community Well-being in Local Government Act 2002”.

#### DISCUSSION AND NEXT STEPS

The research objectives for the thesis are:

- to gain insight on community well-being in the Local Government Act 2002
- to identify a framework for the local government sector on community well-being
- to identify a set of indicators for the local government sector on community well-being
- to seek the possible alignment of wellbeing projects in local and central government
- to carry out case studies for two district councils covering all the above objectives.

The two case studies proposed are for Queenstown-Lakes District Council and Far North District Council. Far North District Council is included because it has “done a significant amount of work on developing its infrastructure and [has] also experienced a population growth and boom in tourism ... both [councils] are inclined towards developing a future which comprise of a sustainable growth for their communities.” (quoted from the research proposal). The case studies will be:

- documenting the wider community wellbeing measures that are being collected in these two districts
- mapping them against each other and as well with the broader wellbeing measures collected at the national level
- exploring with the Council staff members what additional and/or substitute measures they would like to develop for their districts

- exploring the development of appropriate infrastructures for the regular collection and reporting of this data
- assessing the level of collaboration required with different community organisations, governmental and non-governmental agencies
- and finally, exploring the ways in which we can operationalise this from a policy perspective; allowing the Councils to assess the implications of alternative policy options – the complementarities and trade-offs – for the best possible impact on community well-being.

The student's initial data analysis will be available in April 2019 and the thesis is due to be completed by May 2020. This timing aligns well with the development and implementation of the District Strategy and Spatial Plan. For these reasons, Administration has endorsed the inclusion of the Far North District Council for a case study in the thesis research.

#### **FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications.

#### **ATTACHMENTS**

Nil

## 4.2 DISTRICT STRATEGY AND SPATIAL PLAN - PROJECT UPDATE

**File Number:** A2365518

**Author:** Siân Smith, Strategy and Policy Specialist

**Authoriser:** Darrell Sargent, General Manager - Strategic Planning and Policy

### PURPOSE OF THE REPORT

To provide the Committee with a progress update on work being done to develop the District Strategy and Spatial Plan.

### EXECUTIVE SUMMARY

On 13 December 2018, the Council approved a high level work plan for the District Strategy and Spatial Plan project. On that plan, the next report to the Council is not due until May 2019. However, since the Council decision in December 2018, Administration has made some significant progress on the project that will result in some milestones occurring sooner, or at different times, than previously planned. This report informs the Committee about the progress made and new planned dates for Council workshops and decisions.

### RECOMMENDATION

**The Governance and Strategic Relationships Committee receive the report “District Strategy and Spatial Plan - project update”.**

### BACKGROUND

At its meeting on 13 December 2018, the Council approved a revised work plan for the development of the District Strategy and a Spatial Plan. The plan included a proposed report to the Council by May 2019 on:

- A review of the strategic partner strategies for alignment and opportunities
- An initial trend analysis using an approved dataset
- An environmental scan (threats and opportunities)

A report on the environmental scan (threats and opportunities) is on the agenda for the same meeting as this report and the two reports should be considered alongside each other.

The plan also included the following milestones and dates:

- June 2019 – summit with Council’s strategic partners
- September 2019 – report to Council on outcome of engagement with strategic partners
- February 2020 – report to Council on high level draft strategic goals
- May 2020 – report to Council for approval of draft district strategy for public consultation
- August 2020 – Council adopts district strategy

### DISCUSSION AND NEXT STEPS

#### Project approach

After the Council decision in December 2018, Administration arranged a presentation from a consultant with experience in spatial planning and who worked on spatial planning for Auckland Council. Spatial planning combines sector-based policy (economic, social, transport, energy, environmental etc) and conveys it graphically – often as map overlays. Spatial plans can be a valuable planning tool for local government.

In addition to the Auckland Council, other Councils have voluntarily used this approach to overarching planning. For example Palmerston North, New Plymouth, Rotorua, Waipa and Tauranga are using this approach. The NZ Productivity Commission recommends spatial plans or strategies be a standard or mandatory part of the planning hierarchy (see *NZ Productivity Commission: Final Report, Better Urban Planning, February 2017, p294*).

