



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA


Strategy and Policy Committee Meeting

Tuesday, 26 July 2022

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

Membership:

Cr Rachel Smith - Chairperson
Cr David Clendon – Deputy Chairperson
Mayor John Carter
Deputy Mayor Ann Court
Cr Dave Collard
Cr Felicity Foy
Cr Kelly Stratford
Cr Moko Tepania
Cr John Vujcich
Member Belinda Ward – Bay of Islands-Whangaroa Ward

	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Strategy and Policy Committee Terms of Reference
	Approval Date	19 December 2019
	Responsible Officer	Chief Executive

Purpose

The purpose of the Strategy and Policy Committee (the Committee) is to set direction for the district, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies, policies, and work programmes to achieve those goals.

In determining and shaping the strategies, policies and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the strategic outcomes of Council, being:

- Better data and information
- Affordable core infrastructure
- Improved Council capabilities and performance
- Address affordability
- Civic leadership and advocacy
- Empowering communities

The Committee will review the effectiveness of the following aspects:

- Trust and confidence in decision-making by keeping our communities informed and involved in decision-making.
- Operational performance including strategy and policy development, monitoring, and reporting on significant projects, including, but not limited to:
 - FN2100
 - District wide strategies (Infrastructure/ Reserves/Climate Change/Transport)
 - District Plan
 - Significant projects (not infrastructure)
 - Financial Strategy
 - Data Governance
 - Affordability
- Consultation and engagement including submissions to external bodies / organisations

To perform his or her role effectively, each Committee member must develop and maintain his or her skills and knowledge, including an understanding of the Committee's responsibilities, and of the Council's business, operations, and risks.

Power to Delegate

The Strategy and Policy Committee may not delegate any of its responsibilities, duties, or powers.

Membership

The Council will determine the membership of the Strategy and Policy Committee.

The Strategy and Policy Committee will comprise of at least seven elected members (one of which will be the chairperson).

Mayor Carter

Rachel Smith – Chairperson

David Clendon – Deputy Chairperson

Moko Tepania

Ann Court

Felicity Foy

Dave Collard

John Vujcich

Belinda Ward – Bay of Islands-Whangaroa Community Board

Non-appointed Councillors may attend meetings with speaking rights, but not voting rights.

Quorum

The quorum at a meeting of the Strategy and Policy Committee is 5 members.

Frequency of Meetings

The Strategy and Policy Committee shall meet every 6 weeks but may be cancelled if there is no business.

Committees Responsibilities

The Committees responsibilities are described below:

Strategy and Policy Development

- Oversee the Strategic Planning and Policy work programme
- Develop and agree strategy and policy for consultation / engagement.
- Recommend to Council strategy and policy for adoption.
- Monitor and review strategy and policy.

Service levels (non-regulatory)

- Recommend service level changes and new initiatives to the Long Term and Annual Plan processes.

Policies and Bylaws

- Leading the development and review of Council's policies and district bylaws when and as directed by Council
- Recommend to Council new or amended bylaws for adoption

Consultation and Engagement

- Conduct any consultation processes required on issues before the Committee.
- Act as a community interface (with, as required, the relevant Community Board(s)) for consultation on policies and as a forum for engaging effectively.
- Receive reports from Council's Portfolio and Working Parties and monitor engagement.

- Review as necessary and agree the model for Portfolios and Working Parties.

Strategic Relationships

- Oversee Council's strategic relationships, including with Māori, the Crown, and foreign investors, particularly China
- Oversee, develop, and approve engagement opportunities triggered by the provisions of Mana Whakahono-ā-Rohe under the Resource Management Act 1991
- Recommend to Council the adoption of new Memoranda of Understanding (MOU)
- Meet annually with local MOU partners
- Quarterly reviewing operation of all Memoranda of Understanding
- Quarterly reviewing Council's relationships with iwi, hapū, and post-settlement governance entities in the Far North District
- Monitor Sister City relationships
- Special projects (such as Te Pū o Te Wheke or water storage projects)

Submissions and Remits

- Approve submissions to, and endorse remits for, external bodies / organisations and on legislation and regulatory proposals, provided that:
 - If there is insufficient time for the matter to be determined by the Committee before the submission "close date" the submission can be agreed by the relevant Portfolio Leaders, Chair of the Strategy and Policy Committee, Mayor, and Chief Executive (all Councillors must be advised of the submission and provided copies if requested).
 - If the submission is of a technical and operational nature, the submission can be approved by the Chief Executive (in consultation with the relevant Portfolio Leader prior to lodging the submission).
- Oversee, develop, and approve any relevant remits triggered by governance or management commencing in January of each calendar year.
- Recommend to Council those remits that meet Council's legislative, strategic, and operational objectives to enable voting at the LGNZ AGM. All endorsements will take into account the views of our communities (where possible) and consider the unique attributes of the district.

Fees

- Set fees in accordance with legislative requirements unless the fees are set under a bylaw (in which case the decision is retained by Council and the committee has the power of recommendation) or set as part of the Long-Term Plan or Annual Plan (in which case the decision will be considered by the Long-Term Plan and Annual Plan and approved by Council).

