

CORPORATE PLANNING & COMMUNITY DEVELOPMENT

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
Inter-agency and regional (all resources, total 0.5FTE)															
Nothland Digital Enablement Group, Kai Ora Fund, Kaikohe Memorial Park, Bedisloe Domain, Community Plan delivery, EV Northland Charging Station Network Working Group, RFS responses, Disability Action Group, Interagency Rubbish Group, Business Associations, intercouncil/intergovernment forums, community organisations, funding groups etc	Continuous activity														
Funding (1.2 FTE)*															
Outgoing funding															
Local community grant (Community Boards)	Continuous receipt and processing of grant applications and Community Board decision-making														
Events Investment Fund			Applications, Assessment & Meeting						Applications open			Panel decision			
Infrastructure Grant Fund			Applications, Assessment & Meeting						Applications open			Panel decision			
Creative Communities		Applications & Meeting		Applications & Meeting			Applications & Meeting		Applications & Meeting						
Rural Travel Fund									Summer - preparation, decision, payout				Winter - preparation, decision, payout		
Deliver funding webinars (in partnership with KDC and WDC)							Planning		Delivery						
Incoming funding															
Heritage	Continuous activity sourcing funding opportunities and making best use of them as they arise														
Potentially Foundation North - Warawara Wakaora Ake (track, huts and dark skies) or Mangamuka									Continuous - sourcing funding opportunities and making best use of them as they arise						
LEVCF (EECA EV charging stations funding)											Potential council report **				
Community Boards (0.5 FTE)															
Lead BOI-W CB Strategic Plan development for inclusion into LTP			Facilitation								CB adoption				
Lead K-H CB Strategic Plan development for inclusion into LTP			Facilitation		CB adoption										
Lead TH CB Strategic Plan development for inclusion into LTP			Facilitation		CB adoption										
Community Development (1.5 FTE)															
Community Planning and Economic Development															
Horeke - confirmed															
Kawakawa - confirmed															
Mangonui - Hihi to Cable Bay - confirmed															
Totara North - process not yet confirmed															
Russell - confirmed															
Moerewa Update - community-led with support from team															
Ahipara refresh 2012 plan - community led with support from team															
<i>NOTE - Opuia, Russell, Kawakawa, Moerewa could be considered for future place-based community of interest planning.</i>															
Upcoming but not yet scheduled (note that we try to review plans every 10 years)															
Rangitane (community-led), new request															
Opuia - new plan															
Opononi-Omapere refresh 2010 plan (incorporate into Hokianga catchment planning)															
Ohaeawai refresh 2007 plan															
Okaihau refresh 2008 plan															
Pukenui-Houhora refresh 2007 plan															
Taipa, Oruru, Parapara, Pararua and Peria refresh 2010															
Whangaroa refresh 2011 plan															
Special projects (2.3 FTE)															
Deliver on Nothing But Net Far North Digital Strategy													Progress rpt to Cte		
Finalise Funding Strategy			To Committee												
Warawara Whakaora Ake - Great Walk Track and Dark Skies															
Te Hononga		Final preparation	Opening event					Watching brief on Trust operationalising							
Lead 'Place Based Community of Interest' Community Planning process in Hokianga area - FNHL PGF whaves project, Horeke Community Plan, Dark Skies Reserve, Mangamuka - multiple services on one site & other tourism initiatives, Rawene Campus	Continuous activity														
Ngawha Innovation Park - incl iwi/hapu/whanau economic dev eg Ngawha Marae	Continuous activity as required														
Youth Programme - including potential drivers licencing project/MTFJ/Tuia	Regular meetings to assess applications to fund, facilitate events, planning exercises														
America's Cup 2021 Fanzones							Preparation & planning		Races						
Support for community-led infrastructure initiatives	Continuous activity														
Statutory Planning (1.3 FTE)															
Long Term Plan 2021-31															
Planning - complete															
Workstreams work and EM workshops							Policy work - S&E, local grant								
Early engagement							Soft engagement & community dialog								
Draft and prepare CD and audit							EM workshops, document development	Audit activities	Adopt						
Consultation										consultation, hearings, deliberations					
Final LTP preparation, hearings, delibs, audit etc										Final prep	Final audit				
Adoption												Adoption			
Engagement (2.1 FTE)															
Policies, Bylaws & Strategies SPP															
Far North 2100		pre-engagement CBs, iwi/hapu							Consultation and hearings						
Climate Change (assessment policy)			Engagement planning & materials						Consultation						
Regional accessibility strategy							Regional liaison, planning & materials				Regional consultation				
Speed limits bylaw								Engagement planning & materials		Consultation & hearings					
Control of Vehicle crossings bylaw			Engagement planning & materials				Consultation		Hearings & Deliberations						
Reserves bylaw			Engagement planning & materials						Consultation, hearings & delibs						
Parking bylaw										Engagement planning & materials		Consultation & hearings			
Water supply bylaw								Engagement planning & materials		Consultation, hearings & delibs					
Vehicles on beaches bylaw										Engagement planning & materials		Consultation, hearings, deliberations			
Solid Waste bylaw											Engagement planning & materials	Consultation & hearings			
Animals Bylaw										Engagement planning & materials		Consultation, hearings, deliberations			
Other															
Long Term Plan 2021-31				Early engagement						consultation, hearings, deliberations					
Development of Better Comms & Engagement Framework				Report to Committee											
Engagement tools & training								Ongoing activity, development of toolsets and channels, provision of advice and guidance							

