

NORTHLAND REGIONAL COUNCIL

Te Taitokerau Māori Advisory Committee

Agenda

For meeting to be held at Otiria Marae,
40184 Kingi Road, Moerewa.
on Friday 27 June 2014, commencing at 11.00am

Recommendations contained in the agenda are NOT decisions. Please refer to minutes for resolutions.

MEMBERSHIP OF THE COMMITTEE

Chairman (Cr D Samuels, NRC)

Bill Shepherd (Northland Regional Council)	Isha Waetford (Ngātiwai Trust Board)	Moengaroa Murray (Te Roroa Whatu Ora Trust)
Daryl Hape (Te Rūnanga O Whaingaroa)	Louisa Kopa (Te Rūnanga o Ngāti Hine)	Paul Dimery (Northland Regional Council)
Dennis Bowman (Northland Regional Council)	Martin Rudolph (Te Rūnanga O Whaingaroa)	Pita Tipene (Te Rūnanga o Ngāti Hine)
David Wilson (Northland Inc.)	Mikaera Miru (Te Uri o Hau Settlement Trust)	Rawson Wright (Te Uri o Hau Settlement Trust)
Fred Sadler (Te Rūnanga-Ā-Iwi-O-Ngāpuhi)	Mike Kake (Te Rūnanga-Ā-Iwi-O-Ngāpuhi)	Will Ngakuru (Te Roroa Whatu Ora Trust)
Henry Murphy (Ngātiwai Trust Board)		

Please note a Pōwhiri will be held from 10.00am followed by refreshments.

OPEN MEETING

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ISSUE: Introduction of Current Iwi/Hapū Members of Te Taitokerau Māori Advisory Committee

ID: A650263

To: Te Taitokerau Māori Advisory Committee meeting, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 12 June 2014

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Low

Executive Summary:

- The purpose of this report is to formally introduce the current members of Te Taitokerau Māori Advisory Committee and to clarify the process for introducing new members.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

- That the report, "Introduction of Members of Te Taitokerau Māori Advisory Committee", by Malcolm Nicolson, Chief Executive, and dated 12 June 2014, be received.
- That the Committee Chairman, Councillor Dover Samuels, formally welcomes the following members to Te Taitokerau Māori Advisory Committee:

Name	Group Represented
Pita Tipene	Te Rūnanga o Ngāti Hine
Louisa Kopa	Te Rūnanga o Ngāti Hine
Cr Bill Shepherd	Northland Regional Council
Cr Dennis Bowman	Northland Regional Council
Cr Paul Dimery	Northland Regional Council
Henry Murphy	Ngātiwai Trust Board
Isha Waetford	Ngātiwai Trust Board
Fred Sadler	Te Rūnanga-Ā-Iwi-O-Ngāpuhi
Mike Kake	Te Rūnanga-Ā-Iwi-O-Ngāpuhi
Moengaroa Murray	Te Roroa Whatu Ora Trust
Will Ngakuru	Te Roroa Whatu Ora Trust
Daryl Hape	Te Rūnanga O Whaingaroa
Martin Rudolph	Te Rūnanga O Whaingaroa
Mikaera Miru	Te Uri o Hau Settlement Trust
Rawson Wright	Te Uri o Hau Settlement Trust
David Wilson	Northland Inc.

3. That the committee encourages the identification and participation in the committee of nominees of Te Aupōuri, Te Rarawa, Ngāti Kahu, Ngāi Takoto, Ngāti Kurī, Ngāti Whātua, and Ngāti Manuhiri at any time.
4. That the committee notes the appropriate process for participation of nominees of any other authority, entity or hapū is that the Northland Regional Council Chief Executive Officer must be advised of the request in order that the council may consider changing the provisions for membership as set out in the committee's terms of reference.

Report

Council established Te Taitokerau Māori Advisory Committee on 13 May 2014, adopting its terms of reference and appointing Councillor Samuels as Chairman, with Councillors Dimery and Bowman as its representatives and approving further membership as follows:

- Two members representing each of the nine mandated iwi authorities (1992 Fisheries Settlement) Te Aupōuri, Te Rarawa, Ngāti Kahu, Ngāi Takoto, Ngāti Wai, Ngāti Kurī, Ngāti Whātua, Ngāpuhi, and Te Rūnanga o Whangaroa¹
- Two members from / representing each of the three Treaty Settlements entities (Te Uri o Hau, Te Roroa, Ngāti Manuhiri,
- Two representatives from the hapū - Ngati Hine,
- The Chief Executive Officer of the council's economic development agency (a council controlled organisation) Northland Inc.