District Plan

- Review and approve for notification a proposed District Plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a), First Schedule of the Resource Management Act 1991);
- Withdraw a proposed plan or plan change under clause 8D, First Schedule of the Resource Management Act 1991.
- Make the following decisions to facilitate the administration of proposed plan, plan changes, variations, designation, and heritage order processes:
 - To authorise the resolution of appeals on a proposed plan, plan change or variation unless the issue is minor and approved by the Portfolio Leader District Plan and the Chair of the Regulatory committee.
 - To decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by council and authorise the resolution of any such appeal.
 - To consider and approve council submissions on a proposed plan, plan changes, and variations.
 - To manage the private plan change process.
 - To accept, adopt or reject private plan change applications under clause 25 First Schedule Resource Management Act (RMA).

Rules and Procedures

Council's Standing Orders and Code of Conduct apply to all the committee's meetings.

Annual reporting

The Chair of the Committee will submit a written report to the Chief Executive on an annual basis. The review will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. The Chief Executive will place the report on the next available agenda of the governing body.

Far North District Council
Strategy and Policy Committee Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Tuesday 26 July 2022 at 9:30 am

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

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

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

3 NGĀ TONO KŌRERO / DEPUTATION

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

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3778857

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Strategy and Policy Committee agrees that the minutes of the meeting held 14 June 2022 be confirmed 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.

ATTACHMENTS

1. **Strategy and Policy Committee Minutes 14 June 2022 - A3748917**  

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Strategy and Policy Committee Meeting Minutes

14 June 2022

**MINUTES OF FAR NORTH DISTRICT COUNCIL
STRATEGY AND POLICY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON TUESDAY, 14 JUNE 2022 AT 9:31 AM**

PRESENT: Chair Rachel Smith, Cr David Clendon, Mayor John Carter (HWTM), Deputy Mayor Ann Court, Cr Felicity Foy, Cr Kelly Stratford, Cr Moko Tepania, Cr John Vujcich, Member Belinda Ward

IN ATTENDANCE: William J Taylor, MBE (General Manager Corporate Services), Dean Myburgh (General Manager District Services), Darren Edwards (General Manager Strategic Planning and Policy)

STAFF PRESENT: Aisha Huriwai (Team Leader – Democracy Services), Kirsten Griffiths (Policy Advisor), Zac Whitsitt (Policy Advisor), Briar Macken (Team Leader – Policy), Greg Wilson (Manager – District Planning), Roger Ackers Manager – Strategy Development), Andrew McPhee (Senior Policy Planner), Theresa Burkhardt (Policy Planner), Sarah Trinder (Policy Planner), Ross Baker (Parks and Reserves Planner), Marlema Baker (Democracy Advisor).

1 KARAKIA TIMATANGA – OPENING PRAYER

Chair Rachel Smith commenced the meeting and Cr Moko Tepania opened with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST

2.1 APOLOGIES

RESOLUTION 2022/34

Moved: Mayor John Carter
Seconded: Deputy Mayor Ann Court

That the Strategy and Policy Committee receive an apology from Cr Dave Collard, who is attending the Civil Defence Emergency Management meeting, and apologies from Mayor John Carter and Deputy Mayor Ann Court for early departure.

CARRIED

3 NGĀ TONO KŌRERO / DEPUTATION

Nick Brunsdon – Infometrics presentation. Item 6.1 refers. (*Objective ID: A3778870*)
Cr Felicity Foy arrived at 9:37 am

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A3709859, pages 16 - 25 refers

RESOLUTION 2022/35

Moved: Cr Moko Tepania
Seconded: Cr John Vujcich

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That the Strategy and Policy Committee agrees that the minutes of the meeting held 3 May 2022 be confirmed as a true and correct record.

CARRIED

Action:

Item 6.1 "Resident Opinion Survey 2021-22", left to lie at the last meeting to be brought to the 26 July 2022 meeting.

5 REPORTS

Cr Foy left the meeting at 10:18 am – returned at 10:20 am
Cr Stratford left the meeting at 10:46 am – returned at 10:49 am
Cr Tepania left the meeting at 10:49 am – returned at 10:51 am
Deputy Mayor Ann Court left the meeting at 10:51 am
Mayor Carter left the meeting at 11:08 am – returned at 11:15 am
Meeting adjourned at 11:24 am – 11:36 am

5.1 PROPOSED FAR NORTH DISTRICT PLAN – PUBLIC NOTIFICATION

Agenda item 5.1 document number A3722637, pages 26 - 38 refers

RESOLUTION 2022/36

Moved: Mayor John Carter

Seconded: Cr Kelly Stratford

That having considered all matters raised in the report, the Strategy and Policy Committee recommend that Council:

- a) **approves the Proposed District Plan and associated section 32 reports for public notification pursuant to Schedule 1 of the Resource Management Act 1991.**
- b) **authorises the Mayor, Chairperson of the Strategic Planning and Policy Committee and Chief Executive to make any minor editorial or technical amendments to the Proposed District Plan and associated section 32 reports deemed necessary before public notification.**

