Local Governance Statement

2019-2022
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What is a Local Governance Statement?

A Local Governance Statement is a collection of information about how Council operates, how it makes decisions, and how members of the community can influence these processes. It supports the purpose of local government by promoting local democracy and provides you with information on the how to influence local democratic processes.

This Local Governance Statement includes information under the following broad headings:

(a) The functions, responsibilities, and activities of Far North District Council including local legislation that confers powers on the Council

(b) Governance: structures (committees, community boards etc) and processes (including meeting processes), members' roles and conduct (including legal information and the code of conduct)

(c) Representation arrangements, including the electoral system we use, and the next opportunity to change them

(d) Council’s management structure and the relationship between management and Elected Members

(e) Communicating with Council, key planning and policy documents, including consultation policies and policies for liaising with Māori, and our processes for public enquiries and requesting official information.
Functions, responsibilities and activities of Council

Purpose of local government

The purpose of local government is –

- To enable democratic local decision-making and action by, and on behalf of, communities
- To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses. (Local Government Act 2002, section 10 (1)).

In a nutshell our role is to lead and represent our communities, engaging with you and encouraging your participation in decision-making. In making our decisions, we need to consider the needs of the people currently living in our communities as well as those who will live here in the future.

We have a pretty broad scope to do anything that contributes to our purpose. As such we undertake a wide range of functions and carry out a number of roles. For example:

- We work with communities, and advocate on their behalf, to create sustainable district well-being.
- We provide local infrastructure, including water, sewerage, stormwater, drainage, roads, district facilities (from libraries, halls and cemeteries to reserves and public toilets).
- We provide environmental safety and health, district emergency management and civil defence, building control, public health inspections and other environmental health services and regulation.
- We control the effects of land use, noise, and the effects of activities on the surface of lakes and rivers.
- We contribute to community, economic and social development within the district.

Our Long Term Plan 2018-2028 sets out the activities and services we intend to deliver to meet the District’s needs. During 2019 and 2020 we will be developing a new Long Term Plan for 2021-2031.

Legislation (including local)

We carry out our role and responsibilities under a wide array of legislation, including:

- the Local Electoral Act 2001, which sets out the processes for the conduct of council elections
- the Local Government Act 2002, which sets out the general powers of councils, and planning and accountability requirements
- Local Government (Rating) Act 2002, which sets out the powers councils have to raise revenue by different rating tools to pay for the services we deliver.

In addition to the legislation that applies to all territorial authorities, the Far North District Council also has powers and responsibilities under the Northland Regional Council and Far North District Council Vesting and Empowering Act 1992, which

(a) vested in the Far North District Council certain property, documents, rights and liabilities of the Northland Regional Council including land vested in the Northland Regional Council under the Local Government (Northland Region) Reorganisation Order 1989, certain harbour and maritime facilities, resource consents and approvals and
(b) gave the Far North District Council certain authorities and powers in respect of mooring charges.

**Bylaws**

The Local Government Act 2002 also provides Council with the power to make bylaws for the following purposes:

- protecting the public from nuisance
- protecting, promoting and maintaining public health and safety
- minimising the potential for offensive behaviour in public places.

Our bylaws can be accessed from [www.fndc.govt.nz](http://www.fndc.govt.nz).
Governance structure for 2019-2022 and processes

Council representation

The Council comprises the Mayor, who is elected by the District, and nine councillors, who are elected from three wards. The Council retains the sole power to perform a number of functions (see delegations below).

There are currently no Māori wards.

Below is a diagram of the main governance structure. Detailed further within the Governance Statement are further committees and boards. A full listing may be obtained from www.fndc.govt.nz.
Contact details for your Mayor and Councillors

**Hon John Carter QSO**  
**Mayor**  
Phone: 09 401 5200  
or 027 445 5754  
Email: john.carter@fndc.govt.nz

**Cr Ann Court**  
**Deputy Mayor**  
**Bay of Islands-Whangaroa Ward**  
Phone: 027 295 5550  
Email: ann.court@fndc.govt.nz  
Facebook: www.facebook.com/CouncillorAnnCourt

**Cr Dave Collard**  
**Te Hiku Ward**  
Phone: 09 401 5200  
Email: dave.collard@fndc.govt.nz

**Cr Mate Radich**  
**Te Hiku Ward**  
Phone: 027 876 4899  
Email: mate.radich@fndc.govt.nz
Cr David Clendon
Bay of Islands - Whangaroa Ward

Phone: 021 682 580
Email: david.clendon@fndc.govt.nz
LinkedIn: https://www.linkedin.com/in/david-clendon-618b569/

Cr Kelly Stratford
Bay of Islands - Whangaroa Ward

Phone: 021 0873 1120
Email: kelly.stratford@fndc.govt.nz
Twitter: @ranui_organics
LinkedIn: KellyStratford
Instagram: kelz_stratford
Committees

Council has established 6 Committees by resolution of Council at its 19 December 2019 meeting:

- Executive Review Committee
- Strategy and Policy Committee
- Assurance, Risk and Finance Committee
- Infrastructure Committee
- Regulatory Compliance Committee
- District Licensing Committee

In addition Te Oneroa-a-Tōhē Beach Board is a co-governance partnership with Te Rūnanga o Te Rarawa, Te Manawa o Ngāti Kuri Trust, Te Rūnanga Nui o Te Aupouri Trust, Te Rūnanga o NgāiTakoto and the Northland Regional Council for the benefit of the community. For administrative purposes the Board is a permanent joint committee of the Far North District Council and the Northland Regional Council.

In addition to formal committees the Council establishes portfolios, working parties and other entities as required.

Full details of Council committees, membership and meeting arrangements may be obtained from www.fndc.govt.nz.

The four Northland Councils enter into a Triennial Agreement post local body elections whereby they agree to work collaboratively for the good governance of the region. This agreement is made pursuant to Section 15 of the Local Government Act 2002.

Council is additionally represented on a number of external boards, committees, working parties and local groups. A full listing may be obtained from www.fndc.govt.nz.

Community Boards

The Far North District includes three Communities, each with their own Community Board. Community Boards represent and act as an advocate for the interests of their community. They:

- Consider and report on all matters referred to them by Council and any matter of interest or concern to the Community Board
- Maintain an overview of services provided by Council within the Community
- Prepare an annual submission to Council for expenditure within the Community
- Communicate with community organisations and special interest groups within the Community
- Undertake any other responsibilities that are delegated to it by Council.

In addition to the Elected Members of the Board, Council appoints one Councillor to each Community Board. Each Community Board elects its own Chairperson.
## Contact details for your Community Board Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Adele Gardner</td>
<td>Chair - Te Hiku</td>
</tr>
<tr>
<td></td>
<td>Community Board</td>
</tr>
<tr>
<td></td>
<td>Phone: 021 187 9985</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:adele.gardner@fndc.govt.nz">adele.gardner@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Member Lawrie Atkinson</td>
<td>Deputy Chair - Te Hiku</td>
</tr>
<tr>
<td></td>
<td>Te Hiku Community Board</td>
</tr>
<tr>
<td></td>
<td>Phone: 021 029 29 335</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:lawrie.atkinson@fndc.govt.nz">lawrie.atkinson@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Member Darren Axe</td>
<td>Te Hiku Community Board</td>
</tr>
<tr>
<td></td>
<td>Phone: 09 401 5200</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:darren.axe@fndc.govt.nz">darren.axe@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Member</td>
<td>Phone</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Jaqi Brown</td>
<td>021 117 0992</td>
</tr>
<tr>
<td>Sheryl Bainbridge</td>
<td>09 401 5200</td>
</tr>
<tr>
<td>John Stewart</td>
<td>09 408 3780</td>
</tr>
<tr>
<td>Mike Edmonds</td>
<td>027 532 9920</td>
</tr>
<tr>
<td>Member Name</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Member Emma Davis</td>
<td>Phone: 0276 404 080 Email: <a href="mailto:emma.davis@fndc.govt.nz">emma.davis@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Deputy Chair -</td>
<td></td>
</tr>
<tr>
<td>Kaikohe - Hokianga</td>
<td></td>
</tr>
<tr>
<td>Community Board</td>
<td></td>
</tr>
<tr>
<td>Member Kelly van Gaalen</td>
<td>Phone: 022 350 8960 Email: <a href="mailto:kelly.vangaalen@fndc.govt.nz">kelly.vangaalen@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Kaiko-Hokianga</td>
<td></td>
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<tr>
<td>Community Board</td>
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</tr>
<tr>
<td>Member Laurie Byers</td>
<td>Phone: 027 292 8403 Email: <a href="mailto:laurie.byers@fndc.govt.nz">laurie.byers@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Kaiko-Hokianga</td>
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<tr>
<td>Community Board</td>
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<tr>
<td>Member Louis Toorenburg</td>
<td>Phone: 021 030 8027 Email: <a href="mailto:louis.toorenburg@fndc.govt.nz">louis.toorenburg@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Kaikohe - Hokianga</td>
<td></td>
</tr>
<tr>
<td>Community Board</td>
<td></td>
</tr>
</tbody>
</table>
Member Alan Hessell
Kaikohe-Hokianga Community Board
Phone: 09 405 8832
Email: alan.hessell@fndc.govt.nz

Member Belinda Ward
Chair - Bay of Islands - Whangaroa Community Board
Phone: 021 0700761
Email: belinda.ward@fndc.govt.nz

Member – Manuwai Wells
Deputy Chair - Bay of Islands-Whangaroa Community Board
Phone: 021 298 8960
Email: manuwai.wells@fndc.govt.nz

Member Frank Owen
Bay of Islands - Whangaroa Community Board
Phone: 021 518 855 or 09 407 7489
Email: frank.owen@fndc.govt.nz
<table>
<thead>
<tr>
<th>Member Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Lane Ayr</td>
<td>027 445 8938</td>
<td><a href="mailto:lane.ayr@fndc.govt.nz">lane.ayr@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Bay of Islands - Whangaroa Community Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Manuela Gmuer-Hornell</td>
<td>021 44 55 29</td>
<td><a href="mailto:manuela.gmuer-hornell@fndc.govt.nz">manuela.gmuer-hornell@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Bay of Islands - Whangaroa Community Board</td>
<td></td>
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</tr>
<tr>
<td>Member Bruce Mills</td>
<td>021 978 243</td>
<td><a href="mailto:bruce-mills@hotmail.com">bruce-mills@hotmail.com</a></td>
</tr>
<tr>
<td>Bay of Islands - Whangaroa Community Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Dave Hookway</td>
<td>021 090 62667</td>
<td><a href="mailto:dave.hookway@fndc.govt.nz">dave.hookway@fndc.govt.nz</a></td>
</tr>
<tr>
<td>Bay of Islands - Whangaroa Community Board</td>
<td></td>
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</tbody>
</table>
Far North District Ward and Community Board areas

Delegations

The Local Government Act 2002 provides that Council may delegate, to a committee or other subordinate decision-making body, community board, or member or officer of Council, any of its responsibilities, duties or powers except:

- the power to make a rate or bylaw
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan
- the power to adopt a long-term plan, annual plan or annual report
- the power to appoint a chief executive officer
- the power to adopt policies required to be adopted and consulted on under the Act in association with the long-term plan or developed for the purpose of the local governance statement: or
- the power to adopt a remuneration and employment policy

Delegations are entered into the delegations register.
Council Organisations

Far North Holdings Limited - CCTO

Far North Holdings Limited is a Council Controlled Trading Organisation under the Local Government Act 2002 which is wholly owned by the Council. It is also a Company registered under the Companies Act 1993 to manage a portfolio of commercial and community property investments, including the operation and maintenance of maritime and airport facilities.

The registered office of Far North Holdings Limited is in the Opua Industrial Building, 27 Baffin Street, Opua.

Far North Holdings Limited may have a minimum of three and a maximum of five Directors appointed to serve a three year term by Council under its Policy on the Appointment of Directors. Subject to the right of Shareholders to appoint the Chairperson of the Board, the Directors must elect one of their number as Chairperson of the Board. Under the Companies Act 1993 the Directors’ primary responsibility is to work in the best interests of Far North Holdings Limited. Council cannot lawfully ‘instruct’ the Directors.

Council may however comment on, or require an amendment to, the Statement of Intent which sets out the objectives which the company has for the coming year.
Members roles and conduct

The role of Elected Members

The Mayor and the Councillors have the following roles:

- Setting the strategic direction of Council
- Monitoring the performance of Council against the strategy
- Representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- Employing the Chief Executive. The Chief Executive in turn, employs all other staff within the organisation.

The role of the Mayor

The Mayor is elected by the electors of the District as a whole and as one of the Elected Members shares the same responsibilities as other members of Council.

The Mayor has the following roles:

- to provide leadership to the other members of the Council and the people of the District
- to lead the development of the Council’s plans (including the long term plan and the annual plan), policies, and budgets
- preside as Chairperson at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders)
- advocate on behalf of the District and its communities. This role may involve promoting the District and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of Council
- ceremonial head of the Council

The Mayor has the following powers:

- to appoint the Deputy Mayor
- to establish Committees of the Council
- to appoint the Chairperson of each Committee.

The Mayor is a member of each Committee of Council and during their term is a Justice of the Peace.
The role of the Deputy Mayor

The Deputy Mayor is appointed by the Mayor unless the Mayor declines to exercise this power, in which case the Deputy Mayor is elected by the Members of Council at the first meeting following the election. The Deputy Mayor exercises the same roles as other Elected Members. However, in addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of, the Mayor (as summarised above).

The Deputy Mayor may at any time be removed from office by resolution of Council.

The role of a Committee Chairperson

A Committee Chairperson is responsible for presiding over meetings of the Committee, ensuring that the Committee acts within the powers delegated by Council as set out in the Council’s Delegations Manual. A Committee Chairperson is appointed by the Mayor unless the Mayor declines to exercise this power, in which case the Chairperson may be appointed or removed from office by resolution of Council. If the local authority does not appoint a Chairperson, that power may be exercised by the Committee.

The role of a Portfolio holder

A portfolio holder is responsible for ensuring progress is made towards Council’s strategic priorities and projects within their portfolio responsibility. Portfolio holders work with staff and lead community engagement processes related to their portfolios.

Conduct

Elected Members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002 includes obligations to act as a good employer in respect of the Chief Executive and to abide by the adopted code of conduct and standing orders;
- The Local Authorities (Members’ Interests) Act 1968 regulates the conduct of Elected Members in situations where there is, or could be, a conflict of interest between their duties as an Elected Member and their financial interests (either directly or indirectly);
- The Secret Commissions Act 1910 prohibits Elected Members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way; and
- The Crimes Act 1961 deals with the acceptance of gifts for acting in a certain way and the use of official information for private profit.

All Elected Members are required to adhere to a Code of Conduct. This Code of Conduct sets out Council’s understanding and expectations of how the Mayor and Councillors will relate to: each other; staff; media; and the general public in the course of their duties. It also covers disclosure of information that is received by, or is in the possession of, Elected Members and contains details of the sanctions that Council may impose if an individual breaches the Code of Conduct.

Representation arrangements

Electoral voting systems

Local elections are held once every three years. Since 2004 there are two electoral systems that can be used:

- First Past the Post (FPP) - where electors vote by indicating their preferred candidates and the candidates with the most votes are elected
- Single Transferable Vote system (STV) – Where electors rank the candidates in order of preference

Far North District Council elections are currently (and always have been) conducted under the FPP system.

Changing the Electoral Voting system

The Local Electoral Act 2001 provides the opportunity for changing the electoral system by:

- a resolution (decision) of Council
- as a result of a poll demanded by electors
- as a result of a poll initiated by Council.

Once changed, an electoral system must be used for at least the next two triennial general elections. Council will consider it's electoral systems in 2020.

The public may demand a poll even if the Council does not resolve to change the system or to conduct a poll (on changing the system).

Existing Representation Arrangements

The current representation arrangements described in the governance structure were adopted in 2015, i.e. that in addition to a Mayor, who is elected by the District, there would be nine councillors who are elected from three wards as follows:

- Kaikohe-Hokianga Ward Two Councillors
- Bay of Islands-Whangaroa Ward Four Councillors
- Te Hiku Ward Three Councillors
That there would be three communities, each with a Community Board. Each community is split into the following subdivisions:

<table>
<thead>
<tr>
<th>Community</th>
<th>Subdivision</th>
<th>Number of elected members on the Community Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Te Hiku</td>
<td>Kaitaia</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Doubtless Bay</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>North Cape</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Whatuwhiwhi</td>
<td>1</td>
</tr>
<tr>
<td>Kaikohe-Hokianga</td>
<td>North Hokianga</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>South Hokianga</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Kaikohe</td>
<td>3</td>
</tr>
<tr>
<td>Bay of Islands-Whangaroa</td>
<td>Whangaroa</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Kerikeri</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paihia</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Russell-Opua</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Kawakawa-Moerewa</td>
<td>1</td>
</tr>
</tbody>
</table>

There are currently no Māori wards. While the Far North District’s population has a high proportion of Māori (the 2018 census, 46.07 percent of people in Far North District identified themselves as belonging to the Māori ethnic group, compared with 16.2 percent for all of New Zealand) when the Council conducted a poll to introduce Māori representation for its 2016 triennial elections, the poll was defeated.

- Establishing a Māori standing or advisory committee of Council.
- The appointment of Māori to Council bodies.

Council has not pursued these options, but has decided to set up a mixture of Elected Members and Māori representation around MoUs.
Reviewing Council Representation Arrangements including Māori wards and constituencies

Council must review its representation arrangements at least once every six years. As part of the representation review a local authority takes a fresh look at the number of elected members (between six and 30), the way they are elected (whether they come from a ward or ‘at large’ across the wider district or a mixture of both approaches), boundaries and names of wards and constituencies and the number of members from each, whether or not to have separate wards for electors on the Māori roll, and whether to have Community Boards (and boundaries, membership, numbers etc).

Council must follow the procedures set out in the Local Electoral Act 2001 when conducting its representation review. We also follow the guidelines published by the Local Government Commission which can be viewed at www.lgc.govt.nz/representations-reviews/representation-review-guidelines/. A separate process is followed for reviewing the electoral system.

Any member of the public can make a written submission on a proposed representation review, which is then considered by council and council may change its proposals as a result. If a person who made a submission is not satisfied with the council’s amended proposal they can appeal against it.

If a council receives any objection it must refer the whole representation review to the Local Government Commission. A Commission decision can be appealed to the High Court on a point of law.

The last representation review was done in 2015. The next review is due in 2021 in time for the 2022 elections, although Council could review its representation arrangements earlier if it wanted to and electors may request this via a poll.

Similarly Māori wards and constituencies can be reconsidered for the 2022 elections and electors may request this via a poll. Council has previously considered establishing Māori standing or advisory committees of Council and the appointment of Māori to Council and its committees but decided instead to set up a model of mixed Elected Members and Māori representation around the MoUs, relationship agreements, partnership agreements and charters agreed with Māori. These are described later in this Governance Statement.
Council's management structures and relationships

Council is supported by a professional organisation, led by the Chief Executive. The Chief Executive and staff are responsible for managing day-to-day issues implementing Council's decisions and policies.

Chief Executive

The Chief Executive is Mr Shaun Clarke (ONZM). Mr Clarke can be reached on 09 401 5200; 0272 200 088 or by email: Shaun.Clarke@fndc.govt.nz

The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Their responsibilities are:

- Implementing the decisions of the Council
- Providing advice to the Council and Community Boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the Council effectively and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is the only person who may lawfully give instructions to a staff member. Therefore any complaint about individual staff members should be directed to the Chief Executive rather than to the Mayor or a Councillor.

Management structure

Council's management is organised into four Groups and all staff can be contacted on 09 401 5200. The following is a list of the Groups, the General Managers and corresponding contact numbers:

<table>
<thead>
<tr>
<th>Group</th>
<th>General Manager</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Services</td>
<td>William Taylor</td>
<td><a href="mailto:william.taylor@fndc.govt.nz">william.taylor@fndc.govt.nz</a></td>
<td>027 308 0111</td>
</tr>
<tr>
<td>Strategic Planning and Policy</td>
<td>Darrell Sargent</td>
<td><a href="mailto:darrell.sargent@fndc.govt.nz">darrell.sargent@fndc.govt.nz</a></td>
<td>027 248 7603</td>
</tr>
<tr>
<td>Infrastructure and Asset Management</td>
<td>Andy Finch</td>
<td><a href="mailto:andrew.finch@fndc.govt.nz">andrew.finch@fndc.govt.nz</a></td>
<td>021 331 066</td>
</tr>
<tr>
<td>District Services</td>
<td>Dr Dean Myburgh</td>
<td><a href="mailto:dean.myburgh@fndc.govt.nz">dean.myburgh@fndc.govt.nz</a></td>
<td>027 801 2268</td>
</tr>
</tbody>
</table>

In addition to the above Groups the Chief Executive Office also includes:

- People and Capability (including Health and Safety)
- Communications (internal and external)
The Chief Executive, the General Managers, the People and Capability Manager, and the Communications Manager make up the Strategic Leadership Team. This team considers organisation-wide issues and provides the link between elected members and staff. They are responsible for monitoring operational performance, giving policy advice, implementing policy, strategic planning and service delivery. By working in partnership, the Strategic Leadership Team ensures that actions are consistent with Council's Vision, Mission, Strategic Direction, Principles, and the Long Term Plan and Annual Plan.

General functions for the Groups are as follows:

**Corporate Services**

<table>
<thead>
<tr>
<th>Finance and Revenue</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable and receivable</td>
<td>Mayor and elected member and community board support</td>
</tr>
<tr>
<td>Debt collection</td>
<td>Legal and legislative compliance</td>
</tr>
<tr>
<td>Financial accounting and planning</td>
<td>Information: Official information (LGOIMA); Ombudsman enquiries; Personal information (Privacy Act);</td>
</tr>
<tr>
<td>Insurance</td>
<td>Property Information and LIMs</td>
</tr>
<tr>
<td>Management accounting</td>
<td>Procurement, project and contract management</td>
</tr>
<tr>
<td>Property (sales/acquisitions/rentals)</td>
<td>Fleet management</td>
</tr>
<tr>
<td>Revenue and Treasury management</td>
<td>Publications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Services and Business Intelligence</th>
<th>Risk, Internal Audit and Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives, document and information management</td>
<td>Performance analysis</td>
</tr>
<tr>
<td>Business continuity</td>
<td>Quality management</td>
</tr>
<tr>
<td>GIS</td>
<td>Risk</td>
</tr>
<tr>
<td>Internet, intranet, website, telecommunications and mail</td>
<td>Internal audit</td>
</tr>
<tr>
<td>Network and technical support</td>
<td>CCTOs and CCOs</td>
</tr>
<tr>
<td>Systems analysis and development</td>
<td>Business intelligence</td>
</tr>
</tbody>
</table>
## Infrastructure and Asset Management

<table>
<thead>
<tr>
<th>Asset Planning, development, maintenance and renewal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Roading</td>
<td>Land drainage</td>
</tr>
<tr>
<td>Water</td>
<td>Parks and reserves</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Civic and community facilities (e.g. halls, cemeteries, swimming pools, libraries and public tools)</td>
</tr>
<tr>
<td>Stormwater</td>
<td>Properties</td>
</tr>
<tr>
<td>Solid waste</td>
<td></td>
</tr>
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</table>

## Emergency management and civil defence

## District Services

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Community Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource consenting</td>
<td>Libraries</td>
</tr>
<tr>
<td>Building consenting</td>
<td>i-Sites</td>
</tr>
<tr>
<td>Food and Liquor licensing</td>
<td>Regional Museum</td>
</tr>
<tr>
<td></td>
<td>Cemeteries administration</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Services</th>
<th>Monitoring and Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact centre</td>
<td>Environmental</td>
</tr>
<tr>
<td>Branches/service centres</td>
<td>Public health</td>
</tr>
<tr>
<td></td>
<td>Compliance</td>
</tr>
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<td></td>
<td>Animal management</td>
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<tr>
<td></td>
<td>Bylaws</td>
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## Strategic Planning and Policy

<table>
<thead>
<tr>
<th>Strategy, Policy and Planning</th>
<th>Community and Māori Development and Engagement</th>
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</thead>
<tbody>
<tr>
<td>Strategic Direction setting with elected members</td>
<td>Develop and maintain strategic relationships</td>
</tr>
<tr>
<td>Strategic Frameworks</td>
<td>Economic, social and community development</td>
</tr>
<tr>
<td>Annual and long-term planning processes</td>
<td>Support the development of community and iwi / hapū Management Plans</td>
</tr>
<tr>
<td>Sustainable Development of the District</td>
<td>Youth development</td>
</tr>
<tr>
<td>Strategies and Policies that support the District and Council Vision, Objectives and Strategic Direction of Council</td>
<td>Consultation and engagement co-ordination and advice</td>
</tr>
<tr>
<td>Strategy, policy and planning advice, research, monitoring and reporting</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Strategic implementation</td>
<td></td>
</tr>
<tr>
<td>Bylaw development and review</td>
<td></td>
</tr>
<tr>
<td>Advocacy</td>
<td></td>
</tr>
</tbody>
</table>
Community Participation in Council Decision – Making

Decision-making

In the course of decision-making, local authorities must:

- Identify the significance of an issue or decision, and meet particular procedural requirements for a significant decision
- Identify whether a decision is significantly inconsistent with any policy or plan adopted by that local authority (although other policies and plans may also be relevant)
- Promote compliance with the principles of consultation
- Consider community views (and community groups such as those with disabilities) and preferences during the decision-making process
- Consider all reasonably practical options
- Assess the options by considering the costs and benefits of each option, the extent to which they achieve community outcomes in an integrated and efficient manner, and their impact on the capacity of the local authority to meet its statutory obligations.

Council places a very strong emphasis on being aware of, and considering, Māori and community views and preferences during its decision-making processes. We use a broad range of ways for you to interact with us and always welcome feedback so we can improve.

Section 81 of the Local Government Act 2002 requires councils to establish and maintain processes to provide opportunities for Māori to contribute to decision-making. There are also a number of pieces of statute that affect local government requiring councils to take into account the Treaty of Waitangi principles when making decisions.

Legislation which gives effect to Treaty settlement legislation may create co-governance mechanisms which also require participation in decision-making. In the Far North the Te Hiku Omnibus (Ngati Kuri, Te Aupouri, Ngai Takoto and Te Rarawa) settlement legislations created Te Oneroa-a-Tōhē Board, a co-governance arrangement for Te Oneroa-a-Tōhē/90 Mile Beach.

Meeting processes

Council meets every six weeks.

The times and venues for ordinary meetings are advertised in local papers (Northern News and the Northland Age). Notice periods are detailed in the Local Government Official Information and Meetings Act 1987 in section 46. For ordinary meetings at least 14 days notice is usually given, which can be reduced if a schedule of meetings is adopted. Extraordinary meetings are generally called with at least three working days notice.

All Council, Committee and Community Board meetings are open to the public unless there is reason to exclude the public (e.g. protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Local Government Official Information and Meetings Act 1987 contains a list of these circumstances.
Agendas are also public documents, although parts may be withheld if the above circumstances apply. Meeting minutes are kept as evidence of the proceedings and made publicly available, subject to those same circumstances.

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council or the Community Board.

Standing Orders govern the conduct of meetings but can be suspended (75% majority vote). The Mayor, Committee or Community Board Chairperson is responsible for maintaining order at meetings.

Visit the Council website www.fndc.govt.nz for a schedule of meeting dates or to obtain copies of the Code of Conduct and Standing Orders.

**Consultation and Engagement Policies and Principles**

Council has a Significance and Engagement Policy to provide clarity about how and when communities can expect to be engaged in Council decisions. It can be found at www.fndc.govt.nz, and will be reviewed during the course of the triennium.

While we have some discretion over how we consult and engage we must meet the principles of consultation (which can be tailored based on the significance of a decision and what we have heard and know already). The principles are contained in section 82 of the Local Government Act 2002 and in a nutshell provide those affected/interested in a decision should have:

- Access to relevant information, including the purpose of the consultation and scope of the decision(s)
- An opportunity to present their views
- Their views given due consideration with an open mind.

Specific legal requirements also override general consultation and engagement requirements. Two examples are where the special consultative procedure is required or Council’s obligations to consult when preparing its District Plan (or a plan change) which are set out in Schedule 1 of the RMA. In the latter case the principles of consultation still apply. A bit more information on the special consultative procedure is provided below.

**Special Consultative Procedure (section 83 of the LGA)**

- A Statement of Proposal (and a summary if Council thinks it is necessary for public comprehension) or Consultation Document (for Long-Term and Annual Plans only) must be adopted and made as widely available as is practicable. Past practice is to make them available on the Council website and at Council service centres.
- Council may publish a notice, in one or more newspapers that are circulated across the District, of the proposal and of the consultation being undertaken.
- Council must offer the public a reasonable opportunity to make a submission on the proposal. This may be in writing or it may be verbal. The consultation period must be open for no less than one month from the date of notification.
- All meetings where Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA).
- Council must provide submitters a summary of the decision(s) made as a result of consultation. There is no prescribed format for such a summary. We load the summary onto the Council website so that submitters who did not provide contact details can be informed.
Policies for liaising with, and memoranda or agreements with, Māori

Maori make up almost 50% of the Far North district. The Far North District Council acknowledges the special place of Māori within the district and their relationship with the natural, cultural and physical resources of the district.

Council also recognises its need to build strong governance relationships with all levels of Māori society, whānau, hapū and iwi, across the district, and that the nature of the relationship will vary depending on the issues and the parties involved.

Relationships

A range of options exist for how relationships might be recognised including, but not limited to, memoranda of understanding (MoU), relationship agreements, partnership agreements and charters. In some instances the type of agreement may be dictated by legislation as a result of Treaty of Waitangi settlements between the Crown and Treaty claimant groups.

Currently the council has the following formalised relationships:

- Te Rūnanga o Te Rarawa,
- Te Rūnanga o Ngāti Hine,
- Te Whiu Whānau,
- Te Kahu o Taonui,
- Iwi Chief Executives.

Council also has a number of operational and management agreements for specific programmes of work. Council will continue to work and build on these relationships and look to develop others.

Participation in council decision-making

The Far North District Council will provide opportunities for Māori to gain knowledge of council processes and to support avenues for Māori to participate in, and contribute to, the decision-making processes of council.

Existing opportunities for Māori participation in council decisions are through:

- Formalised relationships,
- Treaty settlement processes
- Environmental Management Plans
- Funding support to write environmental management plans,
- Targeted consultation processes,
- Māori Impact Statements in council decision making, and
- Training and/or wananga.

Council is also exploring options as to how council might formalise the process for secondment to iwi, of specialised staff to assist iwi to participate in council decisions.

Iwi Liaison

The Far North District Council recognises its obligations to Māori as well as recognising Māori as being a culturally distinct group. The process of iwi liaison therefore needs to be based on maintaining close and respectful connections with Māori of the district, establishing clear processes for their contribution to decision making. A part of this is raising councils own internal capacity to become a more culturally competent organisation.
To achieve this, council has established Te Hono, a new unit tasked with building a more resilient and capable work force while at the same time, providing advice and services to enable Māori development.
Key Approved Planning and Policy Documents

Plans and policies

Strategy, policy and planning applies occurs across the Council more often than not in consultation with the community. Some of our key documents and policies include:

- **Long Term Plan** – a 10 year organisational strategic plan (with strategies, policies and operational plans within it e.g. Infrastructure Strategy, Revenue and Financing Policy). The most recent Long Term Plan was adopted on 28 June 2018
- **Annual Plan** – annual budget and variations from the Long Term Plan
- **Annual Report** – which documents our key achievements and financial and non-financial performance each year
- **Community Board Strategic Plans** – Community board plans that outline priorities for a given year
- **District Plan** - encourage the sustainable use of natural and physical resources of the district in a way which provides for community wellbeing. The District Plan provides a framework for the administering of resource consents and is currently under review
- **Significance and Engagement Policy** – described above
- **Rates Remission and Postponement Policies.**

Community and Iwi and Hapu Management Plans are not Council owned plans but are key documents for Council and other decision makers to be aware of.

You can find a full list of Council policies on Council’s website.

**Equal Employment Opportunities**

Council is an Equal Employment Opportunity (EEO) employer and aims to maintain staff's awareness of EEO principles and their implementation by the Far North District Council.

“Equal Employment Opportunities” are an integral component of the People & Capability management strategies of the Council. These strategies ensure the elimination of any practices and attitudes that inhibit the recruitment and advancement of staff, particularly: women, Māori, ethnic and minority peoples and people with disabilities.

Getting Information and Service

You can access a full range of services and ask for information at any of our Service Centres or by contacting our Call Centre on 0800 920 029 or 09 401 5200 during normal working hours (outside normal working hours, an after hours answering service will log and escalate any urgent requests).

All correspondence should be directed to:
Far North District Council
Private Bag 752
Kaikohe 0440

or via Council’s website at: www.fndc.govt.nz
or by direct email at: ask.us@fndc.govt.nz

Council service centres

<table>
<thead>
<tr>
<th>Headquarters – Kaikohe</th>
<th>Kaitaia</th>
<th>Kaeo</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Memorial Avenue</td>
<td>Te Ahu Centre, Corner Matthews Avenue and South Road</td>
<td>Leigh Street</td>
</tr>
<tr>
<td>Tel: 0800 920 029</td>
<td>Tel: 0800 920 029</td>
<td>Tel: 0800 920 029</td>
</tr>
<tr>
<td>Tel: 09 401 5200</td>
<td>Tel: 09 401 5200</td>
<td>Tel: 09 401 5200</td>
</tr>
<tr>
<td>Fax: 09 401 2137</td>
<td>Fax: 09 408 2546</td>
<td>Fax: 09 405 0379</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>8:00am - 5:00pm</td>
<td>8:00am - 5:00pm</td>
<td>8:00am - 4:30pm</td>
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<tr>
<td></td>
<td></td>
<td>(closed 12:30pm - 1:00pm)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Kerikeri</th>
<th>Kawakawa</th>
<th>Rawene</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Butler Centre</td>
<td>Gillies Street</td>
<td>Parnell Street</td>
</tr>
<tr>
<td>60 Kerikeri Road Kerikeri</td>
<td>Kawakawa</td>
<td>Rawene</td>
</tr>
<tr>
<td>Tel: 0800 920 029</td>
<td>Tel: 0800 920 029</td>
<td>Tel: 0800 920 029</td>
</tr>
<tr>
<td>Tel: 09 407 0400</td>
<td>Tel: 09 401 5200</td>
<td>Tel: 09 401 5200</td>
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<tr>
<td>Fax: 09 407 0419</td>
<td>Fax: 09 404 3054</td>
<td>Fax: 09 405 7828</td>
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<tr>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
<td>Tuesdays and Thursdays</td>
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<tr>
<td>8:00am - 5:00pm</td>
<td>8:00am - 4:30pm</td>
<td>8:00am - 4:30pm</td>
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<td></td>
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<td>(closed 12:30pm-1:00pm)</td>
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Official Information

All requests for information are requests for official information, although you don’t have to say this (nor do you need to refer to the Local Government Official Information and Meetings Act 1987, LGOIMA, when you request that information).

We make most information available to you, however, there may be circumstances (and these are contained in LGOIMA) where there is a reason to withhold it:

- endanger the safety of any person
- prejudice maintenance of the law

or would be good reason to withhold unless a public interest exception applies:

- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- in certain circumstances, cause offence to tikanga Māori or would disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended).

The Council may charge for official information under guidelines set down by the Ministry of Justice.

Requests for information can be lodged through any of our contact channels described above.