



# Local Governance Statement

2025-2028





## What is a Local Governance Statement?

A Local Governance Statement is a collection of information that explains how Council operates, how it makes decisions, and how members of the community can participate in and influence these processes. It supports the purpose of local government by promoting transparency and strengthening local democracy.

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

- (a) The functions, responsibilities, and activities of Far North District Council, including any local legislation that confers powers on the Council.
- (b) Governance structures and processes, including committees, community boards, meeting procedures, elected members' roles, conduct expectations, and relevant legal requirements such as the Code of Conduct.
- (c) Representation arrangements, including the electoral system used and the next opportunity for the community to review or change these arrangements.
- (d) Council's management structure and the relationship between management and elected members.
- (e) How the public can communicate with Council, key planning and policy documents, consultation policies, protocols for engagement with Māori, and processes for public enquiries and official information requests.

## 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.
- Promote the social, economic, environmental, and cultural wellbeing of communities, both now and into the future.

In essence, our role is to lead and represent our communities, engaging with you and encouraging your participation in local decision making. When making decisions, we must consider the needs of people living in our communities today, as well as those who will live here in the future.

Council has a broad mandate to undertake any activity that contributes to this purpose. As such, we deliver a wide range of functions and services, including:

- Working with communities, and advocating on their behalf, to support sustainable district wellbeing.
- Providing local infrastructure such as water supply, wastewater, stormwater, drainage, roads, and district facilities including libraries, halls, cemeteries, reserves, and public toilets.
- Delivering environmental safety and public health services, including building control, environmental health inspections, and district emergency management and civil defence.
- Managing the effects of land use, noise, and activities on the surface of lakes and rivers.
- Supporting community, economic, and social development across the district.

Council's current Long-Term Plan Te Pae Tata – Three-Year Long-Term Plan 2024-2027, was adopted 26 June 2024. Work is now underway to develop the 2027-2037 Long Term Plan, which must be adopted by 30 June 2027.



## Legislation (including local)

Council carries out its roles and responsibilities under a wide range of legislation, including:

- The Local Electoral Act 2001, which sets out the processes for conducting council elections.
- The Local Government Act 2002, which defines the general powers of councils and outlines planning, decision-making, and accountability requirements.
- The Local Government (Rating) Act 2002, which provides councils with the authority to raise revenue through various rating mechanisms to fund the services we deliver.

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

- (a) vested in Far North District Council certain property, documents, rights, and liabilities of the former Northland Regional Council, including land vested under the Local Government (Northland Region) Reorganisation Order 1989, as well as specified harbour and maritime facilities, resource consents, and approvals; and
- (b) granted Far North District Council specific authorities and powers relating to the setting and collection of mooring charges.

## Bylaws

Under the Local Government Act 2002, Council has the authority 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

Council's current bylaws are available on our website at [www.fndc.govt.nz](http://www.fndc.govt.nz).

## Governance structure for 2025-2028 and processes

### Council representation

The Council comprises the Mayor, who is elected at large by voters across the District, and ten councillors, who are elected from four wards, three general wards and one Māori ward. The Council retains the sole authority to perform a number of governance functions (see Delegations section below).

The diagram below outlines the Council's primary governance structure. Additional committees, subcommittees, and community boards are described in more detail throughout this Governance Statement. A full listing is also available on our website at [www.fndc.govt.nz](http://www.fndc.govt.nz).



## COUNCIL

### Committees

- **Te Miromiro** Committee for Assurance, Risk and Finance
  - **Te Koekoeā** Committee for Council Controlled Organisations
  - **Te Koukou** Committee for Transport and Infrastructure
  - **Te Kuaka** Committee for Māori Strategic Relationships
  - **Te Kūkupa** Committee for Strategy, Policy and Regulation
  - **Te Pīpīwharauoa** Committee for External Appointments
  - **Te Huia** Committee for Chief Executive Performance
- 

### Portfolios

#### Community Trust, Participation & Engagement

- Moko Tepania
- Chicky Rudkin
- Felicity Foy
- Hida Halkyard-Harawira
- Tamati Rakena
- Kelly Stratford
- John Vujcich
- Jessie McVeagh
- Bill Subritzky
- Belinda Ward

#### Housing Delivery & Partnerships

- Felicity Foy
  - Kelly Stratford
- 

#### Kōkako – Youth Education & Leadership Pathways

- Arohanui Allen
  - Rachel Baucke
- 

#### Affordability & Value for Communities

- Rachel Baucke
  - John Vujcich
- 

### 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

Kahika - Far North Mayor



TELEPHONE

[0800 920 029](tel:0800920029)

EMAIL ADDRESS

[mayor@fndc.govt.nz](mailto:mayor@fndc.govt.nz)

REPRESENTATION

Kahika - Far North Mayor

### Chicky Rudkin

Kohepu - Far North Deputy Mayor



TELEPHONE

[021 411534](tel:021411534)

EMAIL ADDRESS

[chicky.rudkin@fndc.govt.nz](mailto:chicky.rudkin@fndc.govt.nz)

REPRESENTATION

Kohepu - Far North Deputy Mayor

## Arohanui Allen

Councillor - Ngā Tai o Tokerau  
Māori Ward



**TELEPHONE**

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**REPRESENTATION**

Council representative for the  
Ngā Tai o Tokerau Māori Ward

## Rachel Baucke

Councillor - Te Hiku General Ward



**TELEPHONE**

[09 4015200](tel:094015200)

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[rachel.baucke@fndc.govt.nz](mailto:rachel.baucke@fndc.govt.nz)

**REPRESENTATION**

Council representative for the  
Te Hiku General Ward

## Ann Court

Councillor - Bay of Islands-Whangaroa General Ward



**TELEPHONE**

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[ann.court@fndc.govt.nz](mailto:ann.court@fndc.govt.nz)

**REPRESENTATION**

Council representative for the Bay of Islands-Whangaroa General Ward

## Felicity Foy

Councillor - Te Hiku General Ward



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**REPRESENTATION**

Council representative for the Te Hiku General Ward

## Davina Smolders

Councillor - Bay of Islands-Whangaroa General Ward



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**REPRESENTATION**

Council representative for the Bay of Islands-Whangaroa General Ward

## Kelly Stratford

Councillor - Bay of Islands-Whangaroa General Ward



**TELEPHONE**

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**REPRESENTATION**

Council representative for the Bay of Islands-Whangaroa General Ward

## Hilda Halkyard- Harawira

Councillor - Ngā Tai o Tokerau  
Māori Ward



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**REPRESENTATION**

Council representative for the  
Ngā Tai o Tokerau Māori Ward

## Tāmāti Rākena

Councillor - Ngā Tai o Tokerau  
Māori Ward



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**REPRESENTATION**

Council representative for the  
Ngā Tai o Tokerau Māori Ward



## John Vujcich

Councillor - Kaikohe-Hokianga  
General Ward



**TELEPHONE**

[021 983 720](tel:021983720)

**EMAIL ADDRESS**

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**REPRESENTATION**

Council representative for the  
Kaikohe-Hokianga General  
Ward





## Committees

The following committees were confirmed for the 2025–2028 Council term:

- Te Miromiro Committee for Assurance, Risk and Finance
- Te Koekoeā Committee for Council-Controlled Organisations
- Te Koukou Committee for Transport and Infrastructure
- Te Kuaka Committee for Māori Strategic Relationships
- Te Pīpīwharauoa Committee for External Appointments
- Te Huia Committee for Chief Executive Performance
- Te Kūkupa Committee for Strategy, Policy and Regulation

In addition, Te Oneroa-a-Tōhe Beach Board operates as a co-governance partnership between: Te Rūnanga o Te Rarawa, Te Manawa o Ngāti Kuri Trust, Te Rūnanga Nui o Te Aupōuri Trust, Te Rūnanga o Ngāi Takoto, Northland Regional Council, and Far North District Council. For administrative purposes, the Board functions as a permanent joint committee of FNDC and NRC.

Alongside its formal committees, Council may also establish portfolios, working parties, advisory groups, and other entities as required.

Full details of Council committees, their membership, and meeting arrangements are available at [www.fndc.govt.nz](http://www.fndc.govt.nz).

Council also participates in a range of external boards, committees, working groups, and local organisations. A full list is available on the Council website.

## Triennial Agreement

The four Northland councils enter into a Triennial Agreement following each local body election, committing to work collaboratively for the good governance of the region. This agreement is made under Section 15 of the Local Government Act 2002.

## Community Boards

The Far North District comprises three communities, each represented by its own Community Board. Community Boards represent and advocate for the interests of their communities. Their responsibilities include:

- Considering and reporting on matters referred to them by Council, as well as any issues of interest or concern to the Community Board.
- Maintaining an overview of Council services provided within the community.
- Preparing an annual submission to Council on expenditure priorities for their community.
- Engaging and communicating with community organisations and special interest groups within the community.
- Undertaking any other responsibilities delegated to them by Council.

In addition to the elected members of each Board, Council appoints one Councillor to each Community Board. Each Community Board elects its own Chairperson.



## Contact details for your Community Board Members

### Bay of Islands-Whangaroa Community Board

#### Belinda Ward

Community Board  
Chairperson



##### Telephone

[021 0700761](tel:0210700761)

##### Email Address

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##### Profile

Bay of Islands-Whangaroa  
Community Board  
representative for Paihia  
Subdivision

#### Tyler Bamber

Community Board Deputy  
Chairperson



##### Telephone

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##### Email Address

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##### Profile

Bay of Islands-Whangaroa  
Community Board  
representative for Waipapa  
Subdivision

#### Jo Alexander

Community Board Member



##### Telephone

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##### Email Address

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##### Profile

Bay of Islands-Whangaroa  
Community Board  
representative for Kerikeri  
Subdivision



## Korey Atama

Community Board Member



### Telephone

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### Profile

Bay of Islands-Whangaroa  
Community Board  
representative for  
Whangaroa Subdivision

## Dane Hawker

Community Board Member



### Telephone

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### Email Address

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### Profile

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

## Jane Hindle

Community Board Member



### Telephone

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### Email Address

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### Profile

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

## Roddy Pihema

Community Board Member



### Telephone

[022 4009565](tel:0224009565)

### Email Address

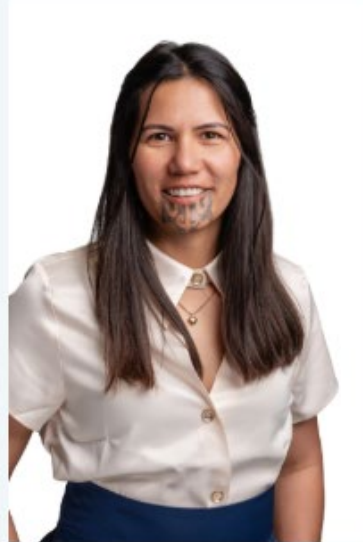
[rodpy.pihema@fndc.govt.nz](mailto:rodpy.pihema@fndc.govt.nz)

### Profile

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

## Arohanui Allen

Councillor - Ngā Tai o  
Tokerau Māori Ward



### Telephone

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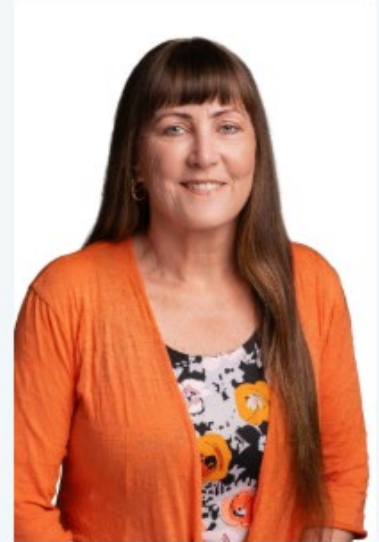
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### Profile

Council representative for  
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Whangaroa Community  
Board

## Ann Court

Councillor - Bay of Islands-  
Whangaroa General Ward



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### Profile

Council representative for  
the Bay of Islands-  
Whangaroa Community  
Board





## Kaikohe-Hokianga Community Board

### Jessie McVeagh

Community Board  
Chairperson



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**Profile**

Kaikohe-Hokianga  
Community Board  
representative for South  
Hokianga Subdivision

### Scarlet Mokaraka

Community Board Deputy  
Chairperson



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**Profile**

Kaikohe-Hokianga  
Community Board  
representative for Kaikohe  
Subdivision

### Eddie Court

Community Board Member



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**Profile**

Kaikohe-Hokianga  
Community Board  
representative for Kaikohe  
Subdivision



## Denis Orme

Community Board Member



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### Profile

Kaikohe-Hokianga  
Community Board  
representative for South  
Hokianga Subdivision

## Doug Te Wake

Community Board Member



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### Profile

Kaikohe-Hokianga  
Community Board  
representative for North  
Hokianga Subdivision

## Kelly van Gaalen

Community Board Member



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### Profile

Kaikohe-Hokianga  
Community Board  
representative for Kaikohe  
Subdivision



Kaikohe-Hokianga  
Community Board



## Arohanui Allen

Councillor - Ngā Tai o  
Tokerau Māori Ward



### Telephone

[0800 920 029](tel:0800920029)

### Email Address

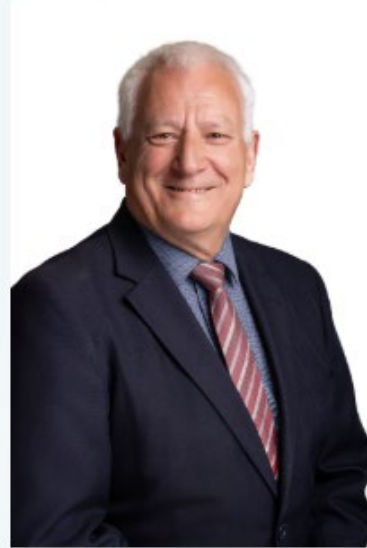
[arohanui.allen@fndc.govt.nz](mailto:arohanui.allen@fndc.govt.nz)

### Profile

Council representative for  
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Community Board

## John Vujcich

Councillor - Kaikohe-  
Hokianga General Ward



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### Profile

Council representative for  
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General Ward





## Te Hiku Community Board

### Bill Subritzky

Community Board  
Chairperson



**Telephone**

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**Profile**

Te Hiku Community Board  
representative for  
Whatuwahiwi Subdivision

### Trevor Beatson

Community Board Deputy  
Chairperson



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**Profile**

Te Hiku Community Board  
representative for Kaitāia  
Subdivision

### Eddie Bellas

Community Board Member



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**Profile**

Te Hiku Community Board  
representative for Doubtless  
Bay Subdivision



## Adele Gardner

Community Board Member



### Telephone

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### Email Address

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### Profile

Te Hiku Community Board representative for Kaitāia Subdivision

## Krystal-Rose Taaffe

Community Board Member



### Telephone

[0800 920 029](tel:0800920029)

### Email Address

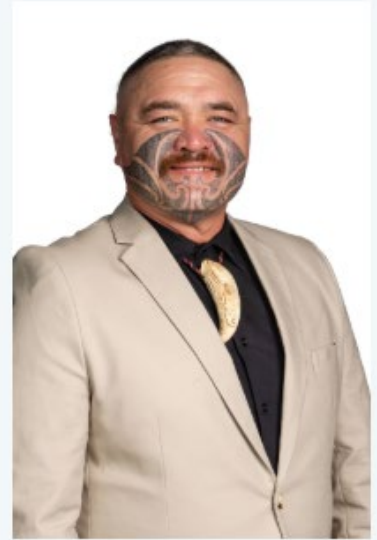
[krystal-rose.taaffe@fndc.govt.nz](mailto:krystal-rose.taaffe@fndc.govt.nz)

### Profile

Te Hiku Community Board representative for North Cape Subdivision

## Mike Te Wake

Community Board Member



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### Profile

Te Hiku Community Board representative for Kaitāia Subdivision



## Rachel Baucke

Councillor - Te Hiku General Ward



### Telephone

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### Profile

Council representative for Te Hiku Community Board

## Hilda Halkyard-Harawira

Councillor - Ngā Tai o Tokerau Māori Ward



### Telephone

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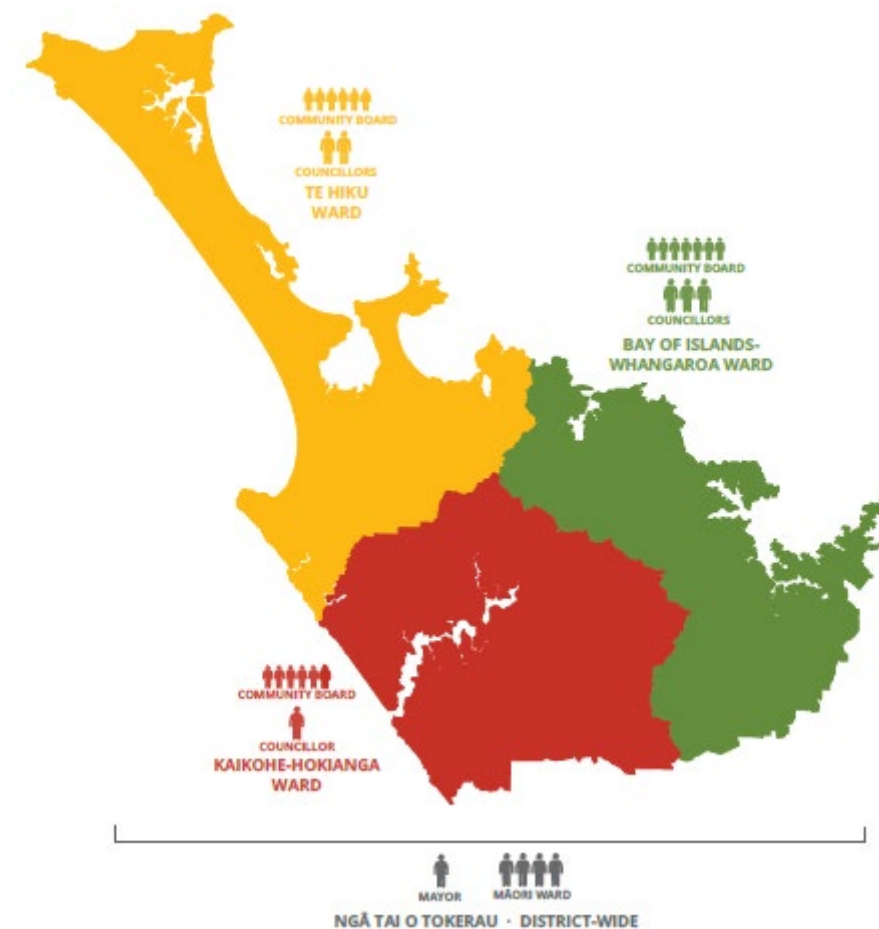
### Email Address

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### Profile

Council representative for Te Hiku Community Board

## Far North District Ward and Community Board areas



## Delegations

Under the Local Government Act 2002, Council may delegate any of its responsibilities, duties, or powers to a committee, a subordinate decision making body, a community board, or to a member or officer of Council, except for the following powers:

- The power to make a rate or a bylaw
- The power to borrow money, or to purchase or dispose of assets, except 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
- The power to adopt policies that are required to be adopted and consulted on under the Act in association with the Long Term Plan, or that are developed for the purpose of the Local Governance Statement
- The power to adopt a remuneration and employment policy.

All delegations are recorded in the Delegations Register, and the relevant delegations for each meeting are listed at the beginning of every Council and committee agenda.

## Council Organisations



### Far North Holdings Limited – CCTO

Far North Holdings Limited is a Council Controlled Trading Organisation (CCTO) under the Local Government Act 2002 and is wholly owned by Far North District Council. It is a registered company under the Companies Act 1993 and manages a portfolio of commercial and community property investments, including the operation and maintenance of maritime and airport facilities.

Far North Holdings Limited also has two wholly owned subsidiaries:

- Bay of Islands Marina Ltd
- Far North Housing Ltd

The registered office is located at Ngāwhā Innovation Park, 5449A SH12, Kaikohe.

The company may have a minimum of three and a maximum of five Directors, appointed by Council for a three-year term under Council's Policy on the Appointment of Directors. Subject to the shareholder's right to appoint the Chairperson, the Directors elect their own Chair. Under the Companies Act 1993, Directors' primary responsibility is to act in the best interests of the company; Council cannot lawfully instruct Directors.

Council may, however, comment on or require amendments to the company's Statement of Intent, which sets out the company's objectives for the coming year.



### Te Ahu Charitable Trust – CCO

Te Ahu Charitable Trust is a Council Controlled Organisation responsible for the governance, operation, and ongoing development of the Te Ahu Centre in Kaitaia, a multi-functional civic, cultural, and community facility. The Trust oversees the delivery of community, cultural, and event services for the northern area of the Far North.



### Northland Inc – Jointly Owned CCO

Northland Inc is the regional economic development agency for Te Tai Tokerau and operates as a Council Controlled Organisation. It is jointly owned by Northland Regional Council (NRC), along with shareholders Far North District Council (FNDC) Whangarei District Council (WDC) and Kaipara District Council (KDC).



## 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.

Under section 41(4) of the Local Government Act 2002, the Mayor is automatically a Justice of the Peace for the duration of their term in office.

### Ex-officio Membership of Committees

Under Section 41A of the Local Government Act 2002, the Mayor is an ex-officio member of every Council committee. This means the Mayor automatically has membership of all committees established by the Council, regardless of whether those committees were created by the Mayor or by Council resolution.



## 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 regarding their conduct under several key pieces of legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to comply with the Council's adopted Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which regulates situations where an Elected Member's financial interests (direct or indirect) may conflict with their official duties.
- The Secret Commissions Act 1910, which prohibits Elected Members from accepting gifts, rewards, or inducements that could influence them in the performance of their duties.
- The Crimes Act 1961, which contains offences relating to the acceptance of bribes and the misuse of official information for personal gain.

All Elected Members are required to comply with the Council's Code of Conduct, which sets out Council's expectations for how the Mayor and Councillors will interact with one another, with staff, with the media, and with the public in the course of their duties. The Code also outlines requirements for the handling and disclosure of information received or held by Elected Members, and it specifies the sanctions that Council may impose for breaches.

Council adopted its current Code of Conduct on 27 October 2022. The Code is available on the Council website at [www.fndc.govt.nz](http://www.fndc.govt.nz).



## Representation arrangements

### Electoral voting systems

Local elections in New Zealand are held every three years. Since 2004, councils have been able to choose between two electoral systems:

- First Past the Post (FPP): Electors vote for their preferred candidates, and the candidates with the highest number of votes are elected.
- Single Transferable Vote (STV): Electors rank candidates in order of preference, and votes are transferred according to those preferences until all positions are filled.

Far North District Council elections are currently conducted using the STV electoral system, and this will remain in place unless Council resolves to change the system in time for the 2028 local elections.

### Changing the Electoral Voting system

Under the Local Electoral Act 2001, the electoral system used for local authority elections may be changed in one of three ways:

- By a resolution of Council
- By a poll demanded by electors
- By a poll initiated by Council

Once an electoral system is changed, it must be used for at least the next two triennial general elections.

Council will consider its electoral system in 2026, in accordance with statutory timeframes for making any change prior to the 2028 local elections.

Electors may demand a poll on changing the electoral system regardless of whether Council has resolved to change the system or to initiate a poll.



## Existing Representation Arrangements

The current representation arrangements described in the governance structure were adopted in 2024. 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
<b>Te Hiku</b>	Kaitaia	3
	Doubtless Bay	1
	North Cape	1
	Whatuwhiwhi	1
<b>Kaikohe-Hokianga</b>	North Hokianga	1
	South Hokianga	2
	Kaikohe	3
<b>Bay of Islands-Whangaroa</b>	Whangaroa	1
	Kerikeri	2
	Waipapa	1
	Paihia	1
	Russell-Opuā	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 a representation review, a local authority must take a fresh look at:

- the number of elected members (between six and 30)
- how members are elected (from wards, at large across the district, or a combination of both)
- the boundaries and names of wards and constituencies
- the number of members elected from each ward or constituency
- whether to establish Māori wards
- whether to establish Community Boards, including their boundaries, membership, and number of members.

Council must follow the procedures set out in the Local Electoral Act 2001 when conducting a representation review. Council also follows the Local Government Commission's Representation Review Guidelines, available at: [www.lgc.govt.nz/representations-reviews/representation-review-guidelines/](http://www.lgc.govt.nz/representations-reviews/representation-review-guidelines/)

A separate statutory process applies to reviewing the electoral system - First Past the Post (FPP) or Single Transferable Vote (STV).

Any member of the public may make a written submission on Council's initial proposal. Council must consider all submissions and may amend its proposal as a result. If a submitter is not satisfied with Council's amended proposal, they may lodge an appeal.

If Council receives any objection, it must refer the entire representation review to the Local Government Commission for determination. A Commission decision may be appealed to the High Court, but only on a point of law.

The last representation review was completed in 2023. The next review is due in 2030, in time for the 2031 local elections, although Council may choose to undertake a review earlier, and electors may request one through 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: [ask.us@fndc.govt.nz](mailto:ask.us@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 eight 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
<b>Chief of Staff</b>	Emma Healy	<a href="mailto:emma.healy@fndc.govt.nz">emma.healy@fndc.govt.nz</a>	0272240979
<b>Community &amp; Engagement</b>	Ruben Garcia	<a href="mailto:ruben.garcia@fndc.govt.nz">ruben.garcia@fndc.govt.nz</a>	0272762641
<b>Corporate Services</b>	Charlie Billington	<a href="mailto:charlie.billington@fndc.govt.nz">charlie.billington@fndc.govt.nz</a>	0273689637
<b>Delivery &amp; Operations</b>	Hilary Sumpter	<a href="mailto:hilary.sumpter@fndc.govt.nz">hilary.sumpter@fndc.govt.nz</a>	0272246177
<b>Infrastructure</b>	Tanya Proctor	<a href="mailto:tanya.proctor@fndc.govt.nz">tanya.proctor@fndc.govt.nz</a>	021705327
<b>Planning &amp; Policy</b>	Roger Ackers	<a href="mailto:roger.ackers@fndc.govt.nz">roger.ackers@fndc.govt.nz</a>	0212896532
<b>Strategic Relationships</b>	Jacine Warmington	<a href="mailto:jacine.warmington@fndc.govt.nz">jacine.warmington@fndc.govt.nz</a>	021950031
<b>Te Hono</b>	Aaron Taikato	<a href="mailto:aaron.taikato@fndc.govt.nz">aaron.taikato@fndc.govt.nz</a>	0273826740



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 community participation in Council decision-making.

**Groups**

<b>Chief of Staff</b>	<b>Community &amp; Engagement</b>
People and Capability Organisation Development Executive Projects Mayoral Office	Visitor Information Services – isites Communication and Engagement Libraries and Customer Services Te Ahu Museum and Archives Contact Centre
<b>Corporate Services</b>	<b>Delivery &amp; Operations</b>
Finance, Accounting, Transactions, Rating and Publications Services Digital Information, ICT Operations, Technology and Innovation, Data Analytics Risk and Assurance Property Information, Project Management Office and Procurement Legal Services, LGOIMA, Property Legalisation, Privacy Complaints, Protected Disclosure Complaints	Building services – processing and inspecting building consents, building compliance, PIMs Quality, investigate, develop, implement and maintain quality systems and procedures major and recovery projects Compliance, animal management, environmental services, monitoring Resource consents, planning (resource, consents, duty), RMA support, engineering Property & Facilities
<b>Infrastructure</b>	<b>Planning &amp; Policy</b>
Water Infrastructure Engineering Infrastructure Services Infrastructure Delivery Asset Management	Climate Action and Resilience Integrated Planning Strategy and Policy
<b>Strategic Relationships</b>	<b>Te Hono</b>
Civic Engagement and Education Democracy Services, Governance, Funding and Community Board Co-ordination Health, Safety and Wellbeing	Treaty partnership engagement with Iwi, Hapū and whanau Māori outcomes, Te Ao Māori capability, cultural leadership, and organisational practice



## Decision-making

In the course of decision making, local authorities must:

- Identify the significance of an issue or decision and follow the specific procedural requirements that apply to significant decisions.
- Identify whether a decision is significantly inconsistent with any policy or plan adopted by the local authority (while recognising that other policies and plans may also be relevant).
- Promote compliance with the principles of consultation set out in the Local Government Act 2002.
- Consider community views and preferences, including the views of specific groups such as people with disabilities, throughout the decision-making process.
- Consider all reasonably practicable options for achieving the desired outcomes.
- Assess each option, taking into account its costs and benefits, the extent to which it contributes to community outcomes in an integrated and efficient manner, and its impact on the local authority's ability to meet its statutory obligations.

Council places strong emphasis on understanding and considering Māori and wider community views during its decision-making processes. We use a broad range of engagement methods to support participation and always welcome feedback to help us improve.

Section 81 of the Local Government Act 2002 requires councils to establish and maintain processes that provide opportunities for Māori to contribute to decision-making. In addition, several statutes require councils to take into account the principles of Te Tiriti o Waitangi when making decisions.

Treaty settlement legislation may also establish co-governance mechanisms that require shared participation in decision-making. In the Far North, the Te Hiku Claims Settlement Acts (Ngāti Kuri, Te Aupōuri, Ngāi Takoto and Te Rarawa) established the Te Oneroa-a-Tōhe Board, a co-governance entity responsible for Te Oneroa-a-Tōhe / 90 Mile Beach.

## Meeting processes

Council meets on a four-weekly cycle.

The times and venues for ordinary meetings are published on our website. Notice requirements are set out in section 46 of the Local Government Official Information and Meetings Act 1987 (LGOIMA). Ordinary meetings generally require at least 14 days' public notice, although this period may be reduced where Council has adopted a schedule of meetings. Extraordinary meetings are usually called with at least three working days' notice.

All Council, Committee, and Community Board meetings are open to the public, unless there are grounds under LGOIMA to exclude the public—for example, to protect personal privacy, legally privileged or commercially



sensitive information, or to maintain public health, safety, or order. LGOIMA sets out the full list of circumstances where exclusion is permitted.

Agendas are public documents, although specific items may be withheld where the statutory grounds for exclusion apply. Minutes are kept as the official record of proceedings and are made publicly available, subject to the same considerations.

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

Standing Orders govern the conduct of meetings and may be suspended by a 75% majority vote. The Mayor, Committee Chairperson, or Community Board Chairperson is responsible for maintaining order during meetings.

A schedule of meeting dates, along with copies of the Code of Conduct and Standing Orders, is available on the Council website at [www.fndc.govt.nz](http://www.fndc.govt.nz).

## Consultation and Engagement Policies and Principles

Council has a Significance and Engagement Policy that provides clarity about how and when communities can expect to be engaged in Council decision-making. The policy is available at [www.fndc.govt.nz](http://www.fndc.govt.nz) and will be reviewed during the current triennium.

While Council has some discretion in how it consults and engages, it must meet the principles of consultation set out in section 82 of the Local Government Act 2002. These principles can be applied in a way that is proportionate to the significance of the decision and informed by what Council already knows from previous engagement. In essence, the principles require that people who are affected by, or interested in, a decision should have:

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

Specific statutory consultation requirements override general consultation obligations. Examples include:

- When the Special Consultative Procedure is required under the Local Government Act 2002
- When Council prepares or changes its District Plan, where consultation requirements are set out in Schedule 1 of the Resource Management Act 1991 (noting that the principles of consultation still apply).



## Special Consultative Procedure (Section 83, Local Government Act 2002)

- Council must prepare and adopt a Statement of Proposal and may also prepare a summary if it considers this necessary to support public understanding. For Long Term Plans and Annual Plans, this requirement is met through a Consultation Document.
- The Statement of Proposal (and any summary) must be made publicly available, together with information on how people can present their views and the timeframe for doing so. The consultation period must be no less than one month from the date the proposal is issued.
- Council may publish public notices, including in newspapers circulated across the District, to advise the community of the proposal and the consultation process.
- Council must provide the public with a reasonable opportunity to present their views, including in a manner that enables spoken interaction or New Zealand Sign Language (NZSL) with Council or its delegated representatives. Written submissions may also be provided.
- All meetings where Council hears submissions or deliberates on the proposal must be open to the public, unless grounds exist to exclude the public under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- Council must provide submitters with a summary of the decisions made as a result of the consultation. There is no prescribed format for this summary. Summaries are published on the Council website so that submitters who did not provide contact details can also be informed.

## Policies for liaising with, and memoranda or agreements with, Māori

In the 2023 census 51.9 percent of people identify as being of Māori descent. 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. Signed MoU can be viewed on council's website [www.fndc.govt.nz](http://www.fndc.govt.nz).

Council signed a Mana Whakahono ā Rohe with Te Rūnanga ā-Iwi o Ngāpuhi. The Mana Whakahono ā Rohe is a legislative agreement under the Resource Management Act 1991 (RMA), and it creates a framework for future cooperation and engagement between the two parties.

Council has operational and management agreements in place for specific programmes of work and will continue to strengthen these relationships and develop new ones as opportunities arise.

### 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

Council recognises its obligations to Māori and acknowledges Māori as a culturally distinct people. Engaging with iwi, hapū, marae and whānau requires strong, respectful relationships and clear processes that support meaningful Māori participation in decision-making.

To support this, Council has Te Hono, a unit dedicated to strengthening our internal cultural capability and building a more resilient and confident workforce. Te Hono also provides advice and services that help enable Māori development across the district.



## Key Approved Planning and Policy Documents

### Plans and policies

Strategy, policy, and planning occur across Council, often in consultation with the community. Some of Council's key documents and policies include:

- Long Term Plan (LTP) – A 10 year organisational strategic plan that includes key strategies, policies, and operational plans (e.g., the Infrastructure Strategy and the Revenue and Financing Policy). The most recent Long Term Plan was adopted on 26 June 2024.
- Annual Plan – Sets the annual budget and outlines any material variations from the Long Term Plan.
- Annual Report – Summarises Council's key achievements and its financial and non-financial performance each year.
- Community Board Strategic Plans – Outline each Community Board's priorities for the triennium.
- District Plan – Provides the framework for the sustainable use, development, and protection of natural and physical resources, and for administering resource consents. The District Plan is currently under review.
- Significance and Engagement Policy – As described above, this policy guides how Council determines significance and how it engages with the community.
- Rates Remission and Postponement Policies – Set out how and when Council may remit or postpone rates.

Community, Iwi and Hapū Management Plans are not Council owned documents, but they are important resources for Council and other decision makers. These plans help inform planning, policy development, and resource management decisions.

A full list of Council policies is available on our website.

### Equal Employment Opportunities

Council is an Equal Employment Opportunity (EEO) employer and is committed to maintaining staff awareness of EEO principles and how they are applied within the Far North District Council.

Equal Employment Opportunities are an integral part of Council's People & Capability management strategies. These strategies are designed to eliminate practices or attitudes that may inhibit the recruitment, development, or advancement of staff, particularly women, Māori, ethnic and minority groups, and people with disabilities.

Further detail is provided in Council's People & Capability Policy Framework and Workforce Strategy, which were developed and endorsed internally during the current organisational planning cycle.

### Getting Information and Service

You can access a full range of services and ask for information in person at any of our Service Centres, by contacting our Call Centre on 0800 920 029 or 09 401 5200, online using the "myFNDC" service or by post to:

Far North District Council  
Private Bag 752  
Kaikohe 0440

### 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
- Kaitaia – Te Ahu
- Kāeo
- Kerikeri - Procter Library
- Kawakawa
- Rāwene
- Paihia isite Visitor Information Centre
- Hokianga isite 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.