The “traditional” policy development approach (council staff draft the strategy/plan, public make written submissions they can present at a hearing, report to Council on submissions and recommend final strategy/plan for adoption) works well for producing regulatory documents such as bylaws and policies, but not so well for overarching strategic plans. This is because the regulatory documents cover only one topic and the public can usually easily understand how the proposal will affect them, or the community generally, and be able to participate effectively in the consultation process.

For strategic plans, the spatial planning approach works better than the traditional policy development approach because:

- complex information and its relationships are easier to represent graphically
- Council (staff and elected members) and the community are more engaged in the identification of issues and opportunities because a visual (spatial) presentation of the strategic priorities is easier to understand
- multiple challenges and goals are addressed simultaneously and with integrated solutions.

The spatial planning approach can also progress more quickly. Administration has therefore decided to use the spatial planning approach to develop a combined District Strategy and Spatial Plan for the Far North District. The project provides the Elected Members and Administration with an opportunity to gain experience using the spatial planning approach and enable the approach to be used again in the future for developing strategic policies or plans.

### Project milestones and timeline

Using spatial planning, the development of the District Strategy and Spatial Plan will be: simple, fast, big picture, bold, and use shared evidence. The approach is iterative. We will repeat discussions about the challenges, opportunities and possible future states of the Far North District with different groups of people, with the aim of getting closer, each time, to the priorities that will form the District Strategy and Spatial Plan. The project milestones have therefore changed to reflect the spatial planning approach, with the end date still expected to be on, or slightly before, August 2020. The key milestones are now as follows:

Deliverable/milestone	Due date
Staff workshop on nominal priorities for the District for the 50 year timeframe of the District Strategy and Spatial plan	31 March 2019
Councillor workshop to confirm nominal priorities, developed by staff, for discussion with partners (review of partners’ strategies will be an input into this workshop)	09 May 2019 (reserved date for workshop)
Summit with partners: confirmation of nominal priorities developed by staff and Councillors	30 June 2019
Public discussion document on nominal priorities written	31 July 2019
Discussion document on nominal priorities approved by Council for public engagement (NB: this is not the Local Government Act 2002 consultation process)	29 August 2019 (set Council meeting date)



Public engagement on discussion document completed	30 October 2019
Councillors workshop on draft District Strategy and Spatial Plan	December 2019 (date to be set by new Council)
Draft District Strategy and Spatial Plan approved by Council for public consultation (NB: This process will comply with Local Government Act 2002 requirements for consultation)	January 2020 (TBC when meeting dates set)
Consultation Starts	1 February 2020
Consultation Ends	31 March 2020
Report to Council on results of consultation	April 2020 (TBC when meeting dates set)
Report to Council to approve District Strategy and Spatial Plan written	30 June 2020
Council Meeting: Council approves District Strategy and Spatial Plan	July 2020 (TBC when meeting dates set)

Of note, in the new timeline, is the effective use of the months leading up to, and shortly after, the election (12 October 2019). The current Council members will approve the public discussion document on nominal priorities, Administration will carry out the public engagement activities to leave Council members free to focus on the election, and the new Council members will workshop the results of the public engagement and develop the draft District Strategy and Spatial Plan.

### **Key project issue**

The critical success factor for the project is high quality and successful communication and engagement. A key risk that needs to be addressed to achieve this success is “consultation fatigue” – the community not being able to engage effectively due to multiple Council consultation processes that overlap both in time and in content. To address this risk, Administration will develop some novel and creative engagement tools and plans, the first of which is to give the project a name and brand that differentiates it from all the other documents the Council consults the community on. The brand needs to signal the once-in-a-lifetime opportunity people have to contribute and the very long-term nature of the strategy and plan, which is a key point of difference from other Council consultation processes. While the expected time period of coverage of the District Strategy and Spatial Plan is 50 years, it will be close enough to the 22<sup>nd</sup> century for “2100” to be an appropriate date for the focus of the project. “Far North 2100” has therefore been adopted by Administration as the name and brand of the project.