CARRIED

5.2 ALFRESCO DINING POLICY - RECOMMENDATION TO REVOKE POLICY

Agenda item 5.2 document number A3671465, pages 39 - 45 refers

RESOLUTION 2022/37

Moved: Cr Kelly Stratford

Seconded: Cr Moko Tepania

That the Strategy and Policy Committee recommend that Council;

- a) **revoke the Alfresco Dining Policy 2014.**
- b) **delegate to Community Boards authority to comment on Alfresco Dining Applications**

CARRIED

Mayor Carter left the meeting at 11:54 am – returned at 11:57 am
Deputy Mayor Ann Court returned to the meeting 12:31 pm

5.3 PARKS AND RESERVES POLICY DEVELOPMENT

Agenda item 5.3 document number A3651114, pages 46 - 69 refers

RESOLUTION 2022/38

Moved: Cr Kelly Stratford

Seconded: Cr Moko Tepania

That the report 'Parks and Reserves Policy Development' from the '8 February 2022' meeting be uplifted from the table.

The Strategy and Policy Committee recommends to Council:

- a) that research into a reduction in the use of herbicides on Council owned land be completed in line with the 2023-24 Annual Plan process and that either the Parks and Reserves Policy be amended in the future to capture the reduction in the use of herbicides or include such reference in the proposed Vegetation Policy.
- b) adopt the Parks and Reserves Policy.

Against: Cr David Clendon

CARRIED

*Meeting adjourned for lunch 12:57 pm – 1:34 pm
Mayor John Carter departed the meeting at 1:34 pm*

5.4 PROPOSAL FOR CONSULTATION - DRAFT PARKS AND RESERVES BYLAW

Agenda item 5.4 document number A3702920, pages 70 - 84 refers

RESOLUTION 2022/39

Moved: Deputy Mayor Ann Court

Seconded: Cr John Vujcich

That the Strategy and Policy Committee recommend that Council:

- a) approve that the Parks and Reserves Bylaw be drafted under both the Reserves Act 1977 and the Local Government Act 2002 as it is the most appropriate way of addressing the problems of nuisance, health and safety and offensive behaviour on Council-controlled parks and reserves
- b) approve the Proposal for a new Parks and Reserves Bylaw in Attachment 1 to be released for public consultation to meet the requirements of the Local Government Act 2022 Section 156
- c) approve the period for making written submissions on the proposal be from 1 July to 29 July 2022
- d) approve the Strategy and Policy Committee to hear any oral submissions at the 26 July 2022 meeting, and agrees to delegate, to the Chair, the power to change the date of the oral presentations of submissions
- e) directs Council staff to make all necessary logistical arrangements for oral submissions to be heard on 26 July 2022, either in person in the Council chambers or online via Microsoft Teams.

CARRIED

5 REPORTS

5.1 ACCESSIBILITY POLICY – RECOMMENDATION FOR MAKING A NEW POLICY

File Number: A3739268

Author: Zac Whitsitt, Policy Advisor

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To replace the current Equity and Access for People with Disabilities Policy with the Accessibility Policy.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council resolved on 24 February 2022 that the Access and Equity for People with Disabilities Policy should continue with amendment.
- Due to the number of proposed amendments, council staff are recommending replacing the policy with a new Accessibility Policy.
- The Accessibility Policy will provide clear guidance that council must consider access-needs in all facets of council operations and strategic thinking.

TŪTOHUNGA / RECOMMENDATION

That the Strategy and Policy Committee recommends that Council:

- a) make the Accessibility Policy 2022 for the Far North District Council**
- b) revoke the Equity and Access for People with Disabilities Policy 2016.**

1) TĀHUHU KŌRERO / BACKGROUND

On 24 February 2022, council through resolution 2022/5 confirmed that the Equity and Access for People with Disabilities Policy should continue with amendment and that a Regional Accessibility Strategy is the most appropriate way to address access to council services, facilities, and assets in the Far North.

The original policy was created following concerns raised by the Disability Action Group (DAG) in relation to accessing council-owned facilities. The policy intention was to contribute to a greater understanding from council to consider and champion the needs of those with access-needs and establish the council as a leader in accessibility.

Concerns were raised about whether the existing Equity and Access for People with Disabilities policy was meeting expectations and being implemented appropriately.

It is an important role of local government to actively support the lives of those who live in the community. Recognising those with access-needs and providing safe facilities, and clear communication allows all members of the public the opportunity to participate in a safe and understanding society.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Overview of the new policy Accessibility Policy

Development of the new Accessibility Policy has focussed on the creation of a policy that outlines clear activities and behaviours of council staff to support and enable those with access-needs to participate in local government processes and use public facilities. The Accessibility Policy will provide clear guidance to council when conducting council business.

The development process of this policy led to commitment across different council units to gain an understanding of what is achievable and measurable to be included in the new policy.

