



**Far North
District Council**



AGENDA

Governance and Strategic Relationships Committee Meeting

Thursday, 25 July 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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
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.
	Own 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@ksbookkeeoing.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

Far North District Council
Governance and Strategic Relationships Committee Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Thursday 25 July 2019 at 10.00am

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 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 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

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

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2568754

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 30 May 2019 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. 2019-05-30 Governance and Strategic Relationships Committee Unconfirmed Minutes - A2506500** [!\[\]\(9560d9aa812eb21dfbefb805fa4b474e_img.jpg\)](#) 

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.

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 reports.
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.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
GOVERNANCE AND STRATEGIC RELATIONSHIPS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 30 MAY 2019 AT 10.00AM**

PRESENT: Cr Tania McInnes (Deputy Mayor), Mayor John Carter (HWTM), Cr Dave Hookway, Cr Colin (Toss) Kitchen, Cr Sally Macauley, Cr John Vujcich, Cr Kelly Stratford

STAFF PRESENT: Shaun Clarke - Chief Executive Officer, Janice Smith - General Manager Corporate Services (Acting), Darryl Sargent - General Manager Strategic Policy and Planning, Jaime Dyhrberg - Executive Officer, Sheryl Gavin - Manager Corporate Planning & Engagement, Greg Wilson - Manager District Planning, Glenn Rainham - Manager Infrastructure Operations, Bill Lee - Manager Community Policy and Development, Theresa Burkhardt - Policy Planner, Roger Ackers - Manager Strategy Development, Ken Lewis - Senior Communications Advisor, Michael Boyd - Manager Talent and Development, Gayle Andersen - Executive Assistant to General Manager Strategic Policy and Planning, Aisha Huriwai - Team Leader Governance Support.

1 APOLOGIES AND DECLARATIONS OF INTEREST

APOLOGY

COMMITTEE RESOLUTION 2019/8

Moved: Cr Dave Hookway

Seconded: Cr Kelly Stratford

That the apology received from Cr Ann Court be accepted and leave of absence granted.

CARRIED

2 DEPUTATION

Nil

4.2 STRATEGIC PLANNING AND POLICY WORK PROGRAMME

Agenda item 4.2 document number A2457436, pages 26 - 27 refers

Darrell gave a powerpoint presentation obj ref refers...

COMMITTEE RESOLUTION 2019/9

Moved: Cr Tania McInnes

Seconded: Cr Kelly Stratford

That the Governance and Strategic Relationships Committee receive the report Strategic Planning and Policy Work Programme.

CARRIED

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 3.1 document number A2486004, pages 8 - 9 refers

COMMITTEE RESOLUTION 2019/10

Moved: Cr Kelly Stratford

Seconded: Cr Colin (Toss) Kitchen

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

CARRIED

4 STRATEGIC PLANNING AND POLICY GROUP

4.1 DISTRICT PLAN UPDATE - APPENDIX 7 STATUTORY ACKNOWLEDGEMENTS

Agenda item 4.1 document number A2452150, pages 14 - 16 refers

COMMITTEE RESOLUTION 2019/11

Moved: Cr Tania McInnes

Seconded: Cr Colin (Toss) Kitchen

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

a) That the District Plan Appendix 7 be updated to include the following text:

- **Appendix 7F – Ngātikahu ki Whangaroa Claims Settlement Act 2017**

CARRIED

5 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2019/12

Moved: Cr Tania McInnes

Seconded: Cr Colin (Toss) Kitchen

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
5.1 - Confirmation of Previous Minutes (Public Excluded)	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the	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

	information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	of information for which good reason for withholding would exist under section 6 or section 7
5.2 - CEO KPI Performance Report Quarter 3	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
CARRIED		

CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING
<p>COMMITTEE RESOLUTION 2019/14</p> <p>Moved: Cr Tania McInnes Seconded: Cr Colin (Toss) Kitchen</p> <p>That the Governance and Strategic Relationships Committee confirms that the information and decisions contained in the part of the meeting held with the public excluded are not to be restated in public meeting.</p> <p style="text-align: right;">CARRIED</p>

6 MEETING CLOSE

The Meeting closed at 11:47 am.

The minutes of this meeting were confirmed at the Governance and Strategic Relationships Committee Meeting held on 25 July 2019.

.....
CHAIRPERSON

4 INFORMATION REPORTS

4.1 FAR NORTH 2100 PROJECT UPDATE

File Number: A2550445

Author: Siân Smith, Strategy and Policy Specialist

Authoriser: Sheryl Gavin, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT

To provide the Committee with an update on progress, and upcoming activities, for the Far North 2100 (District Strategy and Spatial Plan) project.

EXECUTIVE SUMMARY

The Far North 2100 project is currently on track in terms of schedule, milestones and deliverables. The second half of 2019 will be mainly devoted to the continued development of the content in partnership with tāngata whenua and public engagement activities.

RECOMMENDATION

That the Governance and Strategic Relationships Committee receive the report “Far North 2100 Project Update”.

BACKGROUND

The Governance and Strategic Relationships Committee last received an update on the Far North 2100 project at its meeting on 28 March 2019.

DISCUSSION AND NEXT STEPS

Progress on Far North 2100 has been good and within planned budget and timeframes. Two workshops with elected members, the second with representatives of iwi and hapū, have been held (2 May and 20 June 2019). Elected members also attended a wānanga on te ao māori (the māori world view) in preparation for the joint workshop with iwi and hapū representatives. The outcome from the workshops is a third iteration of the prototype (the diagram and spatial map) for Far North 2100.