To date the Ngātiwai Trust Board, Te Roroa Whatu Ora Trust, Te Rūnanga o Ngāti Hine, Te Rūnanga O Whaingaroa, Te Rūnanga-Ā-Iwi-O-Ngāpuhi, and Te Uri o Hau Settlement Trust have each identified two nominees to represent them on the committee.

It is hoped in due course that nominees of Te Aupōuri, Te Rarawa, Ngāti Kahu, Ngāi Takoto, Ngāti Kurī, Ngāti Whātua, and Ngāti Manuhiri will be identified and join the committee. As these memberships are currently provided for in the committee's terms of reference, the nominees are welcome to join the committee at any time.

Similarly, in future, should any changes to the individuals representing these authorities and entities be required, then the new nominee need merely be identified by the group represented, via letter to me, to ensure administrative arrangements are in place to support their participation. There are no requirements to have such changes approved by the council or the committee.

Should an authority or entity not currently identified for membership in the committee's terms of reference wish to join the committee, then this should be made known to me and I will seek a council decision on whether to amend the committee's terms of reference.

¹ In place of Ngāpuhi/Ngāti Kahu ki Whaingaroa and Ngāti Kahu ki Whangaroa

ISSUE: Declarations of Interests

ID: A650507

To: Te Taitokerau Māori Advisory Committee meeting, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 13 June 2014

Report Type:	<input checked="" type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input type="checkbox"/>	Other
Significance:	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Low

Executive Summary:

- The purpose of this report is to inform committee members about the need to declare conflicts of interest, and provides basic information about what these might consist of.
- A form for declaring interests is included in the meeting documents sent to each committee member. Completed forms should be returned to the meeting secretary who will maintain the committee's register of interests.
- At future meetings of the committee, there will not be an agenda item relating to declarations of interest. Instead, the Chairman will invite members to declare any potential conflicts of interest in any matter on the agenda.
- Committee members are welcome to contact me should they have any questions about conflicts of interest.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

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1. That the report, "Declarations of Interests", by Malcolm Nicolson, Chief Executive, and dated 13 June 2014, be received.
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Report

Standard operating procedure within councils and standing committees require members to declare any potential conflicts of interest. This promotes transparency and public trust in the conduct of debate and decision-making. Accordingly, Section 9 of the committee's terms of reference requires members to declare their interests on any matter on a committee agenda.

Conflicts of interest include:

- A pecuniary interest which gives rise to a presumption that there is a conflict with the member's duties. The pecuniary interest may be direct or indirect and involve either financial gain or financial loss.
- A non-pecuniary interest which may give rise to a perception of conflict between interest and duty. These may be interests or relationships arising out of kinship, marriage, domestic relationships, wider family relationships, employment or membership of community organisations.

The procedures and parameters for declarations of interest to Te Taitokerau Māori Advisory Committee are as follows:

- 1) Each member of the committee must disclose any actual or potential interest in a matter to the committee.
- 2) The committee will maintain an interests register in which it records details of the actual or potential interests disclosed to the committee.
- 3) A member of the committee is not precluded from discussing or voting on a matter merely because—
 - a) the member is affiliated to an iwi or a hapū that has customary interests in or over Te Taitokerau, or
 - b) the economic, social, cultural, and spiritual values of an iwi or a hapū and its relationship with the committee are advanced by, or reflected in,—
 - i) the subject matter under consideration; or
 - ii) any decision by, or recommendation of, the committee; or
 - iii) the participation of the member in the matter under consideration.
- 4) A member of the committee has an actual or a potential interest in a matter if that member—
 - a) may derive a financial benefit from the matter; or
 - b) is the spouse, civil union partner, de facto partner, child, or parent of a person who may derive a financial benefit from the matter; or
 - c) may have a financial interest in a person to whom the matter relates; or
 - d) is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
 - e) is otherwise directly or indirectly materially interested in the matter.
- 5) However, a member does not have an interest in a matter if that interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in carrying out responsibilities as a member of the committee.
- 6) "Interest" does not include an interest that a member may have through an affiliation with an iwi or a hapū that has customary interests in Te Taitokerau.
- 7) "Matter" means—
 - a) the committee's performance of its functions or exercise of its powers; or
 - b) an arrangement, agreement, or a contract made or entered into, or proposed to be entered into, by the committee.