This policy is one where council staff can be accountable to those with access-needs. The policy sets no expectation on the behaviours of members of the public, and how they should or could interact with council.

The new policy has clearer language to support council staff consider access-needs in their work, with a particular focus on fostering an organisational culture and environment that enhances the experiences of those with access-needs.

The new accessibility policy recognises the social model of disability described by the Office for Disability Issues. The social model of disability recognises that people have a disability when their needs are not considered, and access and participation is compromised.

This policy replaces the previous Equity and Access for People with Disabilities Policy which was not providing the support and guidance as intended.

The Equity and Access for People with Disabilities Policy was limited in scope when considering the broad range of access-needs versus people with disabilities. Expanding the coverage of this policy to support those with other access needs was important to encourage inclusion across a wider demographic of the Far North population. Further concerns were noted that the policy was not being implemented as intended and not delivering against the objective.

Objectives

The key objective of the new accessibility policy is to position the Far North District Council as a leader in inclusion through effective guidance, policies and strategies that ensure the mana motuhake (self-determination) as asserted in WAI2575 Health Services and Outcomes Inquiry, participation, and safety of all residents in the Far North Region.

Policies

Policy statements are written under 5 key headings:

- Communications
- Participation
- Consideration
- Staff
- Facilities and Amenities

Policy statements under each of these headings aim to directly meet the stated objective of the policy and contribute to supporting those with access needs to participate in a mana enhancing way that encourages independence and a strong sense of mana motuhake as guaranteed by te Tiriti o Waitangi.

The Accessibility Policy seeks to provide expectations and clear guidance for council to ensure meaningful interaction, access, and communication is available to all in the Far North District, including those with access-needs.

Communication and Engagement

A draft of the Accessibility Policy was shared with the Disability Action Group (DAG) for their feedback. A presentation was also delivered to the DAG group to allow for further understanding, discussion, and feedback to be received on the updated policy. Appropriate changes arising from consultation with the DAG group have been incorporated into the policy.

A review of the Accessibility Policy in line with the Significance and Engagement Policy determined that the level of significance for the policy is low. A significant level of engagement will take place for the Regional Accessibility Strategy.

Wider engagement on the new policy would invite responses to the policy that are best served and met by other initiatives such as the Regional Accessibility Strategy work.

Implications for Māori

This policy focusses on delivering positive outcomes and changes for those with access needs, including tāngata whaikaha. Tāngata whaikaha refers to Māori who are disabled, whaikaha means “to have ability” or “to be enabled”. This policy seeks to empower Māori and sets out in the objective to ensure that a mana enhancing approach is used for those with access-needs, and to ensure that te Tiriti o Waitangi is intrinsically woven throughout the Accessibility Policy. This is reflected by mana motuhake (self-determination) being a cornerstone of this policy.

Māori are disproportionately represented in disability statistics. This policy acknowledges the unique and diverse needs of those who are part of the access-needs community and provides an equitable approach to ensuring active participation in the functions of democracy and local government including access to facilities, and services.

Take Tūtohunga / Reason for the recommendation


The recommended option of adopting the Accessibility Policy will:

- ensure a clear and concise policy to support council staff
- provide assurance to the access-needs community that accessibility will be considered in the work programme of council
- will provide clear direction for communication, and involvement of all members of the Far North Region
- provide a baseline set of expectations that council commit to delivering

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications arising from making a new Accessibility Policy.

ĀPITIHINGA / ATTACHMENTS

1. **Accessibility Policy 2022 - A3713992** [↓](#) 
2. **Equity and Access for People with Disabilities Policy 2013 - A2107117** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	An assessment against the Significance and Engagement Policy revealed that this policy has a low level of significant. This policy does not involve a decrease in levels of service, transfer of land or water assets or significant financial cost.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This policy aims to ensure that those with access needs are provided equitable opportunities to participate and access council facilities and functions, through clear communication. It also provides staff with clear guidance in how to incorporate and consider access-needs across working areas.
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.	This policy directly informs the work of the Far North District Council. It is designed to provide support and clear guidance to council staff, contractors, and elected members and representatives. Community boards are represented on the Disability Action Group which was consulted on during the development of this policy.
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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Te Tiriti o Waitangi has been incorporated through the Accessibility Policy including the principles and objectives. Introduction of mana-motuhake as a key outcome and principle highlights the unique approach to this policy, recognising that what works for Māori works for all.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The access-needs community is the group who will benefit from effective and successful implementation of this policy. This policy sets guidelines for staff to adhere to with the aim to ensure accessibility needs are actively considered and incorporated through all facets of council activities.