A summit meeting, hosted by the Council’s Chief Executive, was held on 26 June 2019. The summit informed key external parties about Far North 2100 and got their views on how they would like to be involved in the project and their ideas about how to best engage with the communities of the Far North. 46 representatives from central government, local government, iwi, industry bodies, business and community-based organisations attended the summit.

Administration is now writing a draft discussion document based on the third prototype of Far North 2100. Elected members agreed with iwi and hapū representatives to develop the content of Far North 2100 in partnership. A further workshop is therefore being planned for elected members and iwi and hapū representatives to consider the draft discussion document and agree on its content. To allow for enough time for the partnership work to be done, the project timelines are going to be amended slightly. The revised dates for the next milestones are therefore as follows:

31 August 2019 – draft discussion document completed in partnership with iwi and hapū representatives

3 October 2019 – Council approves discussion document for publication

30 November 2019 – Public engagement activities on discussion document completed

December 2019 (exact date TBC after election) – Joint elected members and iwi and hapū representatives workshop to consider results of public engagement and draft final proposed content for Far North 2100.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

None.

ATTACHMENTS

Nil

4.2 STRATEGIC RELATIONSHIPS SURVEY REPORT

File Number: A2554798

Author: Roger Ackers, Manager - Strategy Development

Authoriser: Sheryl Gavin, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT

To provide the Committee with a report on the survey of Strategic Partners and Stakeholders that was completed over the months of May and June 2019.

EXECUTIVE SUMMARY

In the months of May and June 2019 Council surveyed its strategic partner and stakeholder groups. The attached report contains details on how the survey was run, the survey results, and a series of recommendations proposed to grow and improve stakeholder relationships.

RECOMMENDATION

That the Governance and Strategic Relationships Committee receive the “Strategic Relationships Survey Report”.

BACKGROUND

In 2018 Council made a commitment to understand and grow the quality of key stakeholder and partner relationships. The process to achieve this commitment started with a workshop between staff and Councillors on 26 September 2018. The workshop identified those partners and stakeholders that are important and influential in the District.

A resulting paper following on from the workshop was put to the Governance and Strategic Relationships Committee 26 November 2018.

The Committee agreed that the next step was to survey each group to determine the current quality of the relationship that Council has with each group from the group’s perspective.

The survey was completed over the months of May and June 2019. The attached report titled Strategic Relationships – Survey of Strategic Partners and Stakeholder Groups details how the survey was run, the results of the survey and makes a series of recommendation on how Council can grow its strategic relationships.

DISCUSSION AND NEXT STEPS

The report Strategic Relationships – Survey of Strategic Partners and Stakeholder Groups is attached for information.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provision required.

ATTACHMENTS

1. Quality Survey Results - Strategic Partners and Stakeholders - A2554848 [↓](#) 



STRATEGIC RELATIONSHIPS REPORT

Survey of
Strategic Partners and
Stakeholder Groups

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

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Survey of Strategic Partners and Stakeholder Groups

Executive Summary

In June 2019 Administration surveyed 43 groups that had been identified as being strategically important to Council. The purpose of the survey was to provide a measure of the quality of the relationship between each group and Council. Of the 43 groups surveyed 16 replied to the survey with one group responding twice.

The responses received were mostly positive with more scoring agreed or strongly agreed than disagreed or strongly disagree across the eight statements posed in the survey.

There were opportunities for those responding to provide comments for each statement and an open response section at the end of the survey. This revealed mixed experiences depending on which department within the Council the responder had interacted with.

Administration provides a series of recommendations to conclude this report that are aimed at improving the information management practices with Council when it comes to how we capture the details and interaction with each organisation. Administration also recommends clarifying the accountability and responsibility across Council and Elected Members when it comes to growing and improving the relationship with each strategically important group.

Background

In 2018 Council made a commitment to understand and grow the quality of key stakeholder and partner relationships. The process to achieve this commitment started with a workshop between Staff and Councillors on 26 September 2018. The workshop identified those partners and stakeholders that are important and influential in the District.

A resulting paper following on from the workshop was put to the Governance and Strategic Relationships Committee 26 November 2018. The Governance and Strategic Relationships Committee confirmed the following 42 Organisations as being high in importance and influence:

Table One: Stakeholder Groups and Partners identified as being important and influential in the District

Stakeholder Group or Partner	Grouping
Northland Regional Council	Local Government
Northland Intersectoral Forum	Forum
Northland District Health Board	Local Agency
Te Puni Kokiri	Central Government
Northland Transport Alliance	Alliance Partner
3 Waters Alliance	Alliance Partner
Far North Holdings Ltd	CCO
Ministry of Social Development/Community Investment	Local Agency
Mayoral Forum	Forum
Te Runanga a Iwi o Ngāpuhi	Iwi Authority
Te Runanga o Ngāti Hine	Hapū



