

# **AGENDA**

**Council**  
**Tuesday 15 September 2020 at 10.30am**

## Northland Regional Council Agenda

Meeting to be held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 15 September 2020, commencing at 10.30am

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

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- 9.1** Confirmation of Confidential Minutes - 18 August 2020
- 9.2** Receipt of Confidential Committee Minutes
- 9.3** Human Resources Report
- 9.4** Marsden Maritime Holdings Ltd - Appointment of Directors
- 9.5** Commercial Agreement with NIWA

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

**ID:** A1356991

**From:** Kelcie Mills, Health and Safety Advisor

### Executive summary/Whakarāpopototanga

This report provides an overview of activity in health and safety for the month of August 2020, which in summary we report:

- Health and safety systems audit and review has begun.
- The same top five risks remain, with plans to develop action strategies for mitigating these.
- There was a decrease in the reporting of hazards and injury/incident related events for the month.
- The development of action plans for improving the key focuses in the health and safety strategy are completed.

### Recommendation

That the report 'Health and Safety Report' by Kelcie Mills, Health and Safety Advisor and dated 26 August 2020, be received.

### Background/Tuhinga

The health and safety report has been refreshed to better align with governance reporting. For this month, the new sections in the report provide an outline of what each section will focus on. Going forward there will be more in-depth descriptions on how each area is tracking.

#### 1. Health and safety performance

*Table 1: Health and safety performance lead and lag indicators*

	Jul-20	Aug-20	FY Average / Total
% Audit of systems reviewed	0	3%	3%
Audit corrective actions identified	0	0	0
Number of vehicles events	4	2	6
Number of contractor events	2	0	2
Contractors successfully pre-engaged	2	4	6
H&S trainings completed	10	1	11
New workers H&S inducted	0	3	3
Health monitoring vaccine programmes completed			64*
Health monitoring programmes completed			0*
	Current	Completed	
Investigations outstanding	8	12	20

*\*based on calendar year*

## 2. Risk management

The top five health and safety risks in the organisation are currently:

1. Driving
2. Unknown hazardous substances
3. Known hazardous substances
4. Stress
5. Not implementing controls

As part of the health and safety strategy, action plans are going to be developed to outline the steps for mitigating these risks to their lowest practical point. This will involve looking at training requirements, current systems, behaviours and attitudes, and then identifying where we as an organisation can improve.

These plans will be progress tracked and key achievements and goals will be outlined in this report.

## 3. Incidents and hazards

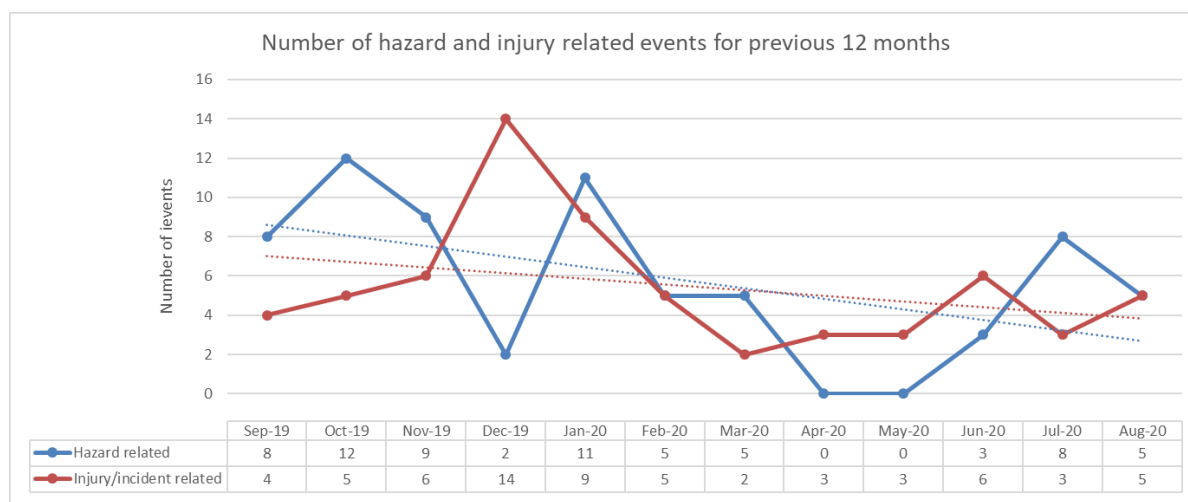


Figure 1: Number of hazard and injury related events for previous 12 months

Figure 1 shows the number of injury/incident and hazard related events reported over the previous 12 months. Reporting of both incidents and hazards is trending down.

### Events of interest:

Events of interest will report the commentary for high risk events.

- Nil

## Events reported

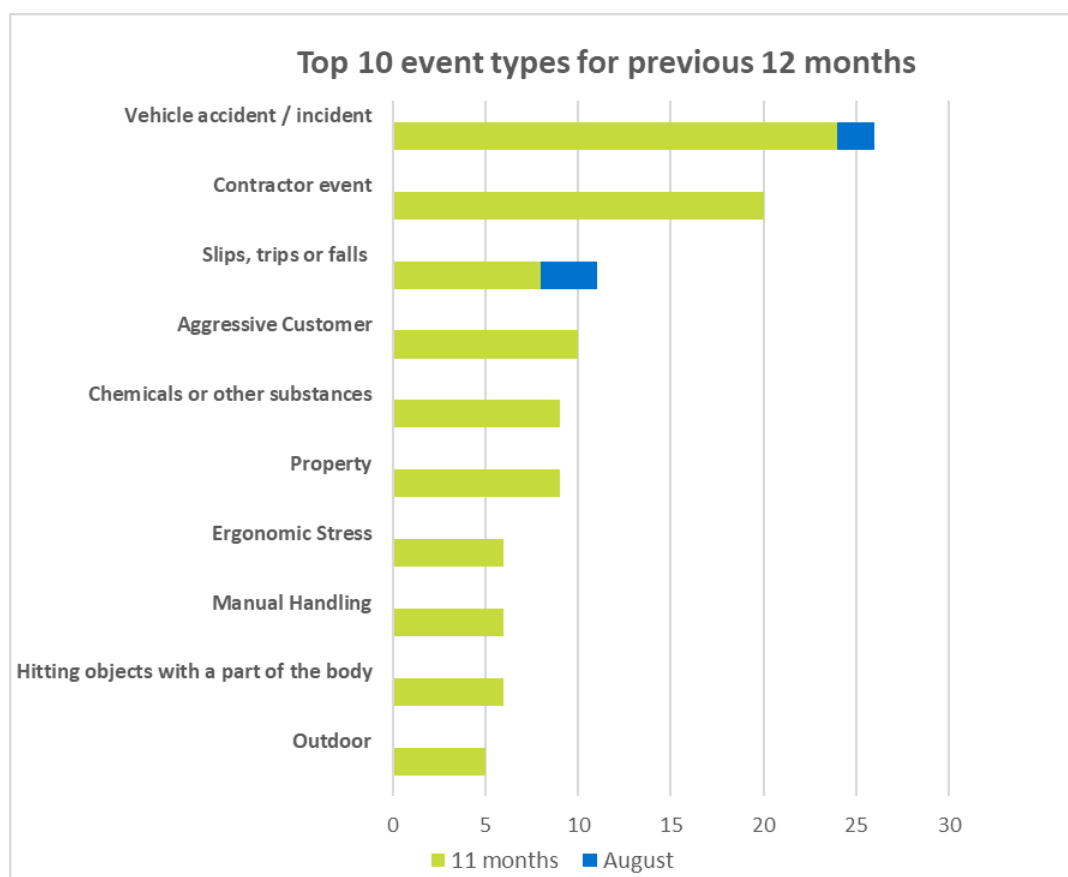


Figure 2: Top 10 issues for previous 12 months

- Stress has been removed from figure 3, as that majority of the stress data was gathered from a survey, and not from a health and safety report (which is what this data represents). Survey results and other proactively gathered data will be discussed in section 1 or with the associated work programme in section 4.
- There were two vehicle events. Both involved damage to vehicles, but no people were injured.
- Of the slip, trip and fall events; one was a hazard and two were classed as 'no medical treatment injuries'.

## 4. Health and safety strategy work programme

### Leadership

- The Health and Safety Committee met. Key priorities identified are to establish a digital risk assessment tool, and to reduce the number of health and safety policies to four key policies which feed into procedures in Promapp.

### Injuries, incidents and hazards

- As discussed in section 2, action plans will be developed for mitigating the top five risks. After this task, the review of the remaining hazards and their controls will take place. This includes their associated procedures and risk assessments.

### Wellbeing

- The stress survey was undertaken in August and results are currently being analysed.

- The wellbeing group has been engaging staff to take part in 'Steptember'. They have further been assessing the wellbeing needs if we return to COVID level 3, and looking at the impacts on wellbeing that the flexible working trial has had.
- A mental wellbeing toolkit is on the Express (intranet) providing staff with a range of resources to utilise.

#### **Communicaiton and engagement**

- A communications plan has been developed to share relevant health and safety updates and critical information to the organisation.

#### **Continous improvement**

- As discussed in section 1, the health and safety audit/systems review will be progress tracked. This process will allow for any corrective actions, areas for improvement and legal non-conformances to be identified and corrected.

### **5. Legislation updates**

Nil

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#### **Attachments/Ngā tapirihanga**

Nil

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#### **Authorised by Group Manager**

**Name:** Bruce Howse  
**Title:** Group Manager - Corporate Excellence  
**Date:** 09 September 2020

**TITLE:** Confirmation of Minutes - 18 August 2020

**ID:** A1357505

**From:** Chris Taylor, Governance Support Manager

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**Recommendation**

That the minutes of the council meeting held on 18 August 2020 be confirmed as a true and correct record.

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**Attachments/Ngā tapirihanga**

Attachment 1: Council Meeting Minutes 18 August 2020 [↓](#)

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**Authorised by Group Manager**

**Name:** Chris Taylor

**Title:** Governance Support Manager

**Date:** 08 September 2020

Council Meeting  
18 August 2020

## Northland Regional Council Minutes

Meeting held remotely  
on Tuesday 18 August 2020, commencing at 10.30am

### Present:

Chairperson, Penny Smart

Councillors:

John Bain  
Justin Blaikie  
Jack Craw  
Colin Kitchen  
Amy Macdonald  
Marty Robinson  
Rick Stolwerk  
Joce Yeoman

### In Attendance:

#### Part or Full Meeting

Independent Financial Advisor  
Independent Audit & Risk Advisor  
Northland Inc. Limited GM Investment and Infrastructure  
Chief Executive Officer  
GM - Environmental Services  
GM - Strategy, Governance and Engagement  
GM – Regulatory Services  
GM – Corporate Excellence  
Finance Manager  
Regional Harbourmaster  
Financial Accountant  
Resource Management – Strategic Policy Specialist  
Eastern Coast Land Manager  
Acting Strategy, Policy and Planning Manager  
Economist  
Policy Specialist  
Governance Support Manager

The Chair declared the meeting open at 10.35am and proceedings commenced with a karakia by Councillor Macdonald.

### Apologies (Ngā whakapahā) (Item 1.0)

There were no apologies.

Council Meeting  
18 August 2020

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

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

*Secretarial Note: The Supplementary Confidential Report pertaining to Item 9.3 was noted.*

### **Health and Safety Report (Item 3.0)**

**ID: A1348122**

**Report from Kelcie Mills, Health and Safety Advisor**

**Moved (Kitchen/Stolwerk)**

That the report 'Health and Safety Report' by Kelcie Mills, Health and Safety Advisor and dated 4 August 2020, be received.

**Carried**

### **Confirmation of Minutes - 21 July 2020 and 29 July 2020 (Item 4.1)**

**ID: A1347107**

**Report from Chris Taylor, Governance Support Manager**

**Moved (Craw/Stolwerk)**

That the minutes of the council meeting held on 21 July 2020, and the extraordinary council meeting held on 29 July 2020, be confirmed as a true and correct record.

**Carried**

### **Working Party Updates and Chairpersons' Briefings (Item 4.2)**

**ID: A1347780**

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

**Moved (Robinson/Macdonald)**

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

**Carried**

*Secretarial Note: The Te Taitokerau Māori and Council Working Party to review its representatives on council's working parties in due course.*

### **Council River Working Group and Council Catchment Group Updates (Item 4.3)**

**ID: A1339431**

**Report from Leah Porter, PA/Administrator Environmental Services**

**Moved (Yeoman/Blaikie)**

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

**Carried**

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ID: A1352632

2



Council Meeting  
18 August 2020

## Externally Managed Investment Funds: 2019/20 Performance and Proposed Allocation of Gains (Item 5.1)

ID: A1347497

Report from Simon Crabb, Finance Manager

### Moved (Stolwerk/Bain)

1. That the report 'Externally Managed Investment Funds: 2019/20 Performance and Proposed Allocation of Gains' by Simon Crabb, Finance Manager and dated 2 August 2020, be received.
2. That \$368,587 of the Long-Term Investment Fund gains earned in 2019/20 is reinvested and attributed to the Community Investment Fund Reserve, and \$72,148 of the Long-Term Investment Fund gains earned in 2019/20 is allocated to the Investment and Growth Reserve.
3. That NO Long-Term Investment Fund gains attributable to the Property Reinvestment Fund Reserve are reinvested in 2019/20.
4. That NO Long-Term Investment Fund gains attributable to the Infrastructure Investment Fund Reserve are reinvested in 2019/20.
5. That \$167,777 of depreciation funding is invested into the Long-Term Fund and attributed to the Infrastructure Investment Fund Reserve.
6. That \$53,403 is withdrawn from the Long-Term Investment Fund to reimburse council's working capital for the 2019/20 investment management fees.

### Carried

#### Secretarial Note:

- The Independent Financial Advisor provided commentary on the current 'rapidly moving [financial] environment'. Key elements included:
  - Council had responded well to the downturn in equity markets resulting in a 'significant reversal' in gains on council's managed funds.
  - The organisation needed to remain 'agile, lean and fast' given that volatility was becoming the 'new normal'.
  - It was suggested that council should take a deeper strategic level look at its systems/processes to ensure it was prepared for 'ongoing crises'. As part of this, council should develop a strategy regarding the appropriate balance between building up an 'income generating balance sheet' and investing in 'the urgent needs of the community'.
- The Independent Audit and Risk Advisor also provided commentary, focussing on:
  - The recent drought and COVID-19 had resulted in unprecedented circumstances.
  - The current market volatility highlighted the need for 'due consideration in reducing risk and exercising caution', and the need for council to prepare itself for 'the long game'.
  - in such times the community would 'increasingly look to council to provide regional leadership'.
- Appreciation was extended to the finance team, the independent advisors and council's subcommittees overseeing its finances, for their guidance through such challenging times.

ID: A1352632

3

Council Meeting  
18 August 2020

## Allocation of 2019/20 Surplus to the Opex Reserve and COVID-19 Reinstatement Reserve (Item 5.2)

ID: A1349610

Report from Simon Crabb, Finance Manager

### Moved (Craw/Stolwerk)

1. That the report 'Allocation of 2019/20 Surplus to the Opex Reserve and COVID-19 Reinstatement Reserve' by Simon Crabb, Finance Manager and dated 7 August 2020, be received.
2. That \$467,695 of the 2019/20 operating surplus is allocated to the Opex Reserve, and funding representing the Opex Reserve is invested into NZ registered bank fixed rate term deposits with rolling maturity profiles ranging from 30 to 180 days.
3. That a COVID-19 Reinstatement Reserve is established, and \$1.7M of the 2019/20 operating surplus is allocated to this Reserve, and funding representing the COVID-19 Reinstatement Reserve is invested into NZ registered bank fixed rate term deposits with rolling maturity profiles ranging from 30 to 180 days.
4. That budgets of \$30,000 for Tangata whenua capability and capacity, \$100,000 for Modelling highly allocated aquifers, and \$86,385 for Enviroschools staff and seminars are reinstated in 2020/21 and funded from the COVID-19 Reinstatement Reserve.
5. That the CEO is delegated the authority to reinstate any work programmes presented in **Attachment One** when appropriate, and funding becomes available, from the COVID-19 Reinstatement Reserve.
6. That budgets of \$58,000 for Bay of Islands harbour modelling and \$100,617 for committed obligations to the Regional Council collaboration are introduced into 2020/21 with corresponding funding transferred from the COVID-19 Reinstatement Reserve.
7. That any 2020/21 investment income in excess of budget is transferred to the COVID-19 Reinstatement Reserve, and any balance remaining in the COVID-19 Reinstatement Reserve at 30 June 2021 is transferred back to council's general funding, and that the Opex Reserve Policy is updated to reflect that the target amount of the Opex Reserve includes Investment Management fees.

### Carried

#### Secretarial Note:

- A correction was noted to recommendation four that the budget for Enviroschools was \$86,385 (not \$100,617 as detailed in the agenda). There was also a formatting error with regard to recommendation 7.
- Due to technical issues the meeting adjourned at 11.40am and reconvened at 11.50am.

ID: A1352632

4

Council Meeting  
18 August 2020

**Request for Approval to Carry Forward Operational Budget from the 2019/20 Financial Year into the 2020/21 Financial Year (Item 5.3)**

**ID: A1348582**

**Report from Vincent McColl, Financial Accountant and Simon Crabb, Finance Manager**

**Moved (Kitchen/Stolwerk)**

1. That the report 'Request for Approval to Carry Forward Operational Budget from the 2019/20 Financial Year into the 2020/21 Financial Year' by Vincent McColl, Financial Accountant and Simon Crabb, Finance Manager and dated 5 August 2020, be received.
2. That council approves the operational expenditure carry forwards from the 2019/20 financial year into the 2020/21 financial year of:
  - a. \$51,564 for the lakes survey;
  - b. \$24,241 for the wetland survey;
  - c. \$32,712 for eradication plants;
  - d. \$37,300 for roadside weeds;
  - e. \$53,200 for NIWA water quality modelling;
  - f. \$7,225 for water quality mitigation measures;
  - g. \$18,813 for Iwi environment management plans;
  - h. \$19,000 for a Hokianga Harbour catchment investigation; and
  - i. \$11,500 for a Northland drought river ecosystem health impact report.

**Carried**

**Request for Approval to Carry Forward Capital Expenditure Budget from the 2019/20 Financial Year into the 2020/21 Financial Year (Item 5.4)**

**ID: A1348437**

**Report from Vincent McColl, Financial Accountant**

**Moved (Stolwerk/Blaikie)**

1. That the report 'Request for Approval to Carry Forward Capital Expenditure Budget from the 2019/20 Financial Year into the 2020/21 Financial Year' by Vincent McColl, Financial Accountant and dated 4 August 2020, be received.
2. That council approves the carry forward of \$234,624 capital expenditure budget from the 2019/20 financial year into the 2020/21 financial year.

**Carried**

**Special Reserves at 30 June 2020 (Item 5.5)**

**ID: A1348147**

**Report from Vincent McColl, Financial Accountant**

**Moved (Bain/Stolwerk)**

That the report 'Special Reserves at 30 June 2020' by Vincent McColl, Financial Accountant and dated 4 August 2020, be received.

**Carried**

ID: A1352632

5

Council Meeting  
18 August 2020

*Secretarial Note: A correction was noted to the Executive Summary of the report; that at 30 June 2020, council had \$39.9M (not \$52.5M as detailed in the agenda) of special reserves set aside to cover expenditure on specific projects and work programmes.*

### **Regional Rates Collection - 2019/20 (Item 5.6)**

**ID: A1347485**

**Report from Simon Crabb, Finance Manager**

**Moved (Macdonald/Stolwerk)**

That the report 'Regional Rates Collection - 2019/20' by Simon Crabb, Finance Manager and dated 1 August 2020, be received.

**Carried**

### **Draft Financial Result to 30 June 2020 (Item 5.7)**

**ID: A1346538**

**Report from Vincent McColl, Financial Accountant**

**Moved (Bain/Stolwerk)**

That the report 'Draft Financial Result to 30 June 2020' by Vincent McColl, Financial Accountant and dated 29 July 2020, be received.

**Carried**

*Secretarial Note: A correction was noted to the table included as Attachment One to the report; with the column titles to read 30 June 2020 (not 30 June 1919 as detailed in the agenda).*

### **Joint Climate Change Adaptation Committee (Item 6.1)**

**ID: A1336874**

**Report from Justin Murfitt, Strategic Policy Specialist**

**Moved (Macdonald/Kitchen)**

1. That the report 'Joint Climate Change Adaptation Committee' by Justin Murfitt, Strategic Policy Specialist and dated 7 July 2020, be received.