State the financial implications and where budgetary provisions have been made to support this decision.	The development and making of this policy will incur no financial cost outside of existing operational budget.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

5.2 EASTER SUNDAY SHOP TRADING POLICY - RECOMMENDATIONS FOR MAKING A NEW POLICY

File Number: A3747991

Author: Donald Sheppard, Sustainability Programme Coordinator

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To make the Easter Shop Trading Policy based on staff recommendations.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- On 24 February 2022, the governing body approved the development of a new policy allowing shops to open on Easter Sunday throughout the Far North District.
- On 3 May 2022, the Strategy and Policy Committee approved a Statement of Proposal for a new Easter Shop Trading Policy be released for public consultation. This consultation took place between 9 May - 10 June 2022 and saw 113 submissions received.
- Council staff have analysed the submissions and recommended changes to the draft policy in response to these submissions (see Attachment 1).
- Attachment 2 is the proposed final policy for adoption.

TŪTOHUNGA / RECOMMENDATION

That the Strategy and Policy Committee recommend that Council:

- a) agree to the recommendations in the staff report on submissions and recommendations for consideration that:
 - i) the word “shop” is replaced with the word “Shop” throughout the Policy;
 - ii) in the ‘Application’ section of the policy, the words “legislative provisions” be replaced with “legislative instruments” and the words “licensing provisions” be replaced with “licensing laws”;
 - iii) in the ‘Definitions’ section, the words “section 2 of” be added before “the Shop Trading Hours Act 1990”;
 - iv) in the ‘Legislative Context’ section, the date of the Supply of Alcohol Act be changed from “2021” to “2012”.
- b) under section 5A of the ‘Shop Trading Hours Act 1990’, make the Easter Sunday Shop Trading Policy as per attachment 2;
- c) revoke the Easter Sunday Trading Policy 2017.

1) TĀHUHU KŌRERO / BACKGROUND

On 24 February 2022, the governing body resolved a new policy should be developed to allow shops to open on Easter Sunday throughout the Far North District (Resolution 2022/5 refers).

On 3 May 2022, the Strategy and Policy Committee approved releasing a statement of proposal for a new Easter Shop Trading Policy for public consultation (Resolution 2022/22 refers).

113 written submissions were received between 9 May - 10 June 2022. No submitters asked to make an oral submission.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Nature of public consultation

As required by section 5B of the Shop Trading Hours Act 1990 (the Act), consultation followed the special consultative procedure.

The opportunity to provide feedback on the policy was widely advertised in community newspapers and through social media. In addition, emails inviting input were sent to unions representing shop workers and to business associations in the district.

Summary of submissions

Eighty-six out of the 113 submissions received (76%) were in favour of the proposed new policy and none of the submissions suggested changes to the wording of the draft policy.

Approval for the policy to allow shop trading on Easter Sunday throughout the district has lifted from 48% in favour in 2017 to 76% in favour in 2022.

The report in Attachment 1 summarises the public submissions and recommends several slight drafting changes to the draft policy. If these recommendations are agreed to, council staff advise that the policy in Attachment 2 should be adopted under section 5A of the Act.

Content of the policy

The policy allows shops to open on Easter Sunday throughout the Far North District.

As required by section 5A of the Act, the policy does **not**:

- permit shops to open only for some purposes
- permit only some types of shops to open
- specify times when shops may not open
- include any other conditions for shops to open.

Under section 5A of the Act, the proposed policy includes a map of the area of jurisdiction (the Far North District).

Timing for making the policy

Under section 5C of the Act, the current Easter Sunday Trading Policy 2017 will revoke on 17 February 2024 as it was not reviewed by 17 February 2022. The council is not able to stop the Policy revoking. Therefore, to continue having an Easter Sunday trading policy, a new policy is required.

Changes from the current policy to the new policy

The content of the proposed new policy is essentially the same as the current Easter Sunday Trading Policy 2017, with the addition of the required map which was not included in the current Policy.

Take Tūtohunga / Reason for the recommendation

The new Easter Sunday Shop Trading Policy can be made because it follows the requirements of the Act. In addition, three quarters (76%) of submitters are in favour of allowing Easter Sunday trading across the district.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The costs to implement the new Policy will come from existing operational budgets.

ĀPITI HANGA / ATTACHMENTS

1. **Analysis of Submissions - Easter Sunday Shop Trading Policy - A3751043** [↓](#) 

2. **Easter Sunday Shop Trading Policy 2022 - A3751038** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The Easter Sunday Shop Trading Policy has a low level of significance as: a) it does not involve the transfer of ownership or control of a strategic asset or other important asset; and b) it is not inconsistent with current Council plans and policies.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Easter Sunday Shop Trading Policy will be made under the Shop Trading Hours Act 1999. The Policy will help achieve a key community outcome listed in Council's Long-Term Plan 2021-2031: <i>Having prosperous communities supported by a sustainable economy</i> . The Policy will support businesses who rely on the tourist trade during the long Easter weekend. Applying this Policy across the whole District is fair for all retail businesses in the district.
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.	The proposal has district-wide relevance and is not within the delegations of Community Boards to consider. However, in December 2021 Community Board members and Councillors were invited to provide feedback on the Policy via an informal poll on the elected members' lounge. All the poll responses were in favour of continuing to allow Easter Sunday trading across the whole district.