Survey of Strategic Partners and Stakeholder Groups

Stakeholder Group or Partner	Grouping
Te Runanga o Te Rarawa	Iwi Authority
Te Runanga Nui o Te Aupouri Trust	Iwi Authority
Ngati Kuri Trust Board	Iwi Authority
Ngatiwai Trust Board	Iwi Authority
Top Energy	Utility
New Zealand Police	Central Government
Ministry of Civil Defence & Emergency	Central Government
Central Government Politicians	Politicians
Ministry of Health	Central Government
Te Hiku Development Trust	Community Trust
Department of Internal Affairs – Community	Local Agency
Ngati Torehina	Hapū
Ministry of Social Development	Central Government
Department of Conservation Northland	Central Government
Ngati Rehia	Hapū
Te Roroa Whatu Ora Trust	Iwi Authority
Te Runanga-a-Iwi-o Ngati Kahu	Iwi Authority
Te Runanga o Whaingaroa	Hapū
Te Whiu Hapu Inc	Hapū
Local Government Commission	Central Government
Ministry of Business Innovation and Employment	Central Government
Whangarei District Council	Local Government
Kaipara District Council	Local Government
Northland CEO Forum	Forum
Department of Internal Affairs - Relationships C/L Government	Central Government
Iwi Local Government Chief Executive Forum	Forum
Local Government NZ	Advocacy
Ministry of Education	Central Government



Survey of Strategic Partners and Stakeholder Groups

Stakeholder Group or Partner	Grouping
Office of Treaty Settlements	Central Government
Civil Defence – District	Local Agency

The Committee agreed that the next step was to survey each group to determine the current quality of the relationship that Council has with each group from the group's perspective.

Survey Method

An assessment of the groups identified in Table One eliminated any forum as being subject to any quality of relationship survey as they represented a collective of organisations and therefore could not be surveyed as one group providing a singular view. The same rule of a collective applied to the group identified as politicians.

The following groups were not surveyed because they are closely connected with Council through operational contract and agreements;

- Northland Transport Alliance
- 3 Waters Alliance

The following organisations were added to the list to be surveyed that were identified as 'Wellness Partners' via the development of the District Strategy – branded as Far North 2100.

- Te Rūnanga o Ngāi Takoto
- Ministry of the Environment
- Heritage New Zealand
- New Zealand Transport Agency
- Ministry for Primary Industries
- Northland Chamber of Commerce
- Waitangi National Trust
- Northland Wood Council
- New Zealand Forest Owners' Association
- Northland Inc
- NorthTec
- Te Wananga o Aotearoa
- Royal Forest and Bird Society
- Federated Farmers
- Sport Northland

This left a total of 47 groups identified as being subject to the survey



Survey of Strategic Partners and Stakeholder Groups

Survey statements

The survey consisted of eight statements where the responder was asked to score one of the following for each statement:

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

The survey statements were as follows:

1. The Far North District Council communicates their strategic direction effectively
2. The Far North District Council communicates effectively with me and my organisation
3. The Far North District Council treats my organisation fairly and justly on matters that concern us
4. The Far North District Council responds within an appropriate timeframe to matters or concerns that are raised by my organisation
5. The Far North District Council addresses the matters or concerns that are raised by my organisation
6. When making an important decision, the Far North District Council considers how this will impact my organisation
7. The Far North District Council keeps its commitments to my organisation

The survey was carried out in May and June 2019. Of the 47 groups identified as being subject to the survey Administration had a senior contact (executive level) in 43. It was this list of 43 groups that were invited to participate in the survey

The survey was initially sent to representatives of the 43 organisations via email with a hard copy survey form attached in pdf and a link to an electronic survey form developed in the Council's survey system. This email was sent out in the week beginning 13 May 2019. The email was followed up with phone calls to representatives of the organisations that had received the email.

A follow up email was sent to those organisations invited to the 26 June Far North 2100 Summit with key wellbeing partners. The Summit formed part of the pre-engagement on the development of Far North 2100. This email was sent on 25 June 2019 followed up by two reminder notices. The survey was closed on 28 June and the results compiled.



Survey of Strategic Partners and Stakeholder Groups

Survey Results

Seventeen responses to the survey were received within the timeframe that the survey ran for. This included two separate responses from Kaipara District Council. Of the 43 organisations that were surveyed sixteen agencies replied representing a return rate of 37%. The table below lists the organisations that responded.

Table One: Responding organisations to the relationship survey

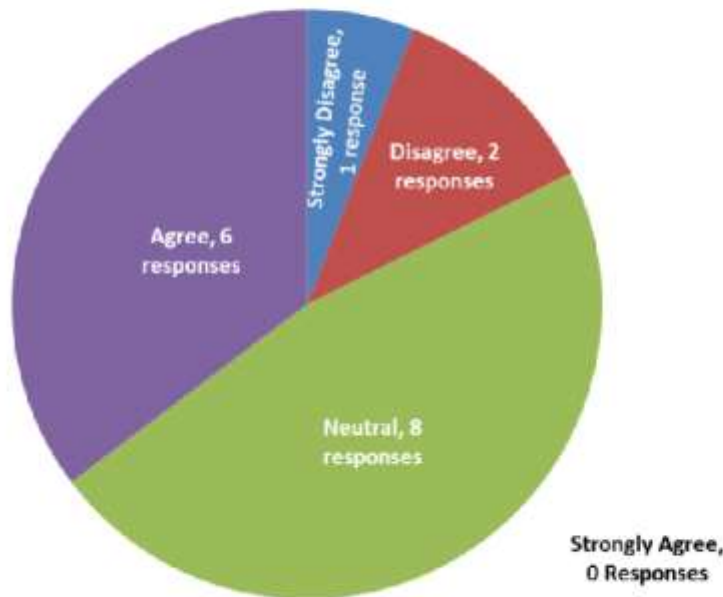
Organisation Name
Ministry for Primary Industries
Northland Chamber of Commerce
Ministry of Business Innovation and Employment
Waitangi National Trust
Sport Northland
Heritage New Zealand Pouhere Taonga
Hancock Forest Management NZ Ltd
Te Runanga Nui o Te Aupouri Trust
Ministry of Social Development
Department of Conservation, Bay of Islands office
Department of Internal Affairs
Federated Farmers Northland
Kaipara District Council (1 st response)
Top Energy Limited
Northland Regional Council
Kaipara District Council (2 nd response)
Te Runanga o Te Rarawa



Survey of Strategic Partners and Stakeholder Groups

The following are the responses received on a scale from 'Strongly Disagree' to 'Strongly Agree' for each of the eight 'quality of relationship' statements which made up the Quality of Relationship Survey. For each question the responder was provided with the opportunity to provide supporting comments. These are captured below for each statement.