Te Hono

Aug-20 Sep-20 Oct-20 Nov-20 Dec-20 Jan-21 Feb-21 Mar-21 Apr-21 May-21 Jun-21

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
Recruitment and succession / Mentoring and coaching (0.4 FTE)												
Recruitment	All vacancies filled											
Support 5 new staff - training mentoring and coaching	Ongoing and implementation of Te Hononga - Te Hono strategic plan											
Maori land rating (2. FTE)												
Analysis of current system	Analysis of system											
Change forms	Form development											
Synchronous forms and process	Continuous improvement											
Pathway system process	Ongoing with quality control											
Processing of applications	Ongoing with quality control											
Whenua Maori relationship (1. FTE)												
Joint whenua Maori strategy	Development - working with government agencies and iwi Māori											
Information sharing(joint projects shared spaces)	Interagency meetings and working groups +and implementation of programmes of work											
Shared interest projects	Implementation											
TOATB Board (0.3 FTE)												
Lead FNDCs participation in TOAT	Ongoing - agenda preparation, meeting with Technical Advisory Group, consultants - attend TOATB and support council reps											
Workshop draft Beach Management Plan (BMP) with Council												
Advice and support tangata whenua and community consultation process on draft BMP	Approve plan	Consultation and hearings	Deliberations	Finalise	Approve plan							
Provide feedback and advice on Draft Plan												
ILGACE (0.5 FTE)												
First meeting												
Arrange ILGACE meetings and technical steering group meetings on monthly cycle	Co-ordinate mthly mtgs of ILGACE & regional technical advisory group - agenda development, agenda review, agenda preview, agenda circulation, presentation											
Review MoU Whaingautanga ki Taurangi	Review for addition partners and arrange meeting			Meeting of partners				Arrange partners meeting	Meeting			
Cultural services (0.5 FTE)												
Provide cultural services to Elected Members, cadets, support SLT and Governance, citizenship ceremony	Ongoing activity eg. PGF announcements, citizens ceremonies, cadet ceremony, welcoming Council guests etc.											
Facilitate whakatau/cultural welcome for all new staff	Ongoing. Also codeveloping new induction process											
Relationships (2 FTE)												
Review effective relationships	review and maintain relationships - MoU, regional and national forums, relationship management											
Provide treaty of waitangi training												
Provide cultural awareness training			Council workshop	ongoing provision of service to staff to enable engagement and project delivery								
Draft organisational strategy	Scope	SWOT	workshop with GM		SLT	Draft	Consultation	Review		Implement		
Provide support to council on matters of legislative compliance and other matters	Ongoing for council and staff											
Iwi Hapu environmental management plans (.1FTE)												
Ahipara Marae collective	completed											
Te Patu ki Kauhanga (Stage 1)	completed											
Ngai Tohianga	completed											
Te Paatu ki Kauhanga (stage 2)	Reaffirm and implement phase 2 of contract											
Ngati Hine review	Contract entered into for review of I/HEMP											
New I/HEMP												
Strategy, Policy and Planning (.2 FTE)												
Review Koha Policy		Review										
Review Working with Maori Policy		Review, test and confirm										
Review Iwi Liaison Policy and Consultation with Tangata Whenua Policy		Review governance statement and develop consultation plan										
Provision of advice and assistance on consultation for RMA, LGA and other statutory and non statutory planning instruments	Ongoing advice on content of plans, advice on consultation, develop consultation plans, participate in consultation											
Provision of advice on National Policy Statements and draft legislation	When required											
Participate in the Maori Representation Review	EM workshops / Oct recommendation to Council			ongoing participation in representation review								

