

AGENDA

Council
Tuesday 17 November 2020 at 10.30am

Northland Regional Council Agenda

Meeting to be held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 17 November 2020, commencing at 10.30am

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

Item	Page
1.0 HOUSEKEEPING/KARAKIA	
<i>Key Health and Safety points to note:</i>	
<ul style="list-style-type: none">• If the fire alarm goes off – exit down the stairwell to the assembly point which is the visitor carpark.• Earthquakes – duck, cover and hold.• Visitors please make sure you have signed in at reception, and that you sign out when you leave. Please wear your name sticker.• The toilets are on the opposite side of the stairwell.• In the event of an emergency do not use the lift.• Please remember to scan the COVID Tracer QR code.	
2.0 APOLOGIES (NGĀ WHAKAPAHĀ)	
3.0 DECLARATIONS OF CONFLICTS OF INTEREST (NGA WHAKAPUAKANGA)	
4.0 COUNCIL MINUTES AND ACTION SHEET	
4.1 Confirmation of Minutes - 20 October 2020	6
4.2 Receipt of Action Sheet	15
5.0 FINANCIAL REPORTS	
5.1 Financial Report to 31 October 2020	17
6.0 DECISION MAKING MATTERS	
6.1 Amendments to Subcommittee and Working Party Terms of Reference	23
6.2 Freshwater Management/Te Mana o Te Wai - Tāngata Whenua Water Advisory Group appointment of members	54
6.3 Request for approval of unbudgeted expenditure to be funded from the COVID-19 Reinstatement Reserve	58
6.4 Northland Inc. Limited: Request to not hold an AGM for the 2019/20 financial year	61
6.5 Interim appointments to address extraordinary vacancies	64
6.6 Letter to Minister Mahuta - Māori representation	67

7.0 OPERATIONAL REPORTS

7.1	Health and Safety Report	72
7.2	Chair's Report to Council	77
7.3	Chief Executive's Report to Council	80

8.0 RECEIPT OF COMMITTEE MINUTES AND WORKING PARTY/GROUP UPDATES

8.1	Receipt of Committee Minutes	107
8.2	Working Party Updates and Chairpersons' Briefing	114
8.3	Working Group Updates	116

9.0 BUSINESS WITH THE PUBLIC EXCLUDED 117

9.1	Confirmation of Confidential Minutes - 20 October 2020	
9.2	Receipt of Confidential Committee Minutes	
9.3	Human Resources Report	
9.4	The Kensington Redevelopment Project - Progress Update and Next Steps	

<p>ACC - Accident Compensation Corporation</p> <p>ALGIM - Association of Local Government Information Management</p> <p>AMA - Aquaculture Management Area</p> <p>AMP - Asset Management Plan/Activity Management Plan</p> <p>AP - Annual Plan</p> <p>BOI - Bay of Islands</p> <p>BOPRC - Bay of Plenty Regional Council</p> <p>CAPEX - Capital Expenditure (budget to purchase assets)</p> <p>CBEC - Community, Business and Environment Centre</p> <p>CCO - Council Controlled Organisation</p> <p>CCTO - Council Controlled Trading Organisation</p> <p>CDEM - Civil Defence Emergency Management</p> <p>CEEF - Chief Executives Environment Forum</p> <p>CEG - Co-ordinating Executive Group</p> <p>CEO - Chief Executive Officer</p> <p>CIMS - Co-ordinated Incident Management System (emergency management structure)</p> <p>CMA - Coastal Marine Area</p> <p>CPCA - Community Pest Control Areas</p> <p>CRI - Crown Research Institute</p> <p>DHB - District Health Board</p> <p>DOC - Department of Conservation</p> <p>DP - District Plan</p> <p>E350 - Extension 350 programme</p> <p>ECA - Environmental Curriculum Award</p> <p>ECAN - Environment Canterbury</p> <p>EECA - Energy Efficiency Conservation Authority</p> <p>EF - Environment Fund</p> <p>EMA - Employers and Manufacturers Association</p> <p>EOC - Emergency Operations Centre</p> <p>EPA - Environmental Protection Authority</p> <p>ETS - Emissions Trading Scheme</p> <p>FDE - Farm Dairy Effluent</p> <p>FNDC - Far North District Council</p> <p>FNHL - Far North Holdings Limited</p> <p>FPP - First Past the Post</p> <p>GE - Genetic Engineering</p> <p>GIS - Geographic Information System</p> <p>GMO - Genetically Modified Organism</p> <p>HBRC - Hawke's Bay Regional Council</p> <p>HEMP - Hapū Environmental Management Plan</p> <p>Horizons - Brand name of Manawatu-Wanganui Regional Council</p> <p>HR - Human Resources</p> <p>HSNO - Hazardous Substances & New Organisms Act</p> <p>HSWA - Health and Safety at Work Act 2015</p> <p>IEMP - Iwi Environmental Management Plan</p> <p>ILGACE - Iwi and Local Government Chief Executives Forum</p> <p>IPPC - Invited Private Plan Change</p> <p>IRIS - Integrated Regional Information System</p> <p>KDC - Kaipara District Council</p> <p>KPI - Key Performance Indicator</p> <p>LAWA - Land, Air, Water Aotearoa</p> <p>LEA - Local Electoral Act 2001</p> <p>LGA - Local Government Act 2002</p> <p>LGNZ - Local Government New Zealand</p> <p>LGOIMA - Local Government Official Information & Meetings Act 1987</p> <p>LIDAR - Light detection and ranging</p> <p>LTI - Long time injury</p> <p>LTP - Long Term Plan</p> <p>MBIE - Ministry of Business, Innovation & Employment</p> <p>MCDEM - Ministry of Civil Defence & Emergency Management</p> <p>MFE - Ministry for the Environment</p> <p>MFL - Māori Freehold Land</p> <p>MHWS - Mean High Water Springs</p> <p>MMH - Marsden Maritime Holdings Limited</p> <p>MNZ - Maritime New Zealand</p> <p>MOH - Ministry of Health</p>	<p>MOT - Ministry of Transport</p> <p>MPI - Ministry for Primary Industries</p> <p>MSD - Ministry of Social Development</p> <p>NCMC - National Crisis Management Centre</p> <p>NDHB - Northland District Health Board</p> <p>NES - National Environmental Standards</p> <p>NFT - Northland Forward Together</p> <p>NGO - Non-Governmental Organisation</p> <p>NIF - Northland Intersectoral Forum</p> <p>NINC - Northland Inc. Limited</p> <p>NIWA - National Institute of Water and Atmosphere</p> <p>NORTEG - Northland Technical Advisory Group</p> <p>NPS - National Policy Statement</p> <p>NZCPS - New Zealand Coastal Policy Statement</p> <p>NZRC - New Zealand Refining Company (Marsden Point)</p> <p>NZTA - New Zealand Transport Agency</p> <p>NZTE - New Zealand Trade and Enterprise</p> <p>NZWWA - New Zealand Water and Wastes Association</p> <p>OPI - Opportunity for Improvement\</p> <p>OPEX - Operating Expenditures</p> <p>OSH - Occupational Safety & Health</p> <p>OTS - Office of Treaty Settlements</p> <p>PCBU - Person Conducting Business or Undertaking</p> <p>PGF - Provincial Growth Fund</p> <p>PPE - Personal Protective Equipment</p> <p>RAP - Response Action Plan</p> <p>RBI - Regional Broadband Initiative</p> <p>RCP - Regional Coastal Plan</p> <p>RFI - Request for Information</p> <p>RFP - Request for Proposal</p> <p>RLTP - Regional Land Transport Plan</p> <p>RMA - Resource Management Act 1991</p> <p>RMG - Resource Managers Group (Regional Councils)</p> <p>RMZ - Riparian Management Zone</p> <p>ROI - Return on Investment</p> <p>RP - Regional Plan</p> <p>RPMP - Regional Pest Management Plan</p> <p>RPMS - Regional Pest Management Strategy</p> <p>RPS - Regional Policy Statement</p> <p>RPTP - Regional Public Transport Plan</p> <p>RRSAP - Regional Road Safety Action Plan</p> <p>RSG - Regional Sector Group</p> <p>RSHL - Regional Software Holdings Ltd</p> <p>RTC - Regional Transport Committee</p> <p>RTO - Regional Tourism Organisation</p> <p>SIPO - Statement of Investment Policy and Objectives</p> <p>SITREP - Situation Report</p> <p>SOE - State of Environment (or) State Owned Enterprise</p> <p>SOI - Statement of Intent</p> <p>SOLGM - Society of Local Government Managers</p> <p>STV - Single Transferable Vote</p> <p>TAG - Technical Advisory Group</p> <p>Tier 1 - Site level plan or response for an oil spill</p> <p>Tier 2 - Regional level plan or response to an oil spill</p> <p>Tier 3 - National level plan or response to an oil spill</p> <p>TLA - Territorial Local Authority - City & District Councils</p> <p>TON - Top of the North (regions)</p> <p>TTMAC - Te Taitokerau Māori and Council Working Party</p> <p>TTNEAP - Tai Tokerau Northland Economic Action Plan</p> <p>TMP - Treasury Management Plan</p> <p>TOR - Terms of Reference</p> <p>TPK - Te Puni Kōkiri (Ministry of Maori Development)</p> <p>TUANZ - Telecommunications Users Association of NZ</p> <p>UNISA - Upper North Island Strategic Alliance</p> <p>WDC - Whangarei District Council</p> <p>WHHIF - Whangarei Harbour Health Improvement Fund</p> <p>WRC - Waikato Regional Council</p> <p>WSMP - Workplace Safety Management Practices</p> <p>WWTP - Wastewater Treatment Plant</p>
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Tauāki ā roto

Tēnei au
Tēnei mātou
He kaikaunihera
He kawenga i ngā whakataunga,
i ngā tikanga
Ki uta, ki tai
Kia rewa ai ngā iwi katoa o Te
Taitokerau

Haumie hui e
TĀIKI E!

Here I am
Here we are
Your councillors
The bearers of sound
decision making power
Reaching inland and coastal
To uplift all peoples of
Northland

Bring forth unity
Tis Done!



TITLE: Confirmation of Minutes - 20 October 2020

ID: A1381776

From: Chris Taylor, Governance Support Manager

**Authorised by
Group Manager:** Chris Taylor, Governance Support Manager, on date 06 November 2020

Recommendation

That the minutes of the council meeting held on 20 October 2020 be confirmed as a true and correct record.

Attachments/Ngā tapirihanga

Attachment 1: Council Meeting Minutes 20 October 2020 [↓](#)

Council Meeting
20 October 2020

Northland Regional Council Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 20 October 2020, commencing at 10.30am

Present:

Chairperson, Penny Smart

Councillors:

John Bain (*left meeting at 11.28am*)

Justin Blaikie

Jack Crow

Colin Kitchen

Amy Macdonald

Marty Robinson

Rick Stolwerk

Joce Yeoman

In Attendance:

Full Meeting

Independent Financial Advisor

Independent Audit & Risk Advisor

Chief Executive Officer

GM - Corporate Excellence

GM – Environmental Services

GM – Regulatory Services

Governance Support Manager

Part Meeting

Northland Inc. Limited GM Investment and Infrastructure

Northland Inc. Limited Corporate Services Manager

GM - Strategy, Governance and Engagement

Finance Manager

Strategic Projects and Facilities Manager

Financial Accountant

Media Specialist

Policy Specialist

Māori Relationships Manager

Māori Cultural Advisor

Economist

The Chair declared the meeting open at 10.31am and proceedings commenced with a karakia by Councillor Blaikie.

Apologies (Ngā whakapahā) (Item 2.0)

There were no apologies.

Council Meeting
20 October 2020

Declarations of Conflicts of Interest (Nga whakapuakanga) (Item 1.0)

It was advised that councillors should make declarations item-by-item as the meeting progressed.

Secretarial Note: Due to an administrative error, the minutes of the extraordinary meeting held on 24 September 2020 were omitted from the council agenda. The minutes were circulated to elected members prior to the meeting for consideration.

Confirmation of Minutes - 15 September 2020 and 24 September 2020 (Item 4.1)

ID: A1370843

Report from Chris Taylor, Governance Support Manager

Moved (Blaikie/Macdonald)

That the minutes of the council meeting held on 15 September 2020, and the extraordinary council meeting held on 24 September 2020 be confirmed as a true and correct record.

Carried

Receipt of Action Sheet (Item 4.2)

ID: A1369954

Report from Chris Taylor, Governance Support Manager

Moved (Yeoman/Craw)

That the action sheet be received.

Carried

Adoption of the 2019/20 Annual Report (Item 5.1)

ID: A1369859

Report from Simon Crabb, Finance Manager

Moved (Kitchen/Stolwerk)

1. That the report 'Adoption of the 2019/20 Annual Report' by Simon Crabb, Finance Manager and dated 1 October 2020, be received.
2. That the council's audited Annual Report and financial statements for the year ended 30 June 2020 be adopted pursuant to section 98(3) of the Local Government Act 2002.
3. That the Chief Executive Officer and the Chair be authorised to sign the 2019/20 Annual Report compliance statement and letter of representation, and the letters of representation in relation to the; 2019/20 debenture trust deed, 2019/20 stock register report, and the 2019/20 Summary Annual Report.
4. That the Chief Executive Officer be authorised to make any minor editorial and presentation changes to the 2019/20 Annual Report and Summary Annual Report if required.
5. That the Chief Executive Officer be authorised to approve the release of the 2019/20 Summary Annual Report pursuant to section 98(4) of the Local Government Act 2002.

Carried

ID: A1376627

2

Council Meeting
20 October 2020

Financial Report to 30 September 2020 (Item 5.2)

ID: A1371755

Report from Vincent McColl, Financial Accountant

Moved (Stolwerk/Macdonald)

That the report 'Financial Report to 30 September 2020' by Vincent McColl, Financial Accountant and dated 6 October 2020, be received.

Carried

Regional Rates Collection - Update to 30 September 2020 (Item 5.3)

ID: A1372734

Report from Simon Crabb, Finance Manager

Moved (Blaikie/Stolwerk)

That the report 'Regional Rates Collection - Update to 30 September 2020' by Simon Crabb, Finance Manager and dated 8 October 2020, be received.

Carried

Secretarial Note: The Kaipara District Council to be requested to provide rates revenue and collections report (similar to the Far North District Council).

Health and Safety Report (Item 6.1)

ID: A1369631

Report from Kelcie Mills, Health and Safety Advisor

Moved (Robinson/Kitchen)

That the report 'Health and Safety Report' by Kelcie Mills, Health and Safety Advisor and dated 1 October 2020, be received.

Carried

Independent Financial Advisor Recruitment (Item 6.2)

ID: A1366308

Report from Bruce Howse, Group Manager - Corporate Excellence

Moved (Stolwerk/Craw)

1. That the report 'Independent Financial Advisor Recruitment' by Bruce Howse, Group Manager - Corporate Excellence and dated 22 September 2020, be received.

Carried

It was further moved (Yeoman/Macdonald)

2. That council commences a recruitment process for an Independent Financial Advisor.
3. That Councillors Stolwerk, Kitchen and Chair Smart be appointed to shortlist and interview applications for the Independent Financial Advisor role.

Carried

ID: A1376627

3

Council Meeting
20 October 2020

Secretarial Note: The current Independent Financial Advisor was acknowledged for his valuable contribution to council's financial processes.

Māori Representation: Māori Constituencies (Item 6.3)

ID: A1367147

Report from Linda Harrison, Organisational Project Manager; Auriole Ruka, Kaiwhakahaere Hononga Māori and Jonathan Gibbard, Group Manager - Environmental Services

Secretarial Note: Councillor Kitchen acknowledged a potential conflict of interest, given his Māori wife had been employed by a Māori health provider for the past twenty years. The Chair confirmed this did not exclude the Councillor from participating in the discussion or decision making on this matter.

Moved (Smart/Yeoman)

1. That the report 'Māori Representation: Māori Constituencies' by Linda Harrison, Organisational Project Manager; Auriole Ruka, Kaiwhakahaere Hononga Māori and Jonathan Gibbard, Group Manager - Environmental Services and dated 24 September 2020, be received.

Carried

It was further moved (Smart/Yeoman)

2. That pursuant to section 19Z of the Local Electoral Act 2001, council resolves to establish Māori constituencies for the 2022 and 2025 local body elections.

An amendment was moved (Bain/Blaikie)

2. That council instigates a poll to determine the community's view on the establishment of Maori constituencies.

Secretarial Note: Following clarification of the proposed amendment, the wording was refined as follows (with the agreement of the mover and seconder as per Standing Order 22.3):

2. That pursuant to section 19Z of the Local Electoral Act 2001, council resolves to establish Māori constituencies for the 2022 and 2025 local body elections and that council instigates a poll to determine the community's view on the establishment of Māori constituencies.

Lost

(Councillors Bain, Blaikie, Kitchen and Stolwerk voted in favour of the motion and Councillors Craw, Macdonald, Robinson, Smart and Yeoman voted against the motion.)

Secretarial Note:

- At this time Councillor Bain announced his resignation and formally tabled a letter with the Chair confirming his departure from council. The Chair acknowledged Councillor Bain's immense contribution to Northland and advised the matter should lie on the table for two weeks to allow further discussion.
- Councillor Bain left the meeting at 11.28am and the meeting resumed debate on the original motion:

ID: A1376627

4

Council Meeting
20 October 2020

Moved (Smart/Yeoman)

2. That pursuant to section 19Z of the Local Electoral Act 2001, council resolves to establish Māori constituencies for the 2022 and 2025 local body elections.

Carried

(Councillors Craw, Kitchen, Macdonald, Robinson, Smart, Stolwerk and Yeoman voted in favour of the motion and Councillor Blaikie voted against.)

Secretarial Note: The meeting adjourned at 11.46am and reconvened at 12.02pm.

It was further moved (Stolwerk/Craw)

3. That staff be directed to undertake the required statutory process to establish Māori constituencies including notification of the public's right to demand a poll and development of an Initial Representation Arrangements Proposal by 31 August 2021. This will be followed by public consultation, development of a Final Representation Arrangements Proposal and subsequent appeals / objections process.

Carried

2021 Meetings Calendar (Item 6.4)

ID: A1367521

Report from Chris Taylor, Governance Support Manager

Moved (Kitchen/Yeoman)

1. That the report '2021 Meetings Calendar' by Chris Taylor, Governance Support Manager and dated 25 September 2020, be received.
2. That the programme of meetings for 2021, as detailed in **Attachment One** pertaining to Item 6.4 of the 20 October 2020 council meeting agenda, be adopted.

Carried

Request for approval of unbudgeted expenditure to be funded from the Covid-19 Reinstatement Reserve (Item 6.5)

ID: A1369199

Report from Matt De Boer, Natural Hazards Advisor and Phil Heatley, Strategic Projects and Facilities Manager

Moved (Stolwerk/Macdonald)

1. That the report 'Request for approval of unbudgeted expenditure to be funded from the Covid-19 Reinstatement Reserve' by Matt De Boer, Natural Hazards Advisor and Phil Heatley, Strategic Projects and Facilities Manager and dated 29 September 2020, be received.
2. That \$85,000 of unbudgeted expenditure from the Covid-19 Reinstatement Reserve be allocated to support the hiring of a full-time Climate Change Advisor position.
3. That \$65,000 of unbudgeted expenditure from the Covid-19 Reinstatement Reserve be allocated to construct a security fence at council's Union East Street storage facility.

Carried

ID: A1376627

5

Council Meeting
20 October 2020

Secretarial Note:

- Council supported the inclusion of CCTV security cameras at the Union Street storage facility; which could be achieved within existing budgets.
- Going forward, any reports seeking council support for the funding of new initiatives from the Covid-19 Reinstatement Reserve to include not only the remaining balance of the reserve but also a reconciliation with the original suite of projects to be funded.

Kaimahi for Nature (Item 6.6)

ID: A1370531

Report from Jonathan Gibbard, Group Manager - Environmental Services

Moved (Robinson/Macdonald)

1. That the report 'Kaimahi for Nature' by Jonathan Gibbard, Group Manager - Environmental Services and dated 2 October 2020, be received.
2. That the Chief Executive Officer is authorised to negotiate and approve further amendments to the draft Memorandum of Understanding provided the amendments do not materially change council's obligations and the Regional Alliance partnership approach.
3. That council support Northland Regional Council becoming a partner to the Kaimahi for Nature Regional Alliance and authorise the Chairperson and/or Chief Executive Officer to sign the Memorandum of Understanding on behalf of council.

Carried

Compliance Monitoring & Enforcement Strategy (Item 6.7)

ID: A1371764

Report from Colin Dall, Group Manager - Regulatory Services

Moved (Yeoman/Stolwerk)

1. That the report 'Compliance Monitoring & Enforcement Strategy' by Colin Dall, Group Manager - Regulatory Services and dated 6 October 2020, be received.
2. That council approves the Compliance Monitoring & Enforcement Strategy set out in Attachment 1 pertaining to Item 6.7 of the 20 October 2020 council meeting.

Carried

Chair's Report to Council (Item 7.1)

ID: A1368934

Report from Penny Smart, Chair

Moved (Smart/Kitchen)

That the report 'Chair's Report to Council' by Penny Smart, Chair and dated 1 October 2020, be received.

Carried

ID: A1376627

6

Council Meeting
20 October 2020

Chief Executive's Report to Council (Item 7.2)

ID: A1368303

Report from Malcolm Nicolson, Chief Executive Officer

Moved (Yeoman/Kitchen)

That the report 'Chief Executive's Report to Council' by Malcolm Nicolson, Chief Executive Officer and dated 30 September 2020, be received.

Carried

Northland Inc. Limited: Annual Report for the Year Ending 30 June 2020 (Item 7.3)

ID: A1368943

Report from Darryl Jones, Economist and Simon Crabb, Finance Manager

Moved (Yeoman/Stolwerk)

That the report 'Northland Inc. Limited: Annual Report for the Year Ending 30 June 2020' by Darryl Jones, Economist and Simon Crabb, Finance Manager and dated 29 September 2020, be received.

Carried

Working Party Updates and Chairpersons' Briefings (Item 8.1)

ID: A1371144

Report from Sally Bowron, Strategy, Governance and Engagement Team Admin/PA

Moved (Robinson/Yeoman)

That the report 'Working Party Updates and Chairpersons' Briefings' be received.

Carried

Secretarial Note: The Chairs of the Te Taitokerau Māori and Council Working Party and the Planning and Regulatory Working Party provided a verbal update on the current priorities and work programmes for these subordinate bodies.

Council River Working Group Updates (Item 8.2)

ID: A1372742

Report from Leah Porter, PA/Administrator Environmental Services

Moved (Macdonald/Kitchen)

That the report 'Council River Working Group Updates' be received.

Carried

Secretarial Note:

- *The Chairs of the Whangārei Urban Rivers Working Group and the Awanui River Working Group provided a verbal update on current workstreams and priorities.*
- *The Area Manager – Kaitiāia was acknowledged for thirty years' service with the regional council.*

ID: A1376627

7

Council Meeting
20 October 2020

Business with Public Excluded (Item 9.0)

Moved (Smart/Macdonald)

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No.	Item Issue	Reasons/Grounds
9.1	Confirmation of Confidential Minutes - 15 September 2020	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting.
9.2	Human Resources Report	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(a).
9.3	Commercial Tenant Rent Relief	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to enable council to carry out, without prejudice or disadvantage, commercial activities s7(2)(h) and the withholding of which is necessary to enable council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(i).

3. That the Independent Financial Advisors be permitted to stay during business with the public excluded.

Carried

Conclusion

The meeting concluded at 1.00pm.

TITLE: Receipt of Action Sheet

ID: A1381813

From: Chris Taylor, Governance Support Manager

**Authorised by
Group Manager:** Chris Taylor, Governance Support Manager, on date 06 November 2020

Executive summary/Whakārapopotanga

The purpose of this report is to enable the meeting to receive the current action sheet.

Recommendation

That the action sheet be received.

Attachments/Ngā tapirihanga

Attachment 1: Council Action Sheet - November 2020 [↓](#)

Outstanding Actions as at 3/11/2020

Id	Meeting	Target Date	Officer Responsible	Description	Request Details	Most Recent Comment
5955	Council 20/10/2020	3/11/20	Crabb, Simon	Regional Rates Collection - Update to 30 September 2020	That KDC be requested to provide a report on rates revenue and collection (similar to FNDC).	KDC have been contacted and will provide a quarterly report to council summarising the status of their (current and arrear) rate collections
5958	Council 20/10/2020	3/11/20	Taylor, Chris	Māori Representation: Māori Constituencies	That a public notice be issued notifying the public's right to demand a poll.	COMPLETE.
5960	Council 20/10/2020	3/11/20	Taylor, Chris	Request for approval of unbudgeted expenditure to be funded from the Covid-19 Reinstatement Reserve	That any reports seeking council support for the funding of new initiatives from the Covid-19 Reinstatement Reserve include not only the remaining balance of the reserve but also a reconciliation with the original suite of projects to be funded.	Noted.

TITLE: Financial Report to 31 October 2020

ID: A1382399

From: Vincent McColl, Financial Accountant

Executive Summary / Whakarāpopototanga

This report is to inform council of the year to date (YTD) financial result to October 2020. Council has achieved a YTD surplus after transfers to and from reserves of \$3.97M, which is \$319K favourable to budget (September 2020: \$280K favourable to budget).

Recommendation / Ngā mahi tūtohutia

That the report 'Financial Report to 31 October 2020' by Vincent McColl, Financial Accountant and dated 4 November 2020, be received.

Report

SUMMARY OPERATING RESULTS			
	000's ACTUAL YTD	000's BUDGET YTD	000's VARIANCE YTD
Revenue (including other gains)	\$ 21,966	\$ 18,071	\$ 3,895
Expenditure	\$ 15,830	\$ 15,342	\$ (488)
NET (COST)/SURPLUS BEFORE TRANSFERS FROM/(TO) RESERVES	\$ 6,135	\$ 2,729	\$ 3,407
Transfer From (To) Special Reserves	\$ (2,169)	\$ 918	\$ (3,087)
NET (COST)/SURPLUS AFTER TRANSFERS FROM/(TO) RESERVES	\$ 3,966	\$ 3,647	\$ 319

Revenue

Year to date revenue is \$21.97M, which is \$3.90M or 21.6% above budget.

YTD REVENUE VARIANCE INDICATORS BY REVENUE TYPE			
	FAV / (UNFAV)		Commentary
	\$	%	
Rates	\$41,816	0.4%	
User Fees and Sundry	\$17,001	0.7%	<ul style="list-style-type: none"> Higher than budgeted monitoring charges of \$32K Higher than budgeted poplar and willow nursery sales of \$40K Offset by: <ul style="list-style-type: none"> Lower than budgeted bus fare box income of \$93K
Grants and Subsidies	\$990,657	46.3%	<ul style="list-style-type: none"> Unbudgeted wilding conifer removal subsidies of \$650K offset by contractor costs of \$650K Unbudgeted farm animal welfare grants of \$239k fully offset with unbudgeted grant expenditure of \$239K Unbudgeted water storage project funding of \$63k fully offset with unbudgeted grant expenditure of \$63K Unbudgeted MBIE worker redeployment subsidies of \$100K partially offset with unbudgeted contractor costs of \$152K Unbudgeted NTA subsidies for recovering the cost of additional staff council has employed of \$105K Offset by: <ul style="list-style-type: none"> Lower than budgeted Freshwater improvement fund project subsidies of \$188K partially offset by lower than budgeted expenditure of \$222K
Investment Interest Income	\$49,981	78.2%	<ul style="list-style-type: none"> Higher than budgeted internal interest on the sporting facilities rate due to a higher reserve balance.
Investment Property Income	\$11,631	1.3%	
Dividend Income	\$553,573	37.0%	<ul style="list-style-type: none"> Final dividend of 9.25 cents per share received compared to the budgeted 6.75 cents per share Surplus dividend has been retained in general funding replacing the planned funding from the equalisation reserve to cover the budgeted dividend shortfall
Long Term Fund Gains	\$1,617,049	280.5%	<ul style="list-style-type: none"> Actual September YTD returns of 5.2% are higher than the budgeted 1.20% (4.79% annualised). October gains have been accrued based on advice from Eriksens Global The required general funding has been withdrawn from the long term fund and will be held in term deposits until required for cashflow.
Short Term Fund Gains	\$612,924	2354.3%	<ul style="list-style-type: none"> Actual September YTD returns of 3.1% are higher than the budgeted 0.50% (1.98% annualised). October gains have been accrued based on advice from Eriksens Global. \$134K of the favourable variance to budget relates to council's working capital.
Total	\$3,894,632	21.6%	

Expenditure

Year to date expenditure is \$15.83M, which is \$488K or 3.2% above budget.

YTD EXPENDITURE VARIANCE INDICATORS BY COUNCIL ACTIVITY						
	FAV / (UNFAV)		Commentary	Offset by:		Not offset
	\$	%		Subsidies	Reserves	FAV / (UNFAV)
Regulatory Services	(\$243,245)	(10.2%)	• Unbudgeted Animal welfare grants subsidising farmers for animal feed brought in during the drought season. • Other small accumulated variances within this group	(\$239K)		(\$4K)
Environmental Services	(\$482,149)	(12.4%)	• Unbudgeted wilding conifers removal contractors • Unbudgeted worker redeployment expenditure Partially offset by: • Lower than budgeted salaries due to delays in recruitment • Lower than budgeted FIF project expenditure due to the timing of planned works • Other small accumulated variances within this group	(\$650K) (\$100K) \$222K	\$52K	(\$52K) \$87K (\$41K)
Governance and Engagement	\$118,062	4.7%	• Lower than budgeted salaries due to delays in recruitment • Other small accumulated variances within this group		\$39K	\$69K \$10K
Customer Service and Community Resilience	\$71,548	2.5%	• Lower than budgeted Mid North Bus transport contracts partially offset by lower NZTA subsidies • Other small accumulated variances within this group	\$27K	\$23K	\$22K \$47K
Corporate Excellence	\$79,014	3.2%	• Lower than budgeted salaries due to delays in recruitment • Lower than budgeted ReCoCo costs offset by lower than budgeted Covid-19 transfers from the reinstatement reserve • Other small accumulated variances within this group		\$6K	\$26K (\$19K)
CEO Office	(\$31,342)	(2.7%)	• Higher than budgeted rental expenditure for council's tenancies at Dargaville and Waipapa • Other small accumulated variances within this group			(\$12K)
Total	(\$488,112)	(3.2%)		(\$740K)	\$120K	\$132K

Note that across council there is a \$384K favourable salaries variance (YTD September 2020 \$313K favourable variance) predominantly due to the time to complete recruitment of positions identified in the LTP and AP or restored via the Covid-19 Reinstatement Reserve. Some of these have associated external funding.

Transfers to reserves

For the year to date there has been a net transfer **to** reserves of \$2.17M compared to a budgeted net transfer **from** reserves of \$918K. This is predominantly due to:

- \$2.15M more than budgeted transfers to externally managed fund reserves representing higher reinvestment of gains than budgeted.
- \$554K lower than budgeted transfers from equalisation reserve for general funding. This funding was not taken as it was replaced by the additional dividend income.
- \$233K lower than budgeted transfers from the Covid-19 reinstatement reserve.
- \$88K higher than budgeted transfers to the transport reserves.

Covid-19 Reinstatement Reserve initiatives

Twenty one initiatives have a funding commitment from the Covid-19 Reinstatement Reserve totalling \$1.36M. This leaves \$337K unallocated at the end of October 2020. The committed initiatives are as follows:

Projects removed from the 20/21 Annual Plan

Tangata Whenua capability	\$30,000
Modelling of aquifers	\$100,000
Enviroschools staff and seminars	\$86,565
Pest plant prevention work stream	\$110,000
Biodiversity FIF dune lake position	\$75,131
Biosecurity marine position	\$60,092
Economic policy advisor	\$85,701
Kaiarahi Mahere Māori technical advisor	\$82,784
Northland Inc. business case assessment	\$100,000
Campaigns & engagement coordinator role	\$41,392
Building reconfiguration (capital works)	\$106,000
Biodiversity contractors	\$30,000
Planning & Policy BAU - for LTP contract work	\$10,000
Offsite storage of consents files (building reconfiguration)	\$17,000
Internal Audit BAU	\$27,000
Total AP projects reinstated	\$961,665

New projects approved by council

BOI harbour modelling	\$58,000
ReCoCo obligations	\$100,617
Otiria-Moerewa Flood Modelling and Pre-feasibility Study	\$80,000
NRC Water Allocation Tool	\$40,000
Climate change advisor	\$57,511
Storage facility security fence (capital works)	\$65,000
Total new projects	\$401,128

Grand total	\$1,362,793
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Work Programmes, Salaries and Projects removed from, or reduced in, the 2020/21 Annual Plan to remedy the deficit arising from the impact of COVID-19. Listed in no particular order.		
Description of Programme Position or Project	Estimated Amount/Value	Approved/Removed/No decision
Tangata whenua capability and capacity	\$30,000	Approved
Modelling highly allocated aquifers	\$100,000	Approved
Enviroschools staff and seminars	\$86,385	Approved
Off-site storage of consent files	\$17,000	Approved
Pest plant prevention	\$110,000	Approved
Project costs associated with Northern Wairoa and lakes projects (Biodiversity contractors)	\$41,854	Approved at \$30,000.
Conferences and training	\$25,000	Removed
S17a reviews	\$20,890	No decision
Long Term Plan costs	\$10,000	Approved
Communications – casual staff and promotions	\$15,000	Removed
WNW Catchment Group	\$35,352	No decision
Lab testing costs	\$100,000	No decision
Citizen panels,	\$10,000	No decision
Backup staff	\$10,000	Removed
FIF Dune Lake Position	\$75,131	Approved
Biosecurity Marine Position	\$60,092	Approved
FIF Wairoa position	\$80,897	No decision
Junior hydrology officer	\$69,000 Operational Exp. \$4,700 Capital Exp.	No decision
National wells database	\$20,000	Removed
Freshwater accounting system	\$100,000	No decision
Māori engagement, Environmental awards extension and Intern	\$68,880	No decision
Coastal water quality consultants	\$7,231	Removed
Reg Services lab testing costs	\$7504	Removed
Reg Services mobile device purchases	\$3,000	No decision
Maritime teams overtime budget	\$15,000	Removed
NIWA Kingfish legal fees	\$10,000	No decision
Economic Policy Advisor Position	\$85,701	Approved
Environmental Science Reporting Officer Position	\$81,894	No decision
Kaiarahi Mahere Māori - Māori technical advisor position	\$101,000 Operational Exp. \$82,784 \$4,700 Capital Exp.	Approved. Reduced to \$82,784.
Northland Māori representation on national committee 'Te Maruata'	7000	Removed
Data asset management	75000	Removed

Campaigns and engagement coordinator position	\$40,000 Operational Exp. \$4,700 Capital Exp.	Approved
Technology upgrades	\$200,000	No decision
Far north poplar and willow nursery manager position	\$70,322	No decision
Eastern Bays Hill country staff	\$82,206	Removed
Painting of Water Street building, vehicle costs	\$104,004	Approved. Redirected this to Union East fencing @ \$65,000
Internal Audit	\$27,000	Approved
IT Consultants and other Corporate Excellent BAU	\$15,000 \$61,210.	Approved. \$10,000 approved for LTP contract work.
Water Street Reception and Ground Floor Meeting Rooms Renovation and fit out:	\$105,663 Capital Exp.	Approved
OTHER ADJUSTMENTS MADE TO 2020/21 Annual Plan to remedy the deficit arising from the impact of COVID-19.		
Utilisation of Community Investment Fund Capital in lieu of Investment income – as Economic Development funding	\$1,700,000	
Utilisation of Community Investment Fund Capital in lieu of Investment and general income – as General funding	\$200,000	
Utilisation of Infrastructure Investment Fund Capital in lieu of Investment and general income – as General funding	\$250,000	
Utilisation of Equalisation reserve as General funding	\$150,000	
Reduction in Economic Development Project Development budget	\$300,000	Approved at \$100,000

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Bruce Howse, Group Manager - Corporate Excellence,
Title: Group Manager - Corporate Excellence
Date: 05 November 2020

TITLE:	Amendments to Subcommittee and Working Party Terms of Reference
ID:	A1379680
From:	Bruce Howse, Group Manager - Corporate Excellence and Chris Taylor, Governance Support Manager
Authorised by Group Manager:	Ben Lee, GM - Strategy, Governance and Engagement, on date 11 November 2020

Executive summary/Whakarāpopototanga

Changes are recommended to the Investment and Property and Audit and Risk subcommittees terms of reference in respect of:

- Increasing membership quorum for each subcommittee;
- Adding additional members to each subcommittee;
- Adding delegations to the Investment and Property subcommittee to clarify an existing delegation and to enable the subcommittee to withdraw gains made from the Long Term Fund that are budgeted for as operational funding in the Long Term Plan or Annual Plan; and
- Updating the Treasury Management Policy to ensure consistency with the additional delegations.

Amendments are also recommended to the Working Party Terms of Reference to ensure these parties are strategically focussed.

Recommendations

1. That the report 'Amendments to Subcommittee and Working Party Terms of Reference' by Bruce Howse, Group Manager - Corporate Excellence and Chris Taylor, Governance Support Manager and dated 27 October 2020, be received.
2. That the council changes the terms of reference of the Investment and Property and Audit and Risk subcommittees to increase meeting quorum from four to five members.
3. That council add the Independent Risk Advisor as a member of the Investment and Property subcommittee.
4. That council add the Chair of the Investment and Property subcommittee as a member of the Audit and Risk subcommittee, and alternate Councillor Craw of the Investment and Property Subcommittee change to full time member of the Investment and Property Subcommittee.
5. That council add the delegation to Investment and Property subcommittee that '*CEO to withdraw and invest funds held in term deposits being self-managed cash reserves*'.
6. That council add the delegation to Investment and Property subcommittee that '*Ensure there are no withdrawals from the Long Term Fund without the approval of council, other than for operational funding from gains made in the fund and as budgeted in accordance with the current Long Term Plan or Annual Plan*'.
7. That the Treasury Management Policy is updated, as per tracked changes shown in **Attachment 1** pertaining to Item 6.1 of the 17 November 2020 council meeting agenda.

8. That the revised Planning and Regulatory, Water and Land, Biosecurity and Biodiversity and Climate Change Working Party Terms of Reference (as detailed in **Attachment 2** pertaining to Item 6.1 of the 17 November 2020 council meeting agenda) be adopted.

Options

No.	Option	Advantages	Disadvantages
1A	Make the changes to the Subcommittee terms of reference	<p>Efficiency of enabling the Investment and Property subcommittee to manage withdrawal of budgeted gains from the Long Term Fund for budgeted operational activities. Reduced risk of time delays impacting negatively on investments.</p> <p>Improved clarity around delegations.</p> <p>Improved representation at subcommittee meetings due to increased meeting quorum and potential for more diverse expertise due to additional membership.</p>	Nothing material.
2A	Do not make changes to the Subcommittee terms of reference	Nil	<p>Inefficiency of having to either call an extraordinary council meeting or delay in time of having to wait for a council meeting to withdraw budgeted gains from the Long Term Fund for budgeted operational activities. Risk of time delays impacting negatively on investments.</p> <p>Less clarity around delegations.</p> <p>Less members required for a quorum and each subcommittee resulting in potentially lower diversity of expertise and</p>

			potentially less robust decision making.
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The staff's recommended option is Option 1A.

1B	Adopt the revised Working Party Terms of Reference	Ensures the Terms of Reference are strategically focussed as these working parties are intended. Makes the most of an opportunity for improvement.	None apparent.
2B	Do not adopt the revised working party Terms of Reference	Provides consistency.	Misses an opportunity for improvement.

The staff's recommended option is Option 1B.

Considerations

Being a purely administrative matter, Environmental Impact, Community Views, Māori Impact Statement, Financial Implications and Implementation Issues are not applicable.

1. Significance and engagement

In relation to section 79 of the Local Government Act 2002, this decision is considered to be of low significance when assessed against council's Significance and Engagement Policy because it is part of council's day to day activities. This does not mean that this matter is not of significance to tangata whenua and/or individual communities, but that council is able to make decisions relating to this matter without undertaking further consultation or engagement.

2. Policy, risk management and legislative compliance

The Treasury Management Policy is recommended to be updated to reflect changes in the subcommittee terms of reference.

Background/Tuhinga

Sub Committee Terms of Reference

Changes are recommended to the terms of reference for the Investment and Property and Audit and Risk subcommittees as follow:

- Increase meeting quorum from four to five members for both subcommittees.
- Add Independent Risk Advisor as a member of the Investment and Property subcommittee.
- Add Chair of Investment and Property subcommittee as a member of Audit and Risk subcommittee.
- That alternate Councillor Craw of the Investment and Property Subcommittee change to a full time member of the Investment and Property Subcommittee.

- Add delegation to Investment and Property subcommittee that *'CEO to withdraw and invest funds held in term deposits being self-managed cash reserves'*.
- Add delegation to Investment and Property subcommittee being *'Ensure there are no withdrawals from the Long Term Fund without the approval of council, other than for operational funding from gains made in the fund and as budgeted in accordance with the current Long Term Plan or Annual Plan'*.

These changes are recommended to ensure:

- In terms of increasing the quorum, to provide better representation of membership for each subcommittee, noting that the recommendation to add the Independent Risk Advisor as a member of the Investment and Property subcommittee will mean each subcommittee will have seven members.
- The Chair of the Investment & Property Subcommittee has a better awareness of the business of each subcommittee given the interrelationships between the two subcommittees. This arrangement can be reviewed once the byelection for the Whangarei Urban councillor has been completed.
- Clarity that the CEO has delegated authority to manage cash funds held in term deposits for operational matters.
- That the Investment and Property subcommittee has delegated authority to withdraw gains made from the Long Term Fund that are budgeted for operational funding in the Long Term Plan or Annual Plan without the delay of having to wait for a full council meeting or the inefficiency of having to call an extraordinary council meeting to manage the gains in these circumstances.

It is also recommended that the Treasury Management Policy is updated to ensure consistency with the recommended delegations. Proposed updates to the Treasury Management Policy are shown as tracked changes in **Attachment 1**.

Working Party Terms of Reference

Council reviewed its governance structure in September 2020 and one of the opportunities identified for improvement was that the Terms of Reference (TOR) for working parties be refined to be more strategically focussed. The Executive Leadership Team have subsequently reviewed the TOR on this basis and the proposed changes are included in **Attachment 2**.

Attachments/Ngā tapirihanga

Attachment 1: 2019 02 12 Treasury Management Policy updated to reflect TOR changes to subcommittees [↓](#)

Attachment 2: Proposed Planning and Regulatory Working Party TOR [↓](#)

Attachment 3: Proposed Water and Land Working Party TOR [↓](#)

Attachment 4: Proposed Biosecurity and Biodiversity Working Party TOR [↓](#)

Attachment 5: Proposed Climate Change Working Party TOR [↓](#)



Treasury Management Policy

Effective from 19 February 2019

Document approval

The approval for distribution and use of this policy has been delegated as per the document information:

Document information:

Document ID:	A1054519
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Document name	Treasury Management Policy
Approved by:	Council
Date approved:	February 2019
Document Owner:	GM – Corporate Excellence
Document Author	Finance Manager
Group	Corporate Excellence
Date document published:	19 February 2019
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Review date:	As required

Document history:

Version	Issue date	Notes
1.0	02/2019	First edition
2.0	01/2020	Add document control and changes in sub-committee structure
3.0	11/2020	Updated to be consistent with changes to delegations of Investment & Property subcommittee Terms of Reference

Contents

Introduction

Introduction	3
Legislation and compliance.....	4
Objectives	4
Roles and responsibilities	5

Treasury Policies

Liquidity.....	6
Interest rate	7
Counterparty credit	7
Foreign exchange	8
Operational and legal.....	8

Schedule of Treasury Limits

Liquidity risk limits	10
Interest rate limits.....	10
Instruments held.....	11
Counterparty risk limits	12
Foreign exchange risk limits.....	12
Operational risk limits.....	13

Introduction

As a council, our treasury activities include management of liquidity, investment performance and financial liabilities.

The aim of council's treasury management is prudent, effective and efficient financial management. This is achieved by adhering to principles contained in relevant policies and other documents, such as:

- Liability Management Policy
- Investment Policy
- Revenue and Financing Policy
- Delegations Manual (part D)
- Long Term Plan (LTP) including the council's Financial Strategy
- Annual Plans
- Statements of Investment Policies and Objectives (SIPOs).
- Investment & Property and Audit & Risk subcommittee terms of reference.

This document outlines how we will manage treasury activities and the risks these activities expose council to.

This document is reviewed by the Audit and Risk subcommittee, approved by the Group Manager – Corporate Excellence (GM-CX), and applies to all treasury activity undertaken by the council. It will be reviewed at least every three years, as part of the council's long term planning cycle.

Legislation and compliance

Except where the law stipulates that the Chief Executive Officer (CEO) has first line responsibility for compliance, it is the responsibility of the GM-CX to ensure the council's treasury management framework and processes comply with all relevant legislation. It is the responsibility of the CEO to ensure the GM-CX is fulfilling these responsibilities. The Local Government Act 2002 (LGA) and its amendments define the operating environment for local authorities in relation to treasury activities and risk management.

Other legislation is also relevant:

- Local Government (Rating) Act 2002
- Local Government (Financial Reporting and Prudence) Regulations 2014, Schedule A
- Local Government Borrowing Act 2011
- Public Bodies Lease Act 1969 and Property Law Act 2007
- Trustee Act 1956, Part 2 (Investment).

Objectives

The key objectives of treasury activities are to:

- ensure the council always has sufficient funds available to meet both planned and reasonable but unforeseen expenditure
- prudently manage the borrowing costs and investment returns that impact the council's operational budgets, the council's reliance on rates and hence, fairness to current and future ratepayers

- safeguard the council's assets
- ensure that all the council's external borrowing, investments and incidental financial arrangements meet requirements of the Local Government Act 2002 (LGA) and other relevant financial legislation
- reduce the volatility of the council's reported financial performance
- implement mitigation strategies to reduce treasury risks
- provide timely reporting to the CEO and council, with appropriate and accurate reporting of treasury activities and risk management.

By doing this we will maintain confidence in the creditworthiness and integrity of the council through positive relationships with financial institutions, investors and investment counterparties.

Roles and responsibilities

A summary of treasury roles and responsibilities is below. All treasury activity will be in accordance with what council has approved, as per the relevant policies documents outlined in the introduction of this policy.

Council	<p>Approve long term and annual plans (including associated policies, measures and limits), and delegations</p> <p>Approve acquisition or disposal of strategic assets, property or forestry</p> <p>Approve new lenders, new borrowing and changes to borrowing limits</p> <p>Confirm the current matrix of <u>approved counterparties and limits</u>, and approve new named counterparties and limits.</p> <p>Approve new fund managers, new externally managed funds and SIPOs.</p> <p>Authorise withdrawal from externally managed funds (except the Short Term Investment Fund (STIF))</p> <p>Authorise bank signatories and ratify the opening and closing of bank accounts</p> <p>Review treasury performance.</p>	
Investment and Property Subcommittee	<p>Contribute to review of financial policies</p> <p>Recommend SIPOs and fund managers</p> <p>Invest and withdraw between fund managers (in line with SIPOs)</p> <p>Manage the mix of investments in managed funds, and recommend action on forecast variances against budgets</p> <p>Determine the means of investment reporting</p> <p>Monitor and report on financial performance of funds.</p> <p>Delegated authority as per subcommittee terms of reference</p>	Audit & Risk Subcommittee
CEO	<p>Manage investments (with Investment Sub-committee)</p> <p>Authorise withdrawal from, and investment in, the STIF</p> <p>Withdraw and invest fund held in Term Deposits being self-managed cash reserves</p> <p>Manage new borrowing and refinancing of existing debt</p> <p>Report on treasury performance</p>	<p>Monitor and review financial policies (including this policy)</p> <p>Monitor and review financial performance, report to council</p> <p>Monitor and review the reporting framework for treasury activity and risk management</p> <p>Recommend new borrowing.</p>
GM - CX	<p>Approval of this policy, including the schedule of treasury limits</p> <p>Overall responsibility for treasury management, including compliance with legislation</p> <p>Establish appropriate structures, procedures and controls, and reporting requirements, to support all treasury activities</p> <p>Oversee cash requirements and day-to day treasury functions, banking and payments</p> <p>Recommend counterparties and limits</p>	

Consider external advice and assistance required to manage treasury activity
Monitor all investments, report on risk/return on portfolio components and the portfolio as a whole.

Finance Manager	Manage, monitor and review treasury activity and outcomes Report to GM-CX, CEO and council
Finance Team	Day-to-day treasury activities and transactions, including fixed and floating debt, internally managed funds, cash management, risk management & reporting

Treasury Policies

These treasury policies outline the council's identification and management of risks, and provides specified limits for each. These risks are:

- Liquidity risk – the council not having sufficient available cash to meet its requirements
- Interest rate risk – loss arising from unforeseen changes to interest rates
- Foreign exchange risk – loss arising from unforeseen movements in relevant exchange rates
- Counterparty credit risk – borrowers or parties holding council's deposited funds being unable to repay amounts owed when they fall due or are requested.
- Legal and operational risks – risk of losses arising from the council's inability to legally enforce or fulfil an action, and loss from human error or fraud in relation to how we conduct our treasury activity.

Liquidity

Liquidity is a measure of the extent to which council has cash and other liquid assets to meet its immediate and short-term obligations, or access to funding sources (including borrowing) that can be quickly converted to do this. In accounting terms, it is the availability of current assets to meet current liabilities.

Liquidity risk is the potential inability of council to meet its financial obligations as they fall due, in normal or abnormal (but modelled) operating conditions.

Liquidity risk arises though:

- Short term receipts and payments timing being mismatched
- Assets and liabilities not maturing evenly over time
- Market disruption
- Significant deterioration of the quality of council assets
- Negligent management or fraudulent activities.

Liquidity risk management

The key outcome of effective liquidity management is to optimise the cash held by the council at all times. Liquidity management is therefore the management of liquid assets and funding sources (including borrowing) to meet both short and long-term commitments as and when they fall due.

We will manage any short term mismatches between operational receipts and payments to ensure that the inability to meet short term obligations does not occur. We achieve this by maintaining accurate cash flow forecasts to determine planned cash requirements and to assist our borrowing decisions. We will ensure a suitable contingency is always available for unforeseen reasonable cash requirements. We will ensure we maintain the liquidity ratio as per the long term plan.

Primarily, we will meet our need for cash at any time from the STIF, a managed fund of short duration investments. In most cases, surplus cash will be immediately invested in the STIF or directly with banks as cash or term deposits.

We manage council's mix of liquid and illiquid investments, and the duration of our financial investments to meet future cash flow projections and forecast debt associated with future capital expenditure programs (as outlined in the long term plan).

Regarding borrowing, we will seek to smooth loan repayments over time to avoid concentrating cash outflows into short periods of time. Council will accumulate and hold funds to repay borrowings.

Liquidity risk limits

Treasury limits relating to interest rate risk management are detailed in liquidity risk limits in the schedule of treasury limits.

Interest rate

The council has interest costs related to its borrowings, and interest rate income related to its cash and cash equivalents (including term deposits and bonds).

The council's Investment Policy outlines the approach we will take to actively manage underlying interest rates given council's expectations of risk and returns on cash and cash equivalents, and seek to reduce volatility resulting from interest rate fluctuations.

The council's Liability Management Policy outlines the approach we will take to manage liquidity and interest rate risk relating to external borrowings, given council's expectations of risk and the cost of borrowing. Based on market conditions and approved forecasts, the council will target a mix of fixed and floating rates where appropriate.

The liquidity risk limits outline the approach we will take to address the cashflow impacts of drawing down and repaying borrowing, and how we will target the repayment and duration profile of our borrowings at any time.

Interest rate risk management

Interest rate risk refers to the impact that movements in interest rates can have on the council's performance compared to what is budgeted in the long term and annual plans.

The council seeks to avoid the concentration of interest rate repricing at any time, so that financial performance is not adversely affected.

Interest rate risk is managed by entering fixed or floating arrangements for deposits and borrowings based on assessment of market conditions at the time. The performance of these arrangements is regularly monitored and reported on against appropriate benchmarks.

For any borrowings which are to be repaid by a specific targeted rate, council may put 100% of this debt into fixed rate arrangements. This provides certainty that the total cost of borrowing and the principal will be met by the funds recovered through these rates.

Interest rate risk limits

Treasury limits relating to interest rate risk management are detailed in interest rate risk limits in the schedule of treasury limits.

Counterparty credit

Counterparty credit management is spreading investments among as wide a range of approved counterparties as practicable to avoid concentrations of credit risk.

Counterparty risk management

Counterparty risk is the risk of financial losses (realised or unrealised) arising from a counterparty defaulting on a financial instrument where the council is a party. The risk to the council in a default event will be weighted differently depending on the type of instrument entered.

The GM-CX will recommend that council approve new counterparties and limits based on long-term credit ratings (Standard & Poor's or Moody's).

To manage this risk, the council will only invest and place deposits with creditworthy counterparties. Prior to approving new investments, the counterparty credit limits will be reviewed by those delegated to approve investments to ensure limits are not breached.

Counterparty risk is also managed through the externally managed fund SIPOs.

To avoid undue concentration of exposures, financial instruments will be used with as wide a range of counterparties as possible. Where possible, transaction notional sizes and maturities will also be well spread.

The GM-CX will report periodically on counterparties and their borrowings against the limits.

Council will seek independent advice periodically to ensure Council assets are safeguarded.

Counterparty risk limits

Treasury limits relating to counterparty risk management are detailed in counterparty risk limits in the schedule of treasury limits.

Foreign exchange

The council invests in Australian denominated assets through its externally managed funds. Each externally managed fund is governed and managed by the terms of a SIPO. As a portion of the council's underlying investments will be invested in Australia, returns may be affected by movements between the Australian dollar (AUD) and New Zealand dollar (NZD).

The council is responsible for the funds' foreign exchange risk exposure, which is the purchase and sale of Australian denominated assets, the portfolio requiring an associated foreign exchange transaction selling or buying NZDs.

The council also has minor foreign exchange exposure through the occasional purchase of foreign exchange denominated services and plant and equipment.

As per the liability management policy, the council will **not** enter any borrowings denominated in a foreign currency.

Foreign exchange risk management

Council will not attempt to manage foreign exchange risk, but rather allow through the SIPOs governing Council's managed funds, individual fund managers the discretion to hedge NZD/AUD as they see fit.

Operational and legal

Operational risk is the risk of financial or reputational loss due to human error (or fraud), system failures and inadequate procedures and controls.

Legal risks relate to the unenforceability of a transaction due to the council not having the legal capacity or power to enter into the transaction, usually because of prohibitions contained in legislation. The council may be exposed to such risks if it is unable to enforce its rights due to deficient or inaccurate documentation.

Operational and legal risk management

The GM-CX ensures adequate internal structures, procedures and controls are in place to protect the council's financial assets and prevent unauthorised transactions. This includes:

- written instructions for all standard treasury transactions and procedures
- using expert advice for any non-standardised transactions
- segregation of duties between staff that can enter transactions, and those that can control, check and confirm those transactions
- adequate segregation of duties among the core borrowing and investment functions of deal execution, confirmation, settling and accounting/reporting
- financial delegations as outlined in the delegations manual
- using standing dealing and settlement instructions (including bank accounts, authorised persons, standard deal confirmations, contacts for disputed transactions) to be sent to counterparties
- matching of third party confirmations and the immediate follow-up of anomalies
- ensuring legal agreements are entered prudently
- ensuring financial covenants are not breached
- ensuring all parties involved in treasury transactions and are aware of the policies and procedures that must be complied with.

Financial instruments are not entered into if the systems, operations and internal controls do not satisfactorily support the measurement management and reporting of the risks.

Operational and legal risk limits

Treasury limits relating to operational risk management are detailed in operational and legal risk limits in the schedule of treasury limits.

Schedule of Treasury Limits

Liquidity risk limits

Balance sheet

As per the financial strategy and liability management policy, we ensure the sum of external debt, liquid funds and committed bank facilities are at least 110% of external debt (liquidity ratio).

Future cashflow

Cash held for future cashflow may consist of:

- bank accounts
- maturing and redeemed term deposits and investments
- the Short Term Investment Fund (STIF).

Cash held for future cashflow (for the month being forecast) shall be the amount required to fund councils forecasted:

- operational expenses +20% contingency
- capital expenses +20% contingency
- Loan repayments related to council projects for which rates are or have been levied

The cash held requirement shall be forecasted monthly and monitored daily. Forecasted and actual cashflows will be reported to the GM-CX monthly.

Maturity/repayment profile of borrowing

The maturity profile of the total committed funding (for all loans and committed facilities) must be:

Maturity Period	Minimum	Maximum
0 to 3 years	15%	60%
3 to 5 years	15%	60%
5 years plus	10%	100%

For any borrowings which are to be repaid by a specific targeted rate, council may have a maximum maturity profile in any one year of 100%.

A maturity schedule outside these limits requires specific council approval at the time the new borrowing is approved.

Interest rate limits

Interest on external debt

As per the liability management policy, we will ensure that net interest on external debt will not exceed:

- 20% of total annual revenue, and
- 25% of annual rates income.

Fixed and floating mix

We will match the proportion of fixed deposits to floating borrowings e.g.:

View of future interest rates	Borrowings		Deposits	
	Fix %	Floating %	Fix %	Floating %
Decreasing	30	70	70	30
Neutral	50	50	50	50
Increasing	70	30	30	70

This is based on the concept that if we believe that interest rates are increasing, we should fix more borrowings and float more deposits (and vice versa).

We will monitor and report on interest rate risk management against appropriate benchmarks.

Instruments held

No more than \$10 million will be held in interest rate risk management instruments, principally interest rate swaps, with each New Zealand registered bank.

Financial instruments

The following financial instruments are considered acceptable:

Category	Financial instrument
Cash management and borrowing	Bank overdraft Committed cash advance and bank accepted bill facilities (short term and long-term loan facilities) Loan stock / bond issuance Fixed rate note (MTN)
Investments <181 days	Short term bank deposits Bank registered certificates of deposit (RCDs)
Investments (other)	LGFA borrower notes Bank term deposits linked to pre-funding maturing debt
Interest rate risk management	Forward rate agreements (FRAs) on bank bills Interest rate options on: <ul style="list-style-type: none"> Bank bills (purchased caps and one for one collars) Interest rate swaptions (purchased swaptions and one for one collars only)

Any other financial instrument must be specifically approved by the council on a case-by-case basis and only be applied to the one singular transaction being approved. All investment securities must be senior in ranking.

The investment policy prohibits direct investment in:

- derivative instruments such as futures (except for hedging purposes)
- speculative products or use of structured products
- securitised products.

As per the liability management policy, the council will not enter any borrowings denominated in a foreign currency.

Counterparty risk limits

Counterparties and limits

The following guide summarises the acceptable counterparties and limits. It excludes externally managed funds, which are governed by the appropriate Statement of Policy Objectives (SIPO).

Counterparty/issuer	Minimum long term/short term credit rating – stated & possible	maximum investments per counterparty (\$m)
NZ Government	N/A	Unlimited
Local Government Funding Agency (LGFA)	N/A	20.0
NZD registered Supranational [name]	AAA	20.0
State owned enterprise [name]	BBB / A2	5.0
NZ registered bank [name]	A- / A2	20.0
Corporate bonds/ commercial paper* [name]	A- / A2	2.0
	BBB / A2	1.0
Local government stock/ bonds/ floating rate note/ commercial paper**[name]	A- / A2 (if rated)	20.0
	Unrated	5.0

*Subject to a maximum exposure no greater than 40% of the net financial investment portfolio (NFIP) being invested in corporate debt securities at any one point in time. A maximum of 20% of the NFIP can be rated less than A- and no lower than BBB.

** Subject to a maximum exposure no greater than 60% of the NFIP being invested in local government debt at any one point in time. The maximum portfolio exposure limit does not apply to the LGFA.

This summary guide will be expanded on a counterparty named basis (denoted by [name] above), outlining the actual counterparties and limits in place. This will be authorised by the council.

Externally managed fund limits

Each SIPO outlines the limits for an externally managed fund. In addition to these limits, no more than 20% of the aggregated sum of externally managed funds will be held with any one fund manager.

Foreign exchange risk limits

NZD/AUD risk on portfolio returns

- Council will not hedge

Operational risk limits

Treasury procedures	Written procedures for the treasury management function must be maintained and complied with.
Delegations	<ul style="list-style-type: none"> • Staff must comply with the delegations manual at all times • All delegated financial authorities are reviewed at least every year to ensure they are still appropriate and current • a letter must be sent to all counterparties at least annually to confirm details of all relevant current delegated authorities empowered to bind council • whenever a person with delegated authority on any account or facility leaves the council, all relevant banks and other counterparties must be advised in writing in a timely manner to ensure that no unauthorised instructions are to be accepted from such persons.
Authorising signatures	<p>The CEO must sign off on all documentation for new loan borrowings, re-financings and investment structures.</p> <p>GM-CX must sign off all documentation in respect of day-to-day treasury transactions.</p>
Reporting	<p>The council will comply with all obligations and reporting requirements under existing funding facilities and legislative requirements.</p> <p>There will be regular internal reporting on treasury activity. At a minimum, reports on treasury activity will be provided monthly to the GM-CX. Reports will be disseminated to the CEO and council.</p>
Legal documentation	<p>All legal documentation in respect to external borrowing and financial instruments will be approved by the council's solicitors prior to the transaction being executed.</p>
Legal agreements	<p>Financial instruments will only be entered into with banks that have in place an executed ISDA Master Agreement with the council. In the absence of an ISDA document a "long form confirmation" is acceptable so long as a master ISDA is signed with the bank counterparty following the transaction.</p>
Financial covenants	<p>The council will not enter into any transactions where it would cause a breach of financial covenants under existing contractual arrangements. The council will comply with all obligations and reporting requirements under existing funding facilities and legislative requirements.</p>

Terms of Reference

Planning and Regulatory Working Party

Membership

The Planning & Regulatory Working Party shall be comprised of four (4) councillors and four (4) non-elected member as follows:

Chair: Cr J Yeoman

Members: Cr J Blaikie

Cr A Macdonald

Cr C Kitchen

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC) Working Party as follows:

Mira Norris, Te Parawhau Hapū Authority Charitable Trust

Pita Tipene, Te Rūnanga o Ngāti Hine

Juliane Chetham, Patuharakeke Te Iwi Trust Board

Rowan Tautari, Te Whakapiko Hapū.

Ex officio: Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the number of NRC elected members.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio and non-elected members count towards a quorum).

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

This working party will contribute directly to the following areas of focus:

- Continuous improvement in water quality and security of supply (through the RPS and Regional Plan)
- Enhancement of indigenous biodiversity & biosecurity
- Safe and resilient communities
- Enduring relationships with tangata whenua
- Efficient and effective service delivery

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive Officer (CEO) on council's resource management planning and regulatory activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on planning and regulatory (excluding on specific resource consent applications and enforcement action) matters.
- Make recommendations to council on district council RMA planning and regulatory initiatives, such as whether to formally lodge submissions on district council plan changes and bylaws.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief verbal report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief ExecutiveCEO.

For reasons of efficiency and/or expediency, should the working party not be able to perform its functions, the council will assume its role and responsibilities.

ROLE AND FUNCTIONS

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- c) Request the attendance of any employee, subject to the Chief Executive'sCEO's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) Undertake such other functions as may be delegated by council from time to time.

2. Planning & Regulatory

For council's planning and regulatory activities:

- a) To ~~oversee-monitor and review~~ the implementation of the Regional Policy Statement (RPS), ~~the Proposed Regional Plan for Northland and Resource Management Act regulations in conjunction with the Water and Land Working Party.~~
- ~~b) To oversee the implementation of the Proposed Regional Plan under the Resource Management Act 1991. To identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration of plans.~~
- ~~e)b)~~ To oversee the development and implementation of regulatory action plans, procedures/protocols and strategies. To identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration (if required) of plans, procedures/protocols and strategies.
- ~~d)c)~~ To recommend to council the release of draft plans and plan changes, including variations, for public consultation.
- ~~e)d)~~ To make recommendations to council on any appeals in accordance with council decisions on the proposed plan, plan change or variation.
- ~~f) To make recommendations to council to accept, adopt or reject private plan change applications under clause 25 of the First Schedule of the Resource Management Act 1991.~~
- ~~g) To oversee the management of the private plan change process.~~
- ~~h)e)~~ To recommend to council positions and perspectives on proposed legislation (including amendments) and national policy initiatives for incorporation into council submissions as appropriate.
- ~~i)f)~~ To make recommendations to council on the processes to be used to develop and review planning proposals.
- ~~j)g)~~ To be the governance entity for the policy implementation of the government's Essential Freshwater Package.

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.

Terms of Reference

Water and Land Working Party

Membership

The Water and Land Working Party shall be comprised of five (5) councillors and five (5) non-elected members as follows:

Chair:	Cr Blaikie
Members:	Cr J Crow
	Cr A Macdonald
	Cr M Robinson
	Cr J Yeoman
Māori Representation:	Five members of Te Taitokerau Māori and Council (TTMAC) Working Party as follows:
	Victor Holloway, Ngāti Tara
	Georgina Connelly, Te Uri o Hau Settlement Trust
	Antony Thompson (proxy for Alan Riwaka), Te Rūnanga o Ngāti Whātua
	Janelle Beazley, Te Rūnanga-Ā-Iwi-O-Ngāpuhi
	Mira Norris, Te Parawhau Hapū Authority Charitable Trust
Ex officio:	Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the number of NRC members.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be ~~five (5)~~ four (4). Ex-officio and non-elected members count towards a quorum.

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

The working party will contribute directly to the following areas of focus:

- Continuous improvement in water quality and security of supply
- Enhancement of indigenous biodiversity and biosecurity
- Safe and resilient communities
- Enduring relationships with tangata whenua

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive Officer (CEO) on council's water and land management activities, including those activities that contribute to or influence the quality and quantity of water, including land management, environmental monitoring, and others, ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on water and land management matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief verbal report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief Executive CEO.

For reasons of efficiency and/or expediency, should the working party not be able to perform their functions, the council will assume their role and responsibilities.

ROLE AND FUNCTIONS

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations;
- c) Request the attendance of any employee, subject to the Chief Executive CEO's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, ~~at the council's expense~~;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) To regularly report progress on its functions to the council; and

- h) Undertake such other functions as may be delegated by council from time to time.
- i) To consult and seek input from other groups, as required, on specific resource management issues.

2. Water and land Management

For council's water and land management activities:

- a) In conjunction with the Planning and Regulatory Working Party, monitor and review council's implementation of the National Policy Statement for Freshwater Management 2020.
- a)b) Advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
- b)c) Advise and make recommendations to council (and relevant working parties or working groups) on operational and implementation matters.
- e)d) Monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Long Term Plan, Annual Plan and operational strategies.
- e) To coordinate with other agencies on matters concerning environmental water and land management in Northland.

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.

Terms of Reference

Biosecurity and Biodiversity Working Party

Membership

The Biosecurity and Biodiversity Working Party shall be comprised of four (4) councillors and four (4) non-elected members as follows:

Chair: Cr J Craw

Members: Cr J Blaikie

Cr M Robinson

Cr R Stolwerk

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC)

Working Party as follows:

Georgina Connelly, Te Uri o Hau Settlement Trust

Juliane Chetham, Patuharakeke Te Iwi Trust Board

Barb (Michelle) Elboz, Ngāti Kuta, Patukeha

Nora Rameka, Te Rūnanga o Ngāti Rehia.

Ex officio: Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the NRC elected members.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio and non-elected members count towards a quorum.

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

This working party will contribute directly to the following areas of focus:

- Enhancement of indigenous biodiversity and biosecurity
- Enduring relationships with tangata whenua

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive on council's biosecurity and biodiversity activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on biosecurity and biodiversity matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief verbal report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

For reasons of efficiency and/or expediency, should the working party not be able to perform their functions, the council will assume their role and responsibilities.

ROLE AND FUNCTIONS

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- c) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) To regularly report progress on its functions to the council; and
- h) Undertake such other functions as may be delegated by council from time to time.

2. Biosecurity and Biodiversity

- a) For council's biosecurity and biodiversity activities:
 - i) Advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
 - ii) Advise and make recommendations to council (and relevant working parties or working groups) on matters of policy and ~~implementation~~ [strategic nature](#).
 - iii) Monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Northland Long Term Plan, Annual Plan and operational strategies, such as the Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP).
- b) To coordinate with other agencies on [strategic](#) matters concerning biosecurity and biodiversity in Northland.

- c) To ~~oversee the implementation continuous improvement of the Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP) and regularly report progress on its functions to the council.~~ Identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration of plans.
- d) To review and recommend to council on such other functions as may be delegated from time to time.

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.

Terms of Reference

Climate Change Working Party

Membership

The Climate Change Working Party shall be comprised of four (4) councillors and four (4) non-elected members as follows:

Chair: Cr A Macdonald

Members: Cr J Craw

Cr M Robinson

Cr J Yeoman

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC)

Working Party as follows:

Toa Faneva, Te Rūnanga o Whāingaroa

Hadyn Edmonds, Ngātiwai Trust Board

Thomas Hohaia, Te Roroa

Rowan Tautari, Te Whakapiko Hapū.

Ex officio: Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the number of NRC elected members.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio counts towards a quorum.

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

This working party will contribute directly to the following areas of focus:

- Safe & resilient communities
- Enduring relationships with tangata whenua

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive on council's climate change activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on climate change matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief verbal report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

For reasons of efficiency and/or expediency, should the working party not be able to perform their functions, the council will assume their role and responsibilities.

ROLE AND FUNCTIONS

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- c) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) To regularly report progress on its functions to the council; and
- h) Undertake such other functions as may be delegated by council from time to time.
- i) To consult and seek input from other groups, as required, on specific resource management issues.

2. Climate Change Management

For council's climate change activities:

- a) Advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
- b) Advise and make recommendations to council (and relevant working parties or working groups) on ~~operational and implementation matters~~ strategic matters.
- c) Monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Long Term Plan, Annual Plan and operational strategies.

d) To coordinate with other agencies on matters concerning climate change in Northland.

~~e) Oversee council's climate change work programme, with key focuses being on, adaptation planning and the development and implementation of a regional adaptation strategy, improving resilience across Northland and other related matter.~~

~~f) To review and recommend to council on such other functions as may be delegated from time to time.~~

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.

TITLE: Freshwater Management/Te Mana o Te Wai - Tāngata Whenua Water Advisory Group appointment of members

ID: A1380347

From: Alison Newell, Policy Specialist

Authorised by Group Manager: Ben Lee, GM - Strategy, Governance and Engagement, on date 11 November 2020

Executive summary/Whakarāpopototanga

Council agreed¹ to establish a 12-member 'Tāngata Whenua Water Advisory Group' and associated Selection Panel, based on the advice of Te Taitokerau Māori and Council Working Party (TTMAC) and the Māori Technical Advisory Group (MTAG), as part of council's approach to Māori engagement in the freshwater plan change required by the National Policy Statement Freshwater Management that came into force on 3 September 2020.

Three TTMAC members have been appointed by council and Expressions of Interest were sought for the additional members. Twelve applications were received by the extended deadline of 20 October 2020 to fill the nine remaining places.

The appointed Selection Panel agreed that all the individuals who expressed an interest in being part of the advisory group brought complementary and valuable skill sets and experience, and that the membership of the group should be increased to allow for an additional three individuals.

As council decided to establish the group, an increase from 12 to 15 members (as recommended) requires council approval.

Recommendation(s)

1. That the report 'Freshwater Management/Te Mana o Te Wai - Tāngata Whenua Water Advisory Group appointment of members' by Alison Newell, Policy Specialist and dated 28 October 2020, be received.
2. That the membership of the Tāngata Whenua Water Advisory Group be increased by three to a total of 15.

Options

No.	Option	Advantages	Disadvantages
1	Increase the membership of the Tāngata Whenua Water Advisory Group by three to a total of 15	Desired collective membership criteria are met including skills and geographic spread. Broader 'pool' of experts to draw from.	Very minor additional cost as outlined in the financial implications section.

¹ 18 August 2020 council meeting.

		Council is seen to be actively engaging with tāngata whenua.	
2	Keep the membership of the Tāngata Whenua Water Advisory Group to 12	No financial cost.	<p>Possible negative reaction from tāngata whenua.</p> <p>Not all desired collective membership criteria would be met. Choice would have to be made as to which three applicants to reject, which would mean losing either particular skills/expertise or limiting geographic representation.</p>

Staff recommend council adopt Option 1.

Considerations

1. Environmental Impact

This decision will have no environmental impact.

2. Community views

The views of the community have not been sought as this decision is simply a procedural matter.

3. Māori impact statement

The proposed increase in membership of the Tāngata Whenua Water Advisory Group will have an overall positive impact on Māori in regard to both increased and broader participation of tāngata whenua in the freshwater plan change development processes. TTMAC will consider endorsing the increase in membership to 15 at their 12 November 2020 meeting, and a verbal update to council will be provided as to TTMAC's advice.

4. Financial implications

There are only very minor financial implications, with a slight increase in the amount required to cover meeting and mileage allowances for the additional three members (estimated at a total of ~\$5,500). This increase can be accommodated within the existing budget allocated.

5. Implementation issues

There are no implementation issues.

6. Significance and engagement

In relation to section 79 of the Local Government Act 2002, this decision is considered to be of low significance when assessed against council's significant and engagement policy because it is part of council's day to day activities. This does not mean that this matter is not of significance to tāngata whenua and/or individual communities, but that council is able to make decisions relating to this matter without undertaking further consultation or engagement.

7. Policy, risk management and legislative compliance

There are no policy, risk management or legislative compliance issues associated with this decision.

Background/Tuhinga

An approach to Māori engagement in the freshwater quality plan change up to the point of formal public notification was proposed by MTAG, and subsequently endorsed by TTMAC in July and adopted by council in August 2020. This included:

- Appointing three members of TTMAC to be members of the Tāngata Whenua Water Advisory Group (Nora Rameka, Rowan Tautari and Alan Riwaka/alternate Anthony Thompson);
- Sending out a panui seeking Expressions of Interest as well as 'shoulder tapping' known active kaitiaki, soliciting additional members for the Tāngata Whenua Water Advisory Group; and
- Convening a selection panel of four TTMAC members (Mira Norris, Julianne Chetham, Justin Blaikie and Joce Yeoman) to review the Expressions of Interest and appoint the remaining members based on the criteria provided by MTAG endorsed by TTMAC and council.

A panui² soliciting Expressions of Interest was issued and known individuals 'shoulder tapped' as directed by council's decision on 18 August.

Tāngata Whenua Water Advisory Group Selection Panel

Twelve Expressions of Interest were received, and the selection panel convened on 23 October 2020.

The selection panel decided that the applicants all brought different complementary skill sets and that there was considerable benefit in appointing all of them and increasing the membership of the water advisory group by three. This was based on several key factors:

- Collectively, the applicants (nine women and three men) have all the skills and experience envisaged by MTAG and TTMAC and endorsed by council, with all of the desired criteria³ being met, with the exception that no-one has a legal background⁴. There is good geographic spread and the group has a spectrum of younger-elder age groups.
- All the applicants are passionate about improving freshwater quality and come from diverse backgrounds including farming, forestry, planning, Māori land management, conservation, public health and communications. Including all of them provides council with an excellent opportunity to demonstrate its commitment to engaging with Māori, and to strengthening relationships with kaitiaki active in Te Taitokerau.
- To not select three would mean losing some of those skill sets or geographic spread.
- Having a larger membership to draw from will enable greater participation overall as everyone is busy and not all members of the group are likely to be able to participate in all the meetings all the time.

² <https://mailchi.mp/nrc/help-shape-the-future-of-freshwater-with-this-exciting-opportunity>

³ Desired criteria included: whakapapa to Te Taitokerau, freshwater kaitiaki knowledge/experience, understanding of Te Ao Maori, knowledge of the Treaty and He Whakaputanga, diverse representation by gender and age, balanced geographical affiliation/connections, mix of experience from whanau to national level, and expertise in: legal/policy, on the ground experience, Māori land management, project management, and competency in Te Reo me ona tikanga/kawa o Taitokerau.

⁴ Council has budget available to provide legal advice if required.

- The benefits of increasing the membership of the advisory group significantly outweigh any disadvantages.

As the council decided to establish the Tāngata Whenua Water Advisory Group, based on the advice of TTMAC and MTAG which proposed a membership of 12, council will now need to agree to increase the number of members as recommended, from a procedural standpoint.

Next Steps

Once appointments to the Tāngata Whenua Water Advisory Group are confirmed, applicants will be advised, and a powhiri organised to welcome the group and a first meeting to agree a Terms of Reference/Scope of Work held (late November/early December).

Attachments/Ngā tapirihanga

Nil

TITLE: Request for approval of unbudgeted expenditure to be funded from the COVID-19 Reinstatement Reserve

ID: A1380445

From: Carol Cottam, Information Services and Technology Manager

Authorised by Group Manager: Bruce Howse, Group Manager - Corporate Excellence, on date 11 November 2020

Executive summary/Whakarāpopototanga

The Enterprise System project is requesting to advance \$55,000 from the COVID–19 Reinstatement Reserve to recruit a fixed term Business Improvement Lead position from February 2021 for the remainder of the 2020/21 financial year.

- The Enterprise System project is a priority work area for council and dedicated staff will be allocated once funding is approved. At present the work programme is predominantly managed by the Information Services and Technology Manager.
- The project is a priority LTP new initiative and includes budget for a Business Improvement Lead role from July 2021. This request brings forward the position by approximately six months.
- The role will enable council to advance a work programme for the Enterprise System to commence business improvement opportunities ahead of the pending implementation project. The role will also alleviate pressure on the Information Services and Technology Manager.
- This role has been identified by ELT as a priority and is in addition to the list of projects council has identified for the Covid-19 Reinstatement Reserve.

At the time of writing this report the reserve balance remaining for allocation was \$337k.

Recommendation(s)

1. That the report 'Request for approval of unbudgeted expenditure to be funded from the COVID-19 Reinstatement Reserve ' by Carol Cottam, Information Services and Technology Manager and dated 28 October 2020, be received.
2. That the \$55,000 of unbudgeted expenditure from the Covid-19 Reinstatement Reserve be allocated to support the hiring of a fixed term Business Improvement Lead position.

Options

No.	Option	Advantages	Disadvantages
1	Fund a fixed term Business Improvement Lead position (\$55,000)	Enables the early identification and commencement of business improvement opportunities ahead of the pending implementation project.	Less funding available for other projects.

		This will also help with planning communications for staff and future training requirements.	
2	Do not fund the position	More funding available for other projects.	The work will have to wait until the project funding is available, which could reduce the opportunity for identification and commencement of business improvements ahead of the proposed implementation.

The staff's recommended option is Option 1 - 'Fund a fixed term Business Improvement Lead position'.

Considerations

1. Environmental Impact

There are no impacts in regard to the Business Improvement lead position.

2. Community views

There was support for the computer systems upgrade in the 2020 annual plan consultation.

3. Māori impact statement

There is unlikely to be significant Māori views in regard to the Business Improvement lead position.

4. Financial implications

Funding for the request will be allocated from the Covid-19 Reinstatement Reserve. At the time of writing this report the reserve balance remaining for allocation was \$337k. If council approves funding of the Business Improvement Lead position, then the reserve balance will be \$282k.

An additional \$300,000 of operational funding was allocated to the Enterprise System project in the 2019/20 Annual Plan. This is being used to fund the Request for Proposal procurement process and the Objective to SharePoint project.

5. Implementation issues

There are no anticipated implementation issues of significance.

6. Significance and engagement

In relation to section 79 of the Local Government Act 2002, this decision is considered to be of low significance when assessed against council's significance and engagement policy and is part of council's day to day activities. This does not mean that this matter is not of significance to tangata whenua and/or individual communities, but that council is able to make these decisions without undertaking further consultation or engagement.

7. Policy, risk management and legislative compliance

There is no significant policy, risk management or legislative compliance issues.

Background/Tuhinga

Enterprise System Project

The detailed business case was approved in July 2020 by the Executive Leadership team (ELT) to proceed to the Detailed Procurement phase through the issuing of a Request for Proposal (RFP). It encompassed all the work done to date on the project and followed the approval of an indicative business case in June 2019, which included a mini procurement process undertaken through a Request for Information (RFI) process to provide more reliable cost estimates.

A fundamental principle of the project is to adopt the processes available by moving to a modern enterprise system. However, adopting a new system with new processes means there will be more for our people to learn with greater variation or difference from what they do now.

Included in the project budget is funding for additional project resources to help lead and deliver the change this project will bring to the organisation, however, it would be beneficial to start this work in advance of the implementation starting in July 2021 (subject to funding approval in the 2021/31 LTP).

It would be advantageous to understand where the biggest opportunity for business improvements are going to be, commence these improvements and to prepare a high-level training plan that will help grow organisational capability in key competencies prior to the Enterprise System implementation.

This will also require working with the communications team to create the necessary marketing and engagement materials needed to help our people understand how the enterprise system will change what they do. An additional step will include beginning to review all relevant current processes that relate to Enterprise System functional areas and ensuring that these reflect good practise and are fit for purpose going forward with improvements made throughout where identified as necessary. These improved processes will be documented in Promapp prior to Enterprise System implementation.

Attachments/Ngā tapirihanga

Nil

TITLE: Northland Inc. Limited: Request to not hold an AGM for the 2019/20 financial year

ID: A1382077

From: Darryl Jones, Economist

Authorised by Ben Lee, GM - Strategy, Governance and Engagement, on date 10
Group Manager: November 2020

Executive summary/Whakarāpopototanga

Northland Inc. is required by legislation and their constitution to hold an annual meeting of shareholders no later than six months after the balance date being 30 June. An AGM has been set for Tuesday 8 December 2020. Northland Inc. has requested that council, as 100% shareholder of Northland Inc., determine that an annual meeting need not be held this year so that resources can be diverted to arranging and hosting engagement sessions around the region. The purpose of these sessions is to inform a much wider community of people on the work done by Northland Inc. A similar request was made and agreed to by council for the 2018/19 financial year. Staff recommend accepting this request and that this be provided in writing to Northland Inc.

Recommendation(s)

1. That the report 'Northland Inc. Limited: Request to not hold an AGM for the 2019/20 financial year' by Darryl Jones, Economist and dated 3 November 2020, be received.
2. That council authorise the Chief Executive Officer to send a letter to Northland Inc. Limited informing them that council, as the 100% shareholder of Northland Inc., does not have any particular issues to discuss, comment on, or ask questions about at the annual general meeting for 2020 in accordance with Section 120 (5)(b) of the Companies Act 1993 and clause 13 of the Northland Inc. Limited constitution.
3. That the letter to Northland Inc. include a request to provide council with a list of the engagement sessions that were held in lieu of not holding the annual general meeting for 2020.

Options

No.	Option	Advantages	Disadvantages
1	Agree to cancel the annual general meeting for 2019/20	Frees up administration and budget resources of Northland Inc. to reallocate to hosting engagement sessions throughout the region.	Does not provide a forum for council to question the directors of Northland Inc. on matters relating to the performance of the company.
2	Require Northland Inc. to hold an annual meeting of shareholders	Council has the opportunity to raise issues around the performance of the company.	Reduces resources available to host engagement sessions.

The staff's recommended option is Option 1.

Considerations

1. Environmental Impact

This decision has no environmental risks or impacts, nor does it have any impact on the ability of council to protectively respond to the impacts of climate change now or in the future. This is because it concerns a specific procedural matter in relation to Northland Inc. Limited.

2. Community views

There are no community views on this issue that council needs to be aware of in making this decision. Not holding an AGM removes an opportunity for interested members of the public to learn about the activities of Northland Inc. However, the additional engagement being undertaken by Northland Inc. in lieu of holding the AGM will increase knowledge of the work of Northland Inc. in the wider community and provide a more effective mechanism for Northland Inc. to receive feedback from other parties.

In lieu of the 2019 AGM, Northland Inc. undertook specific engagement with the three district councils: with KDC on 13 November 2019, FNDC on 19 February 2020 and WDC on 17 March 2020. Unfortunately, additional public engagements could not be undertaken due to COVID-19 restrictions.

Northland Inc. has already begun engagement sessions in lieu of the 2020 AGM with a BA5 for Whangārei region on Wednesday 11 November. Similar events will be held in Kaipara and the Far North early in the New Year, along with specific engagement with district councils.

3. Māori impact statement

There are no known particular impacts on Māori which are different from the general public.

4. Financial implications

There are no financial impacts on council associated with this decision.

5. Implementation issues

There are no administrative issues for council associated with this decision as it concerns the operation of Northland Inc. Limited.

6. Significance and engagement

In relation to section 79 of the Local Government Act 2002, this decision is considered to be of low significance when assessed against council's significant and engagement policy because it is part of council's day to day activities. This does not mean that this matter is not of significance to tangata whenua and/or individual communities, but that council is able to make decisions relating to this matter without undertaking further consultation or engagement.

7. Policy, risk management and legislative compliance

Under section 120 of the Companies Act 1993 and clause 13 of the Northland Inc. constitution, Northland Inc. is required to hold an annual meeting of shareholders. However, both provide for an annual meeting not being called under certain circumstances.

Clause 13 states that no annual meeting need be called and held if everything required to be done at the meeting is done by written resolution in lieu of the annual meeting passed in accordance with this constitution. As there is nothing required to be done at this year's annual meeting there is no need to provide a written resolution on any matter.

Furthermore, section 120 states that it is not necessary for the board to call an annual meeting provided it has considered whether there are any particular issues that shareholders should be given an opportunity to discuss, comment on, or ask questions about. In this regard, there are no issues highlighted within the Auditor's report that council would need to raise with the directors at an annual meeting. Council have had, and will continue to have, the opportunity through quarterly workshops with Northland Inc. directors to discuss progress towards the various KPIs. Council is therefore in a position to decide that an annual meeting of shareholders is not required for 2020.

Background/Tuhinga

Attachments/Ngā tapirihanga

Nil

TITLE: Interim appointments to address extraordinary vacancies

ID: A1382171

From: Darryl Jones, Economist and Chris Taylor, Governance Support Manager

Authorised by Ben Lee, GM - Strategy, Governance and Engagement, on date 05
Group Manager: November 2020

Executive summary/Whakarāpopototanga

On 2 November 2020 Councillor Bain formally resigned, leaving an extraordinary vacancy on council. The process to undertake a by-election for the Whangārei Urban Constituency is underway, however the new councillor will not be sworn in until late February/March 2021. Therefore, it is necessary to confirm interim appointments to cover Councillor Bain's various portfolios and positions.

This report seeks confirmation of these interim appointments, with all appointments to be reviewed at a time still to be determined following the swearing in of the new Whangārei Urban Constituency councillor.

The resolution for the Northland Inc. Limited shareholder representative has been amended. It previously read:

That Councillor xxx be appointed the Shareholder representative for Northland Inc. Limited (Delegating all necessary authority to represent the council's interest including but not limited to exercising the council's vote at Annual General Meetings and giving effect to council's shareholder resolutions).

However, staff are of the view that it did not accurately represent the desired delegation, and accordingly a revised more specific resolution is recommended.

Recommendations

1. That the report 'Interim appointments to address extraordinary vacancies' by Darryl Jones, Economist and Chris Taylor, Governance Support Manager and dated 3 November 2020, be received.
2. That the following interim appointments be confirmed:
 - a. That Councillor Stolwerk be appointed the Chair and Councillor Blaikie be appointed as the second council representative on the Regional Transport Committee.
 - b. That Councillor Blaikie be appointed as the third council member of the Whangārei District Council/Northland Regional Council - Whangārei Public Transport Working Party.
 - c. That Councillor Stolwerk or Councillor Craw or Councillor Blaikie be appointed the Chair of the Whangārei District Council/Northland Regional Council - Whangārei Public Transport Working Party.
 - d. That Councillor Smart be appointed the Chair of the Kaihū River Working Group.
 - e. That Councillor Blaikie be appointed to exercise council's shareholder vote at any shareholder meeting of Northland Inc. Limited.

- f. That Councillor Justin Blaikie be appointed as the second council representative on the Regional Economic Development Service Delivery Working Party.
 - g. That Councillor Blaikie be appointed as Chair of the Regional Economic Development Service Delivery Working Party.
3. That all the appointments be reviewed at a time still to be determined following the swearing in of the new Whangārei Urban Constituency councillor.

Options

No.	Option	Advantages	Disadvantages
1	Make interim appointments to address the vacancies that have arisen	Ensures council's work programmes are not disrupted. Reduces any potential issues regarding meeting quorums due to an extraordinary vacancy.	All appointments will need to be reviewed at such time the new Whangārei Urban Constituency Councillor is sworn in.
2	Do not make interim appointments to address the vacancies that have arisen	Prevents having to address vacancies twice.	Current programmes may be disrupted due to a lack of/reduced NRC representation. There are potential issues meeting quorum requirements due to an extraordinary vacancy. Will result in inconsistencies in membership; given all appointments will need to be reviewed at such time the new Whangārei Urban Constituency Councillor is sworn in.

The staff's recommended option is Option 1.

Considerations

1. Environmental Impact

This is a procedural matter and there are no environmental risks or impacts, nor does it have any impact on the ability of council to protectively respond to the impacts of climate change now or in the future.

2. Community views

There are no community views that council needs to be aware of in making this decision.

3. Māori impact statement

There are no known particular impacts of this decision on Māori which are different from the general public.

4. Financial implications

There are no financial implications of this decision.

5. Implementation issues

There are no implementation issues that council needs to be aware of in making the interim appointments.

6. Significance and engagement

This is purely an administrative matter and when assessed according to the council's Significance Policy is deemed to be of low significance.

7. Policy, risk management and legislative compliance

The activities detailed in this report are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002.

Background/Tuhinga

Nil

Attachments/Ngā tapirihanga

Nil

TITLE: Letter to Minister Mahuta - Māori representation

ID: A1383313

From: Malcolm Nicolson, Chief Executive Officer

Authorised by Malcolm Nicolson, Chief Executive Officer, on date 11 November 2020
Group Manager:

Executive summary/Whakarāpopototanga

On 2 November 2020, Prime Minister Jacinda Arden announced the new cabinet. Included in the announcement was the reappointment of the Honourable Nanaia Mahuta as Minister of Local Government. Since Minister Mahuta's reappointment to this portfolio, she has made public comments as to her priorities for local government, one of which is to amend the Local Electoral Act 2001 (LEA) in relation to the establishment of Māori wards.

This agenda item is seeking council approval to write to Minister Mahuta outlining council's view of the polling legislation attached to the establishment of Māori wards and constituencies. This would also give effect to Te Taitokerau Māori and Council Working Party recommendations (10 September 2020 meeting) to write to the Government on the polling issue.

It is proposed the letter will cover:

- a. council's support of the LGNZ letter dated 22 March 2018 to Rt Hon Jacinda Arden (Prime Minister), Rt Hon Winston Peters (Deputy Prime Minister), and Hon James Shaw (Leader of the Green Party) (**Attachment 1**);
- b. council's support of Minister Mahuta's promise to amend the LEA;
- c. highlighting the expected cost to Tai Tokerau ratepayers should polls be necessary across all four councils (Tai Tokerau council ratepayers will potentially be paying a combined bill of \$369,000 – NRC \$240,000, WDC \$90,000, KDC \$30,000 if the polls were to happen, and \$9,000 for the FNDC voluntary poll);
- d. informing the timeframes for the process of five percent of electors to demand a poll and if that occurs, the poll;
- e. requesting a moratorium or the like on the ability to demand a poll;
- f. request for an indicative process and timeline as to when legislation associated with this type of polling may be repealed.

Recommendation(s)

1. That the report 'Letter to Minister Mahuta - Māori representation' by Malcolm Nicolson, Chief Executive Officer and dated 6 November 2020, be received.
 2. That council approve the drafting of a letter to Minister Mahuta supporting the commitment to amend the Local Electoral Act 2001 in relation to the establishment of local government Māori wards.
 3. That the Chair is delegated authority to sign the letter to Minister Mahuta on behalf of council.
-

Options

No.	Option	Advantages	Disadvantages
1	Write to Minister Mahuta	<ul style="list-style-type: none"> The Minister will be aware that council requires clarity as to the process for creating Māori constituencies for the 2021 local body elections. May be viewed by some members of the public as further support for the principles of Te Tiriti o Waitangi. Provides support for the views of LGNZ that the legislation governing the establishment of Māori constituencies is unfair. Proactively communicates council's viewpoint on the process for establishing Māori constituencies. 	<ul style="list-style-type: none"> Seeking clarity to remove the ability of the community to be polled may be viewed by some members of the public as unjust and undemocratic.
2	Do not write to Minister Mahuta	<ul style="list-style-type: none"> Given the Minister has already signalled a change to the legislation, not writing the letter may be the least inflammatory option. 	<ul style="list-style-type: none"> The Minister will not be aware that council needs clarity of the process for specifically, establishing Māori constituencies for the 2022 local body elections

The staff's recommended option is 1 - write a letter to Minister Mahuta.

Considerations

1. Environmental Impact

The decision of council to create Māori constituencies was made at the council meeting held on 20 October 2020. There are no known environmental impacts or risk to council's environmental services associated with this report.

2. Community views

This report is an administrative matter that seeks to inform Minister Mahuta of council's viewpoint on the process for establishing Māori constituencies. Given Minister Mahuta's November media comments, council is seeking clarity as to the process and timeline for amending legislation governing the creation of Māori constituencies and whether any decision will be made that may impact the process council must follow in order to create Māori constituencies for the 2022 local government elections.

3. Māori impact statement

A paper was presented to the 10 September 2020 meeting of Te Taitokerau Māori and Council Working Party. Two of the agreed actions were:

- *That the council write to the new Chair of Local Government New Zealand (LGNZ) to ask that LGNZ again requests the government to remove sections 19ZA to 19ZG of the Local Electoral Act 2001 (LEA) that allows for polls on the establishment of Māori wards or constituencies. These provisions do not apply to other wards and constituencies and marks them as unfair to Māori and inconsistent with being Treaty partners.*
- *That council also consider writing to the new Prime Minister, when elected, to ask that the unfairness caused by the poll provisions be addressed as a matter of importance.*

It is recommended a letter directly to Minister Mahuta is now the best course of action to give effect to TTMAC's direction, given she has publicly stated she wants to address the issue in her role as Minister of Local Government.

4. Financial implications

This report relates to a council administrative matter. There are no financial implications.

5. Implementation issues

This report relates to a council administrative matter. There are no implementation issues.

6. Significance and engagement

In relation to section 79 of the Local Government Act 2002, this decision is considered to be of low significance when assessed against council's Significance and Engagement Policy. This does not mean that this matter is not of significance to tangata whenua and/or individual communities, but that council is able to make decisions relating to this matter without undertaking further consultation or engagement.

7. Policy, risk management and legislative compliance

The decision is consistent with policy and legislative requirements relevant to the issue.

Attachments/Ngā tapirihanga

Attachment 1: Ltr to Leaders re Maori ward poll [↓](#)



22 March 2018

Rt Hon Jacinda Ardern
Prime Minister
Leader of the Labour Party
Parliament Buildings
WELLINGTON

Rt Hon Winston Peters
Deputy Prime Minister
Leader of New Zealand First
Parliament Buildings
WELLINGTON

Hon James Shaw
Leader of the Green Party
Parliament Buildings
WELLINGTON

Dear Leaders

Removing the poll for Māori wards and constituencies – an open letter to the Government

Ngā mihi kia koutou kī runga i ngā tini āhuatanga ō te wā, greetings to you all during this time of many and varied issues.

We are writing to you in your role as the three leaders of our governing coalition on behalf of our members, the 78 local authorities of New Zealand. This letter seeks your support to remove those sections (s.19ZA to 19ZG) of the Local Electoral Act 2001 (LEA) that allow for polls of electors on whether or not a city, district or region can establish Māori wards and constituencies.

Following its decision in 2001 to establish Māori constituencies for the Bay of Plenty Regional Council, Parliament amended the LEA to give this power to councils, in consultation with their citizens. The amendment also allowed electors, through a binding poll, to either require a council to establish wards and constituencies or overturn a council decision to that effect.

The changes to the LEA were intended to increase Māori representation in local authorities but the intent has failed, largely due to the nature of the poll provisions; provisions which do not apply to any other type of ward or constituency. The binding poll only applies to Māori wards and constituencies.

Since 2002, in fact, the only Māori wards or constituencies so far established have been the constituencies introduced by the Waikato Regional Council, by resolution, in 2013 and the Māori wards, agreed by poll, in Wairoa in 2016. Over this period many polls have been held at the request of iwi to establish Māori wards only to be lost and in a number of instances councils have resolved to establish Māori wards only to have their decisions overturned by a poll of voters, for example, in New Plymouth District prior to the 2016 local elections.

Currently five councils have resolved to establish Māori wards; these are Kaikoura District Council, Manawatu District Council, Western Bay of Plenty District Council, Whakatāne District Council and Palmerston North City Council, and each council is facing a binding poll that could reverse their decisions. Should any of the polls succeed (a simple majority is all that is required) then not only will the proposed Māori wards not be established, but no future consideration of Māori wards will be able to take place until after the 2022 local authority elections.

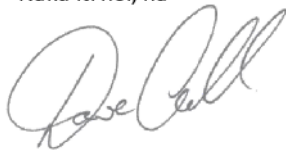
As noted, these poll provisions apply only to the establishment of Māori wards and constituencies. That they do not apply to other wards and constituencies marks the provision as discriminatory to Māori and inconsistent with the principle of equal treatment enshrined in the Treaty of Waitangi. Either the poll provisions should apply to all wards or they should apply to none. The discriminatory nature of these polls is not acceptable.

Of equal concern, the polls reduce a complex issue to a simple binary choice, which, by encouraging people to take sides, damages race relations in our districts. Matters of representation and relationships should be addressed in a deliberative manner that employs balanced and considered dialogue – not by poll. In fact, a poll is not necessary. Should a council resolve to establish Māori wards or constituencies, or any other ward, against the wishes of its community then the community has the option to hold that council to account at the next election – this is how representative democracy is intended to work.

It is imperative that the Government acts to address the unfairness created by the poll provisions and put in place a legislative framework that will enable mature and constructive conversations about options for Māori representation in local authorities. We acknowledge that the answers will vary from place to place, which is appropriate, but resorting to simplistic and emotion-fuelled campaigns to seek signatures and votes is not good for our communities.

We intend to share this letter widely with our members and the public and look forward to meeting with you to discuss our request and share with you the reasons why we believe this is an important and urgent matter for parliament to consider.

Nāku iti nei, nā



Mayor Dave Cull
President
Local Government New Zealand

CC: Hon Nanaia Mahuta, Minister of Local Government
Hon Kelvin Davis, Minister for Crown/Māori Relations

TITLE: Health and Safety Report

ID: A1381980

From: Kelcie Mills, Health and Safety Advisor

Authorised by Group Manager: Bruce Howse, Group Manager - Corporate Excellence, on date 04 November 2020

Executive summary/Whakarāpopototanga

This report is to inform the council of the activity in health and safety for the month of October 2020. An overview/summary of the activities include:

- The Safeplus assessment tool is underway and will run for two weeks.
- The mitigation plan for unknown chemicals has been developed with deep dive (**Attachment 1**).
- The number of incidents reported has declined and the number of hazards reported has increased.
- Several training sessions are planned to take place over the coming months.

Recommendation

That the report 'Health and Safety Report' by Kelcie Mills, Health and Safety Advisor and dated 3 November 2020, be received.

Background/Tuhinga

1. Health and safety performance

Table 1: Health and safety performance lead and lag indicators

	Aug-20	Sep-20	Oct-20	FY Total
% Audit of systems reviewed	3%	1%	5%	9%
Audit corrective actions identified	0	0	0	0
Workplace inspections completed	0	1	3	4
Number of vehicles events	2	0	4	10
Number of contractor events	0	0	0	2
Contractors successfully pre-engaged	8	3	3	16
H&S trainings completed	1	3	7	21
New workers H&S inducted	3	2	3	8
Health monitoring vaccine programmes completed				65*
Health monitoring programmes completed				0*
	Current		Completed	
Incident Investigations outstanding	9	29	38	

*based on calendar year

Table 1 summarises the key lead and lag indicators for the past quarter.

2. Risk management

The current top five risks are:

1. Driving motor vehicles
2. Extended work hours/stress
3. Unknown chemicals and hazardous substances
4. Not implementing controls
5. Contractors

Risk updates

- A 'fatigue when driving guide' is being drafted, and the high-risk drivers have been identified for receiving driver training.
- The action plan developed for the stress report is now with the stress group to be implemented.
- A mitigation plan for unknown chemicals has been developed. It includes the recently initiated 'amnesty days' at the ReSort centre. See Attachment 1 for the deep dive into unknown chemicals.
- The residual risk for 'not implementing controls' has reduced as the expired Traffic Management Plan (TMP) has been renewed for another 12 months. However, it remains in the top five as the risk of successfully implementing the TMP still remains.

3. Incidents and hazards

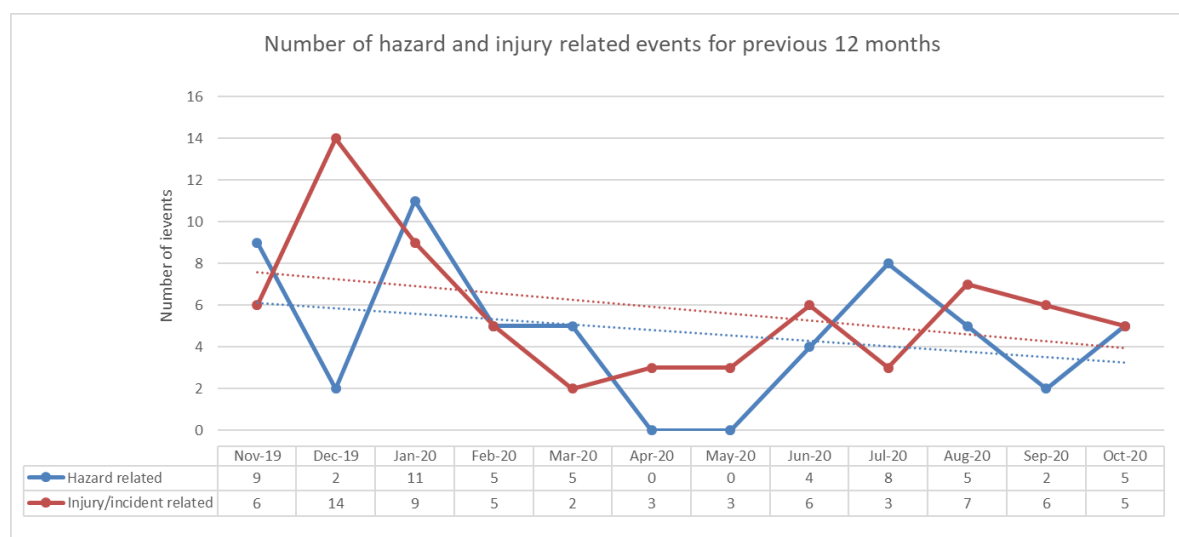


Figure 1: Number of hazard and injury related events for previous 12 months

Figure 1 shows the number of injury/incident and hazard related events reported over the previous 12 months. Reporting of incidents continues to trend down, and the reporting of identified hazards has increased.

Events reported

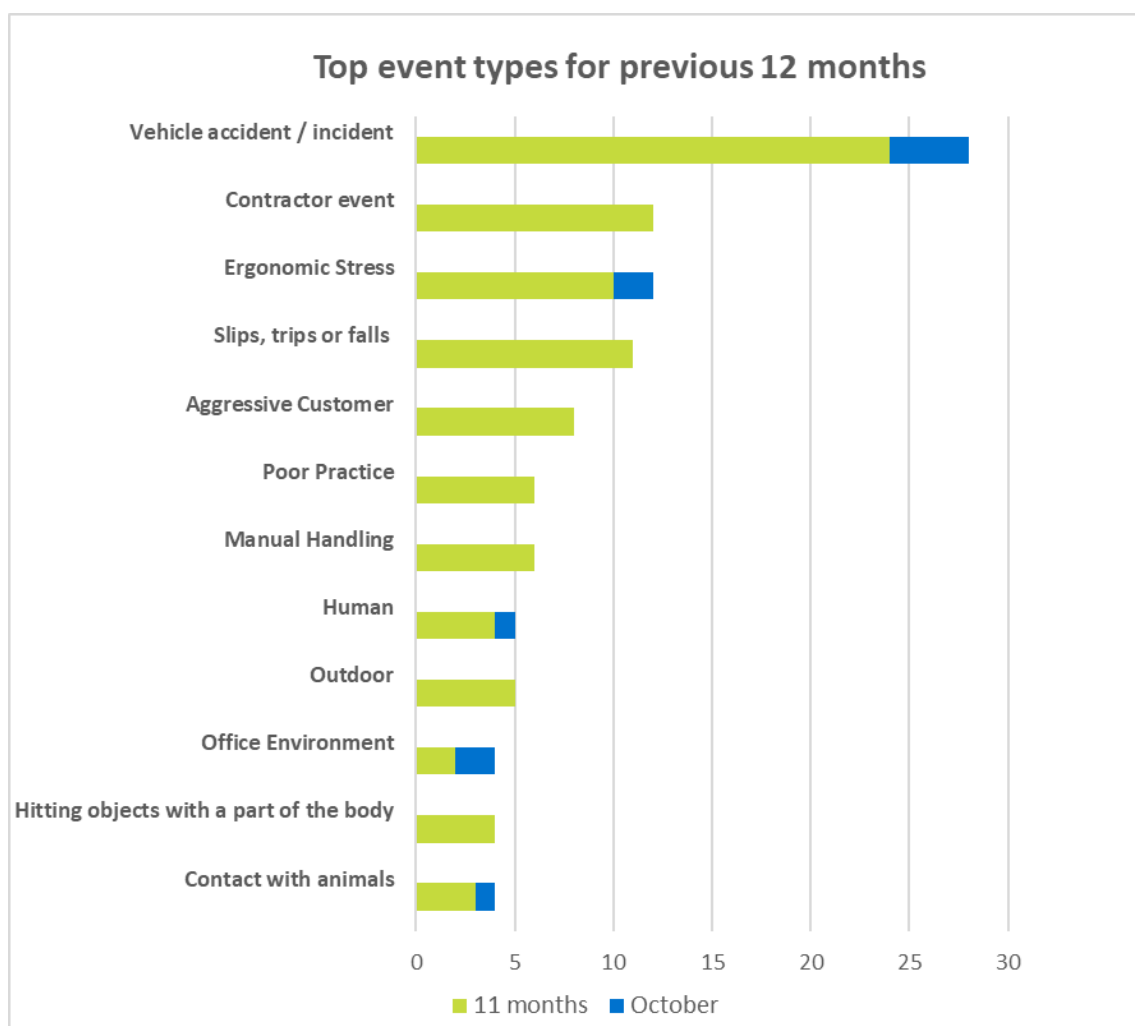


Figure 2: Top 10 issues for previous 12 months

Events of interest

- Two vehicle incidents involved minor vehicle damage. Both were due to judgment errors. The first one occurred by reversing into a car in a public carpark. In this event the correct steps were taken to check the person was not injured.
- An aggressive dog near miss occurred when a worker entered a property and the neighbouring dog jumped the fence to attack but got caught on its own chain. The property has been added to the people and places of interest register.

4. Health and safety strategy work programme

Leadership

- The health and safety committee identified speeding as an area which needs focused attention. As a result, extra resource is going into monitoring E-Road and addressing driving behaviours.

Communication and engagement

- The health and safety section on Express has been updated to reflect the most current information.

Wellbeing

- The stress report was delivered to ELT in October and is now back with the stress group to begin delivering the action plans.

Injury, illness and hazards

- The StaffCare nurse saw 29 staff for skin checks at Water St. They were all offered advice on skin protection and some were referred to their GP. The nurse will also be visiting the regional offices in December.
- Templates for standard operating procedures (SOPs) and simplified (1 page) SOPs have been developed. Pre-existing SOPs will be transferred into the new templates and then linked into the risk register.

Monitoring and reporting

- The majority of Water St has recently had floor inspections by the health and safety representatives. These inspections are used to monitor groups/areas physical workspace and check in on staff wellbeing.
- The Health and Safety Advisor has been attending contractor inspections and audits with contract managers to upskill their inspecting capability.

Learning and development

- Training requirements for roles is continuing to be identified with managers.
- Training courses including mental health 101, outdoor first aid, 4WD, defensive driving theory, and water safety are all currently being organised to take place over summer.

Continuous improvement

- The Safeplus online assessment was distributed on 29 October and will continue to run for two weeks. SafePlus is a workplace self-assessment audit tool to identify the workers' perspective on the effectiveness of health and safety in the organisation.

5. Legislation updates

Nil

Attachments/Ngā tapirihanga

Attachment 1: Health and safety risk deep dive - unknown chemicals [↓](#)

Appendix 2 – H&S risk deep dives: Unknown hazardous substances

ID 2: Unknown chemicals and hazardous substances	Pre-controls (Inherent) Risk Likelihood	Pre-controls Risk Consequence	Pre-controls Risk Ranking	Post-control (Residual) Risk Ranking	Risk Owner
There is a risk of exposure to hazardous substances, causing acute or chronic harm to the body. Damage to environment / ecosystem. Not complying with Health and Safety at Work Act 2015 and regulations. Not complying with the HNSO Act.	Often	Major	Extreme	Major	GM Corporate Excellence - Bruce Howse
Type of Risk: Acute injury and or harm to a staff member, contractor, volunteer or member of the public. Potential harm to the environment, as well as financial and reputation risk. Background: Receipt from the public of unknown hazardous substances at an NRC building and also at the Re-Sort centre.					
Key Treatments or mitigation activities	Responsible Person	Timeframe – Start date	Signoff	Frequency of review	Status
Not receiving hazardous substances at reception but encouraging people to phone in to find out what to do with the substance or else take the substance to the back of the building to be dealt with by an appropriate staff member.	Kelcie Mills	On-going	Discussed with ELT. Approved by GM Corporate Excellence.	Yearly	Implemented
Having trained certified handlers.	Kelcie Mills	On-going	GM Corporate Excellence.	Yearly	Implemented
PPE for any chemical handling available at Water St and ReSort.	Kelcie Mills	Ongoing	HR Manager	Yearly	Implemented
Having specific amnesty days at the Re-Sort centre	Ali McHugh	November 2020 – monthly on-going	GM Corporate Excellence	Yearly	Implemented

TITLE: Chair's Report to Council

ID: A1381278

From: Penny Smart, Chair

Authorised by Penny Smart, Chair, on date 10 November 2020
Group Manager:

Purpose of Report

This report is to receive information from the Chair on strategic issues, meetings/events attended, and correspondence sent for the month of October 2020.

Recommendation

That the report 'Chair's Report to Council' by Penny Smart, Chair and dated 2 November 2020, be received.

Strategic issues

Soil conservation programmes in Northland

With recent focus on the Kaipara Moana Remediation lately I thought it is worth noting all of the other soil conservation programmes that Northland Regional Council (NRC) is part of. They are all important and producing great outcomes.

- The NRC Environment Fund: Funding for fencing materials, contractors, and/or native plants.
- Hill Country Erosion Fund (SHaRP) - \$3.6 M: Trees/advice/landowner practical help.
- Regional Afforestation Grant Scheme (RAGS): Regional Afforestation Grant Scheme.
- Northern Wairoa Project (funded by the MFE Freshwater Improvement Fund): Planting, fencing, soil conservation to achieve planting iwi/hapu aspirations.
- Kauri Dieback Fund/programme: Fencing, advice and hygiene.
- Bio-fund: Traps and animal toxins, associated gear.
- Community Pest Control Areas (CPCAs): Biosecurity for forest health and Kiwi (protection).
- Pest Free 2050 funding: Large forest restoration.
- Kaipara Moana Remediation Programme: Farm planning, planting plans, subsidies for fences, planting and wetlands - \$300 M in 10 years. Much needed detail on the actual implementation of the Kaipara Moana programme will be coming out to landowners and the general public prior to Christmas.

For more information on all or some of the projects see the NRC website.

Plastics in our water ways - joint councils and agencies study

NRC has initiated a project with NorthTec, Whitebait Connection, Whangarei District Council, Far North District Council and Kaipara District Council to estimate how much plastic and litter is reaching Northland's estuaries and coastline each year. Litter traps have been installed on stormwater catch-pits around the region. NorthTec will audit the contents of the traps every three months to estimate how much plastic is washed into the sea. The project aims to identify some high-risk land uses such as playgrounds, car parks, supermarkets and fast food premises to enable targeted mitigation and education.

Reducing the impact of plastic on our environment - submissions now open

The Government is seeking feedback on its proposals to reduce the impact of plastic on our environment. The discussion document includes two proposals that would work side by side to reduce the impact of plastic waste on the environment:

- Proposal 1: Phase out hard-to-recycle plastics
- Proposal 2: Take action on single-use plastic items.

Further information on the Government's proposal is available on the Ministry for the Environment's website: <https://www.mfe.govt.nz/reducing-impact-of-plastic-on-environment>.

Meetings/events attended

During this period, I attended the following meetings/events/functions:

- Meetings attended with the council's CEO, Malcolm Nicolson:
 - Kaipara Moana Remediation MoU signing and inaugural joint committee meeting.
 - Oruku Landing discussions at Whangarei District Council.
 - Northland Drought Resilience meeting – Mayors, Chair and CEOs.
 - Kaipara Moana Remediation workshop and joint committee meeting.
- Regular Mayors and Chair catch up meetings.
- Interviews with Te Karere TVNZ and Māori TV.
- Neil Crowson – outlook for Northland.

Correspondence

During October I sent out the following correspondence:

Date	Addressed To	Subject
05.10.20	Lau'rell Pratt Project Manager Te Papa Paorooro	Letter of support for Te Papa Paorooro wetland restoration
14.10.20	Snow Tane Te Roroa Board of Trustees	Kauri dieback in Waipoua and Trounson
21.10.20	Marja Lubeck Member of Parliament Chris Penk Member of Parliament for Kaipara ki Mahurangi Willow-Jean Prime Member of Parliament Hon Peeni Henare Member of Parliament for Tamaki Makaurau Mark Cameron Member of Parliament Hon Kelvin Davis Member of Parliament for Te Tai Tokerau Dr Shane Reti Member of Parliament	Congratulatory letters to successful candidates in the parliamentary elections

21.10.20	All members of the Te Taitokerau Māori and Council Working Party	Decision on Māori representation at council's October council meeting
23.10.20	Doug Leeder Chairman Bay of Plenty Regional Council Andrew Judd Meng Foon Race Relations Commissioner Murray Reade CEO Northland Inc. Dame Naida Glavish Chair Te Rūnanga o Ngāti Whatua Toa Faneva Iwi Chief Executives and Iwi Chairs John Cronin	Thank you letters for sharing expertise and time to assist council in understanding Māori representation

Attachments/Ngā tapirihanga

Nil

TITLE: Chief Executive's Report to Council

ID: A1379390

From: Malcolm Nicolson, Chief Executive Officer

**Authorised by
Group Manager:** Malcolm Nicolson, Chief Executive Officer, on date 11 November 2020

Recommendation

That the report 'Chief Executive's Report to Council' by Malcolm Nicolson, Chief Executive Officer and dated 31 October 2020, be received.

7.3.1 HIGHLIGHTS

Kaipara Moana Memorandum of Understanding

The Memorandum of Understanding (MOU) between the government, councils and Kaipara Uri recognises an equal partnership between Kaipara Uri and councils to undertake the Kaipara Moana Remediation Programme, a \$300 million, decade-long project that aims to remediate ongoing environmental degradation by halving sediment loss from land to sea.

The programme is predicted to create around 300 new jobs; 200 for direct farm work such as fencing streams and wetlands, establishing water reticulation systems, preparing and planting land, weeding, and hill country stabilisation, and another 100 in the rural sector for nurseries, fencing manufacture, and farm advisory services.

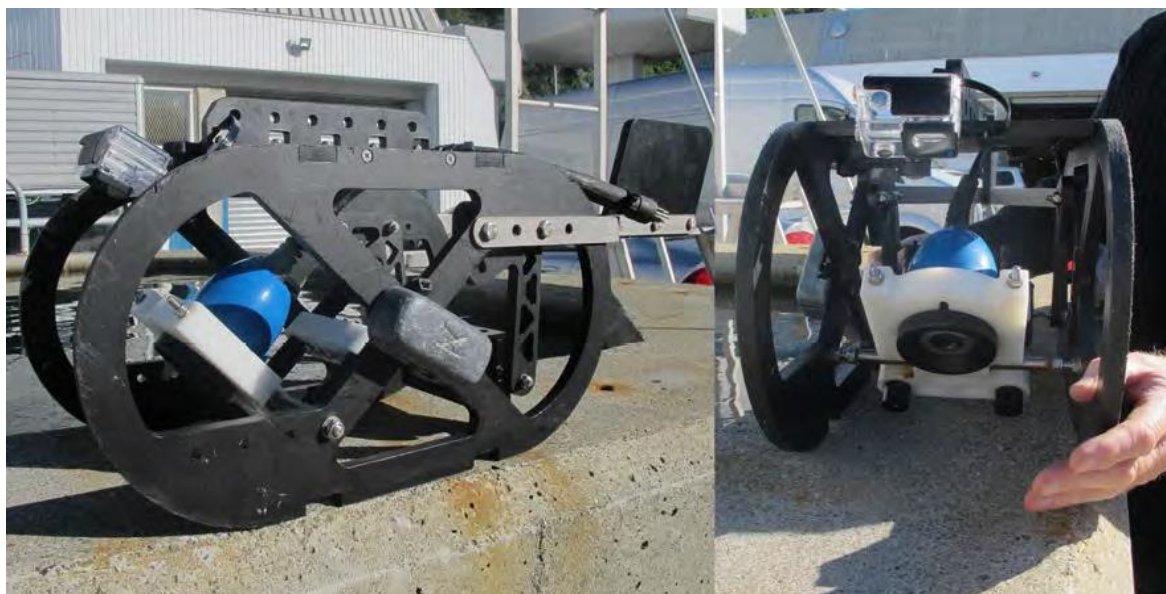
Minister for the Environment, David Parker, signed the agreement with council and Kaipara Uri programme partners at Waihaia marae in Arapaoa. Joining them at the signing were Minister of Conservation, Eugenie Sage, and guests representing numerous communities, conservation, hapū and marae groups, as well as the agricultural sector and philanthropic organisations.



The pōwhiri and event supported by our team was a proud and humbling moment in time for all that had contributed to the significance of the Kaipara MoU.

Underwater survey of the Ipipiri platform in the Bay of Islands

Final planning is underway for an underwater survey of the Ipipiri platform in the Bay of Islands, which is scheduled to be undertaken in November. The survey is a collaboration between local and national researchers, which council is supporting, and will involve a series of underwater video transects using a towed camera set up which will inform a more detailed drop camera survey. The Ipipiri platform has been identified as a Significant Ecological Area (SEA) in the PRP as it contains among the most biodiverse soft sediment biogenic habitat in New Zealand, including nationally rare (or seldom reported) red-algal turfs and subtidal seagrass. One of the outcomes of the survey will be a baseline assessment of this important SEA. The survey should also provide council with a useful template on how to survey ecologically important subtidal habitats.



Towed camera system incorporating a splash cam and a GoPro.w

7.3.2 CEO'S OFFICE

Current Legal Proceedings

Department	Description	Status
Consent decision appeal	Replacement consents for, and new consents for an expansion of, Doug's Opua Boat Yard in Walls Bay, Ōpua.	No further update.
Consent decision appeal	Replacement discharge consents for East Coast Bays Wastewater Treatment Plant (Taipā)	Awaiting further direction from the Court.
Economic	Discussed with lawyers the enforcement options open to council once the High Court judgement for REL is sealed.	Take appropriate steps to try and recover the money owed to council.

7.3.3 CORPORATE EXCELLENCE

COUNCIL PROPERTY UPDATE

- The Kensington Crossing base build is contracted to be completed mid-December 2020. This will be challenging, but it is in the interests of the contractor that the target be met. Various fit-outs will continue into the New Year.

- The Kaipara Service Centre foundations are now being poured. The project is currently 19 days ahead of schedule, which provides some cushion should unforeseen circumstances arise.
- The sale of three significant and adjacent Union East Street properties is currently being negotiated by the Chief Executive and will be subject to council approval.
- Planning for the demolition of a Hannah Street property is underway and will be subject to council approval.
- The NIWA Kingfish RAS facility Project Manager, Designer, Engineer and Electrical Engineer have been engaged by NIWA. The concept design, initial budget and program are being developed for Project Control Group approval.

CYBER SECURITY

- A high-level information security risk assessment has been completed across the council's computer environment. The risk assessment followed the risk assessment process which is based on the ISO risk management standards.
- The assessment reviewed existing information security policies and related documents, meeting with managers to discuss the importance of information security and reporting on findings, observations and recommendations.
- A total of fifteen (15) high level risks were identified during the risk assessment process, and an action plan is being developed assessing the criticality of each risk, with all risks being addressed as resources and workloads permit.

FRAUD DECLARATION

I am not aware of any fraud nor am I investigating any incidence or suspected incidence of fraud at this time.

7.3.4 REGULATORY SERVICES

Consents in Process

During October 2020, a total of 76 Decisions were issued. These decisions comprised:

• Moorings	8
• Coastal Permits	32
• Coastal Discharge Permits	0
• Air Discharge Permits	0
• Land Discharge Permits	2
• Water Discharge Permits	1
• Land Use Consents	14
• Water Permits	3
• Bore Consents	16

The processing timeframes for the October 2020 consents ranged from:

- 57 to 5 calendar days, with the median time being 30 days;
- 40 to 3 working days, with the median time being 20 days.

Thirty-nine applications were received in October 2020.

Of the 101 applications in progress at the end of October 2020:

- 54 were received more than 12 months ago (most awaiting further information from the applicant);
- 7 were received between 6 and 12 months ago (most awaiting further information from the applicant);
- 40 less than 6 months.

Appointment of Hearing Commissioners

No commissioners were appointed in October 2020.

Consents Decisions and Progress on Notified Applications in Process, Objections and Appeals

The current level of notified application processing activities at the end of October 2020 is (by number):

- Applications Publicly/Limited Notified During Previous Month 1
- Progress on Applications Previously Notified 5
- Hearings and Decisions 4
- Appeals/Objections 2

COMPLIANCE MONITORING

The results of compliance monitoring for the period 1 – 31 October 2020 (and year-to-date figures) are summarised in the following table and discussed below.

Classification	Total	Full compliance	Low risk non-compliance	Moderate non-compliance	Significant non-compliance	Not exercised during period
Air Discharge	25	25	0	0	0	0
Bore Consent	10	5	5	0	0	0
Coastal Air Discharge	2	2	0	0	0	0
Coastal Discharge	33	30	2	0	0	1
Coastal Permit	33	28	4	0	0	1
FDE – Discharge permit	110	88	0	17	4	1
FDE – Permitted activity	35	30	0	4	0	1
Land Discharge	59	47	3	3	1	5
Land Use Consent	40	32	0	1	0	7
Water Discharge	37	29	4	3	1	0
Water Permit	24	23	0	0	1	0
Water Take	97	57	29	11	0	0
Total	505	396	47	39	7	16
Percentage		78.4%	9.3%	7.7%	1.4%	3.2%
Year to date	2,266	1,553	271	207	70	165
Percentage		68.5%	12.0%	9.1%	3.1%	7.3%

Coastal

The majority of consents monitored during the reporting period related to coastal discharges (treated municipal sewage, boat maintenance facilities and other industrial) and coastal structures.

Water, Waste, Air and Land Use (WWALU) Compliance Monitoring

- Water use*

With another period of dry weather being experienced and rivers set around 30% lower than usual for this time of year, staff are preparing for potential periods of water shortage.

A group of water users taking from a stream in Whatitiri have been working closely with DOC, NRC, QEII Trust and hapū to resolve an issue where concrete was placed in a stream without authorisation from any party. All parties are keen to see the reinstatement of the stream with appropriate fish passage in place. Works to reinstate the stream are likely to be delayed until the tuna have stopped moving upstream and when flows are low to mitigate adverse effects. The water users will need to seek advice from the NRC consents team to ensure their water use is authorised and a stocktake of other water users will be undertaken in the catchment.

- Air Monitoring*

A large number of fires with associated smoke complaints were coming through the hotline. An interim enforcement order was sought on a property owner who burnt forestry slash and debris causing a large number of complaints in Waipū. Bringing this issue to a successful resolution incurred a significant amount of staff resource, but was warranted given that the burner was not cooperative and continued to undertake burning despite previous enforcement action taken by the council.

- Waste and Contaminated Land Management*

Twelve incidents involving the discharge of hazardous substances and 19 enquiries regarding contaminated land were received and responded to. Three sites were added to the Selected Land Use Register (SLR) and 543kg of hazardous waste was disposed of. Staff started a review of the Selected Land-use Register (SLR).

The first hazardous waste amnesty day will be held on Tuesday 17 November 2020.

Intergroup Limited was close to completing the set-up of the Sustainable Solvents site at Marsden Point/Ruakaka for the removal of hazardous waste from the site. The site was inspected by a council officer on 29 October, who did not identify any environmental matters of concern.

Farm Dairy Effluent (FDE) Monitoring

FDE inspections commenced on 27 July 2020. A total of 804 farms will be visited by the contractor or NRC staff before Christmas - 25 less farms than last year. To date 605 farms (~75%) have been visited and reported on. Comparisons of this season's results so far with those for last season are given in the tables below.

CONSENTED FARMS					
Full Compliance		Moderate Non-Compliance		Significant Non-Compliance	
This Year	Last Year	This Year	Last Year	This Year	Last Year
312	322	100	117	43	74
69%	63%	22%	23%	9%	14%

Six hundred and nine consented farms will be visited this season.

NON-CONSENTED FARMS					
Full Compliance		Moderate Non-Compliance		Significant Non-Compliance	
This Year	Last Year	This Year	Last Year	This Year	Last Year
117	115	18	25	15	28
78%	68%	15%	15%	10%	17%

One hundred and ninety-five farms operating under the permitted activity criteria will be visited this season.

Drought Recovery Grant – partial reimbursement of transport costs

NRC has been administering funding of \$250,000 to help Northland livestock owners mitigate animal welfare issues – subject to set criteria.

The grant was live from 1 July to mid-October 2020. The funding was allocated to 72 Northland farmers and is now fully exhausted.

Environmental Incidents

There was one environmental incident reported on which resulted in a significant environmental impact.

A spray drift incident that has affected grape vines was reported in early October; investigations are continuing to try to identify the source of the spraying activity that may have caused the damage.

ENFORCEMENT

Abatement Notices, Infringement Notices and Formal Warnings

The following enforcement actions were taken during the period:

Nature of Offence	Infringement Notice		Abatement Notice		TOTAL *	
	No. Offences	No. Notices	No. Offences	No. Notices	No. Offences	No. Notices
Burning and smoke nuisance	0	0	4	5	4	5
Earthworks/land use	0	0	2	2	2	2
Farm dairy effluent	6	7	16	17	16	24
Hazardous substances, spills & refuse	0	0	1	1	1	1
Illegal take, dam or diversion of water	0	0	1	1	1	1
Other water discharge	0	0	4	4	4	4
TOTAL	6	7	26	30	26	37

*An infringement notice and an abatement notice may be issued for the same offence. This means that in the above table, Column 5 (Total No. Offences) is not necessarily the sum of Column 1 (Infringement Notice No. Offences) + Column 3 (Abatement Notice No. Offences).

Other Enforcement

- Sand dune removal – Tokerau Beach*

Charges were laid against two parties – an individual and his company for offending which occurred in July 2019. The alleged offences include the removal of a sand dune at Tokerau Beach. Guilty pleas were entered by the individual on 22 May 2020, with the charges against the company withdrawn. The individual has requested to participate in the restorative justice process, this has been agreed and directed by the Judge, and we are awaiting a date to be set. The next court appearance was scheduled for 2 November 2020 to monitor the restorative justice process and to set a sentencing date.

- Timber treatment plant*

Charges were filed in the Whangarei District Court on 12 March 2020 against a company and an individual for discharges from a timber treatment processing plant. An agreement has been reached between parties to withdraw the prosecution charges and apply for an enforcement order. Work is currently underway to lodge the application with the Court.

- Earthworks without erosion and sediment controls – Tōtara North*

Charges were laid in the Kaitia District Court on 20 July 2020 against an individual for earthworks undertaken without controls, and work within a watercourse and the riparian management zone. There are six charges against the individual. The summons was served on the defendant and the first court appearance has been adjourned until 16 November 2020 in the Whangarei District Court, to allow the defence lawyer to consider disclosure.

- *Ongoing burning and smoke nuisance – Waipū*

An application for an interim enforcement order was made to the Court against an individual and a company for causing ongoing offensive and dangerous smoke nuisance to neighbouring properties from the burning of scrub and slash property clearance at Waipū. A final enforcement order was granted on 20 October 2020.

- *Solid waste disposal and burning – Kaitāia*

An application for an enforcement order was made to the Court against an individual for the disposal of solid waste and the burning of the material on his property at Kaitāia. The enforcement order was granted on a final basis on 28 October 2020.

- *Discharge of contaminants from Marina – Whangārei*

An abatement notice issued in August 2020 requiring the consent holder to comply with conditions of their resource consent relating to the discharge of contaminants was appealed. Agreed mediation was scheduled and has now been adjourned as parties have agreed to an action plan with a joint memorandum to be filed to the Court on 16 December 2020.

- *Burning and smoke nuisance – Pakaraka*

An abatement notice issued in August 2020 for burning of vegetation causing a smoke nuisance beyond the property boundary was appealed. The notice was cancelled after subsequent discussions with the offender.

COASTAL AND WATER QUALITY

- All routine monthly water quality and ecological programmes were undertaken, including:
 - four coastal water quality sampling runs.
 - nine river water quality, priority catchment, and periphyton sampling runs.
 - validation of six continuous water quality stations (five freshwater and one coastal).
- The quarterly coastal litter monitoring programme was undertaken at Hātea River adjacent to the Pohe Island BMX track. Representatives from Sustainable Coastlines, Ecosolutions and a councillor from both the NRC and WDC, attended to assist with the collection and audit of litter. As with previous audits, plastic pollution made up the majority of the litter collected.
- An annual shellfish survey at Taipā estuary was undertaken with the assistance of students from Taipā Area School. In total, 20 points along seven transects were sampled.
- Staff deployed continuous dissolved oxygen meters at 15 river water quality sites to collect data over the next six months. These meters will provide council with data on the life-supporting capacity of these sites, which is of particular concern should Northland enter another drought and meets the requirements of the NPS-FW.

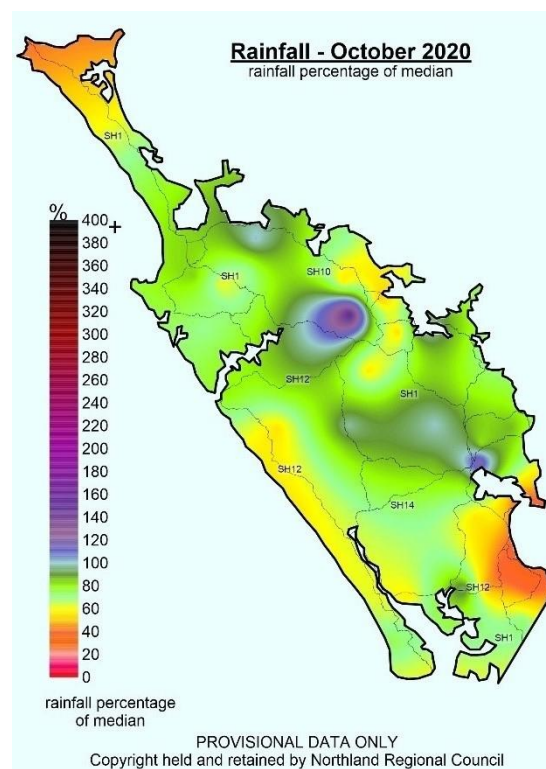
NATURAL RESOURCES DATA

- LAWA: Bacterial - monitoring data for swimming sites-are being reviewed to ensure that they are complete and correct, so that they can be published in early November ready for the swimming season over the coming summer months.
- The ecological database (KiEco) is still under construction and the freshwater macroinvertebrate and periphyton programmes are expected operational by December 2020.
- Work continues with the online services team to update the platform for displaying environmental data on the council's website.

HYDROLOGY

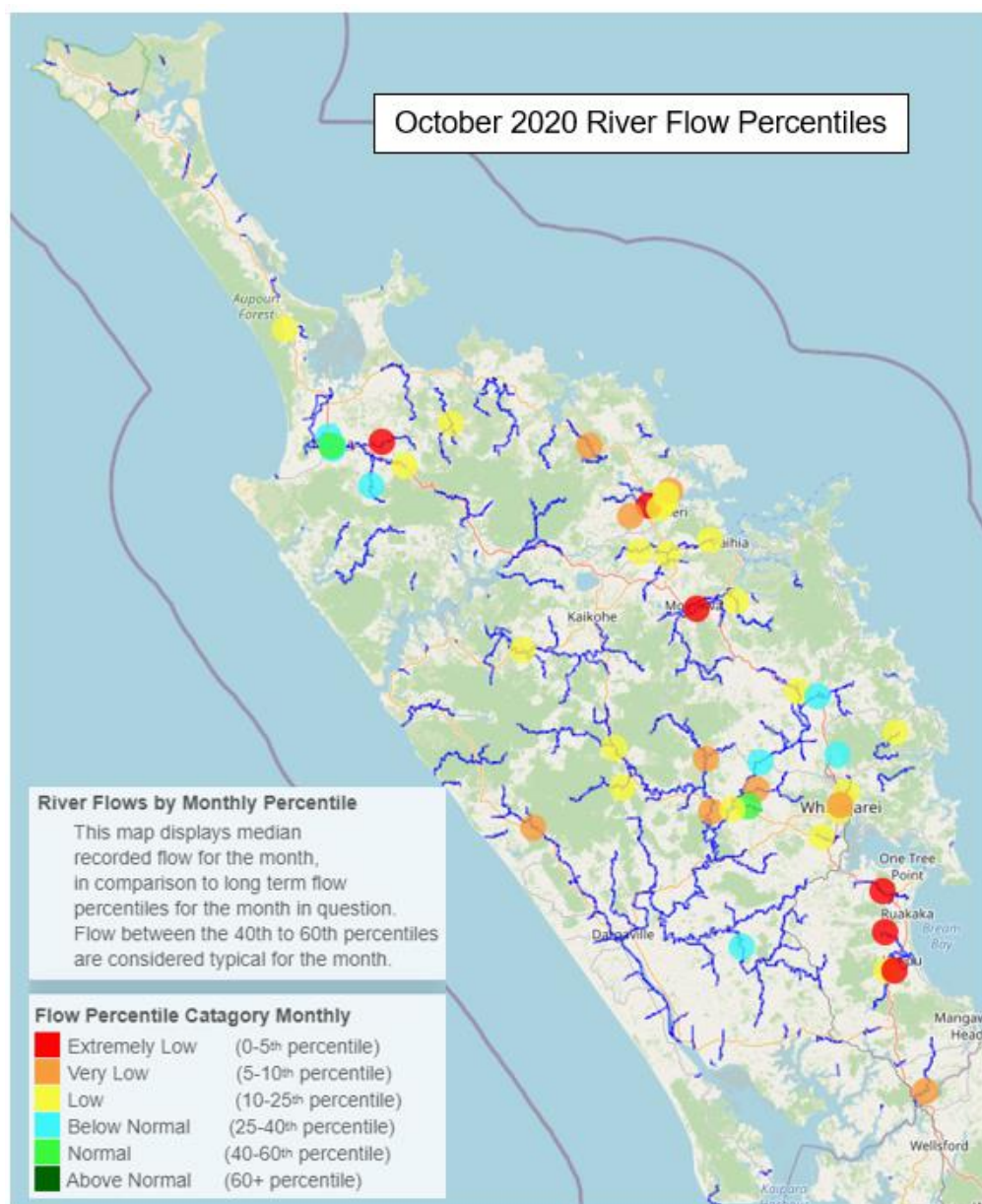
Rainfall

- October 2020 was the second dry month in a row following a very dry September.
- Most of the region received lower than usual rainfall through October, with the exception of some storm rain in the Waitangi and Hātea catchments on 13 October 2020.
- The Northland region received on average 67mm of rain in October 2020 compared to the 94mm we would usually expect. The Waitangi at Wiroa Road gauge had the most rain with 125mm for October 2020 and Waimamaku at Weka Weka Road was just behind with 124mm. Whakapara at Puhipuhi and Waima at Tutāmoe were the only other gauges exceeding 100mm for the month, whereas Whangārei Harbour at Marsden Point and Cape Rēinga received only 29 and 31.8mm, respectively. The heavier falls were mostly around the higher country while the low rainfall areas were in the south, the far north and the eastern coastal fringe.



River Flows

- River flows are below normal for most areas with flows between the 5th and 25th percentile, reflecting the lower than normal rainfall received over the month. Most notably, Bream Bay rivers flows are particularly low for this time of year.



Groundwater

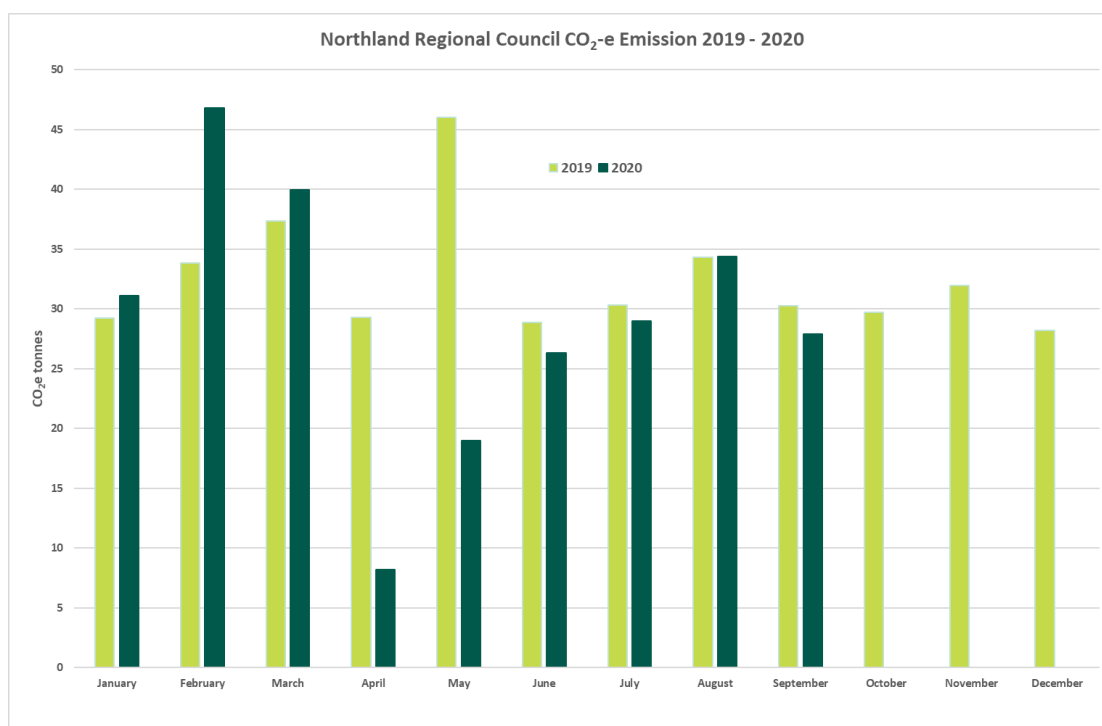
- Groundwater levels in most aquifers were below normal through October, with Ruawai recording its lowest water level through October 2020 since records began in 2005. The area has had consistently low rainfall for the past three months.

Bore	October 2020 Status	Comments
Ruawai	30% below normal	Lowest October * 2007
Mangawhai	10% below normal	
Whangārei	slightly below normal	
Porotī	slightly below normal	
Kaikohe	10% below normal	
Russell	20% below normal	
Aupouri	15% above normal	

NATURAL RESOURCES SCIENCE

Air quality and carbon emission

- Ambient PM₁₀ monitoring results for September 2020 for the Robert Street, Mairtown (Whangārei) and Marsden Point stations show that compliance was met with the National Environmental Standards for Air Quality.
- Ambient PM_{2.5} monitoring results for the Robert Street station for September 2020 were within the Ambient Air Quality Guideline value.
- Council's CO₂-e (carbon dioxide equivalent) emissions in 2019 and 2020 to date are presented in the graph below. Since April 2020, council's monthly CO₂-e emissions have been lower than 2019 emissions, indicating and attributed to the effect of COVID-19 restrictions. The graph is based on live data and therefore figures for the last few months are subject to change.



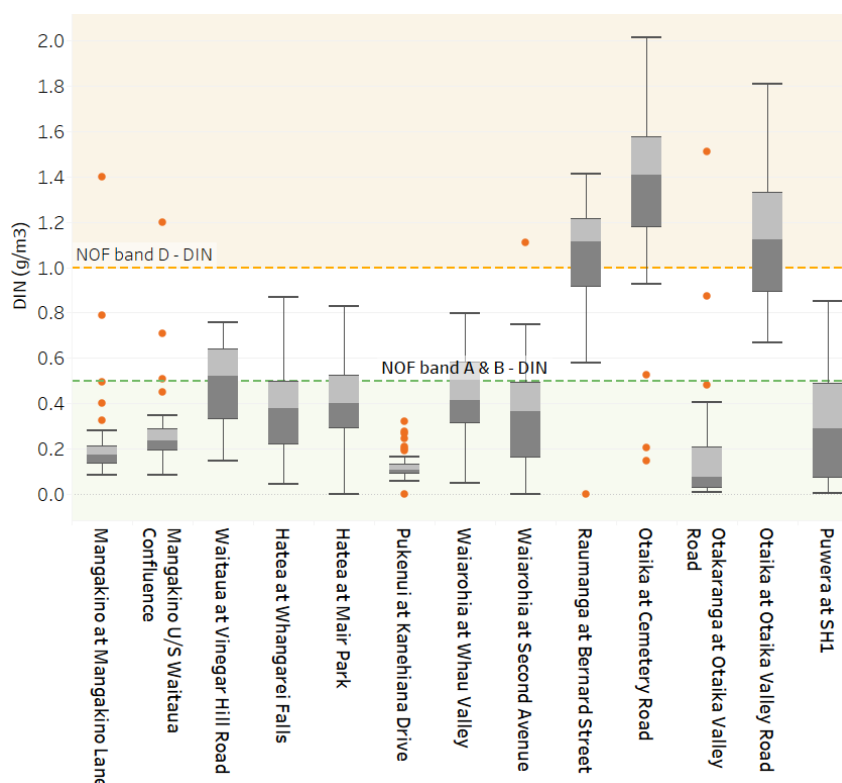
Freshwater Quality

- *Monitoring networks review:*
 - The first draft of the reviewed river monitoring network is currently under process, which takes the representation of the Freshwater Management Units (FMUs) into consideration, together with other monitoring networks (such as coastal, groundwater and hydrometric) and national consistency around water quality measurements.
 - The first draft of the reviewed lake monitoring network is also under process and currently options are being weighed for staged implementation of the reviewed network over the next two to three years.
- *Water quality modelling work:*
 - The water quality steady state report by Land & Water Science (Rissmann and Pearson, September 2020) for Northland rivers and streams has been finalised. Land & Water Science has used the physiographic approach to undertake this water quality steady state modelling. The Science Team will present the steady state model highlights to the Water Steering Group by the end of November 2020.
 - The draft report on water quality loads for Northland rivers based on Land & Water Science steady state model has been received. The draft report together with the underlying GIS based model are currently being reviewed by the Science and Planning & Policy Teams.

- NIWA is close to completing the CLUES calibration process of nitrogen, phosphorous, and E.coli for Northland rivers.
- The Science Team is working closely with the Planning & Policy Team and the NRC Economist to develop some scenarios that can feed into the CLUES scenario model to assess the water quality loads under different land management interventions over time. Building these scenarios will consider the policies and standards in the new NPS-FM (August 2020).
- *Water quality analysis for Whangārei Harbour Catchment investigation sites:*
 - A summary of the analysis of the last five years of water quality data (undertaken as part of the Whangārei Harbour Catchment investigation) was presented in front of the Whangārei Harbour Catchment Group in October 2020. Dissolved inorganic nitrogen concentrations (including nitrate/nitrite nitrogen and ammonia) were found to be low in harbour catchments except in the Raumanga and Otaika catchments, where the median concentrations were higher than the national bottom line (Figure 1. below).

We need to do more analysis to confirm the validity of the trend, then establish the critical part of the catchment and key drivers contributing to the elevated levels, this may require a catchment specific investigation. This information would feed into the NPSFM water quality plan change and action plan development work.

Figure 1: Distribution of dissolved inorganic nitrogen (DIN) concentrations over the last five years



- Overall stream invertebrate communities (MCI scores) were very poor in Otakaranga and Puwera catchments.
- Concentrations of dissolved phosphorous (DRP) and E.coli were high across the catchments, particularly in Otaika and Puwera (Figures 2 and 3 below).

Figure 2: Distribution of dissolved reactive phosphorous (DRP) concentrations over the last five years.

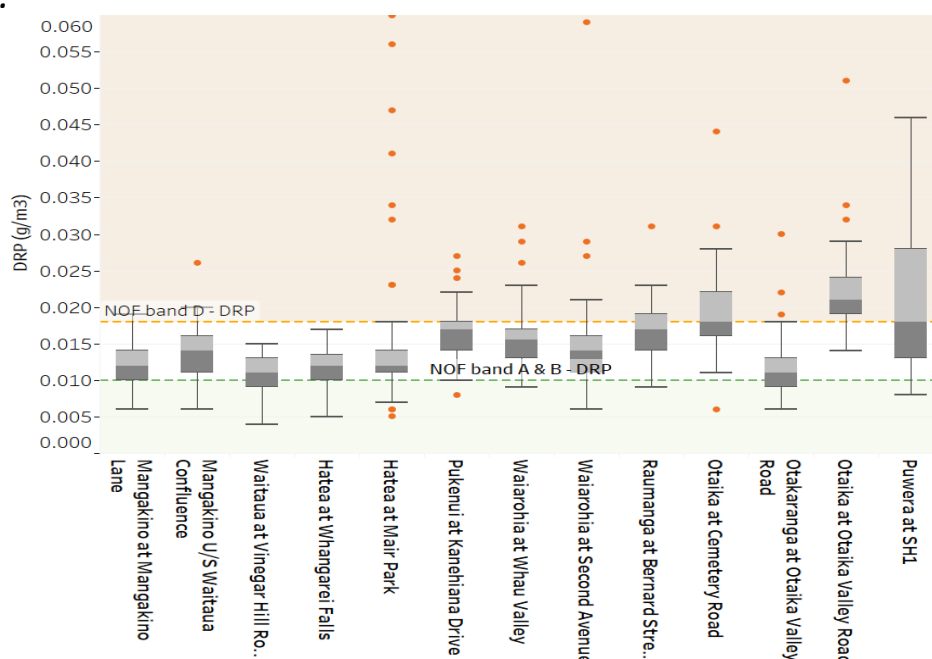
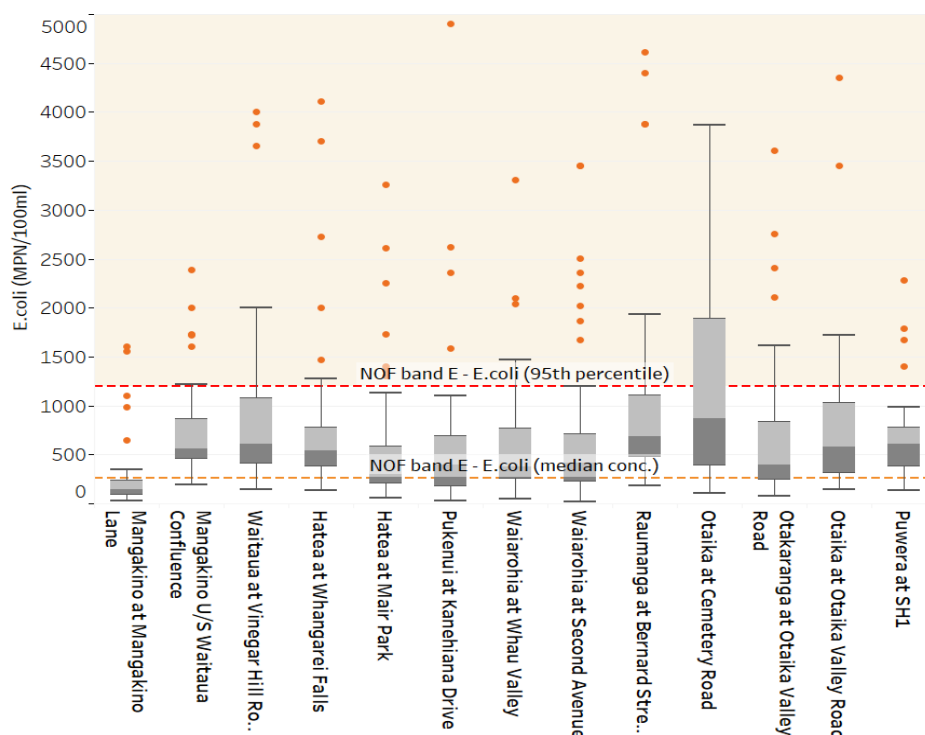


Figure 3: Distribution of E.coli concentrations over the last five years.



- Some improving trends were noticed in several sites for ammonia and suspended sediment attributes (e.g. visual clarity, turbidity). However, there were also some declining trends observed for E.coli at Waitaia Stream catchment upstream of Whangārei Falls and declining trends for dissolved phosphorous in Otaika catchment.

Groundwater

- Key recommendations from the Drought Risk Assessment Reports for Russell and Ruawai are being reviewed and prioritised for action.
- Recommendations for Ruawai aquifer include implementation of Kaipara District Council's Management Plan for the operation of the water supply take, additional monitoring and

assessment of the water resource and separate allocation limits for the confined and unconfined aquifer.

- Recommendations for the Russell aquifer include the surveying of existing bores, establishing a water user group and preparing a trigger level management plan, in consultation with water users for the monitoring and management of existing takes. The Environmental Monitoring Officer (Water Use) will be tasked with establishing the Water user group. It is hoped the group will be operational before the 2021/22 summer.
- Several of the recommendations relating to resource assessment and monitoring have been included in the LTP funding process.

Water Allocation

- Statements of evidence on the current state of water allocation and minimum flows/levels in Northland's water bodies were prepared and presented to the Environment Court hearing on the water quantity provisions in the PRP that commenced on 26 October 2020.

Coastal

- We have received the draft report on Hokianga contaminant loads from Land and Water Science. The investigation has involved modelling diffuse and point source discharges of nutrients, total suspended sediment and E. coli to the harbour. Staff are in the process of providing feedback on the report.

7.3.5 ENVIRONMENTAL SERVICES



LAND MANAGEMENT

Sustainable Hill Country and Regional Priorities

Milestones	Status
Research	
Coastal erosion buffers	A coastal erosion tool utilising remote sensing and LiDAR data is in development.
Mature poplar/ willow	Poplar has been milled into a range of products for treatment and mechanical testing.
Farm Environment Plans (FEPs)	
	Land management is no longer preparing FEPs. NRC is in discussions with MPI about redistributing the funding under this milestone to other milestones.
Stakeholder engagement	
	A project engagement strategy has been approved by MPI. Promotional material is in development including a 'planting hub' on the council website. A communications plan for the planting and fencing grants is about to be actioned.
Land treatments	
Retirement fencing	\$57,339 worth of retirement fencing has been approved this year. However, a significant amount of funding (\$195k) is still to be allocated. The amount of efund dedicated to hill country retirement was increased by 2/3 compared to last year which partly explains the underspend to date. Farmers are also targeting riparian areas rather than hill country in preparation for stock exclusion rules. A promotional plan developed with the communication team is being actioned to drum up more fencing and planting projects.
Contractor capacity development	A training programme is in development for nurseries, forest managers and contractors. This will be implemented in early 2021.

BIODIVERSITY

FIF Dune Lakes Project

Objective	Status
Aquatic weed and pest fish control	<p>One brief training exercise was taken to upskill staff for grass carp operation on Lake Kapoai. This was followed by a three-day field operation on Lake Swan / Roto-otuauro to trial experimental grass carp removal methods. Over 2.5 days of netting, 36 fish were captured. Methodology has been refined so higher catch rates are expected for the Lake Heather operation.</p>  
Sediment and nutrient mitigation	Awaiting contract finalisation from Far North District Council for earthworks at Lake Ngatu. If works cannot be completed in the next month works will be deferred to March 2021.
Māori Lakes Strategy	Awaiting Te Hiku Maruwai to finalise discussions with other iwi for dates and locations of next hui to progress this part of the project.
Fencing	Still progressing the movement of a small section of fence back from the edge of Lake Ngatu. Otherwise this work stream is completed.

Lakes

Further discussions between Kaipara District Council, NRC, DOC staff and iwi have taken place regarding Kai Iwi and how to best sample gambusia populations and monitor the status of the dune lake galaxiids (DLG) including a site visit to establish monitoring sites and planning to undertake sonar surveys to monitor DLG shoals within the lake.

The annual lake NIWA Ecological survey undertaken in the Far North recently covered final baseline submerged plant cover assessments of three lakes proposed for weed eradication with the herbicide Aquathol K. However, in two of the lakes it was found that another serious pest weed that cannot be eradicated with herbicide has increased in dominance and NIWA recommended that these lakes were not suitable for treatment. Iwi lake bed owners were consulted and agreed with the proposal to use the herbicide in lakes elsewhere where eradication could be achieved. Staff, MfE and DOC are currently in discussion over alternative lakes.

Wetlands

Biodiversity staff provided advice, as part of the expert group, on identifying sensitive wetland areas potentially affected by the consent application for Aupōuri Aquifer Ground Water takes (REQ.596300) under Commissioner's Direction.

Staff have assessed 18 Northland wetlands for a National Wetland Trust project looking at all councils policies, rules and compliance around wetland loss. Overall, of the 18 areas checked, 6 clearances were assessed to be illegal and 3 were uncertain. Of the rest, several were cleared prior to 2003 and several were probably not dominated by indigenous vegetation. Biodiversity and planning staff are working with Regulatory Services on wetland loss compliance.

BioBlitz

Biodiversity staff spent a weekend at Ngati Manu BioBlitz with iwi recording plant species in the Karetu area in the estuary, shrublands, and along the margins of the Karetu River as part of a Ngati Manu initiative to improve local knowledge of their biodiversity and how best to look after it.

CoastCare

The planting season has drawn to a close with site preparation and planting days at Matapouri, Te Ngaere, Langs Beach and Mitimiti. This planting season a total 17,755 plants have been provided and planted at over 20 dune sites around Te Taitokerau through the NRC CoastCare programme.

Partial funding has been approved to continue the Far North Kaitiaki ranger programme this summer with FNDC, DOC and local iwi. Funding has not been approved for a wider Te Taitokerau programme for this summer.

BIOSECURITY INCURSIONS AND RESPONSE

Deer - Russell Sika Eradication

We are currently working with DOC's most experienced animal control officer Norm MacDonald, who is internationally recognised for leading successful large animal eradications around the world. Norm is advising us on how to best approach a Northland wide deer eradication and more specifically, how to achieve a Russell Forest sika eradication. He is currently drafting up the framework for this sika eradication that we can share with our partners

We have started communications with hapū groups associated with the forest and will be holding a hui in December at Rawhiti marae to talk to with wider community about the sika deer, the impacts they have on our ecosystems, and to hear from experts who have experienced the devastating effects of deer on their ngahere. We are developing an agenda with the 3B2 Trust who have offered to host the hui and staff propose extending an invitation to Councillors to attend this hui to support the vision.

Landowners have not always been supportive of allowing staff access to eradicate deer. NRC and DOC staff therefore been working closely to utilize the Wild Animal Control Act (WACA) powers to gain access to these properties. The proposed approach involves DOC using the NRC, as DOC's agent to carry out the deer control that is required on these properties.

Although we have the support from our local DOC staff and mana whenua to target the sika herd in Russell Forest, we are facing resourcing challenges and have drafted letters to the Te Hiku Conservation Board and the Northland Conservation board to seek their support in sika eradication.

KAURI DIEBACK

Hygiene Stations

The Kauri Dieback team have been working collaboratively with the Bay of Islands DOC staff to provide 3 barrel and grate hygiene stations out at Rakaumangamanga on DOC and private land. This is to add to the existing one in the area. The new stations will cover access to Kauri forest from every angle including those arriving by boat in the bays.

PGF Funding for Track Upgrades

Good progress has been made to finalise the agreement with PGF for \$2M funding to upgrade walking trails in order to protect Kauri, create new jobs, boost local economies and improve trail walking experiences along the Te Araroa Trail in Northland.

Pig Hunting Competition

The Kauri Dieback Team recently attended the end of season pig hunting comp for a joint effort between two of Northlands pig hunting clubs. In attempt to take it to the next level the team offered a season ending main prize for all those hunters who could send in a video or photo of themselves cleaning boots and gear before during or after a hunt. For those who somehow were not paying attention to the comms leading up to the event gasped in amazement at hearing that the main prize was a \$1300 GPS and dog tracker, which was drawn out of the hat on the day. A totally deserved winner was a 12-year who had made genuine attempts with kauri dieback hygiene in recent months and could well be the future of more hygienic pig hunters.



PARTNERSHIPS

Kiwi Link CPCA

Spring heralds the arrival of hatching kiwi chicks.



Kiwi chicks are hatching throughout the Kiwi Coast

PREDATOR FREE 2050

The team has been busy over the last four months working on actions to progress PF2050 in Whangārei Heads and elsewhere. This has involved continuing to build lasting relationships for the project with project partners and building the foundation of key staff and operational planning. Progress has been very positive, however, the team still has plenty of work to do.

Specific actions have included:

- Communication Plan developed
- GIS/data management system developed - a bespoke system that interfaces with the existing Council platform has been developed and is operational. Landowner permissions capture via Survey 123 & Collector apps are ready to use, and field data collection forms are in progress
- Ongoing consultation and engagement with project partners, Iwi and Hapu, Community and Landowners to begin operational implementation of the project.
- Project team recruitment is ongoing (new staff to start December), (3x operational staff)
- Operational Advisory Group in place and meetings held, and separate liaison with individual community groups continues.
- Public information events held across the eradication area
- Manu whenua relationships - ongoing discussions including project delivery options
- Finalised Tiakina Whangārei Project plan

Looking ahead, staff plan to work through the following tasks:

- Develop specific operational plans for each eradication block in consultation with community, landcare groups and landowners
- Establish project steering group (December)

- Begin to obtain landowner permissions within operational areas
- Increase communications between partners and community and continually update the communication plan
- Undertake baseline possum monitoring throughout the project area
- Install required infrastructure in operational blocks 1 & 2 (Bream Head and Taurikura)
- Install and test detection / surveillance system in Block 1 & 2.
- Possum removal network to go “live” May 2021 (Laying of toxin)
- Development of project plans for landscape-scale mustelid and possum control.

MARINE BIOSECURITY

Hull Surveillance Programme

Eighteen vessels were surveyed this month by council staff while in Mangonui Harbour on other business. Contract divers are due to begin shortly and will start in the inner Bay of Islands.

Hull Surveillance Programme Results: 30/09/20 20– 27/10/2020	Total this period	Total YTD
Pathways Plan Compliance		
Number of vessels surveyed this period	18	38
% Pathways Plan Compliance*	59%	49.5%
Vessels found with Marine Pests		
• <i>Sabella spallanzanii</i> (fanworm)	0	0
• <i>Styela clava</i> (clubbed tunicate)	0	0
• <i>Undaria pinnatifida</i> (Japanese kelp)	0	0
• <i>Eudistoma elongatum</i> (Australian droplet tunicate)	0	0
• <i>Pyura doppelganger</i> (sea squirt)	0	0

* This is the percentage of vessels surveyed that complied with the acceptable level of ‘light fouling’ as defined in the Marine Pathway Plan. Note: actual compliance is higher given not all these vessels will move from one designated place to another.

Top of the North Marine Biosecurity Partnership

- As previously reported to council, the development of an inter-regional marine management plan (IRMPMP) is the preferred approach the TON partnership is taking to manage the threat and spread of marine pests in the upper north island.
- Key areas of the project that have been progressed this month include defining:
 - 1) the objective and what success looks like;
 - 2) potential rules;
 - 3) how these would be implemented in practice (options and a preferred option);
 - 4) early cost estimates; and
 - 5) the process to decide how the plan will be funded, including guiding principles/criteria next steps and indicative timeline.
- Staff are now in a position to engage with Māori and key stakeholders to test relevant elements in more detail.

Mediterranean fanworm eradication in Ōpua

- The latest phase of diving in our eradication attempt for *Sabella* in Ōpua was completed in October. Divers systematically searched a subset of structures in the marina and wider area

(including moorings), as well as a representative area of the seafloor and found a total of 20 live individuals.

- Significant rainfall events in June/July have led to the wholesale die-off of the majority of the fanworm population and staff have now analysed these data in collaboration with an expert working group of scientists from Cawthron and Biosecurity New Zealand to assess the feasibility of continuing with a step-wise eradication programme in light of the freshwater influence.
- Council will consider options to continue the response in November. In the meantime, we will continue working with stakeholders and encourage boaties in the area to be vigilant and limit any further spread.

Research and innovation

- NRC are collaborators on a Cawthron-led research programme that is developing a marine biosecurity 'toolbox' to effectively transform the way marine pests are managed in New Zealand.
- In October, staff participated in an environmental DNA (eDNA) survey to detect the presence of Mediterranean fanworm in the Ōpua Harbour Basin with scientists from the Cawthron Institute and members of Nga Tirairaka o Ngāti Hine and Patuharakeke.
- The goal of the Ōpua field study was to validate Cawthron's eDNA dispersal model with the aim to better understand dispersal of eDNA and eRNA in marine environments, enhancing our ability to not only detect unwanted pests, such as fanworm, but also predict where their source population could be.

PEST PLANTS & FRESHWATER PESTS

Batwing eradication program

- Additional funds have been utilised to repeat intensive contract grid search surveillance of the main bush block areas in the Kamo batwing passionflower infestation area (work delayed by the COVID-19 lockdown).
- The results indicate the necessity for this work to be undertaken more frequently and extended as both seedling and adult plants were found, which represent a significant threat to the efficacy of the eradication program if not addressed.

RIVERS

Long Term Plan Projects

Rivers	Comments
Awanui	Work at JNL has progressed well. Two of the five planned work streams, i.e. the Southern Spillways and Allan Bell Park works have been awarded.
Kerikeri-Waipapa	Landowner engagement is nearing completion and resource consent progressing.
Matangirau	Design has been completed and landowner engagement is progressing.
Otiria/Moerewa	Progressing with hydraulic modelling options analysis and sensitivity testing.

NATURAL HAZARDS

Work Streams	Status	Comments
Coastal erosion hazard mapping	100% complete	New coastal erosion assessments and updates complete, final report and maps delivered.
Coastal erosion research	95% complete	Auckland University is mapping Northland's historic shorelines and erosion risk. Final seminar and deliverables are expected in December with the aim of reporting to council in February 2021.

Rangaunu harbour coastal flood mapping	5% complete	Coastal hydrodynamic flood model for the Rangaunu harbour, due end November.
Region-wide coastal flood mapping	95% complete	Final maps and report delivered, undergoing internal review.
Region-wide river flood mapping	35% complete	Awanui, Kawakawa and Whangarei models complete and undergoing QA, all catchments prepared.
Whangarei river flood model	Initiation phase	Update of Whangarei model – quote accepted.
Public release of new coastal hazard maps	Planning phase	New coastal hazard zones (10 new coastal erosion zones plus coastal flood hazard zones for entire coastline) and communications plan to be presented to council Feb 2021.

Climate Change Response

Work Streams	Status	Comments
NRC Climate Change Strategy	Draft complete	No further progress. Strategy to be discussed and developed with the Maori Technical Advisory Group (a subgroup of the Te Taitokerau Maori and Council Working Party).
Climate Adaptation Te Taitokerau - Adaptation Strategy	In development	Climate Risk Assessment 1 - Risk descriptions – draft complete and under internal review Climate Risk Assessment 2 - Coastal risk spatial analysis - 90% complete Regional Adaptation Strategy due August 2021.
Joint Standing Committee on Climate Change Adaptation	Planning	All four councils have endorsed ToR. Inaugural meeting planned Feb-Mar 2021.

Northland Light Detection and Ranging (LiDAR)

Excellent feedback from the Northland community regarding the LiDAR data set.

MĀORI ENGAGEMENT

Ahakoā he iti, he pounamu “Referring to the tiniest piece of pounamu that still has significance”

Māori Representation

At the council meeting held in Whāngarei on Tuesday 20 October, council formally decided to establish Māori seats. Council will now need to work through a number of legislative requirements under the Local Electoral Act 2001 before releasing an Initial Proposal for public consultation in August next year.

Te Oneroa-ā-Tohe Board Draft Beach Management Plan

A public consultation programme has been successfully completed for the draft beach management plan with public hearings held for submissions. The draft plan broadly reflects aspirations for three priority matters;

- Protecting and preserving the beach from inappropriate use and development and ensuring resources are preserved and enhanced for present and future generations;
- Recognising the importance of the beach for Te Hiku o Te Ika iwi / hapū and ensuring continued access to mahinga kai; and

- Recognising and providing for spiritual, cultural and historic relationships with the beach.

The Board will be looking to adopt the final beach management plan in November 2020 after consideration of the feedback and submissions received. <https://www.teoneroa-a-tohe.nz/>. The official launch is scheduled for 11 December 2020.

The consultation programme was undertaken in partnership with support from Te Hiku media who hosted a livestream with iwi leaders resulting in over 5000 views and a significant reach that demonstrated the hard work of iwi (and past generations) and their ongoing commitment to Te Oneroa-ā-Tohe.

This has been a significant time for strengthening partnerships with tangata whenua.

Te Whāriki Core Cultural Competency Programme

Attendees to date total 103. There are a further two workshops booked before the end of the year, with a total of 57 staff scheduled to attend. Considering three workshops were cancelled due to COVID; three further workshops are scheduled for early 2021, by the end of which all staff should have completed Level 1.

Two Treaty of Waitangi workshops have been completed; one specifically for the incoming council and another for the environmental services team. Regular monthly workshops continue with councillors facilitated by the Kaiārahi Kaupapa Māori. Weekly speed te reo sessions continue to support staff with their level of competency in te reo Māori.

Working with Māori inductions continue for all new staff with a pōwhiri held for new staff member joining the online services team. A treaty workshop is planned with senior staff in February as part of the organisational wide training programme.

7.3.6 STRATEGY, GOVERNANCE AND ENGAGEMENT

NATIONAL INITIATIVES

Te Mana o Te Wai – NPS-FM

Staff are updating project planning for freshwater management planning required under the National Policy Statement on Freshwater Management (NPS-FM). This includes strategies for engaging with tangata whenua and communities to meet the obligations council now has since the NPS-FM came into force on 3 September 2020.

A primary sector liaison group (Beef & Lamb NZ, Fonterra, Horticulture NZ, Federated Farmers, etc.) is being set up and will meet for the first time in late November/early December. A separate paper on tangata whenua engagement is provided to council (refer Item 6.2). A workshop to brief council on key aspects of the plan change process will be scheduled for the first week of December.

Central government guidance on what the NPS-FM and NES mean, and how councils are to implement these and Te Mana o Te Wai more generally is being developed over time, and the Ministry for the Environment have begun a series of online webinars on various aspects of the Te Mana o Te Wai freshwater package. More information is available here:

<https://www.mfe.govt.nz/fresh-water/freshwater-guidance-and-guidelines>

PROPOSED REGIONAL PLAN

Since the last update provided to council, Environment Court hearings have been held on unresolved aspects of Topic 3 (allocation and use of water), Topic 4 (water quantity), Topic 7 (discharges to land and water), and Topic 9 (land use and disturbance activities). Decisions are anticipated early next year.

Several parties have withdrawn parts, or all, of their appeals, including Federated Farmers (regarding mapping of sites of significance to tangata whenua), NZ Refining, Northland Fish & Game Council (Forest & Bird have taken over the latter appeal).

Hearing time is also scheduled for November and December for Topic 11 (biodiversity and outstanding natural features/landscapes). Topic 5 (water quality) and Topic 14 (marine protected areas) have yet to be scheduled for hearings that will likely be held next year. Other less contentious

matters continue to be resolved without need for hearings. The Court has also set down a timetable for exchange of evidence by March 2021 for hearings on provisions relating to Aquaculture and Agrichemicals.

Council submitted a report to the Court on 30 October after consultation with parties, providing an update on all unresolved matters under appeal which the Court accepted. The Court has since directed council provide the next update on 26 February 2021.

Recent hearings have brought to light key questions as to the impact of both the NPS-FM and National Environmental Standards (NES) on the points under appeal. This includes legal questions as to the jurisdiction of the NES, and related definitions (particularly impacting wetlands and mangrove definitions). The Environment Court has set aside hearing dates in early December to consider these legal questions. Depending on the decision of the Court as to the legal question (anticipated to be made in 2021), this might impact various rules in the Proposed Regional Plan under appeal including coastal activities, land disturbance, and others.

ECONOMIC DEVELOPMENT

Investment and Growth Reserve – Projects Report

Project	Update	Future developments/ reporting
Extension 350	Quarter One 2020/21 report received, and Quarter Two invoice paid.	Work with consultants undertaking evaluation of the programme to ensure that environmental outcomes are appropriately considered.
Te Hononga – Kawakawa Hundertwasser Memorial Park Centre	Final invoice received and paid.	Project completion report to be provided in November.
Manea Footprints of Kupe	Final invoice received and paid.	Project completion report to be provided in February. The formal opening of Manea Footprints of Kupe will take place on Wednesday 9 December.

Other Work Undertaken

- Joint economic development initiative – KDC and FNDC both agreed to consult on a joint initiative without WDC involvement. Obtained legal confirmation of the steps required and updated plan accordingly.

ONLINE CHANNELS

Most popular content on Facebook: A post informing our communities of the free monthly amnesty days for household hazardous waste disposal in Whangārei. The post reached over 10,000 people and engaged with more than a 100.

*Measured by engagement – number of people who ‘reacted’, commented or shared the post

Key Performance Indicators	Jun-20	Jul-20	Aug-20	Sept 20	Oct-20
WEB					
# Visits to the NRC website	33,800	48,900	36,100	29,396	29,500
E-payments made	5	31	12	11	12
# subscription customers (cumulative)	1,221	1,238	1,247	1,260	1,265
SOCIAL MEDIA (CUMULATIVE)					
# Twitter followers	1,519	1,529	1,531	1,536	1,540
# NRC Facebook fans	9,713	9,767	9,843	9,880	9,920

# NRC Overall Facebook Reach	201,900	106,500	207,700	74,00	61,000
# NRC Engaged Daily Users	12,000	7,950	10,100	5,229	4,681
# CDEM Facebook fans	18,100	20,800	21,100	21,200	21,200
# CDEM Overall Facebook Reach	72,300	518,000	254,100	86,900	20,400
# CDEM Engaged Daily Users	5,817	92,200	30,600	5,764	4,681
# Instagram followers	1,193	1,203	1,220	1,241	1,256

NOTES:

July - increase in visits to the website was due to the flood event, 17 July 2020.

Sept – decrease in Facebook reach & engagement due mostly to being one FTE down in Online Services team this month.

ENVIROSCHOOLS / EDUCATION

Kindergarten Teachers' Hui

On Tuesday 6 October, the Northland Kindergarten Association held an Enviroschools teachers' hands-on hui at Hurupaki Kindergarten, in Kamo. Interactive activities included: plastic-free living, harakeke weaving, paper brick making, worm farming, bush skills and pest control.

Scott – Kerikeri Kindergarten teacher – passes on bush skills to hui participants



Enviroschools Bronze Sharing and Decision-Making Sessions

During October, Onerahi Kindergarten and Renew School both achieved the Enviroschools Bronze stage. Cr Amy McDonald will celebrate with the kindergarten on 27 November and Renew School will celebrate in the new year when the whole school is together again.

Project Pest Control Assessment

On 15 October, the final Project Pest Control workshop for 2020 was held at Lonsdale Park, near Kaeo. Senior students carried out practical assessments and handed in their theory papers. Can Train NZ worked with the Biosecurity team to assess the students.

Right: Baiting and setting a DOC2000 mustelid trap

Below: Project Pest Control – Far North





Enviroschools Communities Facilitated

Despite the school holidays, EnviroSchools Facilitators held 38 specific interactions with school and early childhood communities.

LOCAL GOVERNMENT OFFICIAL INFORMATION (LGOIMA) REQUESTS

Month	LGOIMA requests received 2019/20	LGOIMA requests received 2020/21
July	15	25
August	22	17
September	16	12
October	29	14
November	11	
December	12	
January	14	
February	21	
March	13	
April	12	
May	13	
June	15	
TOTAL LGOIMA REQUESTS RECEIVED	193	68
LGOIMA requests not responded to within 20 working days*	18	5

* REQ.605339 – Request for difference in rates revenue from first draft annual plan for 2020/21 compared to final plan. The staff member allocated the LGOIMA request was unable to complete the request within 20 working days due to work load (Strategy, Governance and Engagement).

7.3.7 CUSTOMER SERVICE – COMMUNITY RESILIENCE

CUSTOMER SERVICES

Telephone Inbound Call Statistics & Enquiries

	October 2020	Target
Call volume via Customer Services	2,394	
Conversion rate	97.6%	> 95%
Average wait time	5 sec	
Calls answered in under 30 sec	96.4%	> 90%

Call volumes continue to be higher than the corresponding month last year. For October, biosecurity, maritime and consents are 40% of all new enquiries received. Customer services are working with these teams to ensure these calls continue to be handled efficiently as we approach the busy summer period.

Satisfaction monitoring

Feedback cards, compliments and complaints

Feedback cards have been included with the tallies for compliments and complaints, as appropriate.

- Feedback Cards, Compliments and Complaints*

Feedback cards have been included with compliments and complaints, as appropriate.

Compliments received	Total
Service provided by a specific person / people	1
<ul style="list-style-type: none"> Maritime – P Dickson 	
Overall service	1
<ul style="list-style-type: none"> Biosecurity 	
Total compliments recorded	2

Complaints received	Total
Standard of service provided	2
<ul style="list-style-type: none"> Citylink Biosecurity 	
Disagree with decision or process	1
<ul style="list-style-type: none"> Council 	
Total complaints recorded	3

Biosecurity were complimented on their support of the predator control workshop, and our maritime officer was complimented on their excellent phone manner and breadth of explanation given.

- The Citylink complaint related to a child being missed at a bus stop. It is uncertain if the child was at the stop, as the bus was a few minutes late due to traffic.
- The Biodiversity complaint was bringing a potential problem about pedestrian access to beaches to our notice and the Biodiversity team are working with our Russell Landcare Trust and Far North District Council to find a solution.
- The third complaint was a racially offensive phone call related to the decision to introduce Māori representation on council and was referred the Chief Executive for his attention.

CIVIL DEFENCE EMERGENCY MANAGEMENT

COVID19 Resurgence Planning

The Northland CDEM Group has been working collaboratively with a number of region-based agencies and the national planning team who are developing the national COVID Resurgence Plan. The purpose of the National Resurgence Response plan is to provide a framework for a nationally lead, regionally delivered response to incidents of COVID-19 in the community. The COVID response group within the Department of the Prime Minister and Cabinet has established a work programme to provide a more nuanced response to any future COVID-19 incidents. As part of the planning a local workshop has been held with a number of agencies and the Northland CDEM Group was represented at an Auckland workshop hosted by the All of Government (AOG) planning team.

Drought Planning

The Northland CDEM Group has developed a draft drought response plan that sets out the roles and responsibilities of agencies, organisations and stakeholders in relation to drinking water shortages and related emergency response mechanisms to reticulated water supplies, rainwater tank supplies and other natural water sources. The plan includes learnings from the response earlier in the year and has been circulated to various agencies for comments and feedback. The Department of Internal Affairs is in the early stages of coordinating a working party to facilitate sustainable water in rural communities. An initial meeting has yet to be held while membership is being finalised.

Matawii Dam – Emergency Action Plan

The Northland CDEM Group is working with the consultants designing the Matawii Dam near Kaikohe. The resource consent conditions require a Construction Emergency Action Plan (CEAP) which requires consultation with the Northland Emergency Management Group and other agencies.

CDEM Plan Review and Work Programme

The CDEM Group plan review project timeline has been amended to take into consideration the recent response events. Although some of the milestones have been shifted and timeline compressed in some areas the plan draft will still meet the original timeline and the plan is scheduled to be finalised in December 2021.

National Emergency Management Agency

The Deputy CEO of the National Emergency Management Agency, Sarah Stuart-Black has resigned and finishes with the agency in early December. Sarah has previously been the Director of MCDEM, for 5 years and been with the Ministry for 17 years in total.

In addition, a new National Controller, Roger Ball, has been appointed and will commence duties in December. NEMA is hosting a workshop in early November to consult on its “designing for the future” which includes CDEM Group Managers.

Professional Development

Coordinated Incident Management Systems courses and functional Emergency Operations courses continue to be hosted by the Northland CDEM Group. Strong demand from a number of partner agencies has seen good numbers at these courses recently.

REGIONAL TRANSPORT

Draft Regional Land Transport Plan 2021/2027 and Draft Regional Public Transport Plan

A progress report on the Draft Regional Land Transport Plan 2021/2027 (RLTP) and Draft Regional Public Transport Plan (RPTP) was tabled at the 14 October 2020 Regional Transport Committee (RTC) meeting.

The RTC approved that staff and the Project Team continue with both plans as recommended and that draft copies of both the RLTP and RPTP be tabled at the December 2020 RTC meeting for consideration and following feedback from the members and at the February 2021 RTC meeting, approve the release both documents for consultation in March 2021.

PASSENGER TRANSPORT ADMINISTRATION

BusLink figures are reported one month in arrears, due to the required information being unavailable at the time of the agenda deadline.

Bus Link stats for Sept 2020 (revenue ex GST)	Actual	Budget	Variance	Year/Date Actual	Year/Date Budgeted
City Link Passengers	28,313	30,010	-1,697	85,552	91,371
CityLink Revenue	\$35,657	\$40,514	-\$ 4,857	\$108,318	\$123,351
Mid North Link Passengers	129	144	-15	426	468
Mid North Link Revenue	\$476	\$720	-\$244	\$1,566	\$2,340
Hokianga Link Passengers	110	78	32	293	234
Hokianga Link Revenue	\$590	\$1,017	-\$427	\$1,581	\$3,051
Far North Link Passengers	377	685	-308	1185	2052
Far North Link Revenue	\$976	\$1,713	-\$737	\$2,909	\$5,129
Bream Bay Link Passengers	43	24	19	139	78
Bream Bay Link Revenue	\$285	\$ 86	\$199	\$924	\$281

The Trial Hikurangi Link and Trial Whangārei Heads Link services are scheduled to commence operation on Thursday 5 November 2020.

These services will initially offer a once a week shopper type service and will be monitored on a regular basis to ensure service meets demand.

Total Mobility

Total Mobility (TM) figures are reported one month in arrears, due to the required information being unavailable at the time of the agenda deadline.

	Total Clients	Monthly Actual Expend	Monthly Budgeted Expend	Monthly Variance	Year/Date Actual Expend	Year/Date Budgeted Expend	Annual Variance
Sept 2020	1583	\$21,480	\$25,000	-\$3,520	\$63,854	\$70,000	-\$6,146

ROAD SAFETY UPDATE

Road Trauma Update: 2020 Year to date road death statistics

National 261 deaths compared to 273 at the same time in 2019

Northland 23 deaths compared to 25 at the same time in 2019

Fatalities this year	Far North	Whangārei	Kaipara	Northland	National
Local roads	6	6	2	14	
State highways	4	5	0	9	
TOTAL	10	11	2	23	261

Two recent fatal crashes were as a result of the vehicle striking a power pole. Both Northpower and Top Energy have raised concerns about this increasing issue and are sharing information for both reported and unreported crashes involving their assets. Travel speed appears to be the main causative factor.

Ride Forever (R4E) Rider Training numbers are slowly picking up and with the recognised riding season from the start of Labour Weekend commenced now our numbers attending the rider courses will increase. This financial year to end of October we have seen the following numbers of riders trained.

A northbound Driver Reviver / Fatigue Stop was held on SH1, Uretiti on Friday 23 October 2020. Approximately 206 people stopped at the site.

Far North REAP also held a northbound Stop up at Waiomio on SH1.

The delayed Road Safety Week was rescheduled for 9 - 15 November 2020. Promotion work started in October and there are a number of activities planned, including a Truck Education & Health Stop at Uretiti and engagement with the public and students to participate and show how they would step up for safe streets.

Key messaging continues to target – Restraints, Impairment, Distractions, Speed (RIDS) along with Fatigue, Driver Behaviour and planning journeys. This regional messaging was supported by Waka Kotahi national road safety campaign messaging.

Advertising themes for September and October have been Motorcycles, Distractions, Alcohol and Young Drivers.

MARITIME

Eleven incidents were received over the month of October including two oil spills, one sinking, one capsized, one collision and two groundings. A new surveillance camera was installed at Port Nikau which has greatly enhanced our capacity to monitor traffic in the Hātea River. The latest addition means effective coverage from Onerahi to Kissing Point.

Two key entrance lights were upgraded with new models in Perengarenga and Houhora Harbours, and south head in Whangaroa received a battery replacement.

The Harbourmaster and Deputy Harbourmaster undertook two days of simulator training at the Northport facility, trialling emergency breakdown and severe weather procedures for the bay of islands pilotage.

Maritime staff and vessels were occupied for seven working days over the month supporting Coastal Monitoring and Marine Biosecurity. The monitoring work carried out was:

- grass carp removal on Lake Swan and Lake Pouto
- undaria checks in Houhora and Mangonui, and
- DNA sampling in the Bay of Islands.

The ongoing project to reorganise mooring areas for better use of the available space continued with the Kent Bay area in Whangaroa (adjacent to the Marina) – twenty-two moorings were relocated.

Ongoing multi beam survey work was carried out in the Bay of Islands.

Attachments/Ngā tapirihanga

Nil

TITLE: Receipt of Committee Minutes

ID: A1382324

From: Chris Taylor, Governance Support Manager

**Authorised by
Group Manager:** Chris Taylor, Governance Support Manager, on date 10 November 2020

Recommendation

That the unconfirmed minutes of the:

- Civil Defence Emergency Management Group – 8 September 2020
- Audit and Risk Subcommittee – 6 October 2020

be received.

Attachments/Ngā tapirihanga

Attachment 1: CDEM minutes - 8 September 2020 [↓](#)

Attachment 2: Audit & Risk Subcommittee minutes - 6 October 2020 [↓](#)

Civil Defence Emergency Management Group Meeting
8 September 2020

Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 8 September 2020, commencing at 11.00am

Present:

Chair, NRC Councillor Rick Stolwerk
WDC Mayor, Sheryl Mai
KDC Mayor, Jason Smith
FNDC Councillor, Dave Collard
NZ Police Representative Superintendent Tony Hill
FENZ Representative Mr Commander Brad Mosby
NEMA Representative, Mr John Titmus (Observer Status) - Via Zoom

In Attendance:

Full Meeting

Northland CDEM Group Manager, Graeme Macdonald
Committee Secretary, Evania Arani
NRC Group Manager – Customer Services & Community Resilience, Tony Phipps
NRC Councillor, Colin Kitchen
WDC Councillor, Nicholas Connop
KDC councillor, Anna Curnow (Via Zoom)
NRC Council Chair, Penny Smart (Via Zoom)
FNDC Mayor, John Carter (Via Zoom)
NRC/Northland CDEM
Northland CDEM, Claire Nyberg
Northland CDEM, Shona Morgan
Northland CDEM, Murray Soljak
Northland CDEM, Jenny Calder
Northland CDEM, Tegan Capp
NRC, Jason Donaghy
FNDC, Andy Finch (Via Zoom)
Sarah Boniface (Via Zoom)

The Chair declared the meeting open at 11.07am.

Apologies (Ngā whakapahā) (Item 1.0)

There were no apologies.

Declarations of Conflicts of Interest (Nga whakapuakanga) (Item 2.0)

It was advised that members should make declarations item-by-item as the meeting progressed.

Civil Defence Emergency Management Group Meeting
8 September 2020

Receipt of Supplementary (Tabled) Items (Item 3.0a)

ID: A142433

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Mosby/Smith)

That as permitted under section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following tabled/supplementary report be received:

- Confirmation of Minutes – 17 June 2020

Carried

Confirmation of Minutes - 17 June 2020 (Item 3.0b)

ID: A1361101

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Mosby/Smith)

That the minutes of the Civil Defence Emergency Management Group meeting held on 17 June 2020, be confirmed as a true and correct record.

Carried

Monthly update from Director, National Emergency Management Agency (Item 3.1)

ID: A1359346

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Smith/Collard)

That the report 'Monthly update from Director, National Emergency Management Agency' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 6 June 2020 received.

Carried

Northland CDEM Group, CEG and Group appointments (Item 4.1)

ID: A1359347

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Mai/Smith)

That the report 'Northland CDEM Group, CEG and Group appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 31 August 2020, be received.

Carried

Secretarial note:– The representative for St. John is Tony Devaney who has replaced Andy Gummer. The representative for NDHB – Medical officer of Health is Dr. Bart Willem who has replaced Dr. Jose Ortego-Benito.

Civil Defence Emergency Management Group Meeting
8 September 2020

CEG Chair's Report (Item 4.2)

ID: A1359350

Report from Tony Phipps, CDEM Coordinating Executive Group Chairman

Moved (Mai/Smith)

1. That the report 'CEG Chair's Report ' by Tony Phipps, CDEM Coordinating Executive Group Chairman and dated 2 September 2020, be received.

Carried

Secretarial Note: - The committee discussed the proposed Regional Multi Agency Facility. All members of the committee agreed that collaboration is the way forward.

Northland Water Security Improvement Projects (Item 4.3)

ID: A1359353

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Smith/Mai)

That the report 'Northland Water Security Improvement Projects' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 2 September 2020, be received.

Carried

July Flood Response (Item 4.4)

ID: A1359355

Report from Tegan Capp, Emergency Management Advisor - Whangarei and Jenny Calder, CDEM Group Recovery Manager

Moved (Collard/Stolwerk)

That the report 'July Flood Response' by Tegan Capp, Emergency Management Advisor - Whangarei and Jenny Calder, CDEM Group Recovery Manager and dated 2 September 2020, be received.

Carried

COVID-19 - Response, Resurgence, Resurgence Planning and review (Item 4.5)

ID: A1359358

Report from Victoria Harwood, Civil Defence Emergency Management Officer and Claire Nyberg, CDEM Officer - Welfare

Moved (Mosby/Smith)

That the report 'COVID-19 - Response, Resurgence, Resurgence Planning and review' by Victoria Harwood, Civil Defence Emergency Management Officer and Claire Nyberg, CDEM Officer - Welfare and dated 2 September 2020, be received.

Carried

Conclusion

The meeting concluded at 12.43pm.

Audit and Risk Subcommittee
6 October 2020

Audit and Risk Subcommittee Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 6 October 2020, commencing at 10.30am

Present:

Chairperson, Councillor Colin Kitchen
Councillor John Bain
Councillor Amy Macdonald
Ex-Officio Penny Smart
Independent Financial Advisor Geoff Copstick
Independent Audit & Risk Advisor Danny Tuato'o

In Attendance:

Full Meeting

Group Manager Corporate Excellence – Bruce Howse
Finance Manager – Simon Crabb
Personal Assistant – Judy Graham
AON Client Relationship Manager- Matthew Wilson
AON Operations Manager -Deanna MacDonald

Part Meeting

Councillor – Rick Stolwerk
Councillor – Martin Robinson
Councillor – Jack Craw
Corporate Systems Champion - Kym Ace
Accounting Assistant – Shannon Wilson
Deloitte Audit Partner – Peter Gulliver *(item 5.1 only)*
Deloitte Associate Director – Vera Chain *(item 5.1 only)*

The Chair declared the meeting open at 10.40am.

Apologies (Ngā whakapahā) (Item 1.0)

Moved (Smart/ McDonald)

That the apologies from Councillor Joce Yeoman for non-attendance be received.

Carried

Declarations of Conflicts of Interest (Nga whakapuakanga) (Item 2.0)

It was advised that members should make declarations item-by-item as the meeting progressed.

Audit and Risk Subcommittee
6 October 2020

Confirmation of Minutes - 24 June 2020 (Item 4.1)

ID: A1358805

Report from Judith Graham, Corporate Excellence P/A

Moved (Smart/Bain)

That the minutes of the Audit & Risk Subcommittee meeting held on 24 June 2020 to be confirmed as a true and correct record.

Carried

2019/20 Annual Report and Deloitte Audit Report (Item 5.1)

ID: A1362628

Report from Simon Crabb, Finance Manager

Moved (Smart/Bain)

1. That the report '2019/20 Annual Report and Deloitte Audit Report' by Simon Crabb, Finance Manager and dated 10 September 2020, be received.
2. That the Subcommittee endorse a recommendation to council that the Summary Annual Report, the Full Annual Report, and the financial statements for the year ended 30 June 2020 be adopted.

Carried

Deloitte Audit Partner Peter Gulliver went through the 2019/2020 annual report and highlighted a couple of areas in the investment property valuations in how they were valued and associated assumptions. Peter Gulliver also acknowledged the challenges Northland Regional Council have faced in result of COVID-19 Lockdown and gave praise to the finance team.

Audit & Risk Subcommittee agreed that there is a need to adopt an internal audit programme.

Action: Group Manager Corporate Excellence – Bruce Howse to report back to Audit & Risk Subcommittee meeting on 2 December 2020 regarding details on implementing an internal audit programme for Northland Regional Council.

Group Manager Corporate Excellence – Bruce Howse distributed a paper prepared by Audit Partner Peter Gulliver which outlined the audit hours that Deloitte has spent over past four year.

Secretarial Note: Peter Gulliver and Vera Chain left at this time. Meeting reconvened 11.22am.

Risk Management Activity- Update (Item 5.2)

ID: A1356751

Report from Kym Ace, Corporate Systems Champion

Moved (Smart/MacDonald)

ID: A1371948

2

Audit and Risk Subcommittee
6 October 2020

That the report 'Risk Management Activity- Update ' by Kym Ace, Corporate Systems Champion and dated 26 August 2020, be received.

Carried

Corporate Systems Champion - Kym Ace gave a presentation on where Northland Regional Council are up to with the new risk management tool.
Audit & Risk Subcommittee have requested monthly reports to council on risk management.

Action: Corporate Systems Champion - Kym Ace and Independent Audit & Risk Advisor Danny Tuato'o to meet regarding Northland Regional Council risk management.

Business with Public Excluded (Item 6.0)

Moved (Smart/MacDonald)

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No.	Item Issue	Reasons/Grounds
6.1	Confirmation of Confidential Minutes - 24 June 2020	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting -.
6.2	Update form AON Insurance	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(b)(ii) and the withholding of which is necessary to enable council to carry out, without prejudice or disadvantage, commercial activities s7(2)(h).

3. That the Independent Financial Advisors be permitted to stay during business with the public excluded.

Carried

Conclusion

The meeting concluded at 12.25pm.

TITLE: Working Party Updates and Chairpersons' Briefing

ID: A1380973

From: Chris Taylor, Governance Support Manager

Authorised by Ben Lee, GM - Strategy, Governance and Engagement, on date 11
Group Manager: November 2020

Recommendation

That the report 'Working Party Updates and Chairpersons' Briefing' be received.

Planning and Regulatory Working Party (Chair: Councillor Yeoman)

The Planning and Regulatory Working Party met on 28 October 2020. The topics for discussion included:

- Planning and policy work programme;
- Regulatory Services, Regional Plan and Freshwater Management Plan change updates;
- Efficient use of water – mechanisms for council; and
- Reducing the impact of plastic on our environment.

Following discussion, the Planning and Regulatory Working Party provided advice on the following next steps:

- Applicants for the Tāngata Whenua Advisory Group to be notified that the formation of the group was being delayed due to the procedural requirement for council to approve increasing its membership.
- The completed project and engagement plan for the Freshwater Management Plan Change to be taken to full council; given it was a significant piece of work.
- The 'picture of hot spots in Norhtland', based on how current water state aligned with the government's defined bands, to be brought back to the working party when complete.
- Consideration to be given to council's submission on the government's proposals to reduce the impact of plastic on our environment including support for the phasing out of disposable coffee cups and single use plastic bags.

Water and Land Working Party (Chair: Cr Justin Blaikie)

The Water and Land Working Party met on Wednesday 28 October 2020. The topics for discussion included:

- Review of Action Points from the last meeting
- Soil Conservation Programme
- Hokianga Harbour Project – Modelling Contaminant Loading
- Summary of new Land and Water Management Work

The presentations of the second and third topics were for information purposes. Discussion was focussed around the capacity to deliver the council's Soil Conservation Programme and the

contaminant modelling work done for the Hokianga Harbour and if it could be applied to identify the most effective mitigation actions to improve water quality and the costs of those actions.

Climate Change Working Party (Chair: Cr Amy Macdonald)

The Climate Change Working Party met on 9 September 2020. The topics for discussion included:

- Climate Adaptation Te Taitokerau Work Programme
- Proposed Inter-Council Joint Committee on Climate Change Adaptation
- Work Programme Priorities

Following discussion, the Climate Change Working Party agreed on the following next steps:

- Continue working towards establishing an Inter-Council Joint Committee on Climate Change Adaptation
- Provide a progress update on the Climate Adaptation Te Taitokerau Work Programme at the next meeting

Biosecurity and Biodiversity Working Party (Chair: Cr Jack Crow)

The Biosecurity and Biodiversity Working Party met on 9 September 2020. The topics for discussion included:

- Kiwi Coast Annual Report
- Dog Predation of Kiwi
- Deer Eradication Programme
- FIF Dune Lakes Herbicide Operation
- Biocontrol Update

Following discussion, the Biosecurity and Biodiversity Working Party agreed on the following next steps:

- Liaise between NRC staff and TAs regarding next steps suggestions for approaching dog predation of Kiwi
- Investigated warranted delegation of powers for enforcement via DOC for deer eradication
- Review herbicide plan in light of new weed found in some of the target dune lakes

TITLE: Working Group Updates

ID: A1382309

From: Leah Porter, PA/Administrator Environmental Services

**Authorised by
Group Manager:** Jonathan Gibbard, Group Manager - Environmental Services, on date 11 November 2020

Recommendation

That the report 'Working Group Updates' be received.

Whangārei Harbour Catchment Group Update (Chair: Adrian Tonks)

The Whangārei Harbour Catchment Group (WHCG) met on 19 October 2020. The topics for discussion included:

- Presentation from Sarah Irwin (WDC) about the resource consent renewal process for the Whangārei wastewater treatment plant. Options for use of treated wastewater were discussed.
- Brief update from WDC staff on progress with installing LittaTraps for stormwater cleaning around Northland.
- Updates from WDC staff on the completion of the Otuihau / Hātea water quality project and progress with the new Whangārei urban awa project.
- Discussion about the allocation of the group's discretionary funding included two small projects in the Hātea catchment that weren't able to be included in the MFE- funded project and supporting on-going inanga spawning site remediation at Mair Park.

Following discussion, the Whangārei Harbour Catchment Group agreed on the following next steps:

- The group agreed to approve various projects for funding based on emailed quotes from NRC and Whitebait Connection staff.
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Attachments/Ngā tapirihanga

Nil

TITLE: Business with the Public Excluded

Executive Summary

The purpose of this report is to recommend that the public be excluded from the proceedings of this meeting to consider the confidential matters detailed below for the reasons given.

Recommendations

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No.	Item Issue	Reasons/Grounds
9.1	Confirmation of Confidential Minutes - 20 October 2020	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting.
9.2	Receipt of Confidential Committee Minutes	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting -.
9.3	Human Resources Report	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(a).
9.4	The Kensington Redevelopment Project - Progress Update and Next Steps	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to enable council to carry out, without prejudice or disadvantage, commercial activities s7(2)(h) and the withholding of which is necessary to enable council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(i).

3. That the Independent Financial Advisors be permitted to stay during business with the public excluded.
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Considerations

1. Options

Not applicable. This is an administrative procedure.

2. Significance and Engagement

This is a procedural matter required by law. Hence when assessed against council policy is deemed to be of low significance.

3. Policy and Legislative Compliance

The report complies with the provisions to exclude the public from the whole or any part of the proceedings of any meeting as detailed in sections 47 and 48 of the Local Government Official Information Act 1987.

4. Other Considerations

Being a purely administrative matter; Community Views, Māori Impact Statement, Financial Implications, and Implementation Issues are not applicable.