**Carried**

**It was further moved (Stolwerk/Yeoman)**

2. That council authorises the establishment of a Joint Climate Change Adaptation Committee with Far North District Council, Whangarei District Council and Kaipara District Council, pursuant to clause 30(1)(b) and 30A of Schedule 7 of the Local Government Act 2002.

**Carried**

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ID: A1352632

**6**

Council Meeting  
18 August 2020

**It was further moved (Macdonald/Robinson)**

3. That council nominates two elected members to the joint committee one as primary member being Councillor Amy McDonald and Councillor Craw to act as back up.

**Carried**

**It was further moved (Macdonald/Blaikie)**

4. That council endorse the two nominations to the committee by Te Taitokerau Māori and Council Working Party, being Toa Faneva as primary member and Thomas Hohaia as alternate to act as back up, on the basis that they have skills and knowledge that will assist the committee.

**Carried**

*Secretarial Note:*

- Two corrections were noted to the draft terms of reference as follows:
  - The title to read *Joint Climate Change Adaptation Committee Terms of Reference 10 August 2020 (not 10 February 2020 as detailed in the agenda)*; and
  - The remuneration section to be amended with regard to non-elected members as follows:

**Remuneration**  
*Remuneration and / or reimbursement for costs incurred by council members is the responsibility of each council.*

*Respective iwi / hapū representatives will be remunerated and reimbursed by the nominating council in accordance with **the non-elected members' remuneration policy of that council** (not the Northland Regional Council Non-Elected Members' Remuneration Policy as detailed in the agenda).*
- The Joint Climate Change Adaptation Committee to consider whether it be appropriate to include climate change mitigation and provide a recommendation back to the councils if necessary.

**It was further moved (Robinson/Blaikie)**

5. That council adopt the Terms of Reference for the Joint Climate Change Adaptation Committee (with the amendments identified at the meeting), delegates those responsibilities and duties to the Joint Climate Change Adaptation Committee and acknowledges that this fulfils the requirements of 30A(1).

**Carried**

**Environmental Fund Changes (Item 6.2)**

**ID: A1338269**

**Report from Duncan Kervell, Land Manager**

**Moved (Stolwerk/Macdonald)**

1. That the report 'Environmental Fund Changes' by Duncan Kervell, Land Manager and dated 9 July 2020, be received.
2. That for 2020/21 council approves an over-allocation of the general Land/Biodiversity component of the Environment Fund (not including commitments to Kaipara Moana, IKHMG and Coast Care) budget (\$672K) by up to 20% (\$134.4 K).

ID: A1352632

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3. That council approves other changes to Environment Fund allocation:
  - a. The funding cap for projects is increased to \$40,000 through delegated authority approval;
  - b. That coastal marine area fencing is no longer funded; and
  - c. That a 3m buffer for all riparian fencing is strictly enforced with no payment for non-compliant fencing.

**Carried**

### **Changing Focus of the Land Management Team (Item 6.3)**

**ID: A1348914**

**Report from Duncan Kervell, Land Manager**

**Moved (Macdonald/Blaikie)**

1. That the report 'Changing Focus of the Land Management Team' by Duncan Kervell, Land Manager and dated 5 August 2020, be received.
2. That council supports the adaptive approach and change in focus for the Land Management Team and notes the negative impact on council's ability to achieve its Long Term Plan 2018–2028 key performance indicator relating to the area of land under farm environment plans.

**Carried**

### **Investment and Growth Reserve: Project Development Funding - COVID-19 Economic Recovery Plan for Northland (Item 6.4)**

**ID: A1337509**

**Report from Darryl Jones, Economist**

**Moved (Kitchen/Bain)**

1. That the report 'Investment and Growth Reserve: Project Development Funding - COVID-19 Economic Recovery Plan for Northland' by Darryl Jones, Economist and dated 8 July 2020, be received.
2. That council agree to allocate \$25,000 (plus GST if any) from the Project Development funding category of the Investment and Growth Reserve to Northland Inc. Limited to support the development of a COVID-19 economic recovery plan for Northland.
3. That council records that the allocation of this funding is inconsistent with the criteria and procedures for the allocation of funding from the Investment and Growth Reserve but that the exceptional nature of the COVID-19 crisis requires a one-off response.
4. That \$25,000 be transferred from the Community Investment Fund into the Investment and Growth Reserve to fund this allocation.
5. That the allocation be provided to Northland Inc. once the Chief Executive Officer is satisfied that the funding will be used for the development of a COVID-19 economic recovery plan rather than a regional economic development strategy.

**Carried**

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### **Tāngata Whenua Water Advisory Group (Item 6.5)**

**ID: A1347155**

**Report from Ben Lee, GM - Strategy, Governance and Engagement**

**Moved (Macdonald/Yeoman)**

1. That the report 'Tāngata Whenua Water Advisory Group' by Ben Lee, GM - Strategy, Governance and Engagement and dated 31 July 2020, be received.
2. That a "Tāngata Whenua Water Advisory Group" be formed to provide tāngata whenua-led analysis, feedback and advice on the development of the plan change to give effect to the water quality planning requirements of the National Policy Statement for Freshwater Management, as outlined in the attached Māori engagement approach: Water quality plan change.
3. That the following be appointed as the selection panel for considering and appointing the members of the Tāngata Whenua Water Advisory Group:
  - a. Mira Norris (tāngata whenua member of Te Taitokerau Māori and Council Working Party);
  - b. Juliane Chetham, or Janelle Beazley if Juliane Chetham is unavailable (tāngata whenua members of Te Taitokerau Māori and Council Working Party);
  - c. Councillor Blaikie; and
  - d. Councillor Yeoman.
4. That Te Taitokerau Māori and Council Working Party Māori members Nora Rameka, Rowan Tautari and Alan Riwaka (and Antony Thompson as an alternative to Alan Riwaka) be appointed to the Tāngata Whenua Water Advisory Group and be invited to attend all council workshops on the content of the plan change that gives effect to the water quality planning requirements of the National Policy Statement for Freshwater Management.

**Carried**

*Secretarial Note: The associated communications plan to be provided to the September 2020 meeting of Te Taitokerau Māori and Council Advisory Working Party.*

### **Delegation to Make Expert Consenting Panel Nominations Under the COVID-19 Recovery (Fast-track Consenting) Act 2020 (Item 6.6)**

**ID: A1347472**

**Report from Colin Dall, Group Manager - Regulatory Services**

**Moved (Yeoman/Bain)**

1. That the report 'Delegation to Make Expert Consenting Panel Nominations Under the COVID-19 Recovery (Fast-track Consenting) Act 2020' by Colin Dall, Group Manager - Regulatory Services and dated 31 July 2020, be received.
2. That pursuant to Schedule 7 clause 32(1) of the Local Government Act 2002, the council delegate to the Chief Executive Officer and Group Manager – Regulatory Services the power to nominate a person or persons to be a member of an expert consenting panel appointed under Schedule 5 of the COVID-19 Recovery (Fast-track Consenting) Act 2020.

**Carried**

ID: A1352632

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### **Marsden Maritime Holdings Interview Panel (Item 6.7)**

**ID: A1351304**

**Report from Jessica Matson, Human Resources Advisor**

#### **Moved (Craw/Kitchen)**

1. That the report 'Marsden Maritime Holdings Interview Panel' by Jessica Matson, Human Resources Advisor and dated 12 August 2020, be received.
2. That council nominates Councillor Smart, Councillor Bain and Councillor Stolwerk for the interview panel for the Marsden Maritime Holdings Director appointments.

**Carried**

### **Chair's Report to Council (Item 7.1)**

**ID: A1346558**

**Report from Penny Smart, Chair**

#### **Moved (Smart/Yeoman)**

That the report 'Chair's Report to Council' by Penny Smart, Chair and dated 3 August 2020, be received.

**Carried**

### **Chief Executive's Report to Council (Item 7.2)**

**ID: A1346416**

**Report from Malcolm Nicolson, Chief Executive Officer**

#### **Moved (Stolwerk/Macdonald)**

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

**Carried**

#### *Secretarial Note:*

- *The Chief Executive highlighted that the funding secured from central government to support activities also presented a financial risk; given it would have a significant impact on council's operations when it ceased.*
- *Appreciation was extended to the Biodiversity Team, particularly for their efforts in the FIF Dune Lakes Project and broader lakes programme.*
- *Appreciation was also extended to the Chief Executive Officer and the team for its response to the recent flooding.*

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ID: A1352632

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### **Code of Conduct Complaint (Item 7.3)**

**ID: A1348224**

**Report from Malcolm Nicolson, Chief Executive Officer**

**Moved (Bain/Macdonald)**

That the report 'Code of Conduct Complaint' by Malcolm Nicolson, Chief Executive Officer and dated 4 August 2020, be received and councillors take cognisance of its recommendation.

**Carried**

### **Reporting on Long Term Plan 2018-2028 Performance Measures for the Year Ended 30 June 2020 (Item 7.4)**

**ID: A1347486**

**Report from Robyn Broadhurst, Policy Specialist**

**Moved (Yeoman/Macdonald)**

That the report 'Reporting on Long Term Plan 2018-2028 Performance Measures for the Year Ended 30 June 2020' by Robyn Broadhurst, Policy Specialist and dated 1 August 2020, be received.

**Carried**

### **Legislative Compliance for the Period 1 January - 30 June 2020 (Item 7.5)**

**ID: A1347548**

**Report from Kyla Carlier, Acting Strategic Policy and Planning Manager**

**Moved (Bain/Stolwerk)**

That the report 'Legislative Compliance for the Period 1 January - 30 June 2020' by Kyla Carlier, Acting Strategic Policy and Planning Manager and dated 3 August 2020, be received.

**Carried**

### **Receipt of Committee Minutes (Item 8.0)**

**ID: A1348386**

**Report from Chris Taylor, Governance Support Manager**

**Moved (Stolwerk/Bain)**

That the unconfirmed minutes of the:

- Regional Transport Committee – 10 June 2020; and
  - Civil Defence and Emergency Management Group – 17 June 2020
- be received.

**Carried**

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ID: A1352632

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## **Business with Public Excluded (Item 9.0)**

### **Moved (Bain/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 - 21 July 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 and Supplementary 9.3	Shovel Ready Project for Public Consultation	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 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 1.22pm.**

**TITLE: Working Party Updates and Chairpersons' Briefings**

**ID:** A1358892

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**Recommendation**

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

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**Planning and Regulatory Working Party**

**(Chair: Cr Joce Yeoman)**

The Working Party met on Wednesday 26 August 2020. The topics for discussion included:

- Planning and Policy Work Programme
- Regulatory Services Update / Work Programme
- National Policy Statement on Urban Development 2020
- Aquaculture NES
- Water Services Bill
- Fast-tracked Consents
- Regional Plan Update.

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

- Strategic Policy Specialist to get in touch with TAs and give them a heads-up on implications of the new Freshwater NES
- GM, Regulatory Services to provide an update on fast-tracked consents to the next Working Party meeting in October
- GM, Regulatory Services to check with EPA as to whether the names of the nominees for the expert panel are public information, and if so, provide them to the Working Party (Note: this has subsequently been done and the information circulated).

**Biosecurity and Biodiversity Working Party**

**(Chair: Cr Jack Crow)**

The Biosecurity and Biodiversity Working Party met on Thursday 27 August 2020. The topics for discussion included:

- FIF Dune Lakes Herbicide Programme
- 2018 - 2019 Annual Report - Regional Pest and Marine Pathways Management Plan
- 2020 - 2021 Biosecurity Operational Plan draft.

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

- Investigate wider distribution of the 2019-2020 Annual Report - Regional Pest and Marine Pathways Management Plan once finalised
- Revising wording of several KPIs for the 2020-2021 Biosecurity Operational Plan
- At a future TTMAC meeting, discuss the level of provision for Kauri Dieback works in iwi/hapu plan requirements
- Updated version of Operational Plan to be submitted to a council workshop.

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**Authorised by Group Manager**

**Name:** Ben Lee

**Title:** GM - Strategy, Governance and Engagement

**Date:** 09 September 2020

**TITLE:** Financial Report to 31 August 2020

**ID:** A1360026

**From:** Vincent McColl, Financial Accountant

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### Executive Summary / Whakarāpopototanga

This report is to inform council of the year to date (YTD) financial result to August 2020. Council has achieved a YTD surplus after transfers to and from reserves of \$2.25M, which is \$160K favourable to budget.

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### Recommendation / Ngā mahi tūtohutia

That the report 'Financial Report to 31 August 2020' by Vincent McColl, Financial Accountant and dated 3 September 2020, be received.

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### Report

SUMMARY OPERATING RESULTS			
	000's ACTUAL YTD	000's BUDGET YTD	000's VARIANCE YTD
Revenue (including other gains)	\$ 11,087	\$ 8,867	\$ 2,220
Expenditure	\$ 6,989	\$ 7,027	\$ 39
<b>NET (COST)/SURPLUS BEFORE TRANSFERS FROM/(TO) RESERVES</b>	<b>\$ 4,099</b>	<b>\$ 1,840</b>	<b>\$ 2,258</b>
Transfer From (To) Special Reserves	\$ (1,850)	\$ 248	\$ (2,098)
<b>NET (COST)/SURPLUS AFTER TRANSFERS FROM/(TO) RESERVES</b>	<b>\$ 2,249</b>	<b>\$ 2,089</b>	<b>\$ 160</b>

## Revenue

Year to date revenue is \$11.09M, which is \$2.22M or 25% above budget.

YTD REVENUE VARIANCE INDICATORS BY REVENUE TYPE			
	FAV / (UNFAV)		Commentary
	\$	%	
Rates	\$42,184	0.8%	
User Fees and Sundry	\$46,911	2.8%	<ul style="list-style-type: none"> <li>Higher than budgeted consent monitoring fees of \$25K</li> <li>Higher than budgeted consent application fees of \$12K</li> </ul>
Grants and Subsidies	\$458,330	34.4%	<ul style="list-style-type: none"> <li>Unbudgeted wilding conifer removal subsidies of \$332K offset by contractor costs of \$332K</li> <li>Unbudgeted water storage project funding of \$63k offset with unbudgeted grant expenditure of \$63K</li> <li>Unbudgeted farm animal welfare grants of \$54k offset with unbudgeted grant expenditure of \$54K</li> </ul>
Investment Interest Income	\$8,218	25.7%	<ul style="list-style-type: none"> <li>Higher than budgeted internal interest on the sporting facilities rate due to a higher reserve balance.</li> </ul>
Investment Property Income	\$3,964	1.2%	
Dividend Income	\$0	0.0%	
Long Term Fund Gains	\$1,202,586	440.7%	<ul style="list-style-type: none"> <li>Actual July YTD returns of 2.1% are higher than the budgeted 0.40% (4.79% annualised). August gains have been accrued based on advice from Eriksens Global</li> </ul>
Short Term Fund Gains	\$457,463	1612.3%	<ul style="list-style-type: none"> <li>Actual July YTD returns of 1.5% are higher than the budgeted 0.17% (1.98% annualised). August gains have been accrued based on advice from Eriksens Global</li> </ul>
<b>Total</b>	<b>\$2,219,656</b>	<b>25.0%</b>	

## Expenditure

Year to date expenditure is \$6.99M, which is \$39K or 0.5% below budget.

YTD EXPENDITURE VARIANCE INDICATORS BY COUNCIL ACTIVITY			
	FAV / (UNFAV)		Commentary
	\$	%	
Regulatory Services	(\$37,193)	(3.6%)	
Environmental Services	(\$116,009)	(7.0%)	<ul style="list-style-type: none"> <li>Unbudgeted wilding conifers grants of \$332K Partially offset by:</li> <li>Lower than budgeted salaries of \$71K due to delays in recruitment</li> <li>Other small accumulated variances within this group</li> </ul>
Governance and Engagement	\$91,034	6.9%	<ul style="list-style-type: none"> <li>Lower than budgeted salaries of \$52K due to delays in recruitment</li> <li>Lower than budgeted Iwi Environmental management plans of \$10K</li> <li>Other small accumulated variances within this group</li> </ul>
Customer Service and Community Resilience	\$37,228	2.7%	
Corporate Excellence	\$85,600	7.8%	<ul style="list-style-type: none"> <li>Lower than budgeted salaries of \$35K due to delays in recruitment</li> <li>Lower than budgeted vehicle running costs of \$11K</li> <li>Other small accumulated variances within this group</li> </ul>
CEO Office	(\$22,091)	(3.9%)	
<b>Total</b>	<b>\$38,569</b>	<b>0.5%</b>	

Note that across council there is a \$201K favourable salaries 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 \$1.85M compared to a budgeted net transfer **from** reserves of \$248K. This is predominantly due to:

- \$1.56M more than budgeted transfers to externally managed fund reserves representing higher reinvestment of gains than budgeted.
- \$337K lower than budgeted transfers from the Community Investment Fund reserve for IGR funding due to not requiring it this month.
- \$60K higher than budgeted transfers to river reserves predominantly due to lower than budgeted stop bank and river clearance works. This is a timing issue and the budgets will be rephased to be more consistent with the expected timing of works.

### ***Covid-19 Reinstatement Reserve initiatives***

Ten initiatives have been funded from the Covid-19 Reinstatement Reserve totalling \$889K. This leaves \$811K unallocated at the end of August 2020. The initiatives funded are as follows:

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
BOI harbour modelling	\$58,000
ReCoCo obligations	\$100,617
Northland Inc. business case assessment	\$100,000
<b>Total</b>	<b>\$888,890</b>

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### **Attachments/Ngā tapirihanga**

Nil

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### **Authorised by Group Manager**

**Name:** Bruce Howse  
**Title:** Group Manager - Corporate Excellence  
**Date:** 07 September 2020

**TITLE:** Governance Omnibus

**ID:** A1352308

**From:** Chris Taylor, Governance Support Manager and Kym Ace, Corporate Systems Champion

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### Executive summary/Whakarāpopototanga

Over the past few months a series of events have highlighted the need to update several of council's governance documents. This report seeks council's approval to amend its Standing Orders (in relation to the process for receiving petitions, non-financial conflicts of interest and definitions) and the Elected Members' Code of Conduct (in relation to conflicts of interest and including a reference to the council's recently updated Fraud, Dishonesty and Corruption Control Policy).

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### Recommendations

1. That the report 'Governance Omnibus' by Chris Taylor, Governance Support Manager and Kym Ace, Corporate Systems Champion and dated 1 September 2020, be received.
2. That council approve the amendments to Standing Orders in relation to the process for receiving petitions, non-financial conflicts of interest and definitions (as detailed in **Attachment One** pertaining to Item 6.1 of the 15 September 2020 council meeting agenda); noting that any amendment requires a vote of not less than 75% of the members present.
3. That council approve the amendments to the Elected Members' Code of Conduct in relation to Conflicts of Interest and the Protected Disclosures Act 2000, (as detailed in **Attachment Two** pertaining to Item 6.1 of the 15 September 2020 council meeting agenda); noting that any amendment requires a vote of not less than 75% of the members present.

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### Background/Tuhinga

#### *Amendments to Standing Orders*

Two petitions were received in July 2020 with the request that these be presented to council. This was the first time that the provisions for petitions within Standing Orders had been put into practise.

The first petition related to a current resource consent application and was presented as part of the Public Forum at the July 2020 council meeting. This petition highlighted that:

- It is inappropriate for council to consider a matter relating to live RMA processes (such as resource consent applications and enforcement processes); and
- All petitions should be presented as part of a public forum or deputation to ensure there are clear processes and conditions in place.

Therefore, it is proposed that Sections 15, 16 and 17 relating to public forums, deputations and petitions be amended as detailed in **Attachment One**.

The second petition did not relate to the roles and functions of the regional council. Although Standing Order 17.1 states: 'Petitions may be presented to the local authority or any of its committees as long as the subject matter **falls within the terms of reference of the intended meeting**' it did raise the question whether technically council had the ability to transfer the petition (similar to the transfer of requests for information).



The Local Government Act 2002 (LGA) and Local Government Official Information Act 1987 (LGOIMA) are silent on the process for the handling of petitions, so to avoid any doubt a new Standing Order 17.4 Transfer of Petition is proposed as detailed in **Attachment One**.

The second matter that arose was the release of updated guidance on conflicts of interest by the Office of the Controller and Auditor General (OAG). This guidance differed from earlier versions which focussed predominantly on financial conflicts of interest and/or created confusion by combining financial and non-financial conflicts of interest. The new guidance delineates between financial and non-financial conflicts of interest, conflict of roles and predetermination.