<p>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.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>The proposed Policy does not relate to land and/or any body of water. The implications for Māori from the Policy provisions are similar to the impacts on communities generally.</p> <p>Seeking the views and input of iwi in the development of policies is integral. Māori were given the opportunity to consult as part of the special consultative procedure.</p>
<p>Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).</p>	<p>It is likely that the Policy will have broad interest across the community including from shop employers and employees and those who may wish to purchase goods and services on Easter Sunday.</p> <p>Interested and affected parties are likely to include:</p> <ul style="list-style-type: none"> a) Christians b) unions representing shop workers c) business associations.
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>The cost of implementing a new Easter Sunday Shop Trading Policy will be met from existing budgets.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has reviewed this report</p>

5.3 AMENDMENTS TO COMMUNITY INITIATED INFRASTRUCTURE - ROADING CONTRIBUTION POLICY

File Number: A3757467

Author: Kirsten Griffiths, Strategic Planner

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval for recommended amendments to the Community Initiated Infrastructure – Roothing Contribution Policy 2015.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Initiated Infrastructure – Roothing Contribution Policy 2015 was one of eight roading policies reviewed in 2021.
- The review identified three main areas that required amendment:
 - the consultation method.
 - discrepancies between the policy and the current Waka Kotahi funding amount.
 - the inclusion of operational procedures.
- On 19 October 2021, the Strategy and Policy Committee recommended to Council that the Community Initiated Infrastructure – Roothing Contribution Policy be continued with amendment.
- A workshop was held with elected members on 30 March 2022 to seek their views on the policy.
- Staff have also recommended some minor amendments to improve clarity and remove outdated information.
- The draft amended policy is attached, along with a version showing the proposed amendments as “track changes”.

TŪTOHUNGA / RECOMMENDATION

That the Strategy and Policy Committee recommend the Council adopt the amended Community Initiated Infrastructure – Roothing Contribution Policy 2022.

1) TĀHUHU KŌRERO / BACKGROUND

In 2021 a review was completed of eight roading policies, one of which was the Community Initiated Infrastructure – Roothing Contribution Policy (2015). The review recommended that amendments should be made to the policy.

Local roading infrastructure is funded through rates and subsidies from Waka Kotahi (currently 69%). To best plan for roading upgrades, Council adopted the *Far North District Council Road Prioritisation to Guide the Delivery of Road Asset Upgrades* matrix in June 2019. Where the Council does not plan to upgrade a road in the foreseeable future, the Community Initiated Infrastructure – Roothing Contribution Policy (2015) outlines the process for a community to financially contribute to having their road upgraded, on a cost share basis with the Council.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Findings of the review of the policy

Two aspects of the policy follow good practice. From a localism perspective, the policy empowers communities to make decisions about local roading infrastructure. The policy also aims to ensure that appropriate consultation is undertaken with affected parties and that a high level of agreement is reached.

However, the review identified that elected members should consider the relative merits of retaining or revoking the policy. If retained, certain aspects of the policy may not be in the most appropriate form, and should be amended, namely:

- the method of consultation
- the amount of the community contribution
- the inclusion of operational procedures

Analysis of retaining the policy

The current policy empowers local communities to make decisions about their local infrastructure. From the perspective of a particular local community, this is beneficial. If a community wishes to invest in their local roading infrastructure, they can access a significant contribution from the Council to support this.

At the same time, from the perspective of investment in infrastructure across the whole district, the issue arises as to whether this policy is equitable. Only communities who have the resources to raise a significant portion of the costs themselves can access the funds available via this policy.

The funding for the Council component of costs incurred under this policy is not allocated in advance and has to be reallocated from other parts of the budget via the Annual Plan or Long-Term Plan process. It could be perceived that, under this policy, communities who already have access to significant funds are able to influence the allocation of Council resources more than disadvantaged communities.

Method of consultation

The current policy states that communities are to undertake their own consultation, with guidance from the Council. Since this policy is in relation to community-initiated projects, it may be more appropriate for communities to negotiate their own decisions, rather than the Council taking over entirely. If the Council runs the process, it may create an expectation that the Council is in favour of the project.

However, staff have found when consultation is undertaken by community members who are strongly in favour of a particular outcome, there is a risk of undue pressure being applied to community members who may have a different view, but fewer resources or less community influence. The recommendation is for the Council to undertake the consultation, as an impartial party, and as an organisation with experience and expertise in consultation.

Level of community contribution

The current policy says that “The Community must contribute the equivalent of the NZTA subsidy (Funding Assistance Rate) which is currently 59% and Council shall fund the balance of all costs”. However, the Waka Kotahi subsidy has since increased to 69%, and may vary again in future. The recommendation is to align the policy with the current Waka Kotahi subsidy.

Location of operational procedures

Some parts of the current policy refer to operational procedures, which is not best practice. These procedures are out of date. The recommendation is to remove this material from the policy and replace it with appropriate internal guidelines for staff.

Some minor corrections and amendments have also been made, to improve clarity and to remove outdated references.

Recommended amendments

Feedback from elected members at the workshop on 30 March 2022 indicated some agreement that the policy should continue, that the Council should undertake the consultation, and that the subsidy rate should align with the Waka Kotahi rate.