STRATEGY DEVELOPMENT

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Strategy Development (2.75 FTE)														
Far North 2100														
Pre engagement community boards, iwi and hapū														
Strategy drafting														
Council approval to go out for public consultation - Draft Fn2100						Strategy & Policy Committee, Council								
Public consultation and hearings														
Development of FN2100 Strategy Document														
Adoption of FN2100										Adopt - Strategy and Policy Committee				
Implementation Roadmap for FN2100							Draft	Draft		Adopt - Strategy and Policy Committee	Execute			
Implementation of Climate Change Roadmap														
Employ a Sustainability Coordinator (ON HOLD)														
Baseline carbon foot print	Finalise	Finalise	Inform - Strategy & Policy Committee											
Establish a climate change assessment policy (ON HOLD)	Research	Research			Draft -Strategy & Policy Committee	Public Consultation			Adopt - Strategy and Policy Committee					
Develop initial carbon footprint reduction programme for LTP		First draft for LTP	First draft for LTP			review in preparation for LTP consultation								Execution of first year of carbon footprint reduction programme
Review of strats and plans for community carbon footprint (ON HOLD)							Review of strategies and plans							
Develop online District Environmental, Carbon Footprint (ON HOLD)														Development of community carbon footprint
Northland Regional Climate Change Adaptation Strategy (AT RISK)	Drafting	first draft for LTP budgetting					Submitted to Joint Committee	Adopt - Strat and Policy Committee		Planning for FY 21-22				Execution of first year adaptation projects in Far North
Open Spaces Strategy														
Regional Accessibility Strategy														
District Population Reforecast														
Kaikōhe Area Plan														
		Scoping of project				Scope of Project - Strat & Policy Committee								
Bylaws (3.75 FTE)														
Speed limits bylaw	Paper to Committee - Bylaw changes		Adopt - Strategy and Policy Committee			New Signage in place	SOP for KTA - Strategy & Policy Committee	Public Consultation & Hearings	Adopt bylaw Changes - Council				SOP for next tranche - Strategy & Policy Committee	
Control of vehicle crossings bylaw (revoked)			SOP - Strategy & Policy Committee	Consultation			Hearings & Deliberations		Make bylaw - Council					
Reserves bylaw								SOP - Strategy & Policy Committee	Public Consultation, Deliberations					Make bylaw - Council
Animals bylaw	Problem definition, research and analysis on options and alternatives, including legal review						Options paper - Strategy & Policy Committee	SOP - Strategy & Policy Committee, Public Consultation, Deliberations					Draft for making of bylaw	
Public places bylaws (Trading, Beaches, Freedom Camping, public places)	Research and Analysis including legal review							Options paper - Strategy & Policy Committee					SOP - Strategy & Policy Committee	
Parking bylaw (will auto-revoke Jun 2022)	Planning and Research						Options paper - Strategy & Policy Committee						SOP - Strategy & Policy Committee, Public Consultation	
Onsite waste water bylaw (auto-revoke May 2022)	Research and Analysis including legal review							Options Paper - Strategy & Policy Committee						
Water supply bylaw (auto-revoke Oct 2021)	Options Analysis						Options Paper - Strategy & Policy Committee	SOP - Strategy & Policy Committee, Public Consultation, Deliberations					Bylaw Adoption	