While council's current Standing Orders does address financial and non-financial conflicts of interest, there was room for improvement and better alignment with the advice of the OAG. Therefore, it is proposed that Standing Order 20.8 Non-financial conflicts of interests be amended, and a new Standing Order 20.9 Predetermination be introduced as detailed in **Attachment One**:

Lastly it is proposed, for completeness, that the definitions (based on the OAG guidance) of financial conflict of interest, material, non-financial conflict of interest and predetermination be included in Standing Orders (Section 2) and detailed in **Attachment One**:

It should be noted that any amendment to Standing Orders must be made by the council and by a vote of not less than 75% of the members present (clause 27(3) Schedule 7, Local Government Act 2002).

#### *Amendments to Elected Members' Code of Conduct*

Regarding conflicts of interest, council's current Code of Conduct focusses purely on financial conflicts of interest. It is recommended that this be amended to align with the OAG guidance to include non-financial conflicts of interest, conflicts of roles and predetermination.

It is also recommended that the Code of Conduct be amended to reflect best practise, that when an elected member has declared a conflict of interest the organisation will not provide them with any confidential information relating to the matter.

Regarding protected disclosures, council's current Code of Conduct does not include reference to the council's updated Fraud, Dishonesty and Corruption Control Policy, which applies to employees and elected members. It is recommended for completeness, that this reference be included while other changes are being made to the Code of Conduct.

The proposed amendments are included in **Attachment Two**.

It should be noted that any amendments to the Elected Members' Code of Conduct also requires, in every case, a vote in support of the amendment of not less than 75% of the members present (clause 15(6) Schedule 7, Local Government Act 2002).

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## Considerations

### 1. Options

No.	Option	Advantages	Disadvantages
1	Amend Standing Orders and Elected Members' Code of Conduct.	<ul style="list-style-type: none"><li>Aligns with the OAG guidance/best practice regarding conflicts of interest.</li><li>An opportunity for improvement and ensures council's governance</li></ul>	<ul style="list-style-type: none"><li>None apparent.</li></ul>

		documents remain current.	
		<ul style="list-style-type: none"> <li>Ensures elected members have the best guidance available to ensure they handle conflicts of interest appropriately.</li> </ul>	
2	Do not amend Standing Orders and the Elected Members' Code of Conduct.	<ul style="list-style-type: none"> <li>None apparent.</li> </ul>	<ul style="list-style-type: none"> <li>Misses an opportunity for improvement.</li> <li>Council's governance documents do not align with the OAG guidance/best practice.</li> </ul>

The staff's recommended option is 1.

## 2. Significance and engagement

This is a purely administrative matter relating to the day to day operations of council. Hence is deemed to be of low significance.

## 3. Policy, risk management and legislative compliance

The amendments proposed in the paper are to ensure there are clear processes in place for both the handling of petitions and elected members' conflicts of Interest. With regard to the latter, it is critical that potential conflicts of interest are handled appropriately to ensure council business is conducted with integrity, impartiality, accountability, trustworthiness, respect and responsiveness.

In order to comply with the Local Government Act 2020, any amendments to Standing Orders or the Code of Conduct must be approved by 75% of members present.

## Further considerations

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

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## Attachments/Ngā tapirihanga

Attachment 1: Proposed changes to Standing Orders [↓](#)

Attachment 2: Proposed changes to the Elected Members' Code of Conduct [↓](#)

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## Authorised by Group Manager

**Name:** Ben Lee  
**Title:** GM - Strategy, Governance and Engagement  
**Date:** 09 September 2020

### Proposed Changes to Standing Orders

*(changes from current Standing Orders are indicated in red text)*

## 2. Definitions

**Financial conflict of interest means** a reasonable expectation of financial loss or gain from a particular decision.

**Material** (referring to conflicts of interest) means, if proven, bring a member or the council into disrepute or, if not addressed, reflect adversely on the council or another member.

**Non-financial conflict of interest means** a situation where a member is not affected financially by a decision but is affected in another way that may make them biased or appear to be biased. For example a conflict of roles.

**Predetermination means** a situation where an elected member has previously acted or expressed views that could be perceived that they had made up their mind about a matter before considering all the evidence and making a decision.

## 15. Public Forums

Public forums are a defined period of time, at the start of the council meeting which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority.

For the avoidance of doubt, public forms are only at council meetings (not committees, sub-committees or working parties) and are restricted to matters that council holds responsibility for.

### 15.1 Time limits

A period of up to 15 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the Chief Executive (or their delegate) at least five clear days before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s)

Speakers can speak for up to 5 minutes, **or longer at the discretion of the Chairperson**. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

## 15.2 Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings;
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity;
- There is insufficient time to hear the public forum at the meeting;
- The matter would be more suitably heard at another meeting or workshop of council;
- The matter is part of an ongoing issue that is being dealt with by staff; ~~or~~
- The applicant has demonstrated disorderly or inappropriate behaviour at previous council meetings; ~~or~~
- The matter relates to a live RMA process (for example resource consent applications or enforcement processes).

## 15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

## 15.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

## 16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations are to be approved by the Chairperson or an official with delegated authority, five working days before the meeting. Deputations may be heard at commencement of the meeting or at the time the relevant agenda item is being considered.

### 16.1 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

### 16.2 Restrictions

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings;
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity;
- There is insufficient time to hear the public forum at the meeting;
- The matter would be more suitably heard at another meeting or workshop;
- The matter is part of an ongoing issue that is being dealt with by staff; ~~or~~
- The applicant has demonstrated disorderly or inappropriate behaviour at previous council meetings; ~~or~~
- The matter relates to a live RMA process (for example resource consent applications or enforcement processes).

### 16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the Chairperson, ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

## 16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda, and once a motion has been moved and seconded.

## 17. Petitions

### 17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees ~~and subcommittees, as part of a public forum or deputation,~~ as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the Chief Executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order 19.9 on qualified privilege). They may be written in English or Te reo Māori. Petitioners planning to make a petition in Te reo Māori or sign language should advise the Chief Executive in time to allow translation services to be arranged.

### 17.2 Petition presented by petitioner

~~A petitioner who presents a petition to the local authority or any of its committees and subcommittees, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.~~

~~Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply.~~ The petition must be received by the Chief Executive at least 5 working days before the date of the meeting concerned.

~~When presented to the local authority or any of its committees and subcommittees, the speaking time limits and restrictions relating to deputations or public forums shall apply.~~

## 17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.

## 17.4 Transfer of petition

Where a petition is received by the local authority and the matter to which the petition relates is deemed by the Chief Executive Officer to be more closely connected with the functions of another local authority or department or Minister of the Crown or organisation the Chief Executive Officer, or an officer authorised by the Chief Executive, shall promptly, and in no case later than 10 working days after the day on which the petition is received, transfer the petition to the relevant authority.

## 20.8 Non-financial conflicts of interests (including conflict of roles)

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a local authority could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter **that is material** they must not take part in the discussions about that matter or any subsequent vote.

Members with a non-financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed. The minutes must record any declarations of non-financial interests and the member's abstention from any discussion and voting on the matter.

~~The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.~~

~~Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.~~

## 20.9 Predetermination

Predetermination arises when an elected member has previously acted or expressed views that could be perceived that they had made up their mind up about a matter before

considering all the evidence and making a decision. While not technically a conflict of interest, elected members must determine whether their involvement in the decision making process is material and if so must not take part in the discussions about that matter or any subsequent vote.

Members subject to predetermination should physically withdraw themselves from the table when the matter is considered, but do not need to leave the room.

Neither the Chairperson nor the meeting may rule on whether a member is subject to predetermination on a matter. The minutes must record the member's abstention from any discussion and voting on the matter.



## Proposed changes to Elected Members Code of Conduct

*(changes from the current Code of Conduct are indicated in red text)*

### 8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA) – the provisions of the Act are summarised in **Appendix B**. *Elected members are also encouraged to familiarise themselves with the guidance provided by the Office of the Auditor General which can be accessed using the following link:*

*<https://oag.parliament.nz/good-practice/conflicts-of-interest>*

*In accordance with best practice, when an elected member has declared a conflict of interest the organisation will not provide them with any confidential information relating to the matter.*

**Please note:** Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see **Appendix C**). In the event of a conviction, elected members can be ousted from office.

#### ***Financial (pecuniary) conflicts of interest***

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

#### ***Non-financial conflicts of interest (including conflict of roles)***

*A non-financial conflict of interest is any situation where a member is not affected financially by a decision but is affected in some other way that might make them biased or appear biased.*

*Under common law, a non-financial conflict of interest does not automatically exclude members from participating in a decision. It will depend how serious the conflict is. That does not mean non-financial interests are always less serious than financial conflicts.*

However, because there is not an automatic assumption of bias, there is generally more room for judgement about how serious the conflict is and how it should be managed.

Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests and if in doubt should seek guidance from the Chief Executive immediately.

#### **Predetermination**

Predetermination is any situation where an elected member is making a decision about a matter and there is a risk that people will think their mind is made up before considering all evidence. Suggestions of predetermination usually arise from previous statements or actions of a member.

Technically predetermination is not a form of conflict of interest. However, it is derived from the common law on bias and the risk with predetermination is the same; hence for completeness is included. The seriousness of the risk will depend on the context and the type of decision being made.

~~Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix C). In the event of a conviction, elected members can be ousted from office.~~

### **Appendix C: Legislation bearing on the role and conduct of elected members**

#### **Protected Disclosures Act 2000 (PDA)**

Under the PDA, the definition of an employee of a public sector organisation (PSO) includes elected members of a local authority. Elected members (as “employees”) who disclose information about a serious wrongdoing by the council are protected from civil or criminal liability that might arise from such a disclosure and from retaliatory action against the elected member.

Serious wrongdoing under the Act includes unlawful or irregular use of funds or resources; conduct that risks public health and safety; conduct that risks the maintenance of law; conduct that constitutes an offence; oppressive, improper discriminatory conduct; and gross negligence or gross mismanagement by a public official.

Protection under the PDA applies where the employee has information about a serious wrongdoing; a reasonable belief that the information is true or likely to be true; the employee wishes to have the matter investigated; and that employee desires protection under the Act.

The council has a Protected Disclosures Policy and a **Fraud, Dishonesty and Corruption Control Policy** which apply to employees and elected members. The default position for elected members requires a disclosure to be made to the Chief Executive or Chairperson. If

the member considers the Chief Executive or Chairperson may be involved in serious wrongdoing, the matter can also be escalated to an “appropriate authority”. Appropriate authorities are defined in the Act and include the Commissioner of Police, the Controller of the Auditor General and the Parliamentary Ombudsman.

**TITLE: Northland Inc. Director Resignation**

**ID:** A1354607

**From:** Bruce Howse, Group Manager - Corporate Excellence

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**Executive summary/Whakarāpopototanga**

A Northland Inc. director resigned from the board in May 2019. This resignation leaves the board with a panel of six directors.

It is recommended that council does not recruit for a replacement director for Northland Inc. and that the board remains with six directors.

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**Recommendation(s)**

1. That the report 'Northland Inc. Director Resignation' by Bruce Howse, Group Manager - Corporate Excellence and dated 20 August 2020, be received.
  2. That council does not recruit for a replacement director for Northland Inc. and that the board remains with six directors.
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**Considerations**

**1. Options**

No.	Option	Advantages	Disadvantages
1	Do not recruit for a replacement director	Savings in time and money in not having to recruit a replacement and savings in current director fees. The \$18,000 savings in director fees will be a favourable variance to budget.	Potentially this could reduce director skillset and diversity, however the board has previously governed with five directors in the past and the current six directors have sufficient skills and diversity.
2	Recruit for a replacement director	Potentially this could result in an increased director skillset and diversity.	Additional time and money in having to recruit a replacement and director fees.

The staff's recommended option is option 1.

**2. 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.

**3. Policy, risk management and legislative compliance**

These matters are of low significance in terms of this matter.

**4. Financial Implications**

The \$18,000 savings in director fees will be able to be directed to other Northland Inc. activities.

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

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**Attachments/Ngā tapirihanga**

Nil

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**Authorised by Group Manager**

**Name:** Bruce Howse  
**Title:** Group Manager - Corporate Excellence  
**Date:** 07 September 2020

**TITLE: Establishment of the Regional Economic Development Service Delivery Working Party**

**ID:** A1357591

**From:** Darryl Jones, Economist

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**Executive summary/Whakarāpopototanga**

This report seeks council agreement to establish the Regional Economic Development Service Delivery Working Party (the Working Party) and invite the Kaipara District Council and Far North District Council to each nominate two elected members to be representatives on the Working Party. It also seeks council's agreement to continue proceeding along the path towards a joint delivery model for regional economic development with Kaipara District Council and Far North District Council only, i.e. without the participation of Whangarei District Council.

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**Recommendation(s)**

1. That the report 'Establishment of the Regional Economic Development Service Delivery Working Party' by Darryl Jones, Economist and dated 27 August 2020, be received.
  2. That council agrees to continue proceeding with the proposal of a joint delivery model for regional economic development as set out in the Mayoral Forum proposal with the participation of Kaipara District Council and Far North District Council.
  3. That council authorises the establishment of the Regional Economic Development Service Delivery Working Party.
  4. That council adopts the Terms of Reference for the Regional Economic Development Service Delivery Working Party set out as Attachment One to this report.
  5. That council authorises the Regional Economic Development Service Delivery Working Party to serve as the ad hoc committee to recommend to council the appointment of three Northland Inc. directors for the term to commence 1 July 2021.
  6. That council appoint Cr Bain as Chair of the Regional Economic Development Service Delivery Working Party and Councillor \_\_\_\_\_ as the second council representative.
  7. That the Council Chairperson not be appointed as ex-officio to the Regional Economic Development Service Delivery Working Party.
  8. That council invites Kaipara District Council and Far North District Council to each nominate two elected members to be representatives on the Regional Economic Development Service Delivery Working Party.
  9. That council delegates authority to the Chief Executive Officer to update the Terms of Reference for the Regional Economic Development Service Delivery Working Party with the names of the elected members nominated by Kaipara District Council and Far North District Council, along with any other minor amendments that may be necessary.
- 

**Background/Tuhinga**

At its meeting on 16 June 2020 council agreed to recommendations put forward by the Mayoral Forum for the delivery of regional economic development services in Northland. This agreement was given subject to district council approval of the same recommendations /proposal. The same

Mayoral proposal has been agreed to by Far North District Council (FNDC) and Kaipara District Council (KDC) at their meetings on 25 June 2020 and 29 July 2020 respectively. Whangarei District Council (WDC), at its meeting on 27 August 2020, has decided to not agree to the proposal.

A major implication of this decision is that the recommended shareholding arrangement for the joint council-controlled organisation would need to change. Council currently owns all 100 shares of Northland Inc. The Mayoral Forum proposal envisaged council selling 25 shares at one dollar each to the three district councils so that the four local authorities had an equal shareholding of 25 shares (one-quarter) each.

Staff endorse maintaining the principle of equal shareholding. To achieve this, council will have to increase the number of Northland Inc. shares to 120, and then sell 40 shares at one dollar each to FNDC and KDC so that each local authority has an equal shareholding of 40 shares (one-third) each. Such an arrangement would make it easy for WDC to take up an equal shareholding should it decide later to become a joint owner of Northland Inc. This would be accomplished by each of the three shareholders selling 10 shares each to WDC, resulting in an equal shareholding of 30 shares (one-quarter) each. Increasing the number of Northland Inc shares to 120 shares allows any combination of two, three or four local authorities to hold an equal shareholding. This new shareholding arrangement will be developed as part of the consultation documentation that will be agreed at a later point by council.

One of the recommendations of the proposal was to provide for the district councils to have input into the development of the Northland Inc. Statement of Intent for 2021–2024 and the appointment of directors. Staff consider that the most appropriate manner to provide for this is to establish a specific Working Party of council.

The following membership and functions are proposed for the Working Party. The Terms of Reference are provided as **Attachment One** to this report.

Regional Economic Development Service Delivery Working Party

Chair: Cr Bain

Members: NRC councillor

District council

representation: Two (2) members from each of Kaipara District Council and Far North District Council

Make recommendations to council on:

- the appointment of Northland Inc. Limited directors;
- Northland Inc. Limited's Statement of Intent 2021–2024; and
- any other matters relating to the regional economic development service delivery as requested by council.

It is recommended that Cr Bain be appointed as Chair of the Working Party as he is the council appointed shareholder representative for Northland Inc. Limited. Council is required to appoint a second member to the Working Party. It is also recommended that the appointment of the Chairperson as ex-officio to all sub-committees and working parties is specifically excluded in this case to ensure an even number of representatives from each of the three councils.

Council's policy on the appointment of directors to council organisations states that "An ad hoc committee will be established to consider applications and/or nominations and conduct interviews and make a recommendation on preferred candidate(s) to council. The ad hoc committee shall normally comprise councillors, including the council's shareholder representative for the organisation concerned. Other members may include key stakeholders or any person who has particular knowledge or skills that would be beneficial in the selection process."

This paper seeks council approval for the Working Party to undertake the role of the ad hoc committee regarding the appointment of three Northland Inc. directors for the term to commence 1 July 2021. The term of appointment for four of the current six directors expires on 30 June 2021. The position held by one of these, Sarah Peterson, will not be reappointed in line with council's intent to reduce the number of directors back down from seven to five. The Working Party will follow a process for arriving at a recommendation to council on appointments that is in conformity with council's policy on the appointment of directors to council organisations.

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. In line with other working parties of council, the Working Party is required to regularly report progress on their functions to the council.

## Considerations

### 1. Options

No.	Option	Advantages	Disadvantages
1	Agree to continue proceeding with the proposal of a joint delivery model for regional economic development with KDC and FNDC, and establish the Regional Economic Development Service Delivery Working Party	<p>Maintains progress towards a joint delivery model.</p> <p>An efficient way to provide for district council input into the SOI and directorship process.</p> <p>Reflects the current situation of council's 100% ownership of Northland Inc.</p>	There will be some staff time and resources associated with administering the working party.
2	Agree to continue proceeding with the proposal of a joint delivery model for regional economic development with KDC and FNDC, but delay establishing the Regional Economic Development Service Delivery Working Party	<p>Maintains progress towards a joint delivery model.</p> <p>Provides more time for new council to consider governance structure and who to appoint.</p>	Progress to deliver on the Mayoral Forum proposal may lose momentum and cause unnecessary delays.
3	Agree to continue proceeding with the proposal of a joint delivery model for regional economic development with KDC and FNDC, but do not establish the Regional Economic Development	Maintains progress towards a joint delivery model.	<p>Progress to deliver on the Mayoral Forum proposal will lose momentum and cause unnecessary delays.</p> <p>Additional staff time and resources will be required</p>



	Service Delivery Working Party		to implement the proposal.
4	Don't agree to continue proceeding with the proposal of a joint delivery model for regional economic development with KDC and FNDC	Releases staff time and resources from implementing the proposal.	Halts progress towards a joint delivery model, and loss of all the advantages associated with it.

The staff's recommended option is Option 1 to agree to continue proceeding with the proposal of a joint delivery model for regional economic development and establish the Regional Economic Development Service Delivery Working Party. A consequence of this decision, Kaipara District Council and the Far North District Council will be invited to nominate two elected members to be their representatives on the Working Party.

## 2. 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.

## 3. 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.

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

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## Attachments/Ngā tapirihanga

Attachment 1: Terms of Reference for the Regional Economic Development Service Delivery Working Party [↓](#)

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## Authorised by Group Manager

**Name:** Ben Lee  
**Title:** GM - Strategy, Governance and Engagement  
**Date:** 08 September 2020

## Document approval

Date	Section amended	Approved By
		As per council resolution

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## Terms of Reference

### Regional Economic Development Service Delivery Working Party

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#### Membership

The Regional Economic Development Service Delivery Working Party shall be comprised of two (2) councillors from Northland Regional Council (the council) and two (2) elected members from each of Kaipara District Council and Far North District Council (district councils) as follows:

Chair:	Cr X. XXXXX
Member:	Cr X. XXXXX
District council representation:	Two (2) members from each of the two (2) District Councils as follows: Cr X. XXXXX, Far North District Council Cr X. XXXXX, Far North District Council Cr X. XXXXX, Kaipara District Council Cr X. XXXXX, Kaipara District Council

Standing orders do not apply.