The recommended changes are minor, as they improve clarity and certainty, remove inconsistencies and outdated information, and align with best practice. They do not significantly alter the policy statements.

Option One: Amend the Policy (recommended option)*Advantages and disadvantages of amending the Policy*

- | | |
|---------------|---|
| Advantages | <ul style="list-style-type: none"> • Improving the consultation process. • Removing inconsistencies regarding subsidy levels. • Removing outdated information. • Removing operational procedures from policy and replacing this with appropriate internal guidelines, which is best practice. |
| Disadvantages | <ul style="list-style-type: none"> • None identified. |

Option Two: Status quo, maintain the Policy*Advantages and disadvantages of the status quo*

- | | |
|---------------|---|
| Advantages | <ul style="list-style-type: none"> • None identified. |
| Disadvantages | <ul style="list-style-type: none"> • Consultation process may potentially be biased. • Reputational impact to the Council because inconsistent funding subsidy amounts may appear confusing. • It is not best practice to have operational procedures in an external policy. |

Option Three: Revoke the Policy*Advantages and disadvantages of revoking the policy*

- | | |
|---------------|--|
| Advantages | <ul style="list-style-type: none"> • Removes inequitable access to Council funding, since only communities who already have access to significant funds can access the funding available through this policy. |
| Disadvantages | <ul style="list-style-type: none"> • May lead to ad hoc decisions regarding communities who wish to self-fund roading infrastructure. • May lead to increased requirements for resources to manage requests. |



Take Tūtohunga / Reason for the recommendation

The review of the Community Initiated Infrastructure – Roading Contribution Policy 2015 identified several aspects of the policy which may not be in the most appropriate form. The proposed amendments improve clarity and certainty, remove inconsistencies and outdated information, and align with best practice.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications from the review of this policy as annual budgets for this activity need to be approved through either the Long-Term Plan or Annual Plan processes.

ĀPITIHINGA / ATTACHMENTS

1. **Community Initiated Infrastructure - Roading Contribution Policy 2022 DRAFT - A3757471** [↓](#) 
2. **Community Initiated Infrastructure - Roading Contribution Policy 2022 TRACK CHANGES - A3757469** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The recommended amendments are minor, as they improve clarity and certainty, remove inconsistencies and outdated information, and align with best practice. They do not significantly alter the policy statements, and therefore the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The internal procedure for applying the Community Initiated Infrastructure – Roading Contribution Policy will be related to this decision. <i>Far North District Council Road Prioritisation to Guide the Delivery of Road Asset Upgrades</i> matrix. Waka Kotahi/New Zealand Transport Agency NZTA subsidy (Funding Assistance Rate).
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.	This proposal has a District-wide relevance, and therefore is not within the delegations of Community Boards to consider.
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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The decision in this report is not significant as the recommended amendments are minor, and the policy will not change in its effect.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The decision in this report is not significant as the recommended amendments are minor, and the policy will not change in its effect.

State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6 INFORMATION REPORTS

6.1 RESIDENT OPINION SURVEY 2021/22

File Number: A3786091

Author: Ken Lewis, Manager - Senior Communications Advisor

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

The council has conducted an annual Resident Opinion Survey for the last 15 years to measure public perceptions of council facilities, infrastructure, and services. The council has contracted Key Research to conduct annual surveys since 2018.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- To provide a robust measure of satisfaction with Council's performance in relation to services and Council assets
- To determine performance drivers and assist Council to identify the best opportunities to further improve satisfaction
- To measure how Council's reputation is evaluated by its residents
- To assess changes in satisfaction over time and measure progress against the Long-Term Plan

TŪTOHUNGA / RECOMMENDATION

That the Strategy and Policy Committee receive the report Resident Opinion Survey 2021/22.

TĀHUHU KŌRERO / BACKGROUND

2022 has been a challenging year for most territorial authorities. For Far North District Council there are several points that need to be taken into consideration when viewing the results:

1. Omicron outbreak has impacted Council's services across the district. Staff shortages that affected both Council staff and contractors, affected areas that include, but not limited to response to requests (e.g. enquiries, animal control and others), and roading.
2. Vaccine mandates and different alert level / traffic lights system that limited residents using some of the Council's services and facilities.
3. Use of facilities services was restricted by the alert levels / traffic light system / gatherings numbers.
4. Most local governments that Key Research conduct Annual Residents' Satisfaction surveys for have recorded a decrease in overall satisfaction, as well as perception of services and facilities and image and reputation measures.

For 2021/22, the annual survey was changed to quarterly. One reason for this change was to acknowledge that public perceptions may be influenced by external factors, such as winter weather, or topical issues. A quarterly survey would provide the council four 'snap shots' each year, giving a more rounded picture of performance. It would also allow staff and elected members to identify seasonal fluctuations in satisfaction levels.

