



Local Governance Statement

2022-2025

A3643504



**Far North
District Council**
Te Kaunihera o Tai Tokerau ki te Raki

**HE ARA TĀMATA
CREATING GREAT PLACES**
Supporting our people

Contents

What is a Local Governance Statement?	5
Functions, responsibilities and activities of Council	6
Purpose of local government.....	6
Legislation (including local)	6
Bylaws	7
Governance structure for 2022-2025 and processes	8
Council representation	8
Contact details for your Mayor and Councillors.....	9
Committees	15
Community Boards.....	15
Contact details for your Community Board Members.....	16
Far North District Ward and Community Board areas.....	26
Delegations	26
Council Organisations	27
Far North Holdings Limited - CCTO	27
Members roles and conduct	28
The role of Councillors	28
The role of the Mayor	28
The role of the Deputy Mayor.....	29
The role of a Community Board	29
The role of a Committee Chairperson	29
The role of a Portfolio holder	29
Conduct.....	29
Representation arrangements	31
Electoral voting systems.....	31
Changing the Electoral Voting system	31
Existing Representation Arrangements.....	32
Reviewing Council Representation Arrangements including Māori wards and constituencies	33
Council's management structures and relationships	34
Chief Executive	34
Management structure	34
Community Participation in Council Decision – Making	36
Decision-making.....	36
Meeting processes	36
Consultation and Engagement Policies and Principles	37
Special Consultative Procedure (section 83 of the LGA)	37
Policies for liaising with, and memoranda or agreements with, Māori.....	38
Key Approved Planning and Policy Documents	39
Plans and policies	39
Equal Employment Opportunities.....	39
Getting Information and Service	40
Council service centres	40
Official Information	40



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 promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

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 2021-2031 sets out the activities and services we intend to deliver to meet the District's needs. During 2023 we will be developing a new Long Term Plan for 2024-2034.

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.

Governance structure for 2022-2025 and processes

Council representation

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

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.

Council

Committees



Te Miromiro
Assurance, Risk
and Finance



Te Koukou
Transport
Committee



Te Kuaka
Te Ao Māori
Committee



Te Pīpīwharauoa
External Members
Appointment
Committee



Te Huia
Executive Review
Committee

Portfolios



Communications
Councillors Vujcich
and Rākena



Reform
Councillors
Halkyard-Harawira
and Foy



Waters
Councillors Radich
and Kleskovic



Transport
Councillors Court
and McNally



Housing
Deputy Mayor
Stratford
and Councillor
Kapa

Community boards



Bay of Islands-Whangaroa
Community Board



Kaikohe-Hokianga
Community Board



Te Hiku
Community Board



Contact details for your Mayor and Councillors

Moko Tepania

Far North Mayor



Telephone

[0800 920 029](tel:0800920029)

Email

mayor@fndc.govt.nz

Profile

Far North Mayor



Kelly Stratford

Deputy Mayor



Telephone

[0800 920 029](tel:0800920029)

Email

kelly_stratford@fndc.govt.nz

Profile

Council representative for the Bay of Islands-Whangaroa
General Ward





Ann Court

Councillor



Telephone
[027 295 5550](tel:0272955550)

Email
ann.court@fndc.govt.nz

Profile
Council representative for the Bay of Islands-Whangaroa
General Ward



Babe Kapa

Councillor



Telephone
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Email
babe.kapa@fndc.govt.nz

Profile
Council representative for the Ngā Tai o Tokerau Māori
Ward



Felicity Foy

Councillor



Telephone
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Email
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Profile
Council representative for the Te Hiku General Ward

Hilda Halkyard-Harawira

Councillor



Telephone
[0800 920 029](tel:0800920029)

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hilda.halkyard-harawira@fndc.govt.nz

Profile
Council representative for the Ngā Tai o Tokerau Māori Ward



John Vujcich

Councillor



Telephone

[021 983 720](tel:021-983-720)

Email

john.vujcich@fndc.govt.nz

Profile

Council representative for the Kaikohe-Hokianga General Ward

Mate Radich

Councillor



Telephone

[027 876 4899](tel:027-876-4899)