#### Quorum

The quorum for meetings of the working party shall be four (4). District council members count towards a quorum. Each local authority must be represented by at least one (1) member to constitute a quorum.

#### Purpose and term

Northland Inc. Limited is currently 100% owned by Northland Regional Council. The establishment of this working party does not remove or reduce council's responsibilities as the single shareholder of Northland Inc. Limited.

The working party has been established to assist with the potential transition of Northland Inc. Limited to a jointly owned council-controlled organisation (CCO). This development is being consulted on by the district councils in their Long Term Plan 2021-2031.

The term of the working party will conclude on 30 June 2021.

#### 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:

- A strong regional economy
- Efficient and effective service delivery

## **Objectives**

The objectives of the working party are to:

- Make recommendations to council on the appointment of Northland Inc. Limited directors;
- Make recommendations to council on Northland Inc. Limited's Statement of Intent 2021-2024; and
- Make recommendations to council on any other matters relating to the regional economic development service delivery as requested by council.

## **Responsibilities**

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. Written updates will be provided to council as appropriate.

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**

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) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- c) To regularly report progress on its functions to the council; and
- d) Undertake such other functions as may be delegated by council from time to time.

### **2. Regional Economic Development Service Delivery**

For regional economic development service delivery activities:

- a) Provide recommendations to council on the appointment of Northland Inc. Limited directors after following a process that is in conformity with council's policy on the appointment of directors to council organisations;
- b) Provide recommendations to council on Northland Inc. Limited's Statement of Intent 2021-2024 in a timely manner that allows council to fulfil its obligations under the Local Government Act 2002; and

- c) Attend the quarterly workshop sessions between council and the Board of Northland Inc. Limited.

**3. No Delegated Authority – Power to Act**

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

**TITLE: Hokianga Navigator Role - Request for Funding Contribution**

**ID:** A1357630

**From:** Darryl Jones, Economist

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**Executive summary/Whakarāpopototanga**

The purpose of this report is to seek council agreement to provide \$10,000 as a one-off funding contribution to the Hokianga Reference Group to support the “Hokianga Navigator” position that they are establishing.

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**Recommendation(s)**

1. That the report ‘Hokianga Navigator Role - Request for Funding Contribution’ by Darryl Jones, Economist and dated 28 August 2020, be received.
2. That council agrees to provide a one-off funding contribution of \$10,000 (plus GST if any) in 2020/21 to the Hokianga Reference Group as a contribution towards the cost of establishing the “Hokianga Navigator” position.
3. That council delegates authority to the Chief Executive Officer to allocate this funding from existing budgets and to determine an appropriate payment schedule in consultation with the Hokianga Reference Group.
4. That council agrees that payment of this funding contribution will only occur once all the necessary funding for the cost of the “Hokianga Navigator” position has been confirmed by the Hokianga Reference Group.
5. That council agrees as a condition of funding that a monthly report on the work done by the Hokianga Navigator role be provided to council and Northland Inc. from the Hokianga Reference Group.

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**Background/Tuhinga**

The Hokianga Reference Group (the Group) was established by Minister Shane Jones in mid-2019 to provide guidance on economic and social matters in the Hokianga. Cr Justin Blaikie is a member of the Group in a non-council appointed position. Other members of the Group include Hon John Carter (Mayor, Far North District Council), Eru Lyndon (Regional Commissioner, Ministry of Social Development MSD), Grant Berghan (Northland Principal Regional Advisor, PDU, Ministry of Business, Innovation and Employment MBIE) and June McCabe (Chair of Te Rawara Asset Holding Company, Te Waka Pupuri Pūtea).

The Group is establishing a Hokianga Navigator Role to support its work. The primary purpose of the Navigator will be to project manage and coordinate support for selected central government funded projects in the Hokianga. Over \$20 million of funding from the Provincial Growth Fund (PGF) and COVID-19 economic recovery fund has been allocated to projects within the Hokianga area. This includes funding for Manea Footprints of Kupe, funding for marae renovation, funding for riparian fencing and planting, and forestry planting through the One Billion Trees programme.

The position description is provided as **Attachment One**. The role will be a full time, fixed term contract position for a one-year period.

The total cost of the role is estimated to be \$120,000 (plus GST if any) including remuneration and other expenses. Council has been requested by the Group to make a funding contribution of \$10,000 (plus GST if any) towards the cost of this role. Staff understand that the remaining portion

of the cost will be met by financial contributions from the Far North District Council and central government agencies such as MSD, Te Puna Kokiri and MBIE.

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## Considerations

### 1. Options

No.	Option	Advantages	Disadvantages
1	Provide \$10,000 as a contribution towards the cost of the Hokianga Navigator role	Council participates as a joint agency initiative to support a relatively deprived area of Northland.	Unbudgeted expenditure so reduces opportunity to use funding for other activities.
2	Not provide \$10,000 as a contribution towards the cost of the Hokianga Navigator role	Retains funding within council budget.	Council misses out on an opportunity to directly participate in a joint agency initiative.

The staff's recommended option is Option 1. Staff recommend that this funding be provided on condition that monthly reporting be provided to council and Northland Inc. on progress being made by the Navigator in fulfilling its role. One of the outcomes of the role set out in the Position Description is to report monthly to the Hokianga Reference Group and the Hokianga community so this should not be an onerous requirement. Council should only provide its funding once funding from has been confirmed.

### 2. 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.

### 3. 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.

## Further considerations

### 4. Community views

The request is being made by the Hokianga Reference Group which was established to provide guidance on economic and social matters in the Hokianga.

### 5. Māori impact statement

There are no known particular impacts on Māori which are different from general public. Māori make up a relatively high proportion of the population in the Hokianga area.

### 6. Financial implications

This funding is unbudgeted operational expenditure which, subject to approval, will be incorporated into the revised budget and absorbed into council's bottom line.

### 7. Implementation issues

In order to monitor progress, it is recommended that monthly reporting be provided for the 12-month period that the Hokianga Navigator role is in place.

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**Attachments/Ngā tapirihanga**

Attachment 1: Hokianga Navigator Role - Position Description [↓](#)

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**Authorised by Group Manager**

**Name:** Ben Lee  
**Title:** GM - Strategy, Governance and Engagement  
**Date:** 08 September 2020



**HOKIANGA REFERENCE GROUP  
POSITION DESCRIPTION**

**POSITION:** Hokianga Navigator  
**PROGRAM:** Hokianga Economic and Social Development “Grow Hokianga.”  
**REPORTS TO:** Hokianga Reference Group  
**DATE APPROVED:**

Families growing up in regions expect and deserve quality local education, strong thriving communities and good job opportunities close to home. The Navigator function works in collaboration with the Hokianga community, and the Hokianga Reference Group, to enhance the region’s economic growth and wellbeing potential. This is especially critical during the recovery phase of COVID-19.

The Navigator will be anchored in the Hokianga community and will work to grow jobs, uphold tikanga-driven growth, sustain positive outcomes, and target investment into the Hokianga economy. In the short term, the Navigator will support C-19 recovery activities by supporting the delivery (project management and co-ordination support) of PGF funded community projects in the Hokianga. A particular focus will be the development of jobs and training opportunities for local people alongside these projects.

The function will be an important touch point for whānau, hapū, iwi, the wider Hokianga community, funders and regulatory agencies. The Navigator must be an active advocate for enterprise and community development and be well positioned to access all available resources and opportunities to support this.

**RESPONSIBILITIES:**

Area of Responsibility	Tasks
<b>Purpose</b>	<ul style="list-style-type: none"><li>• The primary purpose will be project management and coordination support for selected PGF projects in the Hokianga.</li><li>• Projects will be those approved PGF projects that require additional project management support to ensure their successful delivery.</li><li>• Community led projects as approved by the Hokianga Reference Group and project owners as required.</li></ul>
<b>Project co-ordination and delivery</b>	<p>The Navigator will be well placed to coordinate across a number of projects, thereby able to inform a pipeline of opportunities for businesses and workers.</p> <ul style="list-style-type: none"><li>• Facilitate referrals to employment or further training as projects conclude.</li><li>• </li></ul> <p>Project support functions may encompass:</p> <ul style="list-style-type: none"><li>• Project planning and implementation support;</li><li>• Coordination of resources and logistics;</li></ul>

	<ul style="list-style-type: none"> <li>Connecting projects with stakeholder support, e.g. redeployed workers through MSD;</li> <li>Identify and assist in project risk mitigation,</li> <li>Identify common project risks and propose solution</li> <li>Ensure Health &amp; Safety and other regulatory requirements are observed and highlight any gaps.</li> </ul> <p>Key projects will include those requiring additional Project Management function and support, from the following PGF fund opportunities:</p> <ul style="list-style-type: none"> <li>Marae renovations</li> <li>Fencing of waterways, riparian planting and stock reticulation</li> <li>Small scale community water infrastructure and storage</li> </ul>
<b>Reporting</b>	<p>The Navigator will report:</p> <ul style="list-style-type: none"> <li>weekly to PDU;</li> <li>monthly to the Hokianga Reference Group; and project owners as required.</li> </ul>
<b>Community Connector</b>	<ul style="list-style-type: none"> <li>Secondary focus on assisting the community to shape their economic aspirations and connect project owners with a support network of expertise, stakeholders and funders.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Other duties as assigned/required.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Successful completion of a series of work projects within the Hokianga region.</li> <li>Risks are identified and successfully managed.</li> <li>The Hokianga community, and the Hokianga Reference Group, have been regularly (monthly) updated on progress related to the work programme.</li> <li>Participants on the work projects have been able to gain transferable skills</li> <li>Participants are referred to further training or employment at the conclusion of the work programme.</li> <li>At least one positive media story per month.</li> </ul>

## QUALIFICATIONS

- Tertiary qualification preferable (business, community development).
- Previous experience working in rural communities.
- Hold a Full driver's license.
- Be able to provide a Full Criminal Record Check.

## **SKILLS and EXPERIENCE**

- Effective leadership skills
- Strong communication and relationship management skills are essential.
- The Navigator needs to possess an awareness of the economic, political, social/cultural and environmental landscape as it pertains communities
- Project management skills and experience.
- Financial management skills and experience.
- Experience in identifying and addressing potential barriers for progressing applications for funding support.
- Strong understanding in Business/industry/sector knowledge.
- Understanding of central and local government activities working in Northland.
- Be able to effectively lead collaboration and bring people together on a journey.
- Strong critical thinker.
- An understanding of Maori communities and their unique, traditional and customary values and practices.
- A good knowledge of reo and tikanga Maori practices and protocols.

## **TERM:**

Full time, fixed term, 12 month Contract

## **HOURS OF WORK:**

The minimum hours per week will be 37.5 hours, Monday to Friday from 9am to 5pm, however the Navigator may also be required to attend community hui outside of normal office hours, including on weekends. The Navigator will need to exercise his/her common sense to manage the minimum hours around these requirements (for example, taking time-in-lieu for working additional hours, weekends, etc).

## **SALARY LEVEL:**

\$00,000 base rate per annum, package will include, mobile device, laptop, printer, and vehicle. TBC

**TITLE:** Northland Regional Pest and Marine Pathway Operational Plan 2020–2021

**ID:** A1358991

**From:** Don McKenzie, Biosecurity Manager

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### Executive summary/Whakarāpopototanga

The **attached** draft Operational Plan has been prepared as a requirement of the Biosecurity Act 1993 section 100B and should be read in conjunction with the Northland Regional Pest and Marine Pathway Management Plan 2017–2027 (*hereafter referred to as the Pest Plan*). It includes all species listed in the Pest Plan and describes how biosecurity programmes will be implemented during the 2020/2021 financial year.

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### Recommendation(s)

1. That the report 'Northland Regional Pest and Marine Pathway Operational Plan 2020–2021' by Don McKenzie, Biosecurity Manager and dated 1 September 2020, be received.
2. That council approve the Northland Regional Pest and Marine Pathway Operational Plan 2020–2021.
3. That council authorises the GM Environmental Services to make any necessary minor drafting, typographical, rounding, or presentation corrections to the Northland Regional Pest and Marine Pathway Operational Plan 2020–2021.

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### Background/Tuhinga

A scan of past Operational Plans from Auckland Council, Waikato, Bay of Plenty and Wellington Regional Councils was undertaken as part of the review of Northland's current plan and in preparation for the revised 2020–2021 plan. Section 100b does not set any specific requirements or standards for these plans and there is wide variation on their content and style between regions. In some instances, performance measures are set out in the Pest Plan rather than the Operational Plan, and in other cases measures of success are reported using a spreadsheet rather than report style. All have indicators of operational progress, performance measures or an evaluation of project delivery.

The Northland Operational Plan aims to be concise and accurately reflect the content of the Pest Plan. Reviews of the Operational Plan can be undertaken during the year, and staff believe this will be important as new government funding becomes clearer and the extent of current programmes of Predator Free 2050 and wilding conifers are confirmed.

Section 100b also establishes that the Operational Plan will be completed within three months of the end of the financial year. The councils surveyed above do not have plans prepared for 2020/2021 and Northland Regional Council is the first to consider the implementation of an Operational Plan for 2020/2021.

## Considerations

### 1. Options

No.	Option	Advantages	Disadvantages
1	Council approves the whole Operational Plan	Implementation of the rules and activities can proceed under the revised plan.	Nil
2	Council may request amendments on the grounds that the Operational Plan is inconsistent with the Pest Plan	Improved consistency with the Pest Plan is achieved.	The process for their confirmation by council will cause delays in implementation.

The staff's recommended option is Option 1.

### 2. Significance and engagement

In relation to section 100b this decision is considered to be of low significance when assessed against the council's Significance and Engagement Policy because the pest plan has previously been consulted on. This decision concerns its implementation and is provided for in council's Long Term Plan 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 decisions relating to this matter without undertaking further consultation or engagement.

### 3. Policy, risk management and legislative compliance

The Operational Plan is consistent with the requirements of the Biosecurity Act 1993, section 100b and is consistent with the Pest Plan. This decision is an operational matter and assessed as a minor administrative matter to council.

## Further considerations

### 4. Community views and Māori impact statement

Being a purely administrative matter, Community Views and Māori Impact Statement are not applicable.

### 5. Financial implications

Budget for implementation is allocated as part of the current Long Term Plan and Annual Plan. Significant additional funding from Predator Free 2050 and Wilding Conifer programme is predicted to be funded via external agencies during the year and decisions on new government funding for additional biosecurity projects in Northland have not been finalised. Regular review of the Operational Plan will be undertaken as additional and external funding allocations are confirmed.

### 6. Implementation issues

There are no barriers to implementation of the current plan at this stage.

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**Attachments/Ngā tapirihanga**

Attachment 1: 2020-2021 Biosecurity Operational Plan [↓](#)

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**Authorised by Group Manager**

**Name:** Jonathan Gibbard  
**Title:** Group Manager - Environmental Services  
**Date:** 08 September 2020



## Northland Regional Pest and Marine Pathway Management Plan 2017-2027

### Operational Plan 2020-2021

20 August 2020

*Cover photo: A Northern Brown Kiwi chick nestles under its father in their burrow near Ruatangata.  
(Pete Graham)*



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# 1. INTRODUCTION

*Tē tōia, tē haumatia*

*Nothing can be achieved without a plan, workforce and way of doing things.*

## Background

The Northland Regional Council (council) is the management agency responsible for developing and implementing the Northland Regional Pest and Marine Pathway Management Plan 2017-2027 (the *Pest Plan*) in accordance with the Biosecurity Act 1993.

The Pest plan is a combination of the eradication or effective management of specified pests or groups of pests, and a marine pathway plan which is designed to prevent and manage the spread of harmful marine organisms via boat hull fouling within Northland coastal waters.

The Pest plan describes the biosecurity activities that will be undertaken throughout Northland and outlines the management or eradication of specific organisms and/or marine pest pathways. Doing so will:

- minimise the actual or potential adverse or unintended effects associated with these organisms and/or pathways, and,
- maximise the effectiveness of individual actions in managing pests or pathways through a regionally coordinated approach

## Linkage to the Regional Pest and Marine Pathway Management Plan 2017-2027 (hereafter referred to as the “Pest Plan”)

This operational plan has been prepared as a requirement of the Biosecurity Act 1993 section 100B and should be read in conjunction with the Pest Plan. It includes all species listed in the Pest Plan.

## Linkage to Long Term Plan 2018-2028

This operational plan is integrated with council’s Annual and Long Term plans which prescribes the funding and resources allocated to the programmes within this operational plan.

Council’s Long Term Plan (2018-2028) maintains a focus on pest management activities in Northland. The plan states that the council will provide the services of:

- Reducing the impact of introduced pests on the environment, economic and social values;
- Protecting the health of forests and lakes through effective regional pest control; and
- Promoting community involvement in pest management, including tangata whenua, communities, district councils and other stakeholders.

## Purpose of the Operational Plan

This operational plan describes the nature and scope of activities the Council intends to undertake in the implementation of the Pest Plan for the period 1 July 2020 – 30 June 2021. For full details of pest management objectives, aims, principle measures to manage pests, and pest management rules, please refer to the Pest Plan.

## 2. IMPLEMENTATION PROGRAMMES

### Exclusion Pests

Section 100V of the Act may be used to investigate emergency control of new incursions of pests that are not otherwise listed in the Pest plan.

Eradication of infestations of the exclusion plants will be attempted by the council in conjunction with other agencies such as MPI and DOC and Auckland council.

### Eradication Pests

The intermediate outcome is to eradicate the pest in an area. In the short to medium term, infestation levels will be reduced to the point where it becomes difficult to detect the pest.

### Progressive Containment Pests

The intermediate outcome is to contain and reduce the geographic distribution of the pest to an area over time. Progressive containment pests are those where a pest is at high densities in parts of Northland, but of low extent or limited range. Eradication is not feasible, but it is feasible to prevent the pest from spreading to other parts of Northland or to eradicate the pest from other parts of Northland.

- Existing populations will be monitored and, where appropriate, systems set in place to prevent further spread.
- New technologies and methods will be investigated and introduced where possible.

### Sustained Control Pests

*Note: Excludes marine sustained control pests - these are described under a separate section.*

The intermediate outcome is to provide for the sustained control of the pest to a level where external impacts are manageable. The focus is on ensuring densities do not reach a level where they are causing significant impacts.

Biodiversity restoration projects controlling sustained control pests are generally managed outside the plan through Biosecurity Partnership Programmes.

### Marine Pathway Management Plan

In 2012 an amendment to the Biosecurity Act 1993 added Pathway Management Plans as a legislative option to control the spread of pests in New Zealand. This operational plan includes both the Marine Pathway Management Plan AND the Marine Sustained Control species listed in the Regional Pest and Marine Pathway Management Plan 2017-2017. Both these programmes of work make up the Marine Biosecurity Programme for Northland undertaken by the Northland Regional Council. This plan has been prepared as a requirement of the Biosecurity Act 1993 section 100B.

### 3. PESTS IN THE PLAN

#### Number of Pest Species in the Plan

Type of Pest	Number of Species (or groups of species) in the Pest Plan				
	Exclusion	Eradication	Progressive Control	Sustained Control	Banned from sale or distribution
Plants	13	21	5	15	37
Animals	8	3		9	
Diseases				1	
Fresh water	3	8	3	2	
Marine				7	

#### Pest Species in the Plan

A breakdown of the pests included in the Pest Plan is detailed overleaf.

**Species included in the Pest Plan**

Pest Type	Exclusion Species	Eradication Species	Progressive Containment
<b>Plants</b>	Asiatic knotweed Chinese knotweed Climbing spindle berry Giant hogweed Giant knotweed Holly-leaved senecio Houttuynia Noogoora bur Old man's beard Phragmites Purple loosestrife Sea Spurge Velvet leaf	Akebia Balloon vine Bat-wing passionflower Cape tulip Cathedral bells Chilean rhubarb Evergreen buckthorn Field horsetail Firethorn Gypsywort Lesser knotweed Mexican feather grass Mickey mouse plant Monkey musk Nassella tussock Nutgrass Royal fern <i>Spartina alterniflora</i> <i>Spartina anglica</i> <i>Spartina townsendii</i> Wilding kiwifruit Yellow flag iris	African feather Grass Lantana Manchurian wild rice Mile a minute Pultenaea
<b>Animals</b>	Bearded dragon Big headed ant Blue tongued skink Indian ring-necked parakeet Rainbow lorikeet Rook Sulphur crested cockatoo Wallaby	Feral deer including all species <i>and hybrids of:</i> <i>Cervus</i> <i>Dama</i> <i>Odocoileus</i>	
<b>Disease</b>			
<b>Fresh water</b>	Entire marshwort Orfe Water poppy	Eastern water dragon Eel grass Nardoo Red-eared slider turtle Salvinia Senegal Tea Snake-necked turtle Water hyacinth	Koi carp Perch Tench
<b>Marine</b>			

Pest Type	Sustained Control	Banned from Sale and Distribution (in addition to species listed in the NPPA)	
Plants	Bathurst bur Queen of the night Brazilian Pepper tree Rhus tree Gorse Gravel Groundsel Phoenix palm Privet Wild ginger including: Yellow ginger Kahili ginger Wilding conifers incl: <i>Pinus contorta</i> Douglas fir Maritime pine Radiata pine Woolly nightshade	Agapanthus Black-eyed Susan Broom Brush wattle Buddleia Camphor laurel Cape honey flower Cape ivy Century plant Coastal banksia Cotoneaster including: <i>C. glaucophyllus</i> <i>C. franchetii</i> Eleagnus Elephant's ear English ivy Furcraea German ivy Greater bindweed	Hakea Himalayan fairy grass Himalayan honeysuckle Jasmine Kangaroo acacia Lily of the valley vine Oxylobium Paperbark poplar Periwinkle Prickly moses including: <i>Acacia verticillata</i> subsp. <i>cephalantha</i> <i>A. v. subsp. ruscifolia</i> Sharp rush Sexton's bride Sycamore Sydney golden wattle Taiwan cherry Velvet groundsel
Animals	Argentine ant Darwin's ant Feral and stray cats Feral goat Feral pig Mustelids including: Ferret Stoat Weasel Possum Rabbit Rodents incl: Norway rat Ship rat		
Disease	Kauri dieback		
Fresh water	Brown bullhead catfish Rudd		
Marine	Asian paddle crab Australian droplet tunicate Japanese Mantis Shrimp Mediterranean fan worm Pyura sea squirt Styela sea squirt Undaria seaweed		

## 4. FINANCIAL SUMMARY

Council's Long Term Plan 2018 - 2025 provides the necessary funding, via rates and user charges, for the operational and planning activities associated with pest management.

The 2020-2021 Long Term Plan and Revised expenditure budgets are summarised in the table below:

Biosecurity 2020-2021 Annual Budget Expenditure	LTP	Revised
Biosecurity Overheads *	\$2,413,194	\$2,616,830
Partnerships	\$2,967,757	\$4,020,352
Pest Plants and Freshwater	\$670,023	\$1,020,782
Diseases and Incursions	0	\$511,566
Marine	\$523,432	\$543,495
<b>Total expenditure</b>	<b>6,574,407</b>	<b>8,713,026</b>

\* Includes staff training, vehicle running costs, regional and national working groups, administration staff, and council support services.

NOTE: The budget will change significantly if new funding for wilding pine control and Predator Free 2050 becomes available during the year as is currently predicted.



## 5. TEAM KEY PERFORMANCE MEASURES

Biosecurity has several key performance measures applicable over all or some of the department as detailed in the table below.

Additional focussed key performance measures applicable within specific areas of the Biosecurity are detailed as required in *Sections 6 – 10* of this operational plan.

	Key Performance Measures	How Will This Be Measured?
Whole department	<p>Total number of engagement events and other social media interactions is maintained or is greater than the previous year</p> <p>Number of relationships and collaborative projects that are underway with hapū / whanau / iwi increases by a minimum of 5% annually.</p>	<p>Events attended and social media interactions recorded and reported annually</p> <p>Recorded via council databases</p>
Pest Plants Pest Animals Freshwater Pests	Identify new sites of exclusion, eradication and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance.	Evidence of the records of new sites reported and recorded.
Pest Plants Pest Animals Freshwater Pests	Initial investigations for all reported sightings and/or discoveries of exclusion species undertaken within 5 working days.	Reported via council database.
Pest Plants Pest Animals Freshwater Pests	A response plan developed and implemented for any new incursion of an exclusion species within 20 working days of confirmation of species.	Evidence of plans developed.
Pest Plants Pest Animals Freshwater Pests	Initial investigations for all reported sightings and/or discoveries of eradication species undertaken within 5 working days and control actions completed within 20 days.	Reported via council database.

	Key Performance Measures	How Will This Be Measured?
Pest Plants Freshwater Pests	Initial investigations for all reported sightings and/or discoveries of Progressive Containment species undertaken within 5 working days and decisions documented within 20 working days	Council database.
Pest Plants Pest Animals Freshwater Pests	Response to requests from the public on sustained controlled pests will be responded to within 20 working days.	Reported via council database.
Pest Plants	All known plant outlets in Northland are inspected annually for exclusion, eradication, progressive containment and sustained control species, and species banned under the National Pest Plant Accord.	Record of plant outlets visited by staff and any non-compliances found.

## 6. PEST PLANTS

### 6.1 Exclusion Plants

Eradication of infestations of exclusion plants will be attempted by the council in conjunction with relevant Crown agencies and stakeholders where practicable.

Council will provide training to relevant council staff and stakeholders about the identification of the exclusion pests to assist in early detection. Council will provide advice, attend events and undertake publicity campaigns to increase public awareness of exclusion pests.

#### **Regulatory Programmes Include:**

- Enforcement of rules relating to exclusion plants.
- Eradication of exclusion plants found in Northland.
- Inspection / enforcement of rules relating to Plant nurseries and retail outlets (National pest plant accord).

#### **Non-Regulatory Services Include (Not Limited To):**

- Supporting eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage exclusion plants.
- Support, attend and provide public weed control workshops to raise awareness and provide training to relevant stakeholders.
- Manage contractors relating to control of exclusion plants.

### 6.2 Eradication Plants

Control work will be undertaken annually by council staff / contractors / partners and/or stakeholders and detailed work plans will be developed for specific pests.

#### **Regulatory Programmes Include:**

- Enforcement of rules relating to eradication plants.
- Eradication of species listed within the eradication programme.
- Inspection / enforcement of rules relating to Plant nurseries and retail outlets (National pest plant accord).

#### **Non-Regulatory Services Include (not limited to):**

- Support eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage eradication plants.
- Support, attend and provide public pest control workshops to raise awareness.
- Manage contractors relating to control of eradication plants.

## Key Performance Measures

Key Performance Measures	How Will This Be Measured?
All management sites visited on scheduled best practice rotation.	Reported from council database.
Annual decrease in number of adult plants observed and /or the infestation rate at existing management sites	Reported from council database.

## 6.3 Progressive Containment Plants

Council staff will aim to eradicate populations outside the containment zone and also reduce the size of the containment zone through a variety of control methods, including but not limited to spraying.

Council staff will also support communities to reduce the impact of progressive containment pests through several regulatory and non-regulatory biosecurity programmes.

### Regulatory Programmes Include:

- Enforcement of rules relating to progressive containment plant species.
- Eradication and reduction of infestations of progressive containment plants will/may be attempted by the council in conjunction with relevant Crown agencies and stakeholders.

### Non-Regulatory Services Include (not limited to):

- Develop and support community pest control programmes.
- Develop and support biosecurity environment fund projects.
- Support community and land care groups.
- Provide advice about how to manage progressive containment species.
- Support, attend and provide public weed control workshops.
- Provide public weed workshops.
- Support biocontrol for progressive containment species.

## Key Performance Measures

Key Performance Measures	How Will This Be Measured?
Annual reporting on the status of all progressive containment pests.	Included in the annual Biosecurity Operations Plan report.
100% of NRC managed sites visited on scheduled best practice rotation.	Evidence of schedule and visits made reported back.
Annual decrease in number of adult plants and or the infestation rate at existing NRC managed sites	Reported from council database.

## 6.4 Sustained Control Plants

Council will provide advice to relevant road and rail authority staff regarding development and implementation of management plans for sustained control plants.

Sustained control plants are managed through both regulatory and non-regulatory biosecurity programmes.

### Regulatory Programmes Include:

- Enforcement of rules relating to sustained control plant species.
- Enforcement of Good neighbour rules.
- Inspection / enforcement of rules relating to Plant nurseries and retail outlets (National pest plant accord).
- Inspection / enforcement of rules relating to Quarries.
- Enforcement of rules relating to Road and rail, and development and implementation of management plans).

### Non-Regulatory Services Include (Not Limited To):

- Develop and support community pest control programmes and high value areas.
- Develop and support biosecurity environment fund projects.
- Support community and land care groups.
- Provide advice about how to manage sustained control species.
- Support, attend and provide public weed control workshops.
- Provide public weed workshops.
- Support biocontrol for sustained control plants.

### Key Performance Measure

Key Performance Measures	How Will This Be Measured?
All road and rail authorities have five year weed management plans or prioritised annual plans approved and implemented.	Evidence of management plans in place.

## 7. PEST ANIMALS

### 7.1 Exclusion Animals

Eradication of infestations of exclusion animals will be attempted by the council in conjunction with relevant Crown agencies and stakeholders where practicable.

Council will provide training to relevant council staff and stakeholders about the identification of the exclusion pests to assist in early detection. Council will provide advice, attend events and undertake publicity campaigns to increase public awareness of exclusion pests.

#### **Regulatory Programmes Include:**

- Enforcement of rules relating to exclusion animals.
- Eradication of exclusion animals found in Northland.

#### **Non-Regulatory Services Include (Not Limited To):**

- Support eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage exclusion animals.
- Support, attend and provide public pest control workshops to provide training and raise awareness to assist in early detection.
- Manage contractors relating to control of exclusion animals.
- Council will provide advice, attend events and undertake publicity campaigns to increase public awareness of exclusion animals.

### 7.2 Eradication Animals

These pests all have the potential to establish widely in the region and are capable of causing adverse effects to the environmental, economic, social or cultural values of the region. Council is either the lead agency or a partner for eradicating these pests from the region.

Eradication of the eradication pests will be undertaken by the council in conjunction with relevant Crown agencies and stakeholders where practicable.

#### **Regulatory Programmes Include:**

- Enforcement of rules relating to eradication animals.
- Eradication of species listed within the eradication programme.

#### **Non-Regulatory Services Include (not limited to):**

- Support eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage eradication animals.
- Support, attend and provide public pest control workshops to raise awareness.
- Manage contractors relating to control of eradication animals.

### Key Performance Measure

Key Performance Measures	How Will This Be Measured?
All deer farm fences are inspected bi-annually in partnership with the Department of Conservation.	Council database.
100% of NRC deer management sites are visited on scheduled best practice rotation	Evidence of visits recorded on council databases and software mapping
100% of deer incidents are responded to within 48 hours	Incidents and time to respond are recorded in council databases
The location of 100% of deer records are mapped across Northland.	Data recorded on council mapping software

## 7.3 Sustained Control Animals

Sustained control animals are generally managed through non-regulatory biosecurity partnerships, regulatory measures are used when required.

### Regulatory Programmes Include:

- Enforcement of rules relating to sustained control animal species.

### Non-Regulatory Services Include (Not Limited To):

- Develop and support community pest control programmes and high value areas.
- Develop and support biosecurity environment fund projects.
- Develop and support significant biosecurity partnerships (eg. NRC-Kiwi Coast Partnership).
- Support community and land care groups.
- Provide advice about how to manage sustained control animals.
- Support, attend and provide public pest control workshops.
- Provide selected pest control materials.
- Manage contractors relating to sustained control animal control.
- Staff will assist landowners and agencies to develop management plans to manage sustained control animals in Northland.

### Key Performance Measures

Key Performance Measures	How Will This Be Measured?
Increase in hectares of land under CPCA's per annum (increase by 5000 ha).	Evidence of management plans which show hectares of CPCA's.

Increase in kiwi populations within NRC supported programmes – increase by 2% per annum.	Records from kiwi listening databases.
Measure annual outputs of council supported programmes – may include: <ul style="list-style-type: none"><li>• Number of traps issued</li><li>• Number of kills recorded</li><li>• Number of Biofunds approved.</li></ul>	Council database records.



## 8. DISEASES AND PATHOGENS

The kauri dieback programme is a multi-agency programme involving the Ministry for Primary Industries, Department of Conservation, Northland Regional Council, Auckland Council, Waikato Regional Council, Bay of Plenty Regional Council, and tangata whenua.

The programme will utilise scientific and technological advancements to help reduce the spread of kauri dieback including Matauranga Māori.

### 8.1 Implementation

#### Regulatory Programmes Include:

- Enforcement of rules relating to sustained control disease.
- Development of high-risk kauri dieback management plans.
- Council staff and/or their contractors will visit all places on private land suspected of containing kauri dieback to undertake further assessment or testing.

#### Non-Regulatory Services Include (Not Limited To):

- Develop and support community pest control programmes (CPCA).
- Develop and support biosecurity environment fund projects.
- Develop and support significant biosecurity partnerships (NRC-Kiwi Coast Partnership and Māori).
- Support community and land care groups.
- Provide advice about how to manage sustained control disease.
- Support, attend and provide public kauri dieback workshops.
- Provide selected pest control materials.
- Manage contractors relating to sustained control species.

#### Key Performance Measures

Key Performance Measures	How Will This Be Measured?
<i>100% of remaining aerial survey sites on private land will be sampled and a minimum of 50% will have management plans</i>	Evidence of the number of sites sampled and KDB management plans completed will be recorded on council databases.
A minimum of 5 hygiene stations installed at priority sites.	Evidence of stations recorded on council database

Key Performance Measures	How Will This Be Measured?
Maintain a record of distribution of kauri dieback disease across Northland.	Recorded on national and council data systems.
All incidents are recorded, and a response plan is developed and implemented within 20 working days.	Evidence held on council database.
Deliver a minimum of ten public engagement events annually	Evidence held on council database

## 9. FRESHWATER PESTS

### 9.1 Exclusion Freshwater Pests

#### Regulatory Programmes Include:

- Enforcement of rules relating to exclusion freshwater pests.
- Eradication of exclusion freshwater pests found in Northland.
- Inspection / enforcement of rules relating to Plant nurseries and retail outlets (National pest plant accord).

#### Non-Regulatory Services Include (Not Limited To):

- Support eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage exclusion freshwater species.
- Support, attend and provide public pest control workshops to raise awareness.
- Manage contractors relating to control of exclusion species.
- Provide training to relevant council staff and stakeholders about the identification of the exclusion pests to assist in early detection.
- Provide advice, attend events and undertake publicity campaigns to increase public awareness of exclusion pests.

### 9.2 Eradication Freshwater Pests

#### Regulatory Programmes Include:

- Enforcement of rules relating to eradication freshwater species.
- Eradication of species listed within the eradication programme.
- Inspection / enforcement of rules relating to Plant nurseries and retail outlets (National pest plant accord).

#### Non-Regulatory Services Include (not limited to):

- Support eradications undertaken by other Crown agencies and stakeholders.
- Provide advice about how to manage eradication freshwater species.
- Support, attend and provide public pest control workshops to raise awareness.
- Manage contractors relating to control of eradication freshwater species.

#### Key Performance Measure

Key Performance Measures	How Will This Be Measured?
100% of NRC management sites visited on scheduled best practice rotation.	Evidence of schedule and visits made reported back.

## 9.3 Progressive Containment Freshwater Pests

### Regulatory Programmes Include:

- Enforcement of rules relating to sustained control freshwater species.
- Eradication and/or reduction of infestations of the progressive containment freshwater pests may be attempted by the council in conjunction with relevant Crown agencies and stakeholders where practicable.

### Non-Regulatory Services Include (not limited to):

- Council staff will assist land owners to develop management plans.
- Council will provide training to relevant council staff and stakeholders in the identification of pests to assist in early detection.
- Council staff will provide advice, attend events and undertake publicity campaigns to increase public awareness of pests.
- New technologies and methods will be investigated and introduced where possible.

### Key Performance Measures

Key Performance Measures	How Will This Be Measured?
The status of all progressive containment pests and management actions undertaken will be reported annually	Evidence of the status will be included in the annual Biosecurity Operations Plan report.
100% of management sites are visited on scheduled best practice rotation.	Evidence of schedule and visits made reported back.
Maintain an updated distribution record of progressive containment freshwater species.	Reported from council database.

## 9.4 Sustained Control Freshwater Pests

### Regulatory Programmes Include:

- Enforcement of rules relating to sustained control freshwater species

### Non-Regulatory Services Include (not limited to):

- Develop and support community pest control programmes and high value areas.
- Develop and support biosecurity environment fund projects.
- Support community and land care groups.
- Provide advice about how to manage sustained control species.
- Support, attend and provide public pest control workshops.
- Provide selected pest control materials.
- Manage contractors relating to sustained control species.

## 10. MARINE PATHWAYS MANAGEMENT PLAN (MPMP)

### 10.1 Background of the Marine Pathway Plan

Over the life of the RPMP (including MPMP), council has the following aims:

- To increase the number of vessel owners and/or persons in charge of vessels complying with the pathways plan rules.
- To see a reduction in new marine pest introductions to Northland.
- To see a reduction in the rate of spread of established marine pests within Northland.
- To help marine stakeholders, coastal marine area occupiers, vessel owners and the public to gain knowledge and skills to help reduce the impacts and spread of sustained control pests and to understand the risk hull biofouling poses to marine pest spread.

Since 2010 council has had a species-led approach to managing marine pests. However, identifying marine pests and potential risk organisms for Northland is difficult so rather than relying solely on the species-led approach, NRC is addressing a universal vector of spread. Mediterranean fanworm is just one of many species that has entered the region via hull biofouling, with over 100 vessels carrying fanworm found in Northland since 2012. Taking a proactive approach and encouraging cleaner hulls through a MPMP will result in fewer vessels carrying marine pests and other biofouling to the region and reduce the risk of new marine pest incursions.

The programme includes the following species and pathways:

Marine Pests and Pathway	
Marine Pathway plan	Hull fouling: Level of Fouling 2
Sustained control marine pests	Asian paddle crab Australian droplet tunicate Japanese Mantis Shrimp Mediterranean fan worm Pyura sea squirt Styela sea squirt Undaria seaweed

### 10.2 How Will the Programme Be Implemented?

#### Year 3: 2020-2021

- Continue with existing communication and advice programmes to assist vessel owners & stakeholders with ensuring compliance with rules.
- The Hull Surveillance Programme will assess a minimum of 2000 vessels. Any vessel carrying a named marine pest in an area without that pest widely established, will be placed under a Notice of Direction and directed to make a plan to have the vessel cleaned. In addition, owners of vessels that exceed the MPMP fouling threshold will be advised and issued a warning letter encouraging them to have the vessel cleaned and explaining that enforcement action will follow if they fail their next inspection and move between designated places.

- NOD's on vessels found with listed marine pests will be tracked in IRIS (councils online incident logging database).
- Owners of structures that constitute high risk in terms of marine pest spread will also be subject to consideration and assessment for the need of a marine pest management plan in accordance with species rules.

### 10.3 Programme Costs

The 2019-2020 diver hull surveillance contract was tendered out at **\$222,000** for inspection of 2,000 vessels and is currently the largest operational cost. At the time of writing this plan, the tender for the 20/21 hull surveillance contract had not been finalised but similar costs are expected. An increase in compliance and a reliance on proxy measures of clean hulls like the voluntary antifoul declaration, a log book system, visual inspections and evidence of haul outs and antifoul applications could see a decrease in frequency of inspections required.

### 10.4 Performance Targets and Measures

Key Performance Measures	How Will This Be Measured?
<p>Compliance with the marine pest and pathway plan is recorded and trends over the duration of the plan are analysed.</p> <p>The vessel hull surveillance programme will inspect a minimum of 2000 vessel hulls annually.</p>	<p>Compliance with the pathway plan and all incidents will be recorded and reported monthly.</p> <p>Evidence of hulls surveyed recorded on council databases</p>
<p>A minimum of two engagement activities annually are conducted to facilitate an increase in awareness of the risk hull fouling poses to the spread of marine pests.</p>	<p>Engagement events will be recorded on council databases</p>
<p>Introductions of new marine pests to Northland and spread of established pests to new designated areas within Northland are recorded and trends over the duration of the plan are analysed.</p>	<p>Number of incidents and reports of marine pests will be recorded and reported monthly.</p> <p>Surveillance activities will be recorded to contribute to an assessment of surveillance effort over the duration of the plan.</p>
<p>All incidents are recorded, and a response plan is developed and implemented within 5 working days.</p>	<p>Incidents recorded on council databases.</p>

## 11. OPERATIONAL PLAN REPORTING

Council will produce a report on the operational plan and its implementation not later than 5 months after the end of each financial year.

A copy of this report will be provided to council.

## 12. OPERATIONAL PLAN REVIEW

This operational plan will be reviewed periodically as required.

**Northland Regional Council**

**P** 0800 002 004

**E** [info@nrc.govt.nz](mailto:info@nrc.govt.nz)

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*2020-2021 biosecurity operational plan*  
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**Northland**  
REGIONAL COUNCIL  
Te Kaunihera ā rohe o Te Taitokerau





**TITLE: Request for Approval of Unbudgeted Expenditure for Otiria-Moerewa Flood Modelling and Pre-feasibility Study**

**ID:** A1359241

**From:** Joseph Camuso, Rivers & Natural Hazards Manager

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**Executive summary/Whakarāpopototanga**

- The Otiria-Moerewa Flood Mitigation Spillway is a new initiative designed to reduce flooding in Otiria and Moerewa townships.
- The Rivers Team is requesting to advance \$80,000 from the Covid-19 Reimbursement Reserve for the Otiria-Moerewa Hydraulic Modelling and Pre-feasibility/Geotech study.
- The modelling and Geotech study will give council more confidence on feasibility and costs.
- This project has been identified by council as a priority and is in addition to the list of projects council has identified for the Covid-19 Reimbursement Reserve.
- At the time of writing this report the reserve balance was \$914,074.

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**Recommendation(s)**

1. That the report 'Request for Approval of Unbudgeted Expenditure for Otiria-Moerewa Flood Modelling and Pre-feasibility Study' by Joseph Camuso, Rivers & Natural Hazards Manager and dated 2 September 2020, be received.
2. That council approve the \$80,000 advance to progress the Otiria- Moerewa Modelling and Pre-feasibility study.

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**Background/Tuhinga**

The Otiria-Moerewa Floodway Mitigation Spillway's objective is to reduce flooding in the Otiria and Moerewa areas by diverting the overland flow from the Otiria and Waiharakeke Streams to the Waiharakeke Stream reducing flooding of Otiria and Moerewa. Phase 1 involves Hydraulic Modelling, spillway options testing and sensitivity analysis along with geotechnical pre-feasibility study and rough order costs. This will better inform council of the feasibility and costs feeding into the LTP and allowing detailed design to begin in July 2021.

Project	Brief details	Engineers Estimate
Phase 1	Modelling options testing and sensitivity analysis	\$45,000
	Geotechnical pre-feasibility and rough order costs	\$35,000
	<b>Total</b>	<b>\$80,000</b>

## Considerations

### 1. Options

No.	Option	Advantages	Disadvantages
1	Approve budget advance	Better understanding of the feasibility and costs of the project. Project fast-tracked, construction December 2022.	Less funds for other council projects.
2	Don't approve budget advance	More funds available for other council projects.	Reputational risk for Council.

The staff's recommended option is Option 1.

### 2. Significance and engagement

This decision does not trigger council's Significance and Engagement Policy.

### 3. Policy, risk management and legislative compliance

There are no significant risks associated with the proposal.

## Further considerations

### 4. Community views

The team is working collaboratively with the Otiria Marae and the community to find solutions to the longstanding flooding issues for Otiria and Moerewa.

### 5. Māori impact statement

The Otiria Marae and townships of Otiria and Moerewa are adversely affected by flooding. This flooding has negative impacts on cultural sites of significant and the community.

### 6. Financial implications

General funds will be used for this project.

### 7. Implementation issues

This will require cooperation from Kiwi Rail and FNDC. Both are engaged with this project.

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## Attachments/Ngā tapirihanga

Nil

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## Authorised by Group Manager

**Name:** Jonathan Gibbard  
**Title:** Group Manager - Environmental Services  
**Date:** 09 September 2020

**TITLE: Request for Approval of Unbudgeted Expenditure for Upgrading the NRC Water Allocation Tool**

**ID:** A1360659

**From:** Jason Donaghy, Natural Resources Monitoring Manager

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**Executive summary/Whakarāpopototanga**

The water allocation tool requires a significant upgrade to enable the system to operate on the latest Windows platform.

The tool is critical to implementing the NPS-FM and NESFW regarding:

- Avoiding over allocation;
- Protecting ecosystem health; and
- Informing decisions on community water supply resilience.

The required work has been costed at approximately \$40k.

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**Recommendation(s)**

1. That the report 'Request for Approval of Unbudgeted Expenditure for Upgrading the NRC Water Allocation Tool' by Jason Donaghy, Natural Resources Monitoring Manager and dated 7 September 2020, be received.
2. That council approve the \$40,000 advance to progress the upgrade of the Water Allocation Tool.

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**Background/Tuhinga**

The council has developed a Water Allocation Tool (Tool) to spatially represent the existing indicative level of allocation and minimum flow regimes across Northland catchments and mapped aquifers. The Tool was initially developed in 2013 and is a series of ArcGIS models and Python scripts. This Tool needs to be updated to enable it to operate in the council's current Windows platform.

The Tool has been designed to meet the freshwater quantity accounting requirements of the NPS-FM 2020 and to inform the council of areas where there are high levels of allocation and alternative lesser minimum flows set by consent conditions. The outputs from the Tool are used by council's Consent, Planning and Science staff to indicate areas where there may be potential pressures and allocation issues, and to assist in prioritising future work programmes. The Tool was also available on our website to enable consultants and members of the general public to work out water allocations within catchments. The required work has been costed at approximately \$40k.

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## Considerations

### Options

No.	Option	Advantages	Disadvantages
1	Approve budget advance	Provide accurate and timely information on the current allocation in Northland's catchments.	Less funds for other council projects.
2	Don't approve budget advance	More funds available for other council projects.	Reduced customer service. Water allocation assessment/calculations will need to be done manually by staff, which is time consuming and an inefficient use of resource compared with having an automated method to do those calculations.

The staff's recommended option is option 1.

### 2. 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.

### 3. Policy, risk management and legislative compliance

These matters are of low significance in terms of this matter, although not having the Tool means that meeting the requirements of the NPS-FM and NESFW become more labour-intensive.

### 4. Financial implications

The costs of upgrading and operating the Tool will balance out, if not reduce, the costs of calculating water allocation.

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

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## Attachments/Ngā tapirihanga

Nil

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## Authorised by Group Manager

**Name:** Colin Dall  
**Title:** Group Manager - Regulatory Services  
**Date:** 09 September 2020

**TITLE:** Chair's Report to Council

**ID:** A1356974

**From:** Penny Smart, Chair

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### **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 August 2020.

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### **Recommendation**

That the report 'Chair's Report to Council' by Penny Smart, Chair and dated 26 August 2020, be received.

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### **Strategic issues**

#### **Covid resurgence**

While it was disappointing to go back to level 2 last month it was by no means surprising. NRC lead Civil Defence Emergency Management (CDEM) along with the now well-honed collaboration of other agencies once again became active. Providing great service, guidance and resources where necessary and required.

#### **Three Waters Review**

Over the past three years, central government has been considering solutions to challenges facing delivery of three waters services to communities i.e. drinking water, wastewater and storm water.

This has seen the development of new legislation and the creation of Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

The government has indicated that its starting intention is public multi-regional models for water service delivery to realise the benefits of scale for communities and reflect neighbouring catchments and communities of interest. There is a preference that entities will be in shared ownership of local authorities.

This will potentially mean big changes to how local government operate and are funded, largely dependent on how and where the multi agencies are configured.

#### **Proposal to overhaul the Resource Management Act**

There is further change for Local Government in the latest review of the Resource Management Act.

Rather than trying to amend the Resource Management Act, an independent review panel says it is best to repeal it and start again.

Under the review the current Act would be replaced with two new pieces of legislation - a Natural and Built Environments Act and a Strategic Planning Act.

The report also proposes another piece of legislation called the Managed Retreat and Climate Change Adaptation Act. Another proposal is the setting up of a National Māori Advisory Board to advise central and local government on resource management from the perspective of mana whenua.

### **Meetings/events attended**

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

- Meetings attended with the council's CEO, Malcolm Nicolson:
  - Kensington Crossing blessing and commissioning of redevelopment project.
  - Meeting with David Broome from New Zealand Infrastructure Commission. The GM – Corporate Excellence and Strategic Projects and Facilities Manager also attended.
  - David Cochrane, Councillors Yeoman, Robinson and Craw – Marine Pathways Management Plan.
  - UNISA Mayors and Chairs meeting.
  - Ministers Mahuta and Little – Crown funding for treaty settlement co-governance outcomes in the Kaipara.
  - Andrew Carvell and Murray McCully, Te Tai Tokerau Water Trust, and NRC staff – consenting strategy going forward.
  - Northland Mayoral Forum hosted by Northland Regional Council.
  - Local Government New Zealand Regional Sector meeting.
- Regular Mayors and Chair catch up meetings.
- Murray Jagger, Chair, Marsden Maritime Holdings – director appointment process.
- Justine Smith and Allan Prangell, Department of Internal Affairs; and Sheryl Mai, Mayor, Whangarei District Council – Three Waters Reform.
- Te Taitokerau Northland Economic Action Plan Advisory Group.
- Des Subritzky – Dargaville office.
- Steven Finlay, GM Investment, Infrastructure and Governance Group, Local Government New Zealand.
- Attended the Local Government New Zealand AGM with Councillor Stolwerk;
- Northland Mayors/Chair meeting.
- Refining NZ – Northland Transition Forum – Naomi James, CEO and staff from Refining NZ; Murray Reade, Northland Inc.; Steve Smith, Chamber of Commerce; Sheryl Mai, Mayor, Whangarei District Council; Jason Smith, Mayor, Kaipara District Council; and John Carter, Mayor, Far North District Council.
- Interviews for Marsden Maritime Holdings directors – Councillors John Bain and Rick Stolwerk; Murray Jagger, Chair, Marsden Maritime Holdings; and Benoît Marcenac, Marsden Maritime Holdings Director, were on the interview panel.

## Correspondence

During August I sent out the following correspondence:

Date	Addressed To	Subject
03.08.20	Hon Damien O'Connor Minister of Biosecurity	Follow up letter following meeting with Minister O'Connor on 30 July 2020 re Kauri Dieback
04.08.20	Hon Andrew Little Minister for Treaty of Waitangi Negotiations  Hon Nanaia Mahuta Minister for Local Government	Joint letter from Mayors of Auckland Council, Kaipara and Whangarei District Councils, and Chair, Northland Regional Council – Crown funding for treaty settlement co-governance outcomes in the Kaipara
17.08.20	Jesse Mishell	Request from budding collector
31.08.20	Tanya Filia Ngāti Kaharau me Ngāti Hau ngā hapū	Disappointment at treatment of hapū by council

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## Attachments/Ngā tapirihanga

Nil

**TITLE: Chief Executive's Report to Council**

**ID:** A1358459

**From:** Malcolm Nicolson, Chief Executive Officer

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**Recommendation**

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

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**7.2.1 HIGHLIGHTS**

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**Te Oneroa-a-Tōhe Board**

The Beach Management Plan has been adopted by the Board with an acknowledgement by Board members of the plan and the work that has been undertaken by council staff and contractors to produce such a high-quality document reflective of iwi historical accounts and the significance of the pathway of the rangatira Tōhe.

The public consultation programme was also adopted to outline the activities for the public consultation and engagement on the draft Beach Management Plan.

Established through Treaty of Waitangi settlement legislation, the eight-member Te Oneroa-a-Tōhe Board (the Board) has an even split of iwi and local government members and was tasked with developing a management plan for the iconic beach. The Board represents one of the first co-governance arrangements for Tai Tokerau and the approval of the draft plan and consultation marks an important planning milestone for this region.

Te Oneroa-a-Tōhe / 90 Mile Beach itself, is a special place with a unique history and is steeped in cultural and spiritual significance for tangata whenua. The draft plan sets out how we can all protect and preserve this taonga. The draft plan was put together by the Board on behalf of the community and sets out where we want to be in the future and provides direction on how we will get there. Key proposals included in the draft plan include doing more to protect and preserve the beach from inappropriate use and development, preserving and enhancing resources for present and future generations, recognising the importance of the resources of the beach for Te Hiku o Te Ika iwi / hapū and ensuring continued access to their mahinga kai, and recognising and providing for the spiritual, cultural and historical relationship of Te Hiku o Te Ika iwi / hapū with the beach.

Along with Te Rautaki o Te Oneroa-a-Tōhe / Draft Te Oneroa-a-Tōhe Beach Management Plan, four reserve management plans were approved. The Board, as part of consultation on the draft beach management plan, will also seek public feedback on the draft Te Oneroa-a-Tōhe Kōhangatī ki Waīkanae (Beach Site A), Waīmāhuru ki Hukatere (Beach Site B), Hukatere ki Waīmoho (Beach Site C), and Waīmoho ki Waīmimihā (Beach Site D) Reserve Management Plans.

In light of the risks associated with COVID-19, the Board have had to consider the safety of our community. Instead of holding traditional kanohi ki te kanohi or face-to-face hui or community meetings, public will be able to meet with Board representatives (staff or board members) to discuss the plan and to give feedback at appointment only public drop-in sessions to be scheduled at the Te Ahu Centre in Kaitiāia. An online social media campaign (including livestreams with key board members) will also support the consultation process and is being managed by Te Hiku media.

Key dates:

	Tasks	When
2019	Initial public engagement	July – September 2019
	Summer engagement programme	December 2019 – January 2020



	Tasks	When
2020	Initial direction from Board on content of dBMP	February 2020
	Prepare dBMP and supporting report	February - April 2020
	Board considers dBMP and supporting report for formal public feedback	May - August 2020
	Approve dBMP and supporting report	21 August 2020
	Seek public feedback on draft BMP	14 September – 9 October 2020 (gap between consultation and hearings to accommodate amendment to hui and drop-in times)
	Hearing	Friday October 2020 (potentially via zoom)
	Deliberations	November 2020
2021	Finalise BMP	October - November 2020
	Approve BMP	December 2020 (December Board meeting)

### 7.2.2 CEO'S OFFICE

#### Fraud Declaration

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

#### Current Legal Proceedings

Department	Description	Status
<b>Consent decision appeal</b>	Replacement consents for, and new consents for an expansion of, Doug's Ōpua Boat Yard in Walls Bay, Ōpua.	No further update.
<b>Consent decision appeal</b>	Replacement discharge consents for East Coast Bays Wastewater Treatment Plant (Taipā)	Previous Cultural Induction day was cancelled due to COVID-19. An alternative date for this induction is being scheduled for the week commencing 14 September 2020.
<b>Proposed Regional Plan Appeals</b>	Appeals to the Environment Court on council's decisions on the Proposed Regional Plan	Various mediations held. Hearings for unresolved matters scheduled based on topics. One hearing started to date - mangroves (adjourned due to change in COVID level in Auckland)
<b>Economics</b>	Seeking summary judgement from the High Court on money owed to council by REL loan guarantors	All documents submitted from parties. Awaiting decision of Judge.

### 7.2.3 CORPORATE EXCELLENCE

#### Cyber Security

Council (NRC) has progressively been addressing information security concerns across its technology footprint. To date council has undertaken several tactical security measures to improve and manage the security posture.

The current approach focuses on addressing immediate issues, tactical security measures need to be incorporated into an overarching security risk framework to ensure key risks are not being missed and to ensure the most appropriate spend.

Given the increase in cyber related activity, a high-level risk assessment is being conducted, with the production of a risk-management framework and component parts the output. This work is well underway and, when complete, will provide a clear road map of actions and improvements to manage the risks identified.

### **Council Property Update**

The Kensington Crossing tenancies are being progressively completed and will be handed over from now through to December 2020. All the medical precinct businesses will likely be operational this year and convenience restaurant businesses by February 2021.

The Kaipara Service Centre Head Contract tender has been awarded to Canam Commercial Limited. Their test piling occurred in mid-August and determined that the depth to firm foundations was as expected and construction can proceed.

Formal monthly meetings of the Project Control Group for the NIWA Kingfish RAS facility are occurring with the Project Manager and Designer having been engaged by NIWA.

### **Forest Management Plan Summary For 2019/20 Year**

All Mt Tiger Forest Management Plan targets were achieved for the 2019/20 financial year. There was no harvest for the 2019/20 year and therefore no revenue. The last harvest was 2018/19 and the next harvest (very small area) is in 2023.

The forestry holding was valued at \$3,257,000 as at 30 June 2020, a value decrease of 3.2% mainly as a result of lower valuation log prices. Council holds 17,460 NZ Units (ETS) valued at \$560,466 (\$32.10 per Unit), representing a 12-month non-cash revaluation gain of 39%.

## **7.2.4 REGULATORY SERVICES**

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### **Consents in Process**

During August 2020, a total of 61 decisions were issued. These decisions comprised:

• Moorings	2
• Coastal Permits	13
• Coastal Discharge Permits	0
• Air Discharge Permits	0
• Land Discharge Permits	20
• Water Discharge Permits	1
• Land Use Consents	1
• Water Permits	13
• Bore Consents	11

The processing timeframes for the August 2020 consents ranged from:

- 573 to 3 calendar days, with the median time being 28 days;
- 381 to 1 working days, with the median time being 20 days.

Thirty-two applications were received in August 2020.

Of the 96 applications in progress at the end of August 2020:

- 54 were received more than 12 months ago (most awaiting further information from the applicant);

- 5 were received between 6 and 12 months ago (most awaiting further information from the applicant);
- 37 less than 6 months.

### Appointment of Hearing Commissioners

No commissioners were appointed in August 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 August 2020 is (by number):

- Applications Publicly/Limited Notified During Previous Month 2
- Progress on Applications Previously Notified 6
- Hearings and Decisions 1
- Appeals/Objections 2

### COMPLIANCE MONITORING

The results of compliance monitoring for the period 1 – 31 August 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	19	19	0	0	0	0
Bore Consent	3	1	2	0	0	0
Coastal Air Discharge	2	2	0	0	0	0
Coastal Discharge	27	20	2	3	1	1
Coastal Permit	31	22	5	4	0	0
FDE – Discharge permit	93	57	0	24	11	1
FDE – Permitted activity	33	26	0	2	4	1
Land Discharge	86	54	5	4	1	22
Land Use Consent	88	33	1	0	0	54
Water Discharge	84	58	5	7	5	9
Water Permit	55	26	0	0	0	29
Water Take	111	47	50	5	0	9
<b>Total</b>	<b>632</b>	<b>365</b>	<b>70</b>	<b>49</b>	<b>22</b>	<b>126</b>
<b>Percentage</b>		<b>57.8%</b>	<b>11.1%</b>	<b>7.8%</b>	<b>3.5%</b>	<b>19.9%</b>
<b>Year to date</b>	<b>1,080</b>	<b>685</b>	<b>148</b>	<b>83</b>	<b>26</b>	<b>138</b>
<b>Percentage</b>		<b>63.4%</b>	<b>13.7%</b>	<b>7.7%</b>	<b>2.4%</b>	<b>12.8%</b>

### Coastal

The majority of consents monitored during the reporting period related to coastal structures and coastal discharges (treated municipal sewage, boat maintenance and other industrial discharges). The refinery quarterly discharge sampling was also undertaken.

## Water, Waste, Air and Land Use (WWALU) compliance monitoring

- *Water use*

We have received about 90% of the annual water use records for the past year. All outstanding records will now incur a late fee as per the new charging policy and it is hoped that this will encourage consent holders to submit their records on time.

- *Wastewater*

The long-standing issue at the old Tangiteroria Tavern has been resolved. The property owners have installed a system fit for purpose and samples taken from the stormwater overflow system confirm that the system is working effectively.

- *Air monitoring*

With the Hi-Can spraying season upon us, we are receiving more calls to the Hotline reporting incidents of spraying and spray drift. The use of Hi-Can is currently under review by the EPA. I have spoken to the CEO of the EPA and received an assurance that the local community will be consulted as part of the process.

- *Forestry and Earthworks*

With the return of COVID-19 meeting restrictions, the much-anticipated forestry liaison group meeting had to be cancelled. In lieu of a meeting, a newsletter was put together by our Environmental Monitoring Officer – Land & Water, that included information on the agenda items along with compliance statistics. The newsletter has been well received by the industry and supporting agencies.

Staff continue to monitor the progress on the clean-up of the more serious land slips that occurred in the region through the recent flooding events. Some of the land that has slipped is still unstable and moving, so it may be some time before the issues are fully resolved. In all cases that we are aware of, the issues are being managed by the landowner / manager in a pro-active manner.

- *Waste and Contaminated land management*

Twelve incidents involving the discharge of hazardous substances and 20 enquiries regarding contaminated land were received and responded to. 490kg of hazardous waste was disposed of during the reporting period.

InterGroup Limited has applied for resource consents on behalf of the Whangarei District Council for the clean-up of the Sustainable Solvents site at Ruakaka / Bream Bay.

## 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 141 farms (~18%) 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
61	125	28	39	11	25
61%	66%	28%	21%	11%	13%

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
32	62	4	14	5	16
78%	67.5%	10%	15%	12%	17.5%

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

The grant has been live since 1 July 2020 and we have received 51 applications so far (13 in July and 38 in August). Funds allocated so far:

	July	August	Total
Far North	\$11,748	\$20,907	\$32,655
Whangārei	\$12,365	\$66,919	\$79,284
Kaipara	\$20,771.56	\$34,577.33	\$55,348.89
<b>Total</b>	<b>\$44,884.34</b>	<b>\$122,403.30</b>	<b>\$167,287.64</b>

The funding is available until November, after which any remaining funds will be returned to MPI.

#### Environmental Incidents

There were no environmental incidents recorded during the reporting period that resulted in a significant environmental impact.

#### 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 & smoke nuisance	0	0	5	6	5	6
Farm dairy effluent	6	6	13	14	13	20
Hazardous substances, spills & refuse	0	0	2	4	2	4
Other water discharge	0	0	4	4	4	4
Sediment	0	0	1	2	1	2
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>25</b>	<b>30</b>	<b>25</b>	<b>36</b>

*\*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

- *Farm dairy effluent – Pūrua*

Charges were laid against a farm owner and his company, as well as the farm manager and his company, for offences which occurred in August 2019. The farm has a poor history of compliance with regional rules for animal effluent disposal. The defendants pled guilty to a total of 14 charges on 23 July 2020. Sentencing is scheduled for 18 September 2020 in the Whangārei District Court.

- *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 will be 23 September 2020 to monitor the restorative justice process and to set a sentencing date.

- *Timber treatment plant*

Charges were filed in the Whangārei District Court on 12 March 2020 against a company and an individual for discharges from a timber treatment processing plant. The plant has a history of poor compliance with resource consent conditions. Not guilty pleas were entered on 29 May 2020. Further charges were filed on 8 July 2020 and the two sets of charges have been joined together. The case has been adjourned until 18 September 2020 for entering of pleas in the Whangārei District Court.

- *Earthworks without erosion and sediment controls – Totara North*

Charges were laid in the Kaitāia 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 is scheduled for 7 October 2020 in the Kaitāia District Court.

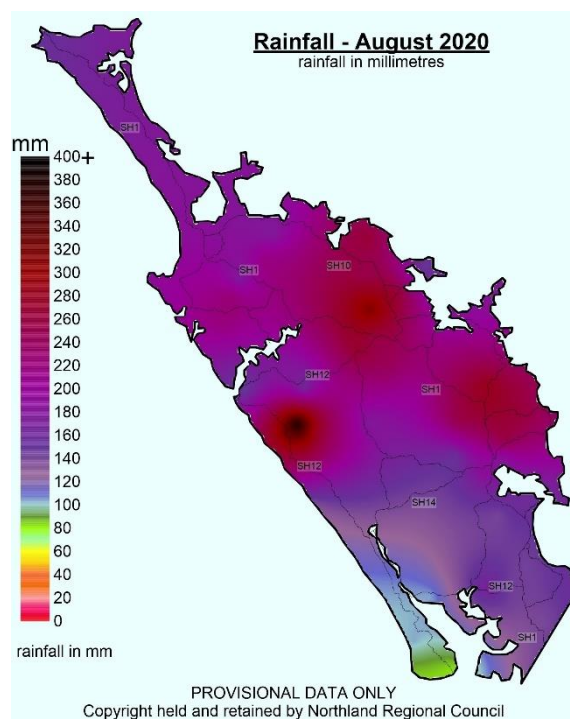
- *Abatement notice appeal – open burning, Orongo Bay*

An abatement notice issued in May 2020 for burning of prohibited materials has been appealed by the alleged offender. Court assisted mediation was held on 25 August 2020 in Kerikeri resulting in an agreement being reached between the parties.

## HYDROLOGY

### Rainfall

- August 2020 is the third wet month for Northland in a row and the fourth for the eastern areas.
- Rainfall across the region was between 60mm at Pouto Point and 380mm at Waimamaku (south of Hokianga).
- Rainfall for most areas, including Bream Bay Eastern Hills, Bay of Islands, Kaeo and the Awanui Catchment, received rainfall of a similar or higher magnitude to typical for August, with the Hikurangi swamp area being the hotspot (180% of typical August rainfall).



### River Flows

- River flows for August have been near typical for the month Bream Bay and the Kaihū catchment, and above normal for the remainder of the region.

### Groundwater

- The rain over the last three months has done a good job at replenishing Northland's aquifers. Groundwater levels are near typical for this time of year at all groundwater systems except Mangawhai, but even this aquifer is higher than it was this time last year.

### Weather Forecast

- The long-range forecast from August to October is for near normal rainfall for Northland. The potential for the development of La Niña conditions over the next three months remains, and if it does develop, then the occurrence of rain bringing north-easterly winds could continue being frequent, as they have been since June (NIWA).

### Hydrology Projects

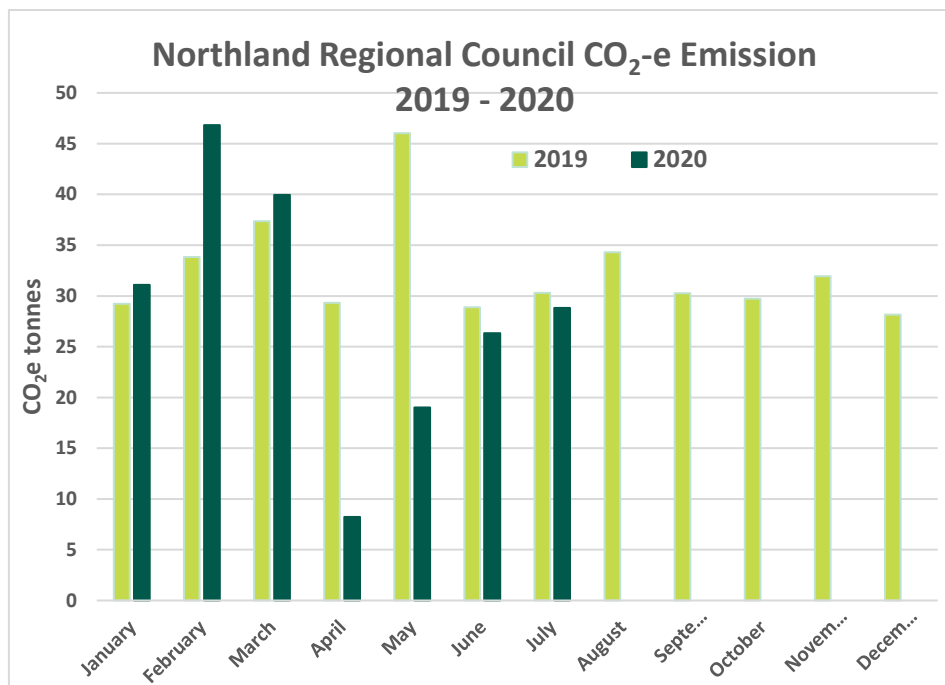
- A new Hydrology Officer has started in Kaitiāia.
- The Waiarohia at Lovers Lane recorder has been shifted to the opposite side of the walkway to make way for the new Civic Centre and cycleway.
- Flood gauging at the Tirohanga river on 11 August.

## NATURAL RESOURCES SCIENCE

### Air quality and carbon emission

- Ambient PM<sub>10</sub> monitoring results for July 2020 for the Whangārei and Marsden Point airsheds and Kawakawa township show that compliance was met with the National Environmental Standards for Air Quality. Ambient PM<sub>2.5</sub> monitoring results for Whangārei were within the Ambient Air Quality Guideline value.
- The mobile PM<sub>10</sub> monitor has been moved to Mairtown, Whangārei from Kawakawa. The first month's result from this site will be presented in next month's report.

- Council's CO<sub>2</sub>-e (carbon dioxide equivalent) emission is presented in the graph below. The graph shows a comparison of council's monthly emission of CO<sub>2</sub>-e between 2019 and 2020. Since April 2020, council's monthly CO<sub>2</sub>-e emission is lower than 2019 emission - clearly, the effect of COVID-19. Vehicle use is our biggest contributor of CO<sub>2</sub>-e (80%) followed by air travel (10%). Contributions from vehicle and air travel to CO<sub>2</sub>-e emission in 2019 was 65 and 23 percent respectively.



### Freshwater Ecology

- NRC macroinvertebrate indices have been recalculated for the upcoming LAWA update to meet the requirements of the newly released NPS-FM 2020 which stipulate the use of national methodologies (Stark and Maxted 2007, Clapcott et al 2017). Formerly NRC has used macroinvertebrate indices developed specifically for Northland (Stark 2014). More than 50% of Northland sites score poorly using the national indices and fall into the D attribute bands below the bottom line.

Land management/policy initiatives should help with this to a degree over time (fencing, planting, nutrient management, etc) however there is a fundamental problem with the Macroinvertebrate Community Index (MCI) for Northland. It was first developed in the Taranaki in 1985 and is now used nationally. Unfortunately it does not take into account regional differences. For example, some of the higher scoring insect larvae which help boost the MCI scores are not as abundant in our warm climate. As an example, stoneflies which prefer cool, bouldery streams are not well represented in Northland. Just as beech trees don't grow in Northland, and mangroves and puriri trees don't grow in Southland, some aquatic invertebrates don't thrive in our climate. Hence even some of our reference sites, in almost exclusively native bush catchments, do not always score well. It is well recognised that the current index needs revising and the draft macroinvertebrate National Environmental Monitoring Standards (NEMS) will be recommending further work in this area.

The Northland Specific Index was a Northland specific derivative of the MCI - using this index roughly 15% of sites would fall into the 'D' band.



- Review of current periphyton monitoring sites is underway as part of the network review. The aim is to ensure representative sites regionally and within each Freshwater Management Unit (FMU) and to ensure that each site has associated flow data available with the aim to progress model development for the setting of nutrient limits in the upcoming Proposed Regional Plan Change.

There are 13 FMU's. Currently 10 of these are monitored for periphyton.

### **Monitoring Network Review**

- LTP new initiatives to implement the outcomes of water quality monitoring network review for rivers and lakes have been drafted with focus on recently released National Policy Statement for Freshwater Management (NPSFM) and national consistency by following the National Environmental Monitoring Standard (NEMS).

### **Water Quality Modelling Work**

- The final draft report on Northland's steady state water quality model by Land & Water Science has been reviewed internally. The report has attempted to provide a deeper understanding of "how" and "why" variation in water quality occurs by building a spatial linkage between landscape attributes, in combination with land use, and the dominant processes specific to Northland region. The report has also been externally peer reviewed by the leading water quality modeller Dr Ton Snelder and will be finalised by the beginning of September 2020.
- The work on calculating catchment loads for various water quality contaminants by Land & Water Science is on progress. Currently, the water quality loads at 31 SoE sites have been calculated by integrating river flow and using a range of methods, which needs to be extended to calculate the loads in unsampled areas.
- NIWA is currently in the process of calibrating Northland specific customised CLUES model for Total nitrogen, Total phosphorous, and E.coli. CLUES land use layer has now been updated for 2017 using Agribase and LCDB5. NIWA's water quality load model is due by the end of this year.
- CLUES scenario models of future water quality loads by applying various mitigation scenarios is currently on hold until this baseline scenario is derived. NRC is currently working with other consultants to map the current land management mitigations so that NIWA can make a baseline scenario to relate that to current water quality loads. Once the baseline mitigations are mapped, NIWA will apply mitigations following rules (eg. conservation planting in pasture on steep slopes) or according to maps (eg. apply mitigation X to particular FMUs or river segments).
- NIWA is undertaking a lake dynamic modelling as a trial in Northland using Lake Omapere as a case study. This work is funded by the MBIE Strategic Science Investment Fund. NRC is contributing to this project by supplying the monthly discrete and continuous water quality monitoring data together with the lake level data and flow data at the lake outlet at Utakura Stream.

### **Marine**

- Sediment sampling has been conducted at sites located in 'in-water hull cleaning zones' in Doves Bay, Ōpua Basin and Matauwhi Bay, in the Bay of Islands. This sampling has been undertaken to monitor for any impact of the new in-water hull cleaning rules in the Proposed Regional Plan for Northland. The sediment will be analysed for heavy metals and the contaminants diuron and isoproturon, which are herbicides used in antifouling paint. The results will be compared against 'control' sites located outside of the 'in-water hull cleaning zones'.
- Winter sampling for micro plastic has been carried out at ten beaches throughout Northland and at Lake Taharoa. Shellfish samples have also been collected at four sites. This research is part of a national project "Aotearoa Impacts and Mitigation of Microplastics Project", which aims to collect baseline data about the levels of microplastics in different environments, so that we can better understand the risks that they pose, from ecosystem health to primary industry.

## Groundwater and Water Allocation

- Focus has been on undertaking technical assessment and preparing statement of evidence associated with the environment court appeals on allocation limits and minimum flows.
- Quotes to upgrade the Water Allocation Tool (Tool) have been received and will be reviewed in the first week of September. This upgrade will provide more efficient reporting of the current state of allocation and minimum flows / levels of Northlands water bodies. The efficiency of the current Tool has been impacted by the Windows 10 upgrade.

## 7.2.5 ENVIRONMENTAL SERVICES

### LAND MANAGEMENT

#### Farm Environment Plan (FEP)

The Land team received the decision from Council that they will not start new FEPs. Work is underway on how the team support the existing FEPs still in progress.

#### Environment Fund Update

Staff are currently reviewing Environment Fund applications for the 2020/2021 financial year, with the bulk of applications being approved under delegated authority on 2 October 2020. We expect at that point to allocate most of the budget.

#### Waimā Waitai Waiora – Freshwater Improvement Fund

Objective	Status
Te Kawa Waiora	<ul style="list-style-type: none"> <li>• The Research Committee has been meeting regularly and has included a change in membership. Good progress made to date on key documents.</li> <li>• The introduction, description of the study area and the section titled 'a tangata whenua view of rivers' of the master document are in their first iteration.</li> </ul>
Farm Environment Plans	<ul style="list-style-type: none"> <li>• Two FEPs completed this financial year.</li> <li>• With council's recent decision to cease FEP development, delivery of this KPI is currently being discussed with MfE. Instead of delivering whole FEPs we hope to include all other plans we develop to count toward this project deliverable i.e. planting plans, soil con plans, fund applications.</li> </ul>
Landowner grants	<ul style="list-style-type: none"> <li>• Nil landowner grant funding spent this financial year, but the planting of 130,000 native plants across 8 sites is almost completed.</li> <li>• Delivery mechanisms of landowner grants was discussed at the last partnership hui. This year we want to give the partners opportunity to identify and deliver ecological restoration works within their respective rohe.</li> </ul>
Communication & engagement	<ul style="list-style-type: none"> <li>• Video series – is on track.</li> <li>• Signed contract in place for web page development - due late September.</li> </ul>
Water quality monitoring	<ul style="list-style-type: none"> <li>• Signed contract in place with Manaaki Whenua for mātauranga monitoring app development.</li> <li>• Seven new monitoring sites have been established to further monitor mātauranga, feeding information into app development.</li> <li>• Monitoring of these sites has begun, and work is being carried out by Iwi partners.</li> </ul>

### Sustainable Hill Country and Regional Priorities

Milestones	Status
Research	
Coastal erosion buffers	<ul style="list-style-type: none"> <li>A research plan has been approved by Ministry for Primary Industries (MPI) and a coastal erosion tool utilising remote sensing and LiDAR data is in development.</li> <li>A search is on for a coastal planting pilot.</li> </ul>
Mature poplar/ willow	<ul style="list-style-type: none"> <li>A research plan has been approved by MPI and poplar has been milled into a range of products for treatment and mechanical testing.</li> </ul>
Farm Environment Plans	
	<ul style="list-style-type: none"> <li>Land management is no longer preparing FEPs. MPI is aware of this and will amend the milestone.</li> <li>NRC has proposed substituting FEPs for project implementation plans to support the delivery of land treatment milestones.</li> <li>The SHaRP implementation plans will consist of planting, fencing prioritisation and soil conservation plans and be more targeted to soil conservation compared to the more generalised FEPs.</li> </ul>
Stakeholder Engagement	
	<ul style="list-style-type: none"> <li>A project engagement strategy has been approved by MPI.</li> <li>Promotional material is in development including a 'planting hub' on the council website.</li> <li>A communications plans is being developed for the planting and fencing grants.</li> </ul>
Land Treatments	
Retirement fencing	<ul style="list-style-type: none"> <li>Efund applications for \$121k are being prepared for a DA in October</li> </ul>
Contractor capacity development	<ul style="list-style-type: none"> <li>A list of contractors interested in planting work has been prepared.</li> <li>A contractor training programme is in development and will be delivered in November if COVID-19 restrictions have been lifted.</li> </ul>

### Whangārei Urban Awa Project

- Recruitment is underway, with interviews planned for the week beginning 31 August.
- Draft project work programme and first year work plan are with MFE for approval.

### Hātea Project

- Four final planting projects will be completed by 15 September, in time for whole project completion by 30 September.
- The flooding in July caused significant damage in the catchment, with some previously-funded fencing and planting projects damaged. Landowners have been re-establishing fences.
- The stakeholder-designed sign that was erected at Otuihau reserve in September last year was washed away in the floods and hasn't been recovered. We will work with WDC parks department to replace the sign at a site further away from the river.

### Flyger Rd Nursery

- The final stage of the current LTP nursery expansion is almost complete, with an extra 20,000 poplar and willow pegs planted across 2.8ha.
- Irrigation is currently being established within the new block and will hopefully be operational with the next month or two.

## BIODIVERSITY

### FIF Dune Lakes Project

Objective	Status
Aquatic weed and pest fish control	<p>The airboat operation to eradicate lagarosiphon oxygen weed on Lake Ngatu will commence between 8 - 9 September. Logistical planning and communications are almost complete with landowners, water takers, agencies and tourism operations advised.</p> <ul style="list-style-type: none"> <li>Grass carp removal at Roto-otuauro (Poutō) is scheduled in October with other pest fish work intermittently spaced throughout summer.</li> </ul>
Sediment and nutrient mitigation	<ul style="list-style-type: none"> <li>Planning continues for sediment mitigation earthworks including swales, sediment traps and constructed wetlands at Lakes Ngatu and Rotokawau with work scheduled for October.</li> </ul>
Māori Lakes Strategy	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>Almost completed, waiting for one stretch of fencing for Lake Ngatu which is underway.</li> </ul>
General	<ul style="list-style-type: none"> <li>Discussions are still taking place with iwi regarding herbicide operations for Northland dune lakes. MfE have not yet reported back about 2019-20 end of year reports or end of year invoicing.</li> </ul>

### Lakes

- As requested by the Kai iwi Lakes Dune Lakes Galaxiid Working Group, DOC, Te Roroa and NRC staff met to discuss appropriate fish monitoring methods to be undertaken since trout releases stopped. The group felt it was important to capture any shifts in galaxiid population dynamics over the summer.
- Lake Egg (Poutō) which was discovered to be infested with the serious invasive submerged weed, hornwort (*Ceratophyllum demersum*) was surveyed by NRC staff last month to determine ecological values, depth and appropriate boundary regions of the lake as part of a planned eradication programme.
- NRC staff recently met with Patuharakeke Trust Board members and Bream Bay Coast Care Trust at Ruakaka Dune lake to plan out a school's dune lake education day in November. An onsite education day was requested at a recent community meeting.

### CoastCare

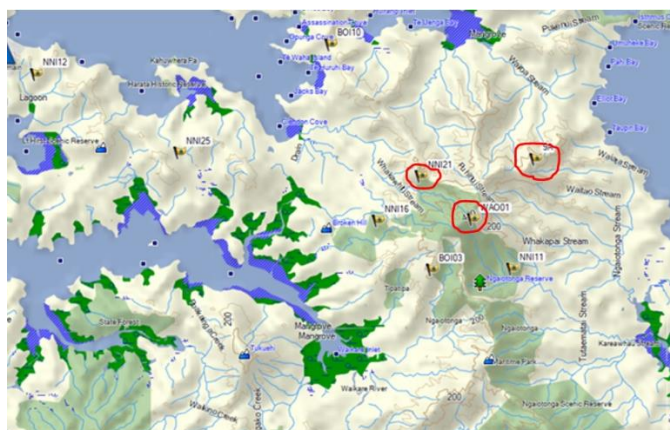
- Nothing to report

### BIOSECURITY INCURSIONS & RESPONSE

#### Sika in Russell Forest

Several Automated Listening Devices were set up in Ngaioitonga and surrounding areas during May (the roar), and analysis is nearly complete. To date three devices have picked up and recorded Sika calls.