The change to quarterly surveys has also altered the survey method. The method used for the 2021/22 residents' survey used a mixed method approach to data collection, consisting of a postal invitation to an online survey, with a hard copy survey option as back up. Previously, the method used was annual telephone interviewing of residents. The target sample after four waves of data collection was set at n=500 residents.

The sample achieved for the previous annual residents' surveys were n=500 in years 2018 and 2019, and n=500 residents in 2020 and 2021. For the 2021/22 residents' survey, a sample of n=618 residents was achieved as follows:

n=129 residents in wave 1, conducted between 3 November and 7 December 2021

n=186 residents in wave 2, conducted between 27 January and 21 February 2022

n=149 residents in wave 3, conducted between 28 March and 26 April 2022

n=154 residents in wave 4, conducted between 27 May and 14 June 2022

Survey respondents were asked to apply a satisfaction rating scale per the following:

1-2: Very dissatisfied/Very poor

3-4: Dissatisfied/Poor

5-6: Neutral

7-8: Satisfied/Good

9-10: Very satisfied/Very good.

Ratings of 7 to 10 are grouped as Satisfied, and ratings of 1 to 4 are grouped as Dissatisfied. For the purposes of this report, Neutral feedback (ratings of 5 to 6) was not factored in the analysis of each category.

Data collection was managed to achieve defined quota targets based on age, gender, ward, and ethnicity. Post data collection the sample has been weighted so it is exactly representative of key population demographics based on the 2018 Census.

At an aggregate level, the survey has an expected 95% confidence interval (margin of error) of +/- 3.92%.

There are instances where the sum of the whole number score varies by one point relative to the aggregate score due to rounding

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Executive Summary of Results

Looking at opportunities to improve residents' perception of Council overall, Key Research has identified several areas:

Annual rates being fair and reasonable. Value for money is one of the areas that is remaining on the declining trend over the past 24 months with an overall decline of 12% since 2020. Annual property rates being fair and reasonable have especially low satisfaction among those residing in Te Hiku and Bay of Islands-Whangaroa wards. Residents think that they do not receive services they pay for, as well as the funds not being distributed equally across all areas of Council's service.

Roads, footpaths, and walkways. Satisfaction has significantly decreased year on year across all areas related to roading infrastructure. When residents were asked about the priority that Council needs to focus on over the next 12 months, 71% have mentioned roading.

Reputation. Most residents (77%) are sceptics and do not show Council support or approve of the decisions leadership team makes. Improving perception of trust, leadership, financial management or quality of services will in turn increase the overall satisfaction with Council's performance, as this area has the greatest impact on overall satisfaction with the Council.

A full and detailed report analysis provided by Key Research has been attached to this agenda for additional reference.

Discussion

Far North District Council's overall performance has improved slightly, from 25% in 2021, to 26% in 2022; overall satisfaction was at 36% in 2020. Overall reputation improved from 22% in 2021 to 23% in 2022; this measure was at 33% in 2020. Overall satisfaction in quality of services and facilities decreased from 32% in 2021, to 27% in 2022; was 38% in 2020. Overall satisfaction in the area of

rates providing value for money, decreased from 26% in 2021, to 21% in 2022; satisfaction was at 33% in 2020.

The biggest improvements from the previous year were in continuity of water supply, water pressure, and stormwater system services. Overall performance and reputation activities also saw positive change.

The biggest decreases from the previous year were related to payment arrangements being fair and reasonable, invoicing being clear and correct, fees and charges for other Council-provided services and facilities being fair and reasonable, and how well FNDC-owned roads met needs.

Next Steps

- Far North District Council needs to focus on continuous improvement as the benchmarks are still low.
- Communication will be critical in demonstrating the value provided by the Council.
- Reputational profile needs to be improved; there are currently too many 'sceptics.
- Improve perceptions of service quality and delivery.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Total survey budget \$27,000 invoiced in four instalments of \$6750.

ĀPITIHINGA / ATTACHMENTS

1. **Far North DC Residents Survey 2022 - DRAFT - A3798000** [↓](#) 

6.2 STRATEGY AND POLICY ACTION SHEET UPDATE JULY 2022

File Number: A3778934

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Strategy and Policy Committee with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Action sheets provide the meeting with oversight of decisions not yet implemented or completed.
- This report and attachment are as at July 2022.
- There are 5 outstanding action sheet items.
- A verbal update on the Action Sheet items will be provided at the meeting at the request of the committee members.

TŪTOHUNGA / RECOMMENDATION

That the Strategy and Policy Committee receive the report Action Sheet Update for July 2022.

1) TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets are a mechanism to communicate with elected members, progress by staff on implementing resolutions of a formal meeting.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

This report includes 5 outstanding items. A majority of the outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

Staff are encouraged to provide commentary that keeps in mind

- Consistent wording indicating a traffic light, on track off track terminology.
- The date and promise culture that the organisation strives for.

Take Tūtohunga / Reason for the recommendation

To provide the Strategy and Policy Committee with an overview of outstanding committee decisions from 1 January 2020.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. **Strategy and Policy Committee Action Sheet - July 2022 - A3783995**  

7 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE