



**Far North  
District Council**



**Te Kaunihera o Te Hkuote Ika**

# **AGENDA**

## **Te Huia - Executive Review Committee Meeting**


**Thursday, 29 February 2024**

**Time: 09:30am**  
**Location: Council**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

Kahika - Mayor Moko Tepania  
Kōwhai – Deputy Mayor Kelly Stratford - Chairperson  
Cr John Vujcich  
Cr Ann Court  
Cr Felicity Foy  
Cr Babe Kapa  
Cr Hilda Halkyard-Harawira  
Cr Tāmāti Rākena  
Cr Penetaui Kleskovic  
Cr Steve McNally  
Cr Mate Radich



 <p>Far North District Council Te Kaunihara o Tai Tokerau ki te Raki</p>	<b>Authorising Body</b>	Local Government Act 2002
	<b>Status</b>	Standing Committee
<b>COUNCIL COMMITTEE</b>	<b>Title</b>	Te Huia - Executive Review Committee Terms of Reference
	<b>Approval Date</b>	23 November 2022

### Role of the Te Huia - Executive Review Committee

Council sets its vision and values to underpin its strategic direction. This guides the organisation as it works to make the Far North District an attractive place to live, work, and play. Council is forward looking, acting strategically to prepare for the district's future.

Council employs the chief executive, who in turn employs and manages Council staff. Council therefore has a responsibility to set and monitor the performance of the chief executive.

Only Council (the local authority) may appoint the chief executive under Part 4 (clause 42) of the Local Government Act (LGA). Council cannot delegate this responsibility to a sub-ordinate decision-making body (LGA Sch7, cl 32, sec 1e).

### Membership

Te Huia - Executive Review Committee will comprise of the Mayor and all Councillors.

Kelly Stratford - Chairperson

Moko Tepania - Deputy Chairperson

Ann Court

Babe Kapa

Felicity Foy

Hilda Halkyard-Harawira

John Vujcich

Mate Radich

Penetaui Kleskovic

Steve McNally

Tāmati Rākena

### Quorum - Committee

The quorum at a meeting of Te Huia - Executive Review Committee is 6 members.

### Frequency of Meetings

Te Huia - Executive Review Committee shall meet at least twice per year but may convene more frequently as required.

## **Committees Responsibilities**

The Committees responsibilities are described below:

### **Performance of the Chief Executive**

- Review the chief executives' performance and remuneration as required in the employment agreement between the Council and chief executive.
- Conduct a performance review the end of the first term of appointment as required under Schedule 7, clause 35 of the LGA.
- Supervise any recruitment and selection process for a chief executive as required under Part 4, clause 42 of the LGA for Council consideration and adoption.
- Consider any issues regarding the employment of the chief executive.
- The Committee may procure independent specialist advice to the value of \$25,000 per annum in accordance with Councils procurement policy and processes.

Executive Review Committee name updated to Te Huia- Executive Review Committee at 15 December 2022 Council meeting

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**Far North District Council**  
**Te Huia - Executive Review Committee Meeting**  
**will be held in the Council, Memorial Avenue, Kaikohe on:**  
**Thursday 29 February 2024 at 09:30am**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>8</b>
1.1	Confirmation of Previous Minutes .....	8
<b>2</b>	<b>Te Wāhanga Tūmataiti / Public Excluded .....</b>	<b>12</b>
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2.2	General Employment Matters .....	12





# 1 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

## 1.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4589780

**Author:** Casey Gannon, Manager - Democracy Services

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

### PURPOSE OF THE REPORT

The minutes are attached to allow Te Huia - Executive Review Committee to confirm that the minutes are a true and correct record of previous meetings.

### RECOMMENDATION

**That Te Huia - Executive Review Committee confirm the minutes of the 1 February 2024 Te Huia - Executive Review Committee meeting 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 meetings 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. TH-ER\_20240201\_MIN\_2750\_SAVED - A4590324 [↓](#) 



**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>	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 for 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 (for example, youth, the aged and those with disabilities).	This report is asking for 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.

Te Huia - Executive Review Committee Meeting Minutes

1 February 2024

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
TE HUIA - EXECUTIVE REVIEW COMMITTEE MEETING  
HELD AT THE COUNCIL, MEMORIAL AVENUE, KAIKOHE  
ON THURSDAY, 1 FEBRUARY 2024 AT 09:30AM**

**PRESENT:** Kahika - Mayor Moko Tepania, Kōwhai – Deputy Mayor Kelly Stratford, Cr John Vujcich, Cr Babe Kapa, Cr Hilda Halkyard-Harawira, Cr Tāmami Rākena, Cr Steve McNally, Cr Mate Radich

**1 KARAKIA TIMATANGA – OPENING PRAYER**

Kōwhai – Deputy Mayor Kelly Stratford opened with a karakia.

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

**APOLOGY**

**RESOLUTION 2024/1**

Moved: Kōwhai – Deputy Mayor Kelly Stratford

Seconded: Cr John Vujcich

**That the apology received from Cr Felicity Foy and Cr Penetaui Kleskovic be accepted and leave of absence granted.**

**CARRIED**

**3 NGĀ TONO KŌRERO / DEPUTATION**

Nil.

**4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**

**4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 1.1 document number A4546841, pages 6 - 7 refers

**RESOLUTION 2024/2**

Moved: Kahika - Mayor Moko Tepania

Seconded: Kōwhai – Deputy Mayor Kelly Stratford

**That Te Huia - Executive Review Committee confirm the minutes of the 28 November 2023 Te Huia - Executive Review Committee meeting as a true and correct record.**

**CARRIED**

**5 TE WĀHANGA TŪMATATI / PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2024/3**

Page 1

Moved: Kōwhai – Deputy Mayor Kelly Stratford  
 Seconded: Cr Hilda Halkyard-Harawira

**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:**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>2.1 - Confirmation of Previous Minutes - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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
<b>2.2 - General Employment Matters</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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

**CARRIED**

**5 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

**6 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 12.16pm.

The minutes of this meeting were confirmed at the Te Huia - Executive Review Committee Meeting held on 29 February 2024.

.....  
**CHAIRPERSON**

**2 TE WĀHANGA TŪMATAITI / 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:

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<b>2.2 - General Employment Matters</b>  a) Chief Executive Update b) Financial Report c) Chief Executive Expense Report d) Chief Executive External Appointment Register e) Chief Executive KPI's	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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