ISSUE: Overview of the committee: Northland Regional Council perspective

ID: A650441

To: Te Taitokerau Māori Advisory Committee, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 12 June 2014

Report Type:	<input type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual/Long Term Plan	<input type="checkbox"/>	Other
Significance:	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Low

Executive Summary

- The purpose of this report is to summarise the information that will be presented by the committee chairman and Mr Abraham Witana, NRC Programme Manager/Policy Specialist - Tangata Whenua, at the committee meeting.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

1. That the report 'Overview of the committee: Northland Regional Council perspective' by Malcolm Nicolson, Chief Executive and dated 12 June 2014, be received.
-

Councils have statutory responsibilities to engage with Māori and to recognise the Treaty of Waitangi. Two of the more significant pieces of legislation for this are the Local Government Act 2002 and the Resource Management Act 1991.

The Local Government Act 2002 places specific obligations on council the ensure they provide opportunities for Māori to contribute to decision-making processes, establish and maintain these processes and consider way to foster the development of Māori capacity to contribute to decision making. There are information requirements and councils must take consider the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga. Councils must also be informed about how their decisions (and decision making processes) impact on Māori and their wellbeing.

The Resource Management Act 1991 contains specific provisions for consulting and working with tāngata whenua and recognises as a matter of national importance the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga and the protection of protected customary rights – requiring councils to recognise and provide for these matters. Councils must also have regard for kaitiakitanga and take into account the principles of the Treaty of Waitangi.

There are a number of other statutes that places similar responsibilities on council. In addition, council's activities impact on Māori as citizens, as communities of interest, and as tāngata whenua and council recognises that early and meaningful engagement with one another can result in more informed decision-making, better processes, and better quality outcomes. Key to achieving these better outcomes and effective engagement is investing in and having a relationship at the governance level of council with Māori.

Council therefore wants to pursue the development of a process to:

- promote Māori (whanau, hapū and iwi) participation and engagement in council processes and decision making.
- take appropriate account of the principles of the Treaty of Waitangi.

It has chosen a standing committee of council as its preferred model. In choosing this model it acknowledges that collaboratively developing the purpose, mandate, functions and work programme of the committee will enable lasting and meaningful relationships and a commitment to the success of the committee.

Council also acknowledges that today's inaugural meeting is a first step. A presentation on who we are and our objectives will accompany this agenda item and later discussion will focus on the initial terms of reference and next steps.

ISSUE: Terms of Reference Review

ID: AA649635

To: Te Taitokerau Māori Advisory Committee, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 10 June 2014

Report Type:	<input type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input type="checkbox"/>	Other
Significance:	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Low

Executive Summary:

- The purpose of this report is to provide the committee with its working draft terms of reference as set by the council in May 2014.
- It concludes with the recommendation that, should the committee see the need for any amendment either now or at some point in the future, these be recommended to council for approval.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

-
1. That the report, "Terms of Reference Review", by Malcolm Nicolson, Chief Executive, and dated 10 June 2014, be received.
 2. That the committee notes it may review and make recommendations for council's approval on desired changes to the committee's terms of reference at any future meeting of the committee.

OPTIONAL:

3. That the committee, having considered its terms of reference, recommends to council the following changes:
 - a. _____
 - b. _____
-

Report:

The council established the Te Taitokerau Māori Advisory Committee in May 2014 and adopted terms of reference (**attached**) to set out the purpose and functions of the committee, noting that the committee should itself consider and recommend appropriate changes.

The council therefore welcomes feedback, either now or as the committee develops into the future. The committee is therefore invited to consider the working draft, and resolve to make recommendations to council for desired amendments. This may happen now or at any future meeting of the committee.

The terms of reference as they currently stand highlight a number of matters where the committee's feedback is particularly sought:

- **Appointment of Chair/Deputy Chair:** *“The committee may make a recommendation to council on the appointment of the Chair being an elected member (councillor) of the Northland Regional Council and the Deputy Chair being a representative from Māori.”*
- **Term of appointment:** *“The committee should consider and make recommendations to council on:*
 - *whether members will be allowed to sit on the group for more than two consecutive terms.*
 - *whether committee members can only hold the position of Chair or Deputy Chair indefinitely or for a maximum period.”*

It should be noted that all changes to the terms of reference will be subject to the approval the Northland Regional Council.

Terms of Reference

Te Taitokerau Māori Advisory Committee

Date: 1 May 2014
Version: Two

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1. Introduction

Council has indicated that it wishes to develop a process to better enable working relationships and engagement with Māori of Taitokerau – it being acknowledged that the current regulatory framework may restrict the range of options and functions under which the Committee will be required to operate. Such a process would help inform the decisions of council.

The council formed a working party in 2013 to scope the establishment of a standing committee of council to facilitate such a relationship. This delegation was to prepare a brief for council regarding the development and then endorsement of a Māori liaison advisory committee.

2. Purpose of the Te Taitokerau Māori Advisory Committee

- § For council and Māori to develop the purpose, role and membership of the committee, making recommendations back to council for consideration and approval.
- § Monitor council's compliance to its obligations to Māori under the Local Government Act 2002 and the Resource Management Act 1991. (Assurance and compliance function.)
- § Where required, present submissions on council's plans and policies.
- § Provide advice to council on topics referred to it by council.

3. Membership

The committee will comprise up to 31 members in total consisting of:

- § two members representing each of the nine mandated iwi authorities (1992 Fisheries Settlement),
- § two members from / representing each of the three Treaty Settlements entities (Te Uri o Hau, Te Roraoa, Ngāti Manuhiri,
- § two representatives from the hapū - Ngati Hine,
- § four councillors from the Northland Regional Council, and
- § the Chief Executive Officer of the council's economic development agency (a council controlled organisation) Northland Inc.

The group should include the range of skills and experience required for the group to adequately perform their role.

Council's Chief Executive Officer and other council staff appointed by him will support the committee but are not members of the committee.

4. Selection and removal of members

Recruitment of the initial members for the group will be initiated by council. This has been by invitation to the groups previously outlined in Section 3. Each respective entity will undertake its own selection and mandating process to identify representatives for the committee.

Once the committee is formed council's representatives will work with the Māori members to encourage participation from other invitees.

Membership of the group shall cease if a member:

- § resigns, or
- § fails to attend at least four consecutive meetings over the period of one year¹.

A member can be removed from the committee by council, following receipt of a recommendation passed by 75% of members of the committee present and voting, under exceptional circumstances where the behaviour of the members is considered detrimental to the effective operation of the group.

If a member resigns or is removed from the group, the committee will work to fill any vacancies as soon as possible.

New representative members will be selected by the affected entity according to the process outlined and followed by the council during the initial selection process.

5. Chair of the Committee

The initial chair of the committee will be Councillor Samuels.

The committee may make a recommendation to council on the appointment of the Chair being an elected member (councillor) of the Northland Regional Council and the Deputy Chair being a representative from Māori.

6. Term of appointment

The standard term of appointment will be three years – consistent with the term of local and territorial authorities. The term of appointment can be less than three years if a member:

- § resigns,
- § misses four consecutive meetings, or
- § the committee is disbanded.

A member can be appointed for a second term should their representative group endorse their selection and nomination.

The committee should consider and make recommendations to council on:

- whether members will be allowed to sit on the group for more than two consecutive terms.
- whether committee members can only hold the position of Chair or Deputy Chair indefinitely or for a maximum period.

7. Operation

Council's Chief Executive Officer or such person as he may for time to time appoint and other council staff designated by him will be responsible for the maintenance and servicing (provision of venue, minute-taking, catering) of the group.

¹ Refer Standing Order 3.6.4 for full disclosure including the application of apologies.

8. Member induction

All new members joining the committee will receive an induction pack and information outlining the council's function and processes.

Once the committee has developed, and had endorsed by council, its purpose, functions and role, the induction pack will include this information.

9. Conflict of interest

Members will be asked to complete a conflict of interest form prior to election and at the beginning of each year they sit on the group. A conflict of interest log will be maintained by the officer responsible for liaising with the group.

10. Frequency of meetings

The committee will meet up to a maximum of 10 times a year.

11. Quorum

The following quorums will apply:

§ A majority of members (excluding vacancies) if the number of members is odd or

§ Half of the members (excluding vacancies) if the number of members is even

And

§ At least two councillors and two Māori representatives must be present.

12. Payment

As per council's policy.

13. Conflict Resolution

Should conflict occur, the Committee Chair/Deputy Chair and the group will be responsible for working together to resolve the conflict in the first instance. If the conflict persists, the council will only intervene at the request of the majority of the group members.

14. Reporting/Accountability

The committee, through the Chair, will report to the council in the last quarter of each year. The report will outline work undertaken, number of meetings held and attendance, the group's achievements and any issues it wishes the council to consider further.

The names and details of all members of the group and minutes of the group's meetings will be available on the council's website.

Committee members are expected to report back to and liaise regularly with their respective communities – providing information to their constituents and seeking their feedback on items/work listed on the annual committee work programme.

Officers of council will be responsible for promoting the committee and any initiatives developed (once considered and approved by council), to the wider public through a range of media including print and radio promotion, the council's website and social media.

15. Review

It is noted that the initial working draft is for iwi to participate and make input to and will only be operative when these discussions have taken place at or following the inaugural meeting and any recommended changes by the Committee are referred back to council for consideration and approval.

The Terms of Reference will subsequently be reviewed as required. All changes to the Terms of Reference will be subject to the approval the Northland Regional Council.

16. Delegations

The committee has no delegated authority from council.

17. Background: Purpose of the Te Taitokerau Māori Advisory Committee – council's perspective

In setting up the committee, council's initial starting point was that:

1. The committee could have an assurance function similar to the purpose of the Audit and Risk Committee, ensuring council meets its legal obligations to Māori.
2. The committee could have functions that support a wider purpose, that is one that goes beyond monitoring and compliance functions.
3. The committee should have input into the framework i.e. the purpose, and responsibilities and functions of the committee.

Further to these points the following draft purposes have also been discussed by council.

- § To develop pathways (and processes) that will achieve lasting and meaningful relationships between Māori and council.
- § To promote the issues of significance for all Māori in Te Taitokerau.
- § To ensure the views of Māori are taken into account in the exercise of council functions.
- § To set the operational direction for council's legislative obligations to Māori and to monitor how these are implemented.
- § To provide advice to council and its subsidiary Northland Incorporated, the latter being on Maori economic development.

18. Background: Advisory role

The following roles are reflective of council's discussions to date, not that of the committee.

- § Assist the council to foster the development of Māori capacity to contribute to council's decision-making processes and recommend / approve actions to enhance Māori capacity for inclusion in the development of the Long Term Plan and council programmes.
- § Develop and recommend to council effective Māori consultation and engagement tools and processes.
- § Identify, prioritise and promote cultural, economic, environmental and social issues of significance for Māori to guide council and the committee in carrying out its responsibilities.

- § Identify emerging issues for Te Taitokerau region relating to the principles of the Te Tiriti o Waitangi, council's obligations to Māori under different statutes, and programmes to build the capability of Māori.
- § Facilitate tangata whenua input into council objectives, council policy development and implementation programmes.
- § Ensure Māori values and views are represented in council.
- § Recommend to council submissions and advise the council generally on matters affecting Māori.



WHĀNGĀREI: 36 Water Street, Private Bag 9021, Whāngārei Mail Centre,
Whāngārei 0148; Phone 09 470 1200, Fax 09 470 1202.

DARGAVILLE: 61B Victoria Street, Dargaville; Phone 09 439 3300, Fax 09 439 3301.

KAITĀIA: 192 Commerce Street, Kaitāia; Phone 09 408 6600, Fax 09 408 6601.

ŌPUA: Unit 10, Industrial Marine Park, Ōpua; Phone 09 402 7516, Fax 09 402 7510.

Freephone: 0800 002 004 | **24/7 Environmental Hotline:** 0800 504 639

E-mail: mailroom@nrc.govt.nz | **Website:** www.nrc.govt.nz

LinkedIn: www.linkedin.com/companies/northland-regional-council

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**ISSUE: Meeting Schedule and Upcoming Items/
Presentations**

ID: A649645

To: Te Taitokerau Māori Advisory Committee, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 10 June 2014

Report Type:	<input type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input checked="" type="checkbox"/>	Other
Significance:	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Low

Executive Summary:

- The purpose of this report is to facilitate a committee discussion on expectations for its meeting schedule (including appropriate venue(s), timing and frequency) and matters to be reported to it.
- It concludes with the recommendation that the committee express a collective view on its meeting schedule and identifies any key matters or issues that it would like to be placed on upcoming agendas in the near future.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

1. That the report Meeting Schedule & Upcoming Items/ Presentations by Malcolm Nicolson, NRC Chief Executive, and dated 10 June 2014, be received.
2. That the committee identifies the following dates and venues as its meeting schedule for the remainder of the 2014 calendar year, and seeks reports as indicated to be provided:

Date	Venue	Items

Report

The working draft terms of reference for this committee set out a number of matters that are relevant to this discussion:

- The committee will meet up to a maximum of 10 times per year.

- The council (subject to the committee's endorsement) sees the role of the committee as being to:
 - Develop the purpose, role and membership of the committee, making recommendations back to council for consideration and approval.
 - Monitor council's compliance to its obligations to Māori under the Local Government Act 2002 and the Resource Management Act 1991. (Assurance and compliance function.)
 - Where required, present submissions on council's plans and policies.
 - Provide advice to council on topics referred to it by council.
 - Assist the council to foster the development of Māori capacity to contribute to council's decision-making processes and recommend / approve actions to enhance Māori capacity for inclusion in the development of the Long Term Plan and council programmes.
 - Develop and recommend to council effective Māori consultation and engagement tools and processes.
 - Identify, prioritise and promote cultural, economic, environmental and social issues of significance for Māori to guide council and the committee in carrying out its responsibilities.
 - Identify emerging issues for Te Taitokerau region relating to the principles of Te Tiriti o Waitangi, council's obligations to Māori under different statutes, and programmes to build the capability of Māori.
 - Facilitate tangata whenua input into council objectives, council policy development and implementation programmes.
 - Ensure Māori values and views are represented in council.
 - Recommend to council submissions and advise the council generally on matters affecting Māori.

- The council's expectation is that the committee will report to the council in the last quarter of each year, outlining work undertaken, number of meetings held and attendance, the group's achievements and any issues it wishes the council to consider further.

In view of the above points, and subject to any additional matters or amendments to the terms of reference desired by the committee, it is suggested the committee agree a preliminary schedule for the next two or three meetings. Council staff suggest the following particular items could feature on each of the agendas, along with any other matters the committee agrees:

Date	Items
Thursday 14 August	
Wednesday 8 October	
Thursday 27 November	Annual Report to Council

The committee should also turn its mind to where the meetings should be held, i.e. whether the same central venue could or should be used for consistency and ease of travel, or if efforts should be made to rotate the venue around Te Taitokerau.

The council would be pleased to receive an invitation from any represented iwi or Runanga to host a meeting of the committee. Staff would then work with the group concerned to ensure arrangements – including hireage, koha, catering, etc – are appropriately resourced by the council.

ISSUE: Open Forum

ID: A650213

To: Te Taitokerau Māori Advisory Committee, 27 June 2014

From: Malcolm Nicolson, Chief Executive

Date: 12 June 2014

Report Type:	<input type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input type="checkbox"/>	Other
Significance:	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Low

Executive Summary:

- This report explains the procedure for conducting an Open Forum near the conclusion of the committee meeting, once the general business has concluded.
- It concludes with the recommendation that the time restrictions set out in the council's Standing Orders for an Open Forum be temporarily suspended in order to extend the period of public participation and the period any speaker is allowed to speak.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the committee's terms of reference and sections 76-82 of the Local Government Act 2002.

This matter has been assessed according to the council's Significance Policy and considered to be of low significance.

Recommendation(s):

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1. That the report Open Forum by Malcolm Nicolson, Chief Executive, and dated 12 June 2014, be received.
 2. That the time restrictions set out in the Council's Standing Orders for an Open Forum be temporarily suspended in order to extend the period of public participation and the period any speaker is allowed to speak.
-

Report

Committee meetings must be conducted in accordance with relevant legal provisions, for example, only members of the committee are entitled to debate and speak to matters on the agenda. These provisions are collated within the council's Standing Orders for the conduct of proceedings at meetings.

However, the provisions also allow for a committee to suspend some rules from time to time to allow others to have their say. The **attached** excerpt from Standing Orders set out the rules governing an Open Forum.

Once this item is received by the committee, the Chairman will initiate an Open Forum by seeking indication from anyone in the public gallery who wishes to address the meeting. He will then ask the committee to pass a resolution to suspend the time restrictions set out in Standing Orders.

Members of the public are asked to provide the Chairman with early indication of their desire to speak. It should also be noted that the subject matter must be confined to those falling within the committee's terms of reference.

EXCERPT FROM NORTHLAND REGIONAL COUNCIL'S STANDING ORDERS

APPENDIX F PUBLIC FORUM

(Informative)

F1 Public forum

At the discretion of the Chairperson a period of up to 30 minutes, or such other time as the local authority may determine, will be set aside for a public forum at the commencement of ordinary meetings of the local authority, committee and subcommittee meetings which are open to the public. Each speaker during the public forum section of a meeting, may speak for three minutes.

F2 Time extension

Standing orders may be suspended on a vote of not less than 75% of those present, to extend the period of public participation or the period any speaker is allowed to speak.

F3 Subjects of public forum

In respect of local authority, committee and subcommittee meetings, the public forum is to be confined to those items falling within the terms of reference of that meeting, provided the matter is not sub-judice.

NOTE — The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.

F4 Questions of speakers during public forum

With the permission of the chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.