Statement One: "The Far North District Council communicates their strategic direction effectively"



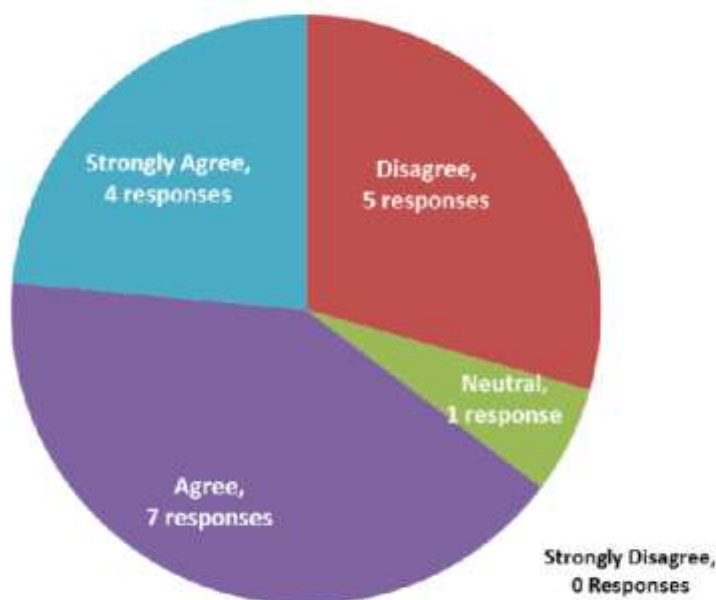
Comments made with this statement included the following:

- Regular email and web based information is effective.
- FNDC Strategy is available on the FNDC Website and is documented, and I understand FNDC strategy is well articulated at forums like CEO's Forum and the Mayoral Forum, and is well represented at TTNEAP. There is opportunity to share strategic direction at other interagency forums and this information would be of benefit to shaping the future of the Northland Region. Representatives from FNDC that attend the interagency forums hosted by MSD contribute freely and their input is valued and appreciated. Distance is a barrier to participation so we will endeavour to bring our meetings to FNDC where this is practicable.
- To be honest I have not looked for you strategic direction.
- Limited opportunities for face to face updates are carried out. Reliance seems to be more on printed and digital methods. Having said that, the information provided in formal correspondence (rates demands) are useful, BUT doesn't work when there are multiple shareholders in land ownership.



Survey of Strategic Partners and Stakeholder Groups

Statement Two: "The Far North District Council communicates effectively with me and my organisation"



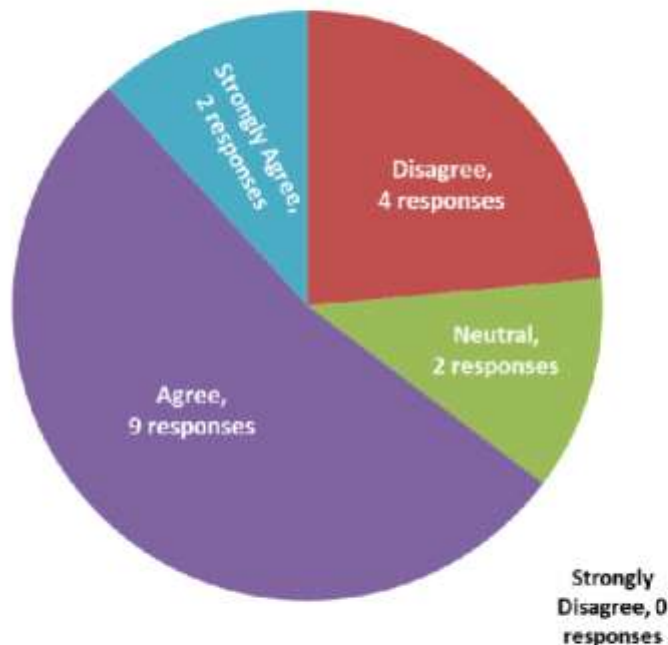
Comments made with this statement included the following:

- Communication varies across the organisation, however outside the efficiency of the roading department our experience is that communication could be improved. This is largely non or very slow response to emails, phone calls etc. Requests from us are often last minute or poorly timed
- Most time it is very difficult to get information from FNDC.
- Distance is a barrier to participation and lining up dates in busy schedules is also problematic. We value FNDC participation at our interagency forums and would welcome opportunities to make this easier.
- I find this council to be one of the best I have dealings with.
- Communications with Mayor/Chief Executive to our Chief Executive are excellent, as is communication in relation to the District Plan. Processing of consents and similar matters are much more difficult.
- Strong communication links exist between: - The Mayor and my Chair - The Chief Executives - and between operational staff, however communication between elected members is inadequate.



Survey of Strategic Partners and Stakeholder Groups

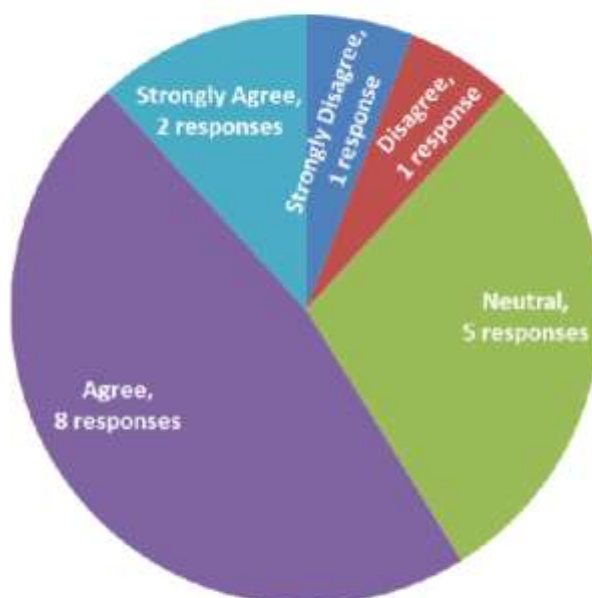
Statement Three: "The Far North District Council treats my organisation fairly and justly on matters that concern us"



Comments made with this statement included the following:

- We are continuously educating the FNDC staff about the agreement signed and what the FNDC agreed to when it was signed
- Very variable. At a political level our organisations work well together. Regarding the FNDC District Plan Review the FNDC has treated us fairly. The performance of the FNDC resource consent department, in terms of processing consent applications, is very poor insofar as failing to comply with statutory time frames, promising delivery of consent approvals and not complying with those promises.
- This is highly variable. We have always been treated fairly for any regulatory function that we are subject to FNDC jurisdiction, however, we have often been placed in the invidious position of having to take enforcement action against FNDC due to your councils refusal to meet certain of your obligations under the RMA
- We are fortunate to have governance members and operational senior staff who know and understand council processes.

Statement Four: "The Far North District Council responds within an appropriate timeframe to matters or concerns that are raised by my organisation"



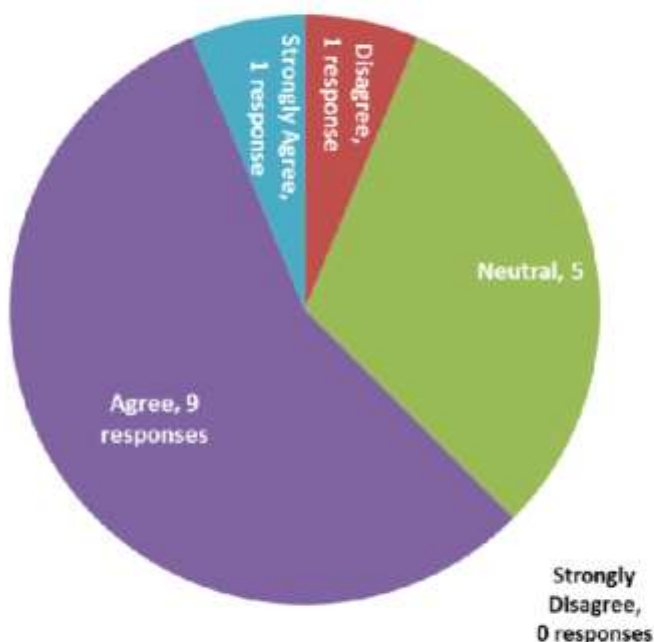
Comments made with this statement included the following:

- Responses with the roading department around events is excellent and appreciated. At times responses from other areas of FNDC is varied
- At a strategic level FNDC is prompt at dealing with community matters. However at times FNDC representation at industry meetings have been poor and not consistent.
- Yes, individual staff members respond within an appropriate timeframe to matters or concerns that have been raised by my organisation And no in other instances
- In most cases yes, however there have been times when feedback or response has been slow



Survey of Strategic Partners and Stakeholder Groups

Statement Five: "The Far North District Council addresses the matters or concerns that are raised by my organisation"



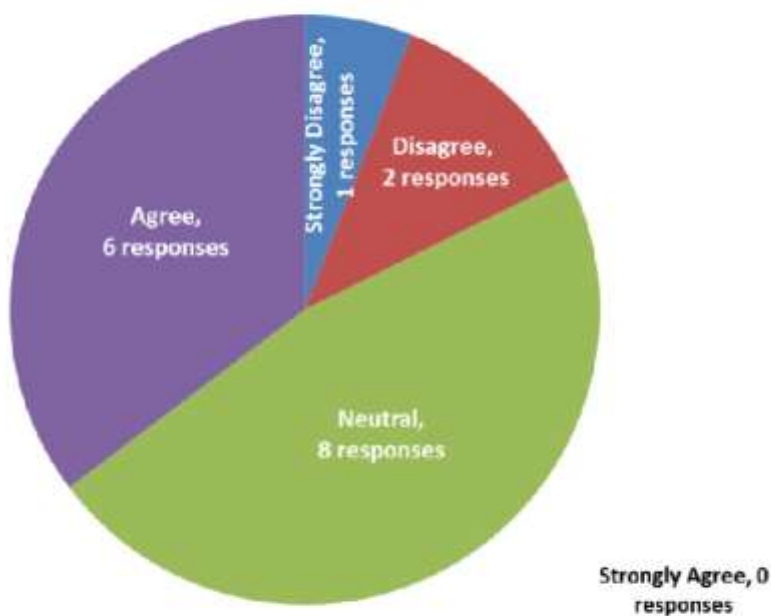
Comments made with this statement included the following:

- Council responds in its own time
- Yes, individual staff members address the matters or concerns that have been raised by my organisation
- While issues are ultimately addressed the timeframes to achieve a response is excessive. I accept that this perception as with the response above are strongly influenced by a lack of visibility of FNDC's priorities and work programmes. There is likely to be a whole lot happening that I have no visibility of but the lack of feedback leads to frustrations and friction. I also acknowledge that issues of common concern are often complex and costly to resolve



Survey of Strategic Partners and Stakeholder Groups

Statement Six: "When making an important decision, the Far North District Council considers how this will impact my organisation"



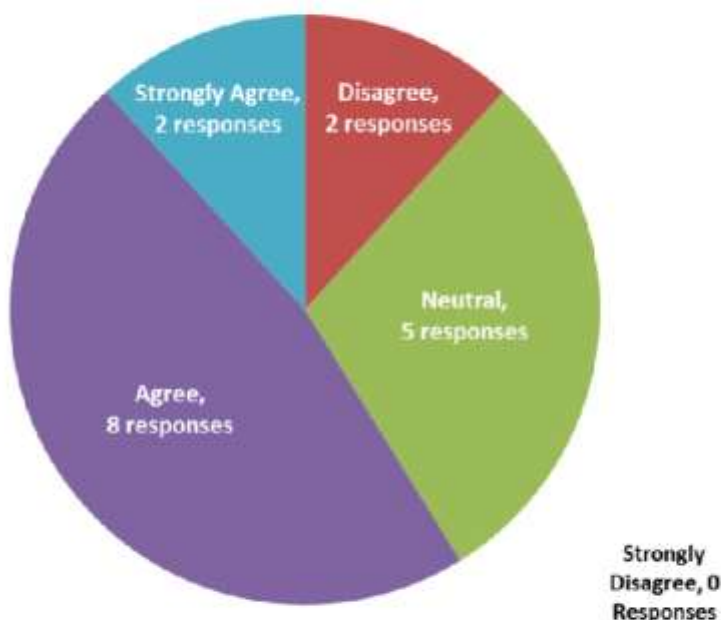
Comments made with this statement included the following:

- *Probably not but we need to establish more of a strategic relationship especially around the consent process for Marae*
- *Yes very much so*
- *Back when the Local Government Reorganization was on the cards, FNDC very much acted alone*
- *Sometimes, reluctantly*
- *I see no evidence that the elected members take regional consequences or direct impacts on my agency into account in their decision-making process*
- *Under statutory obligations, particularly with RMA matters yes, but does not always consult when proposals are being made that require a deliberation by Council*



Survey of Strategic Partners and Stakeholder Groups

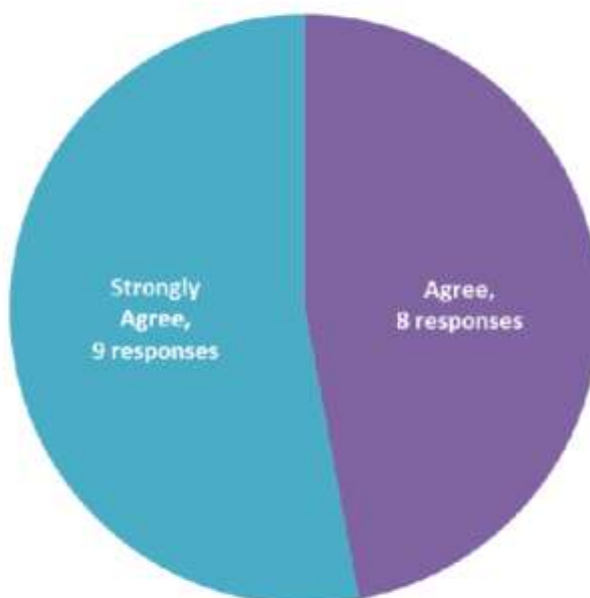
Statement Seven: "The Far North District Council keeps its commitments to my organisation"



Comments made with this statement included the following

- We are currently trying to get our CoC completed with FNDC but they have not replied to some of our emails trying to resolve this matter.
- Distance is a barrier to participation
- Yes and no we don't have a strategic relationship but we can both work on it.
- In some areas this is correct, however this is significantly overshadowed by the failure of the resource consent division to keep to its statutory and otherwise promised commitments
- Once a commitment is made it is always kept - the problem is getting the Council to make a decision or commitment.

Statement Eight: "My organisation is willing to work together with the Far North District Council on future planning and project work, where it aligns with the objectives or functions of my organization"



Comments made with this statement included the following;

- *Compared to other Councils I work with FNDC is responsive, helpful and professional with a real willingness for FNDC staff to make themselves available and talk about issues if required*
- *In the past year it has been increasingly hard to get hold of a person inside the consents/policy team to provide guidance on RMA issues. This is partly due to staff promotions/changes*
- *Yes we are willing to work together with the Far North District Council on future planning and project work, where it aligns with the objectives or functions of my organization*
- *Our organisations both work within the public infrastructure space and need to work co-operatively together. The relationship is sound at the political/CEO level, but delivery of transactional requirements doesn't always reflect this commitment*



Survey of Strategic Partners and Stakeholder Groups

Further Comments

The survey allowed for further comments to be made. Below is a summary of these comments:

- *Our relationships with FNDC are across a number of different departments/staff so therefore the experiences different greatly, however overall the relationship and outcomes we seek together are very positive which can be continually improved with clearer and more timely communication*
- *Compared to other Councils I work with FNDC is responsive, helpful and professional with a real willingness for FNDC staff to make themselves available and talk about issues if required*
- *I think what I bring to the table is the interest of my group from a practical point of view but also what other councils are doing and what has worked well in other area*
- *I have worked with FNDC staff on a number of projects over the years and am currently working with them on an on going project. FNDC have proven themselves a good partner to work with*

Survey Analysis

At 37% the number of responding agencies was low. As part of conducting the survey Administration observed the following that they consider as contributing to the low response to the survey:

- The contact information currently held by Council is not up to date. This resulted in a few 'return to sender' responses
- The person(s) identified by Council as the key contact at many organisation was not the relationship owner for FNDC and therefore could not provide a valid response to the survey
- The person(s) identified by Council as the key contact at the organisations held many varied positions within the organisation and could not comment on the relationship with FNDC

Across the responses received in general the responses were positive (agree, strongly agree). This was supported by commentary for each question. It was observed that the interactions and touch points across the Council varied that influenced how the responder replied. This demonstrated a lack of consistency on how Council interacted with each group across the various departments and at the elected member level.



Survey of Strategic Partners and Stakeholder Groups

Recommendations

Administration recommends the following actions as a result of completing this survey:

- A reassessment of the important and influential relationships is completed to coincide with the anniversary of the last assessment in September 2018. This will reaffirm if Council is focused on the relationships that are important going forward and as Council progresses with the development of District Strategy.. This should be done in the context of the key transformational opportunities that are coming out of the District Strategy that is currently in development and being lead by Council.
- A follow up Summit with the strategically important organisations should be arranged for mid 2020. This will reaffirm the relationship and also provide an opportunity to come together as a collective
- The information held by Council on the key contacts within each organisation needs to be updated and maintained.
- Owners of each relationship should be identified at an Elected Member Level and Strategic Leadership Team Level.
- The Strategic Leadership Team owner should be made accountable for;
 - Ensuring the relationship information is kept current
 - Putting in place a plan to grow and improve the relationship
 - Reporting back to the Governance and Strategic Relationships Committee on progress made towards growing and improving the relationship against agreed measurables

4.3 ELECTED MEMBERS' ATTENDANCE AT MEETINGS AND WORKSHOPS FEBRUARY - JUNE 2019

File Number: A2467970

Author: Aisha Huriwai, Team Leader Governance Support

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To provide public transparency of elected member's attendance at meetings or workshops to enable effective decision making.

EXECUTIVE SUMMARY

This report summarises elected member attendance to events considered essential to enable effective decision making during the period 1 February - 30 June 2019.

RECOMMENDATION

That the Governance and Strategic Relationships Committee receive the report "Elected Members' Attendance at Meetings and Workshops February - June 2019".

BACKGROUND

The Formal Meeting Calendar was adopted by Council at a meeting held 25 October 2018 when the current Committee structure was established. As part of the formal meeting calendar, reserve workshop days were approved as days that may be required for Council business. The reserve days become the preferred days between meetings for scheduling workshops or other meetings requiring elected member attendance. Dates in addition to those adopted are only requested when necessary and notice is provided as soon as practical, and where possible at least one month prior. The Far North District Council appreciates that the role of being a Councillor is part time and Councillors have multiple demands on their time, whether it be attending to constituent matters or any other roles they hold outside of Council activities.

This is a regular report to the Governance and Strategic Relationships Committee to provide public transparency on elected member attendance in their formal role as decision makers. The first attachment provides a table of events that have occurred in the reporting period. The second attachment is a list of scheduled events for the next reporting period.

Events listed in the attachments will include workshops, formal meetings and hearings where members' attendance is arranged by staff and considered a requirement for effective decision making. Attendance is noted by staff that arranged the event and is cross referenced against mileage claim forms where possible. Elected members may have obligations to attend various other events to gather information and the views of their constituents. It is their responsibility to gather that information by whatever means they consider appropriate. As they are responsible for that, and any events to do so are not arranged by staff, these are not included in this report.

DISCUSSION

This information report, may prompt further discussion or verbal updates, from members regarding activities in their 'portfolios', or other responsibilities - but these will not be noted as part of the formal record.

In considering the snapshot below, or the full attendance record (Attachment 1), it should be noted that the nature of elected member involvement on various committees requires some members to attend more meetings or workshops than others.

A snapshot of members' attendance for this reporting period is:

Member	Events attended
His Worship the Mayor	24/25
Councillor Court	21/25
Councillor Foy	21/24
Councillor Hookway	18/23
Councillor Kitchen	14/23
Councillor Macauley	17/24
Deputy Mayor McInnes	21/23
Councillor Radich	11/20
Councillor Stratford	24/26
Councillor Vujcich	24/26

Councillor Stratford's attendance should be considered 26/26 as absence for both events were to attend prior commitments for other Council business - Youth Leadership Training and a District Licensing Committee.

The Mayor's attendance should be considered 25/25. His apology was recorded for the Infrastructure Network Committee as he is a voting member but his attendance is not considered mandatory.

There are 2 events where attendance records were not completed. During checks the members attendance could not be confirmed by mileage claim either. Attendance has been marked with a question mark on the first attachment, but counted as attended to give members the benefit of the doubt.

The first attachment lists all of the events, whether the corresponding members were present, had an apology for absence, or were not required to attend. Events in grey took place on dates that were adopted as part of the calendar in October. Attendance in part, via audio or visual link are simply recorded as being present.

The second attachment provides a list of events currently scheduled for the next reporting period to show which events will be included in the next report.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Costs involved in supporting meetings, workshops and events to facilitate effective decision making are included in operational budgets. There are no additional financial implications or need for budgetary provision in considering this report.

ATTACHMENTS

1. **Elected Member Attendance Feb - June 2019 - A2567685** [↓](#) 
2. **Elected Member Schedule for July-August 2019 as at 5 July 2019 - A2567782** [↓](#) 

Meeting	Date	Carter (Mayor)	Court	Foy	Hookway	Kitchen	Macauley	McInnes (Deputy Mayor)	Radich	Vujcich	Stratford
SWIMMING POOLS AND HOKIANGA FERRY WORKSHOP	19/02/2019	Y	Y	Y	?	Y	Y	Y	?	Y	Y
ANNUAL PLAN 2019/20 WORKSHOP	20/02/2019	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
COUNCIL MEETING	28/02/2019	Y	Y	Y	Y	A	Y	Y	Y	Y	Y
ANNUAL PLAN 2019/20 WORKSHOP	14/03/2019	Y	Y	Y	Y	A	A	A	Y	Y	Y
ORGANISATION STRUCTURE WORKSHOP	19/03/2019	Y	Y	Y	Y	Y	Y	Y	Y	A	Y
INFRASTRUCTURE NETWORK	21/03/2019	Y	Y	Y	Y	N/A	Y	N/A	Y	Y	Y
GOVERNANCE AND STRATEGIC RELATIONSHIPS COMMITTEE	28/03/2019	Y	Y	N/A	Y	Y	Y	Y	N/A	Y	Y
AUDIT, RISK AND FINANCE COMMITTEE	28/03/2019	Y	Y	Y	N/A	Y	Y	Y	N/A	Y	Y
EXTRA-ORDINARY COUNCIL	04/04/2019	Y	Y	A	Y	A	A	Y	A	Y	Y
PAIHIA WASTEWATER WORKSHOP	04/04/2019	Y	Y	A	Y	Y	A	Y	A	A	Y
ANNUAL PLAN 2019/20 WORKSHOP	11/04/2019	Y	Y	Y	A	Y	Y	Y	Y	Y	Y
RISK WORKSHOP	11/04/2019	Y	Y	Y	A	Y	Y	Y	?	Y	Y
COUNCIL MEETING	17/04/2019	Y	Y	Y	Y	Y	Y	Y	Y	Y	A
DISTRICT STRATEGY AND SPATIAL PLAN DEVELOPMENT WORKSHOP	02/05/2019	Y	Y	Y	Y	A	A	Y	A	Y	Y

Meeting	Date	Carter (Mayor)	Court	Foy	Hookway	Kitchen	Macauley	McInnes (deputy Mayor)	Radich	Vujcich	Stratford
CEO KPI'S, WORKING PARTIES & GROUPS WORKSHOP	09/05/2019	Y	Y	Y	A	A	A	Y	A	Y	Y
REVENUE REVIEW WORKSHOP	9/05/2019	Y	Y	Y	A	A	A	Y	A	Y	Y
INFRASTRUCTURE NETWORK COMMITTEE	23/05/2019	A	Y	Y	Y	N/A	N/A	N/A	N/A	Y	Y
COMBINED COMMUNITY BOARD WORKSHOP	29/05/2019	N/A	N/A	A	N/A	N/A	N/A	N/A	N/A	Y	A
GOVERNANCE AND STRATEGIC RELATIONSHIPS COMMITTEE	30/05/2019	Y	A	N/A	Y	Y	Y	Y	N/A	Y	Y
AUDIT, RISK AND FINANCE COMMITTEE	30/05/2019	Y	A	Y	N/A	Y	Y	Y	N/A	Y	Y
RISK (DEEP DIVE ON RISK/S) WORKSHOP	30/05/2019	Y	A	Y	N/A	?	Y	Y	N/A	Y	Y
GOVERNANCE DIAGNOSTICS WORKSHOP	6/06/2019	Y	Y	Y	Y	Y	A	Y	A	Y	Y
TE AO MAORI WORKSHOP	13/06/2019	Y	A	Y	Y	A	Y	Y	N	Y	Y
EXTRAORDINARY COUNCIL	13/06/2019	Y	Y	Y	Y	A	Y	A	Y	Y	Y
FAR NORTH 2100 WORKSHOP	20/06/2019	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
COUNCIL MEETING	27/06/2019	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
		24/25	21/25	21/24	18/22	14/23	17/24	21/23	11/19	24/26	24/26

Meeting	Date	Carter (Mayor)	Court	Foy	Hookway	Kitchen	Macauley	McInnes (Deputy Mayor)	Radich	Vujcich	Stratford
Revenue Review Workshop	04/07/2019										
Extra-Ordinary Council meeting	04/07/2019										
Kerikeri Sports Field Needs Assessment Workshops	04/07/2019										
Resource Consenting Workshop	11/07/2019										
Infrastructure Network Committee	18/07/2019					N/A		N/A			
Revenue Review Workshop	08/07/2019										
Te Oneroa A Tohe Beach Board	19/07/2017		N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Governance and Strategic Relationships Committee	25/07/2019			N/A					N/A		
Audit, Risk and Finance Committee	25/07/2019				N/A			N/A	N/A		
Revenue Review Workshop	08/08/2019										
Revenue Review Workshop	22/08/2019										
Te Oneroa A Tohe Beach Board	23/08/2019		N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Council meeting	29/08/2019										

5 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:

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
5.1 - CEO KPI Performance Report Quarter 4	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