Vehicles on beaches bylaw (auto-revoked Mar 2022)	Research and Analysis including legal review						Options paper - Strategy & Policy Committee	SOP - Strategy & Policy Committee, Public Consultation, Deliberations					Draft for making of bylaw	
Trade waste bylaw						Research and Analysis including legal review	Options Paper - Strategy & Policy Committee							
Solid waste bylaw (review due May 2021)						Research and Analysis including legal review	Options Paper - Strategy & Policy Committee							SOP - Strategy & Policy Committee, Public Consultation
Pou herenga tai - Cycleway bylaw (review due Sept 2021)								Research and Analysis including legal review						
Council controlled land policy and bylaw review			Research and Analysis including legal review										Options Paper - Strategy & Policy Committee	
Skating and Cycling Bylaw (April 2022)														
Wastewater Drainage Bylaw (2023)														
Dog Management Policy and Bylaw (2023)														
Alcohol Control Bylaw (2023)														
Maritime Facilities Bylaw (2024)														
Mooring Charges Bylaw (2024)														
Nuisances Bylaw (2025)														
Cemeteries and Crematoria Bylaw (2025)														
Brothel Premises Location and Advertising Signs Bylaw (2025)														
Policy Reviews (1.5 FTE)														
Policy Register Review	Information gathering confirmation		Confirmation of updated register											
Remuneration for Non-Elected Members	Information gathering, drafting													
Reserves Policy										Draft Policy - Strategy & Policy Committee, consultation			Policy Adoption - Strat & Policy Committee	
Community and Recreational Loan Scheme	Reviewed													
Equity & access policy	Options Analysis						Options paper - Strategy & Policy Committee	Draft Policy - Strat & Pol com, consulta					Policy Adoption - Strat & Policy Committee	
Dangerous and insanitary prone buildings**	Research and Analysis including legal review						Options paper - Strategy & Policy Committee	Draft Policy - Strat & Pol com, consulta					Policy Adoption - Strat & Policy Committee	
Alfresco Dining		Reviewed with public places bylaws												
Camping in Public Places		Reviewed with public places bylaws												
Gaming and Gambling Policy			Research and Analysis including legal review				Options paper - Strategy & Policy Committee	Draft Policy - Strategy & Policy Committee, consultation					Policy Adoption - Strategy & Policy Committee	
Psychoactive Substances Policy			Research and Analysis including legal review				Options paper - Strategy & Policy Committee	Draft Policy - Strat & Pol com, consulta					Policy Adoption - Strat & Policy Committee	
Iwi and hapū management plans policy												Research and Analysis		
Roading policies												Support IAMs research and analysis		
Easter Sunday trading policy												Research and analysis		
Council-owned Campgrounds Policy (2022)														
Art and Memorials in Public Places (2022)														
Submissions Policy (2022)														
Smoke Free on Council Property Policy (2022)														
Dog Management Policy (2023)														
Risk Management Policy (2023)														
Community Grants Policy (2023)														

* This work will review all Council policies - both internal and external and bylaws when it comes to how Council manages the land that it owns or occupies

** will be lead by the building control team who will lead and plan the review of this policy. Policy advice provided by SPP.