

**TO: EXTRAORDINARY COUNCIL**

**FROM: CLARE HADLEY – CHIEF EXECUTIVE  
BRUCE ROBERTSON**

**MEETING DATE: FRIDAY 4 SEPTEMBER 2020**

**PROGRESS UPDATE ON PLAN FOR DEPARTMENT OF INTERNAL AFFAIRS**

**SUMMARY**

This report provides the resolutions made by Council to date (in public excluded but proactively released) and sets out progress on the plan requested by the Department of Internal Affairs to ensure Council resolves its differences and represents the community with unified leadership.

**RECOMMENDATIONS**

- 1. That the report “*Progress Update on Plan for Department of Internal Affairs*” be received; and**
- 2. That the Council considers and adopts the terms of reference for the independent evaluation;**

**OR**

**That Council provides feedback for inclusion in the terms of reference for the independent evaluation; and**

- 3. That Council considers and confirms the key decisions required to be made through to 30 June 2021; and**
- 4. That Council considers the draft plan for progress on the issues and adopts this for updating the Department of Internal Affairs;**

**OR**

**That Council provides feedback on how it would like to see the draft plan amended; and**

- 5. That Council notes the budget estimate of \$70,000 for work set out in the draft plan, approves this expenditure and requests its inclusion in the quarterly financial update.**

## IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> N/A
2.	<i>Is a budget amendment required?</i> Yes
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No consultation required

## FINANCIAL CONSIDERATION

This is unbudgeted work. A first estimate of cost is \$70,000 and this will need updating once the evaluation of current performance is received, and ways to address this are determined.

## BACKGROUND

A letter from the Department of Internal Affairs was received by the Mayor and Chief Executive on 18 August. A copy of the letter is attached as Appendix A (A3149748).

Council's initial response to the letter was discussed at an Extraordinary Council meeting on 25 August. Resolutions from that meeting were as follows:

1. *The report, "Department of Internal Affairs – Request for Information" be received; and*
2. *Council determine to proactively address the issues by coming up with a plan as requested by the DIA; and*
3. *Council appoint Bruce Robertson as their independent governance expert; and*
4. *Council request the Chief Executive and Council Leadership Group, with guidance from Mr Robertson, to outline a draft plan for consideration at an Extraordinary Council meeting on Thursday 27 August at 2.00 pm; and*
5. *The final plan be considered in public at an Extraordinary Council meeting on Thursday 3 September at 3.00 pm; and*
6. *The Chief Executive and Mayor advise the DIA of Council's immediate response, and timeframe for further work.*
7. *The Mayor and Chief Executive release a joint media statement advising of the timeline and process agreed.*

Council then met with Mr Robertson on 27 August, and considered the matter further. Resolutions from that meeting were as follows:

*Moved Cr Biddle, seconded Cr Abbott and **RESOLVED** that the report, "Framework for Department of Internal Affairs Plan" be received.*

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that Council requests the Chief Executive and Mr Robertson to prepare a list of candidates for Council to commission one to undertake the evaluation of the current standard of governance performance.

Moved Cr Ludlow, seconded Cr Biddle and **RESOLVED** that Councillors to provide feedback to Mr Robertson by end of the day, Saturday 29 August, on the key issues they see as impacting Council's performance, for inclusion within Council's overall plan for presentation to the DIA.

Moved Cr Arnold, seconded Cr Abbott and **RESOLVED** that Councillors provide a comment to the Chief Executive on their training requests for inclusion in the final draft plan.

Moved Cr Arnold, seconded Cr Amundsen and **RESOLVED** that Councillors endorse the plan approach to addressing the issues.

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that Councillors provide feedback to the Chief Executive no later than the end of Monday 31 August on the key decisions to be made.

Moved Cr Abbott, seconded Cr Lewis and **RESOLVED** the Councillors identify any other issues they wish to have included in the draft plan.

Moved Cr Biddle, seconded Cr Amundsen and **RESOLVED** that:

1. Councillors request that the Chief Executive provide budget advice on the financial implications of the final draft plan;
2. Councillors recognise the final draft plan incorporates an action for the Chief Executive to engage in regular dialogue with the DIA and endorse this;
3. Councillors request that the communications plan be updated and provided to all elected members, confirm that the Mayor and Chief Executive are the nominated spokespersons, and incorporate the communications strategy in the final draft plan.

## **DISCUSSIONS POINTS**

### ***Independent Evaluation***

The DIA seeks an independent evaluation of current governance performance. It will provide a helpful reference point for governance training, and insights into other actions Council can take to resolve its differences, restore trust and confidence, and demonstrate the strong, unified leadership the Minister seeks.

It would be intended that the evaluation be undertaken in such a way that it could be reviewed over a defined period so that progress and change can be evaluated.

A terms of reference for this has been drafted and is attached as Appendix B (A3145479). It is now appropriate for Council to consider and adopt the terms of reference. The consideration of a consultant to undertake this work is the subject of a separate report, in public excluded.

### ***Key Issues***

The DIA sought feedback from elected members and the Chief Executive on issues impacting on performance.

Feedback has been provided to Mr Robertson, and he has compiled that into a summary document which is part of the public excluded agenda.

It will be provided to the independent evaluator and will not be released in the interim.

### ***Key Decisions***

The DIA seeks feedback on key decisions Council needs to make through to 30 June 2021 to deliver the 2021-31 Long Term Plan.

A draft document is attached as Appendix C (A3142272), for consideration and adoption by Council.

### ***A Clear Plan***

The DIA seeks a clear plan on how Council will address the issues, including a timeline and framework for how success will be measured.

A starting point for this is attached as Appendix D (A3143023). Clearly this plan will evolve over time – most particularly after receiving the evaluator's feedback. At the meeting on 27 August, councillors were asked to provide commentary on training needs for inclusion in the plan, and to identify any other issues they wished to see in the plan. Feedback received to date has been provided.

The draft plan is now presented for consideration and adoption by Council. Once adopted, the plan will be subject to version control so that it can be regularly updated by Council.

### ***Budget***

Council has sought advice from officers on the financial implications of this work. At this stage, the only work that can be estimated is the cost of Mr Robertson's involvement, the evaluation, and the initial training programme. Again, once adopted, the budget will be subject to version control so that it can be regularly updated by Council.

The budget estimate at this time is \$70,000.