Email

mate.radich@fndc.govt.nz

Profile

Council representative for the Te Hiku General Ward



Penetaui Kleskovic

Councillor



Telephone
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penetaui.kleskovic@fndc.govt.nz

Profile
Council representative for the Ngā Tai o Tokerau Māori Ward

Steve McNally

Councillor



Telephone
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steve.mcnelly@fndc.govt.nz

Profile
Council representative for the Bay of Islands-Whangaroa General Ward



Tāmāti Rākēna

Councillor



Telephone

[021 0710699](tel:021-0710699)

Email

tamati.rakena@fndc.govt.nz

Profile

Council representative for the Ngā Tai o Tokerau Māori Ward



Committees

Council has established 3 Committees by resolution of Council at its 15 December 2022 meeting:

Te Miromiro - Assurance, Risk and Finance Committee

Te Kuaka – Te Ao Māori Committee

Te Pīpīwharauora - External Members Appointment 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 Ngāi Takoto 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

Te Hiku Community Board

Adele Gardner

Community Board Chairperson



Telephone
[021 1879985](tel:0211879985)

Email
adele.gardner@fndc.govt.nz

Profile
Council representative for the Te Hiku Community Board
Kaitaia Subdivision

Darren Axe

Community Board Member



Telephone
[021 665 553](tel:021665553)

Email
darren.axe@fndc.govt.nz

Profile
Council representative for the Te Hiku Community Board
North Cape Subdivision



Bill Subritzky

Community Board Member



Telephone

[09 4015200](tel:09-4015200)

Email

bill.subritzky@fndc.govt.nz

Profile

Council representative for the Te Hiku Community Board
Whatuwhiwhi Subdivision

John Stewart

Community Board Deputy Chairperson



Telephone

[09 4083780](tel:09-4083780)

Email

john.stewart@fndc.govt.nz

Profile

Council representative for the Te Hiku Community Board
Kaitaia Subdivision



Rachel Baucke

Community Board Member



Telephone

[09 4015200](tel:09-4015200)

Email

rachel.baucke@fndc.govt.nz

Profile

Council representative for the Te Hiku Community Board
Kaitaia Subdivision

Sheryl Bainbridge

Community Board Member



Telephone

[09 4015200](tel:09-4015200)

Email

sheryl.bainbridgeDB@fndc.govt.nz

Profile

Council representative for the Te Hiku Community Board
Doubtless Bay Subdivision

Bay of Islands-Whangaroa Community Board

[View the Bay of Islands Whangaroa Community Board Strategic Plan \(PDF, 10MB\)](#) >

Belinda Ward

Community Board Chairperson



Telephone
[021 0700761](tel:0210700761)

Email
belinda.ward@fndc.govt.nz

Profile
Council representative for the Bay of Islands-Whangaroa
Community Board Paihia Subdivision

Amy Slack

Community Board Member



Telephone
[027 6119867](tel:0276119867)

Email
amy.slack@fndc.govt.nz

Profile
Council representative for the Bay of Islands-Whangaroa
Community Board Kerikeri Subdivision

Bruce Mills

Community Board Member

**Telephone**[021 978243](tel:021978243)**Email**bruce.mills@fndc.govt.nz**Profile**

Council representative for the Bay of Islands-Whangaroa
Community Board Whangaroa Subdivision

Jane Hindle

Community Board Member

**Telephone**[021 674003](tel:021674003)**Email**jane.hindle@fndc.govt.nz**Profile**

Council representative for the Bay of Islands-Whangaroa
Community Board Russell-Opua Subdivision

Lane Ayr

Community Board Deputy Chairperson

**Telephone**[09 4015200](tel:094015200)**Email**lane.ayr@fndc.govt.nz**Profile**

Council representative for the Bay of Islands-Whangaroa
Community Board Kerikeri Subdivision

Roddy Pihema

Community Board Member

**Telephone**[022 4009565](tel:0224009565)**Email**rodny.pihema@fndc.govt.nz**Profile**

Council representative for the Bay of Islands-Whangaroa
Community Board Kawakawa-Moerewa Subdivision



Tyler Bamber

Community Board Member



Telephone

[09 4015200](tel:09-4015200)

Email

tyler.bamber@fndc.govt.nz

Profile

Council representative for the Bay of Islands-Whangaroa
Community Board Waipapa Subdivision

Kaikohe-Hokianga Community Board

Tanya Filia

Community Board Deputy Chairperson



Telephone

[021 407678](tel:021407678)

Email

tanya.filia@fndc.govt.nz

Profile

Council representative for the Kaikohe-Hokianga Community Board South Hokianga Subdivision

Chicky Rudkin

Community Board Chairperson



Telephone

[021 411534](tel:021411534)

Alternate Phone

[09 401 8126](tel:094018126)

Email

chicky.rudkin@fndc.govt.nz

Profile

Council representative for the Kaikohe-Hokianga Community Board Kaikohe Subdivision

Jessie Mcveagh

Community Board Member

**Telephone**[021 0667262](tel:0210667262)**Email**jessie.mcveagh@fndc.govt.nz**Profile**

Council representative for the Kaikohe-Hokianga
Community Board South Hokianga Subdivision

Harmonie Gundry

Community Board Member

**Telephone**[021 0617716](tel:0210617716)**Alternate Phone**[09 4052560](tel:094052560)**Email**harmonie.gundry@fndc.govt.nz**Profile**

Council representative for the Kaikohe-Hokianga
Community Board North Hokianga Subdivision



Mike Edmonds

Community Board Member



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mike.edmonds@fndc.govt.nz

Profile
Council representative for the Kaikohe-Hokianga
Community Board Kaikohe Subdivision

Trinity Edwards

Community Board Member

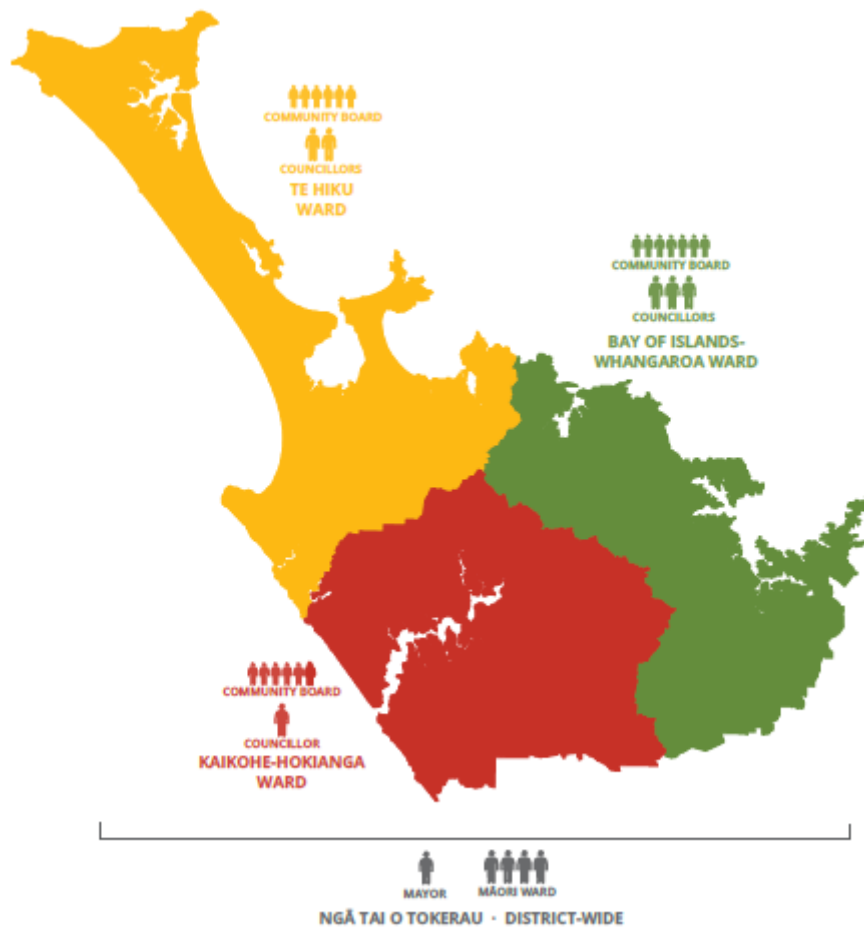


Telephone
[021 022 11743](tel:02102211743)

Email
trinity.edwards@fndc.govt.nz

Profile
Council representative for the Kaikohe-Hokianga
Community Board Kaikohe Subdivision

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 and are listed at the beginning of each meeting agenda.



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. It also has two wholly owned subsidiaries – Bay of Islands Marina Ltd and Far North Housing Ltd.

The registered office of Far North Holdings Limited is in the Nga Wha Innovation Park, 5449A SH12 Kaikohe.

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 Councillors

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 Community Board

Community boards set local direction through their strategic board plans, represent and advocate on behalf of their local communities. Community boards also provide input to Council decisions on community matters and strategies, policies, plans and bylaws.

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.



Council adopted a Code of Conduct on 27 October 2022. The Code of Conduct may be obtained from www.fndc.govt.nz.

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 conducted under the STV system until a new decision is made in time for the 2028 elections.

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 2026.

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 2021. i.e. that in addition to a Mayor, who is elected by the District, there would be ten councillors who are elected from four wards as follows:

- Kaikohe-Hokianga Ward One Councillor
- Bay of Islands-Whangaroa Ward Three Councillors
- Te Hiku Ward Two Councillors
- Ngā Tai o Tokerau Ward Four Councillors

That there would be three communities, each with a Community Board. Each community is split into the following subdivisions:

Community	Subdivision	Number of elected members on the Community Board
Te Hiku	Kaitaia	3
	Doubtless Bay	1
	North Cape	1
	Whatuwhiwhi	1
Kaikohe-Hokianga	North Hokianga	1
	South Hokianga	2
	Kaikohe	3
Bay of Islands-Whangaroa	Whangaroa	1
	Kerikeri	2
	Waipapa	1
	Paihia	1
	Russell-Opua	1
	Kawakawa-Moerewa	1



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 completed in 2021. The next review is due in 2027 in time for the 2028 elections, although Council could review its representation arrangements earlier if it wanted to and electors may request this via a poll.



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 can be reached on 09 401 5200; or by email: ceo@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 Group Managers and corresponding contact numbers:

Group	Group Manager	Email	Contact
Corporate Services	Janice Smith	janice.smith@fndc.govt.nz	0273632002
Strategic Relationships	Jacine Warmington	jacine.warmington@fndc.govt.nz	021950031
People & Transformation	Jill Coyle	jill.coyle@fndc.govt.nz	0274057766
Community & Engagement	Ruben Garcia	ruben.garcia@fndc.govt.nz	0272762641
Deliver & Operations	Kevin Johnson	kevin.johnson@fndc.govt.nz	0273490377



The Chief Executive and the Group Managers 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	Strategic Relationships
Finance, accounting, transactions, rating and publications services Digital information, ICT operations, Technology and Innovation Risk and Assurance Property information and business compliance Legal Services, LGOIMA, Property legislation	Relationships with iwi, hapu, whanau Internal cultural competency and support Democracy services and governance Stakeholder relationships, funding, community board co-ordination
People & Transformation	Community & Engagement
Health, safety and wellbeing People and Capability operations Data analytics Project, transformation and change Facilities management	Visitor Information, I-sites, information centres Communication and engagement Libraries, customer services, museums
Delivery & Operations	
Building services – consents, Inspections, compliance, PIMs Quality, major and recovery projects Compliance, animal management, environmental services, monitoring Resource consents, planning (resource, consents, duty), RMA support, engineering	



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, NgaiTakoto 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 four weekly.

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

Māori 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.

Council 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:

- Māori wards
- Te Kuaka – Te Ao Māori Committee
- Treaty settlement processes
- Environmental Management Plans
- Targeted consultation processes,

Te Hono

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 engagement 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 have Te Hono, a 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 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 24 June 2021
- 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 triennium
- 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 Hapū 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 Councils 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.

Further detail is set out in Council's Equal Employment Opportunity Policy (February 2017).



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

Council operates service centres throughout the district. Please refer to Council's website for full details of locations and opening hours.

- Kaikohe – Memorial Avenue (HQ)
- Kaitaia
- Kaeo
- Kerikeri
- Kawakawa
- Rawene
- Paihia (i-SITE Visitor Information Centre)
- Hokianga (i-SITE Visitor Information Centre)

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.