### **FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications.

### **ATTACHMENTS**

Nil

### 4.3 DISTRICT STRATEGY AND SPATIAL PLAN - ENVIRONMENTAL SCAN

**File Number:** A2368535

**Author:** Siân Smith, Strategy and Policy Specialist

**Authoriser:** Darrell Sargent, General Manager - Strategic Planning and Policy

#### PURPOSE OF THE REPORT

To provide the Committee with a summary of the environmental scan that informs the District Strategy and Spatial Plan.

#### EXECUTIVE SUMMARY

One of the key inputs into the District Strategy and Spatial Plan is an environmental scan. An environmental scan has been prepared by an external consultant. A summary of the information in the scan will be presented to the meeting in a graphical presentation.

#### RECOMMENDATION

**The Governance and Strategic Relationships Committee receive the report District Strategy and Spatial Plan - Environmental Scan.**

#### BACKGROUND

On 13 December 2018, the Council approved a workplan for the District Strategy and Spatial Plan that includes a report to the Council, due in May 2019, on “An environmental scan (threats and opportunities) that will inform the District Strategy”. An external consultant was commissioned to prepare the environmental scan.

This report should be considered alongside a separate report to this meeting that updates the Committee on the progress of the District Strategy and Spatial Plan project.

#### DISCUSSION AND NEXT STEPS

The environmental scan used a “PESTLE” analysis framework to gather and present data and information, obtained from reliable and reputable sources, on the PESTLE factors. The PESTLE factors are: Political, Economic, Social, Technological, Legal and Environmental.

Administration will present a summary of the information in the environmental scan to the Committee in a graphical presentation at the meeting. While Administration considers the environmental scan covers all the critical information, Administration welcomes feedback from the Committee on whether there are any major contributors that have not been included.

The environmental scan is one of the key inputs into the District Strategy and Spatial Plan project. Another key input is a review and analysis of strategic partner strategies, which is currently being prepared, and will be presented as background material to a Council workshop planned for May 2019.

#### FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

#### ATTACHMENTS

Nil

## 5 CORPORATE SERVICES GROUP

### 5.1 ELECTED MEMBERS' ENGAGEMENT IN MEETINGS, WORKSHOPS, AND DEVELOPMENT OPPORTUNITIES NOVEMBER 2018 - JANUARY 2019

**File Number:** A2397425

**Author:** Aisha Huriwai, Team Leader Governance Support

**Authoriser:** Janice Smith, General Manager - Corporate Services (Acting)

#### PURPOSE OF THE REPORT

To support governance excellence by ensuring consistent opportunities for Elected Members to attend conferences, training, and other professional development activities.

#### EXECUTIVE SUMMARY

This is a standard report to the Governance and Strategic Relationships Committee to cover aspects of governance support and elected member activity such as travel, training and attendance at meetings, updates regarding governance development, as well as changes in portfolio assignments. The information may prompt further discussion or verbal updates from members regarding activities in their portfolios or other responsibilities but it is not intended that decisions will be required.

It will provide a single point of reference for related information and transparency to constituents regarding spending and members' commitment to continuous improvement.

This report summarises elected member professional activities in the period since November 2018 until the end of January 2019

#### RECOMMENDATION

**That the Governance and Strategic Relationships Committee receive the report "Elected Members' Engagement in Meetings, Workshops, and Development Opportunities November 2018 - January 2019".**

#### BACKGROUND

This report summarises elected member professional activities in the period since November 2018. Council's Elected Members' Allowances and Reimbursement Policy sets out members' entitlements to travel and training.

#### DISCUSSION

During the reporting period, there have not been any collective or individual training opportunities however Members have attended the following conference and networking events:

- Bay of Islands-Whangaroa Community Board Member Rachel Smith attended Young Elected Members Hui from 15-17 November 2018
- His Worship the Mayor, Councillors Foy, and Court attended the Local Government New Zealand Zone 1 Meeting on 17 November 2018
- His Worship the Mayor attended the National Council meeting 7 December 2018

As we develop this reporting routine, more data will be provided on annual professional development for each Elected Member.

**ATTENDANCE REPORT**

The below table records member attendance across all formal meetings and workshops in November 2018 - February 2019.

At the 28 November 2018 meeting a discussion was had to request that a column be added to factor in apologies at meetings or workshops due to other Council commitments. Members' absences for this period were not as a result of a conflict of Council commitments.

For this reporting period the number of meetings each member was required to attend varied depending on their appointments. There were a total of 10 workshops that each of the following members was requested to attend which is where the majority of the apologies were received. There was also an extraordinary meeting called and while it met the legislative requirements for notification it was during a busy period and 2 members had prior commitments they couldn't reschedule.

Elected Member	Attendance at formal Council, Committee meeting or workshop	Absent to represent Council at another event	Attendance rate for November 2018 – January 2019
His Worship the Mayor	100%	-	100%
Deputy Mayor Tania McInnes	86%	-	86%
Councillor Ann Court	93%	-	93%
Councillor Dave Hookway	36%	-	36%
Councillor Colin Kitchen	71%	-	71%
Councillor Felicity Foy	93%	-	93%
Councillor Sally Macauley	40%	-	40%
Councillor Mate Radich	39%	-	39%
Councillor Kelly Stratford	100%	-	100%
Councillor John Vujcich	94%	-	94%
KHCB Chairperson Mike Edmonds	100%	-	100%
THCB Chairperson Adele Gardner	88%	-	88%
BWCB Chairperson Terry Greening	100%	-	100%

**FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

At the time this report was compiled the financial implications and budgetary provisions were unavailable.

**ATTACHMENTS**

**Nil**

## 6 INFORMATION REPORTS

### 6.1 REGIONAL ECONOMIC DEVELOPMENT

**File Number:** A2397260

**Author:** Vicki Begbie, Manager - Business Development

**Authoriser:** Shaun Clarke, Chief Executive Officer

#### PURPOSE OF THE REPORT

The purpose of this report, is to introduce the presentation “Centres of Excellence – Opportunities for Regional Economic Development” to the Governance and Strategic Relationships Committee

#### EXECUTIVE SUMMARY

In July 2017, Northland Councils completed a Section 17A review of the region’s economic development arrangements with Martin Jenkins Consultants. Although the Martin Jenkins report was received by Northland Councils, the key recommendation concerning the recommended service delivery model requires further work.

The Chief Executive’s Forum has been tasked to progress the development of a business model/centre of excellence model for regional economic development. This introductory report and presentation highlights the centre of excellence concept and the ongoing programme of work to enable consideration by Northland’s four councils to re-position economic development activities and services for the region.

#### RECOMMENDATION

**That the Governance and Strategic Relationships Committee receive the report “Regional Economic Development ”**

#### BACKGROUND

In September 2017 the “Excellence through Shared Services: Concept of Centres of Excellence was shared with Elected Members.

There are three key messages from the concept of centres of excellence that can be transferred to regional economic development:

- We can achieve more by doing things better
- We can narrow our focus, increase our specialisation and concentrate our resources
- We can focus activities into hubs or centres in a shared service or similar model

When compared to the private sector; that specialises in order to compete, Councils have the opportunity of specialising in order to collaborate. One approach is to effectively concentrate Northlands collective resources for functions we have in common, into centres of excellence, and then share the benefits. Regional Economic Development is one such opportunity.

In July 2017, a joint Section 17A review of Northland local authorities’ economic development arrangements was completed by Martin Jenkins Consultants with the four Northland Councils. The Martin Jenkins report has been received by Northland Councils. However the key recommendation concerning the recommended service delivery model requires work in terms of responsibilities/functions, governance and funding.

The report recommended “for Northland Inc. to become a jointly-owned CCO, with joint shareholding across the four Councils and a Joint Committee to provide direction and oversee Northland Inc.’s performance and resourcing.”

The review highlighted:

- The broad types of economic development activities delivered by Northland Inc. and Councils are consistent with the identified opportunities and the needs facing the region.
- The region would benefit from an agreed economic development strategy, economic development goals or priorities that would provide clear guidance on the activities that should be delivered in the region.
- There are no major gaps in the types of economic development activities provided by Councils and Northland Inc. and there is little overlap of economic development activities provided.
- There are four areas where Northland Councils could improve by working collaboratively together:
  - Regional marketing and events
  - Maori economic development – establishing a partnership approach with Maori/Iwi to set priorities and mechanisms for support.
  - Reach of services into the Far North and Kaipara through a hub and spoke model
- Client satisfaction with Northland Inc.'s business development activities is high, with no obvious areas of economic development that should be discontinued and no evidence of major areas of inefficiency in Northland Inc.'s delivery of services.

Discussions at an elected member and management level between councils have made minimal progress on implementing this recommendation to date. The Mayoral Forum has tasked the Chief Executives' Forum to put forward a business model/centre of excellence concept for discussion by all Councils.

## **DISCUSSION AND NEXT STEPS**

A committed course of actions has been developed by the Chief Executives to be completed before the October 2019 Local Body Elections to present to the Mayoral Forum for discussion.

Northland Council's management has given thought to:

- Governance and funding arrangements for a centre of excellence concept
- Economic development business models used by other Councils in New Zealand

One of the key considerations is the upcoming October Local Body elections, and what can be realistically achieved either side of the elections. Socialisation and buy-in from all Northland Councils is integral for the business/centre of excellence approach to progress.

Therefore the decision to adopt a preferred business/centre of excellence model, scope of functions, deliverables and the associated governance and funding will be with the incoming Councils to make, post the October elections. The recommendation will leave latitude for their review, input and agreement by Northland Councils.

## **Key Principles**

- Build on the recommendations of the Martin Jenkins S17A review
- Build on the strengths of Northland Inc.
- The preferred business/centre of excellence model must be able to sustain the rigors of change post the October elections
- Allow for phased introduction to build stakeholder confidence and allow for a opt-in opt-out period
- Directors appointed on merit rather than Council representation

- Funding is integral to investment for future growth, board representation and initiatives within the districts and region
- Scalable business concept options with gradual financial input to participate in governance and have initiatives and investment back into the districts
- Allow for the level of investment stakeholdership on a pro-rata basis
- Drive economic development into the Far North, West Coast and smaller centres in the region
- Location agnostic

### Key Milestones

Phase	Deliverables of Phase	Timeframe	Milestone Forums
<b>One</b>	Recommended business/centre of excellence model and socialisation plan with latitude for incoming Councils	Now to September 2019	CEO and Mayoral Forums
<b>Two</b>	Incoming Councils socialisation and education	From October 2020	CEO and Mayoral Forums and individual Councils
<b>Three</b>	First increment of buy-in and commitment	From March 2020	CEO and Mayoral Forums and individual Councils

The timeline takes into account the October elections and the decision making to adopt a potential new business/centre of excellence model will be with the new incoming Councils post October 2019. The timeline also allows for socialisation and buy-in from individual Councils.

A small number of potential business/centre of excellence models will be investigated that support the above principles, the recommendations from the Martin Jenkins S17A review and examples of other operational models in New Zealand. Funding, governance, scope of operations will form part of the options analysis.

Next steps will be for the analysis of potential business models, including governance and funding options will be completed and reported back to the CEO Forum in the first instance.

### FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Funding options and the implications to each Council will be considered as part of study, and will form part of the recommended business model to deliver regional economic development activity.

### ATTACHMENTS

Nil



**7 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>7.1 - CEO KPI Quarter 2 Performance Report</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**8 MEETING CLOSE**