*Location of recorded Sika calls in the Russell Forest during the "roar" (May 2020)*



## Engagement

A workshop was held at council to gauge support for a Russell Forest sika eradication, with overwhelming support from experts from the Department of Conservation, and community representatives from Ngāherehere tāngata ki te whenua, Te Roroa and Ipipiri Conservation Trust.

## BIOSECURITY PARTNERSHIPS

### Predator Free Whangārei

Council staff, Department of Conservation staff and community conservation project leads hosted a successful Predator Free Whangārei Open Day at McLeod Bay Hall this month. Approximately 80 residents visited the open day to learn more about the programme and have their questions answered. This is the first of many opportunities for residents and landowners to learn more about the programme objectives and how to participate in this ambitious and exciting mahi.

### Predator Free Bay of Islands

Staff are continuing to progress the development of another Predator Free project in the Bay of Islands, in collaboration with the Department of Conservation, iwi/hapū, community groups and organisations. Additional funding for this project will be secured through Predator Free 2050 Ltd and other project partners.

### Predator Free Kaipara

Staff are continuing the early development of a landscape scale predator free programme within the Kaipara catchment and peninsulas in partnership with the Integrated Kaipara Harbour Management Group, Auckland Council, Department of Conservation and other project partners. This project is in the early initial stages and is developing a strategy to progress in a more collaborative manner.

### EnviroSchools Project Pest Control

Staff assisted the training of 71 students at EnviroSchools Project Pest Control assessment workshop on 29 – 30 July at Rayonier Matariki Forest, Glenbervie, Whangārei. Eight schools attended over the two days, including Otamatea High School, Pompallier Catholic College, Renew School, Whangārei Boys High School, Whangārei Girls High School, Kamo High School, Ruawai College and Tauraroa Area School.

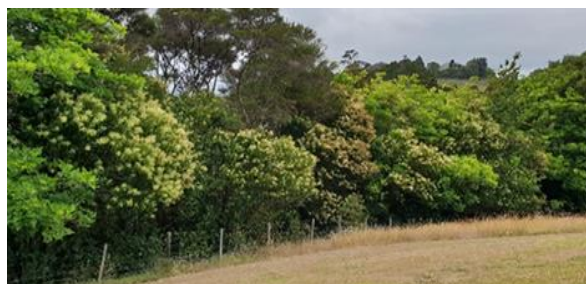
### Piroa Brynderyn High Value Area

All seven monitored kiwi translocated into Maranui during the drought have been health checked and are doing well and put on considerable weight since translocation.

*Marunui volunteer helping with the monitoring of recently translocated kiwi in Brynderwyns.*



### Whangārei Heads High Value Area



*Before and after... Covid-19 had a silver lining for Parua Bay privet control. Many landowners got into action controlling privet infestations during the Level 4 lockdown, and the results of their efforts are now very visible.*

## MARINE BIOSECURITY

### Hull Surveillance Programme

No hulls were checked between 25 July and 25 August as staff did not receive any requests for high-risk vessels requiring urgent assessment. Tenders are currently being received by commercial dive companies for the 20/21 season, which will start in October to coincide with vessel owners getting ready for the boating season over the warmer summer months.

**Table 1: Hull Surveillance Programme Results (26/07/2020 – 25/08/2020)**

Hull Surveillance Programme Results	Total this period	Total YTD
Pathways Plan Compliance		
Number of vessels surveyed this period	0	20
% Pathways Plan Compliance*	N / A	40%
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 doppelgangera</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.

## RIVERS

### Long Term Plan Projects

Rivers	Comments
Awanui	The Resource consent is being limited notified to approximately 104 affected landowners.
Kerikeri-Waipapa	Detailed design is complete and landowner engagement is progressing
Matangirau	Modelling is completed and landowner engagement is progressing
Otiria/Moerewa	We are engaging with KiwiRail and the community to identify a spillway alignment.

## NATURAL HAZARDS

Work Streams	Status	Comments
Coastal erosion hazard mapping	100% complete	New coastal erosion assessments and updates complete, and draft report and maps delivered
	90% complete	Auckland University is mapping Northland historic shorelines and erosion risk. Due September 2020.
Coastal flood hazard mapping	Kaipara Project is 100% complete	Coastal flood model for the Northern Kaipara Harbour complete. Peer review 50% complete.
	Regional coastal flood project – 90% complete	Initial draft maps received; report and remainder of maps expected early September
Region-wide flood mapping	Design storm project – 100% complete	Project to develop area-specific design storm rainfall characteristics to improve the accuracy of flood models



Work Streams	Status	Comments
	Hydro enforced DEM project – 100% complete	New hydro-enforced digital elevation model – deliverables received
	Region wide flood model – 10% complete	Consultants now preparing models, with focus on selected catchments

Notification via media release of new coastal hazard zones (10 new coastal erosion zones plus coastal flood hazard zones for entire coastline) planned for October.

## 17 – 18 JULY 2020 FLOOD RESPONSE

The Rivers team undertook a comprehensive flood level survey across Northland to provide valuable data for the Region's flood model.

## CLIMATE CHANGE RESPONSE

### NRC Climate Change Strategy

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 planning*

All Northland councils are preparing LTP funding bids to resource a coordinated adaptation work program beginning 2021. Scope of programme for each district will be dependent on resources made available.

- Regional climate adaptation strategy*

Components being developed by NRC council staff include a Regional Risk Assessment (70% complete) and Adaptation Options Framework (80% complete), GIS climate risk analysis (90% complete). Components due October 2020, with full strategy compiled early 2021.

- Joint Intercouncil Climate Change Adaptation Committee*

FNDC and NRC have endorsed the draft ToR. WDC approved at workshop early August, yet to be formally endorsed. Proposal going to KDC council meeting early September.

### Northland Light Detection and Ranging (LiDAR) Capture

The new LiDAR data set is now being used widely throughout council and the Northland community. Council is also discussing additional deliverables with RPS Group, the consultants delivering the LiDAR project, including buildings and road centrelines.

## MĀORI RELATIONSHIPS

### *Ahakoā he iti, he pounamu "Referring to the tiniest piece of pounamu that still has significance"*

### Te Whāriki Core Cultural Competency Programme

This continues to be a successful way to develop the organisational wide understanding of our commitment to engagement with tangata whenua in a real and meaningful way and includes monthly tikanga and te reo Māori workshops with councillors for their respective roles and responsibilities. Meetings have been held with Northland Inc to support their organisational development and build their cultural capabilities to improve partnerships with Māori.

### Māori Representation

Council has chosen to undertake a process to consider Māori constituencies and wards prior to the 2022 elections which is not required until the next elections. Guest speakers from diverse backgrounds have been invited to share their personal and professional experiences so councillors

are able to get a sense of what other councils have done, insight into the view of tangāta whenua and an analysis of options to be considered regarding Māori representation.

### **Te Kawa Waioira Research**

Te Kawa Waioira is a programme of work located within the Waimā, Waitai, Waioira Project. It is an initiative with research designed to enable the meaningful engagement of iwi/marae communities to generate outcomes of benefit to those communities and to the health, wellbeing and mauri of the Wairoa River. Its purpose is to enable iwi/marae of the river to conduct research concerning issues of importance to them and as the basis by which their contribution to raising the health, wellbeing and mauri of the river can be achieved.

Research has begun with face to face interviews being held with kuia and kaumatua and archival research from key Māori researchers that are reporting back their findings supervised by Dr Charles Royal. A series of hui wānanga will be held across the Wairoa River and its tributaries for Te Kawa Waioira Research Project. The hui wānanga will be facilitated by Charles Royal, Research Lead; and supported by Celia Witehira, Project Manager and Hineamaru Davies-Lyndon, Oral History Researcher to understand the views of iwi, hapū, whānau and marae communities along the river and its tributaries regarding the river in history and what they believe needs to be done now.

## **7.2.6 STRATEGY, GOVERNANCE AND ENGAGEMENT**

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### **NATIONAL INITIATIVES**

#### **Action for Healthy Waterways**

Following its decisions in June 2020, the government has released a suite of RMA instruments to deliver its 'Action for healthy waterways' package. These include:

- Changes to the RMA to establish a new freshwater planning process (Section 80A) and requirements for farm environment plans (Section 217A - 217M)
- A new National Policy Statement for Freshwater (NPSFM) with new compulsory values for threatened species and mahinga kai, direction to avoid loss of streams and wetlands and 22 attributes to be managed to improve freshwater values. It also strengthens direction on Mana o te Wai.
- New National Environmental Standards (NESFW) which imposes controls on 'high risk' farming activity (such as intensive winter grazing, feedlots, agricultural intensification and fertiliser use) and restrictions on activities that affect wetlands and fish passage in rivers.
- Stock exclusion regulations requiring certain classes of livestock be excluded from lakes, rivers and wetlands within set timeframes.

The NPSFM, NESFW and stock exclusion regulations come into force on 3 September 2020. Staff are still assessing the instruments and implications for council. A workshop to brief council will be scheduled in September. More information is available here: <https://www.mfe.govt.nz/action-for-healthy-waterways>

#### **National Risk Assessment**

The government has released the first National Risk Assessment required under the Climate Change Response (Zero Carbon) Act 2002. This sets out national level climate change risks grouped into five 'domains': natural environment, human, economy, built environment and governance. It identifies the ten most significant risks that require urgent action. The risk assessment will inform the National Adaptation Plan due in August 2022. More information is available here: <https://www.mfe.govt.nz/climate-change/assessing-climate-change-risk>



## ECONOMIC DEVELOPMENT

### Investment and Growth Reserve – Projects Report

Project	Update	Future developments/ reporting
Resources Enterprise Limited (REL)	Final documents submitted to High Court.	Waiting for decision of judge.
Twin Coast Cycle Trail (TCCT)	Waiting for final invoice from FNDC	
Te Hononga	Opening date set for Friday 9 October. Final invoice and conditions associated with milestone due to be received.	Make final payment to Kawakawa Hundertwasser Park Centre Trust.

### Other Work Undertaken

- Joint economic development initiative – development of work programme to implement proposal via inter-council officers forum.
- Water Storage Options: Northland Region – co-ordinated council response to report being prepared by GNS Science for the Provincial Development Unit (PDU) of MBIE.
- Northland Walking and Cycling Strategy – hosted inter-council/NZTA meeting to provide update on projects, central government funding and LTP 2021-2031 developments.
- Draft agenda item for September ILGACE meeting on economic development, including documenting central government funding allocations in Northland.
- Presentation to Northland Branch of the NZPI on economic challenges and opportunities in Northland.

### ONLINE CHANNELS

**Most popular content on Facebook:** Photos of a recent hui at NRC with feral deer eradication experts from across Aotearoa and locals, to learn about and plan for best practice mahi in Te Taitokerau, beginning with Sika deer in the Russell ngahere. The post reached over 10,000 people and engaged with more than 100.

\*Engaged – number of people who ‘reacted’, commented or shared the post.

Key Performance Indicators	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
<b>WEB</b>						
# Visits to the NRC website	30,300	25,100	27,900	33,800	48,900	36,100
E-payments made	8	5	6	5	31	12
# subscription customers (cumulative)	1,171	1,182	1,210	1,221	1,238	1,247
<b>SOCIAL MEDIA (CUMULATIVE)</b>						
# Twitter followers	1,523	1,525	1,517	1,519	1,529	1,531
# NRC Facebook fans	9,553	9,599	9,627	9,713	9,767	9,843
# NRC Overall Facebook Reach	172,300	60,300	75,400	201,900	106,500	207,700
# NRC Engaged Daily Users	14,900	6,529	5,164	12,000	7,950	10,100
# CDEM Facebook fans	17,900	18,000	18,000	18,100	20,800	21,100
# CDEM Overall Facebook Reach	161,900	172,800	114,300	72,300	518,000	254,100
# CDEM Engaged Daily Users	20,600	19,200	11,800	5,817	92,200	30,600
# Instagram followers	1,137	1,163	1,172	1,193	1,203	1,220

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

## ENVIROSCHOOLS / EDUCATION

### Dune Lakes Education Day near Cape Reinga

On 31 July, a 'Getting to know your dune lake day' was held at Lake Ngakeketo, near Te Pahi. EnviroSchools and Biosecurity teams worked with Te Ahi Tū Roa in learning and action around pest and native fish, water quality testing, tuna and dune lakes plants. 30 adult community members accompanied 90 students from Te Kao, Ngataki, Te Hapua schools and the Te Hiku Noho Taiao.

### EnviroSchools Waifencing Skills Workshop held in the Far North

On 27 August, Cr Colin Kitchen opened the Far North WaiFencing workshop held at Pamū's Rangiputa Station on the Karikari Peninsula. 43 senior students and their teachers, from seven secondary schools – including Te Kotahitanga E Mahi Kaha Trust - attended. Kaitia-based Land Management Advisor Peter Nowell gave a presentation regarding the necessity of fencing stock out of waterways and the students learnt skills in fence construction, temporary electric fencing, fence repair and identification of fencing tools. The accompanying assessment workshop, on 24 September, will culminate in fencing off a waterway.

### EnviroSchools Early Childhood Teacher Cluster Meetings

On 27 August and 1 September, the first ever cluster meetings for EnviroSchools early childhood (ECE) teachers were held in Kerikeri and Whangārei, respectively. Judy Crooks, ECE EnviroSchools Facilitator led the meetings about connecting whānau to their EnviroSchools journey, tools for planning environmental actions and a sharing of exciting mahi already happening in the different centres.

### EnviroSchools Communities Facilitated

During August, in addition to the events mentioned above, EnviroSchools facilitators had specific interactions with over 40 school and early childhood communities.

## COMMUNITY ENGAGEMENT

During August and early September, our Community Engagement team has been supporting engagement with the community that will feed into the development of council's Long Term Plan 2021-2031.

We asked people to join the conversation and share what's important to them for our region's future, at pop-up stalls at markets, a Business After 5 (BA5) event and through an online engagement tool. While our planned market schedule was interrupted by COVID-19 restrictions, the stalls at the two markets we were able to attend proved really popular with people, and the online campaign has continued to have good levels of engagement too.

A report on the early engagement will be developed and made publicly available on our website in the next few weeks.

## 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	
October	29	
November	11	
December	12	
January	14	
February	21	

Month	LGOIMA requests received 2019/20	LGOIMA requests received 2020/21
March	13	
April	12	
May	13	
June	15	
<b>TOTAL LGOIMA REQUESTS RECEIVED</b>	193	42
<b>LGOIMA requests not responded to within 20 working days*</b>	18	4

- \* REQ.604808 – Request information on council’s fanworm programme. The CEO took over management of this LGOIMA but realised on the due date that more technical input was required from the Biosecurity team. Working between everyone’s schedules it took a couple of days to finalise (CEO/Environmental Services).
- \* REQ.599781 – Partial transfer of MBIE DOIA 1920-1747. Staff were unable to respond within 20 working days because they were waiting for confirmation from third parties from whom they were seeking agreement to release information. It took many prompts to get confirmation (Strategy, Governance and Engagement).

## 7.2.7 CUSTOMER SERVICE – COMMUNITY RESILIENCE

### CUSTOMER SERVICES

#### Telephone Inbound Call Statistics & Enquiries

	August 2020	Target
Call volume via Customer Services	2,413	
Conversion rate	96.0%	> 95%
Average wait time	6 sec	
Calls answered in under 30 sec	94.5%	> 90%

The Customer Services team are taking over inward mail and email processing from the Information Management team. This is putting pressure on resources during the training and implementation period. The flow-on effect has been of detriment of the conversion rate, which has dropped slightly for the second month in a row. While current performance is acceptable against industry standards, it will be monitored closely.

#### Satisfaction Monitoring

- *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 <ul style="list-style-type: none"> <li>• Biodiversity – J Byrd</li> <li>• Compliance Monitoring – N Bull</li> </ul>	2
Overall service <ul style="list-style-type: none"> <li>• Consents</li> <li>• Consent &amp; GIS</li> </ul>	2
Quality of Information <ul style="list-style-type: none"> <li>• Consents</li> </ul>	1
<b>Total compliments recorded</b>	<b>5</b>

Complaints received	Total
Standard of service provided • Citylink	1
Disagree with decision or process • Citylink	1
Staff / contractor behaviour or attitude • Rivers	1
Disagree with cost / value for money • Citylink	1
<b>Total complaints recorded</b>	<b>4</b>

All Citylink complaints relate to the transition to the new Bee Card. All have been quickly resolved. The remaining complaint is still open. One complaint from last month was resolved, but a satisfactory resolution was unable to be found for the other complaint.

- *Residents' Survey*

In the main randomised survey, our performance has continued to improve for ten of the twelve service-related questions, with more people be satisfied and fewer reporting dissatisfaction. However, in the open survey, which has been only run for the two years, the satisfaction rating for service has dropped slightly across most measures. The open text responses are being analysed for insight into areas for improvement.

## CIVIL DEFENCE EMERGENCY MANAGEMENT

### COVID-19 Resurgence and Planning

Late on 11 August, the Prime Minister announced a COVID-19 resurgence in Auckland and the alert levels would change to AL3 for Auckland and AL2 for the rest of the country.

The response to the COVID-19 resurgence is based on the national 'stamp it out' plan and the legislative mandates being used are the COVID-19 Public Health Response Act, Section 11 and Section 70 of the Health Orders. Any declarations for a state of emergency are to be managed nationally.

The National Emergency Management Agency (NEMA) immediately called for CDEM Groups to begin their COVID-19 resurgence planning. CDEM Groups are expected to:

- Alert Level 1 / 2 COVID-19 resurgence response planning and coordination
- Alert Level 3 / 4 Response Coordination and emergency welfare response

Planning guidance documents were distributed to CDEM Groups, these included the Regional Leadership and Coordination COVID-19 Resurgence Plan and the COVID-19 CDEM Welfare Resurgence Planning Guidance. The documents outline the All of Government (AOG) structure and improved arrangements for a COVID-19 resurgence response.

The Northland CDEM Group activated their Group Emergency Coordination Centre on Wednesday 12 August and commenced the coordination of resurgence planning and response activities across the region. In line with the objectives of the AOG response and actions required from CDEM Groups, the Northland CDEM Group undertook response coordination including the following:

- Regular briefings with partners and key stakeholders
- Liaison with NZ Police, Waikato and Auckland CDEM Groups on border management issues.
- Liaison with Welfare Coordination Group members.
- Liaison with Northland Lifelines Group members.
- Production of action plans for the coordination of response activities and provision of welfare at Alert Levels 2, 3 and 4.

- Regional contingency and forward planning for the next six months.
- Development of an Information Collection Plan to support the Intelligence function.
- Production of CDEM response guidance documentation provided to the Whangarei, Kaipara and Far North district Councils outlining response escalation procedures.
- Identification and training of council staff across the region.

One of the key changes in the national structure is the inclusion of a Regional Leadership Group (RLG) for each CDEM Group. The Northland CDEM Group are working alongside the existing and expanded Northland Social Wellbeing Governance Group as the RLG for the region. The CDEM Group are also engaged with regional governance through the Northland CDEM Group Joint Committee.

Resurgence planning for the Group Emergency Coordination Centre (GECC) is well underway. In Alert Level 2 the Northland CDEM team are assigned to all Coordinated Incident Management System (CIMS) function manager roles, with some assistance from NRC staff as and when required.

Should the move to Alert Level 3 or 4 be announced, further NRC staff have been identified as able to assist with the response and they will be contacted and tasked accordingly. Rosters and operational schedules have been developed and will be implemented if needed.

### **Far North Tornado**

On 20 August a small tornado damaged property in and around the Pukenui area in the Far North. Roofs were lifted, caravans and cabins were flipped, and many trees were toppled. Power was lost for a period. A multi-agency response occurred involving Police, Fire and Emergency New Zealand, Top Energy and CDEM. No injuries were reported.

### **CDEM Group Work Programme & Plan Review**

The Northland CDEM Group work programme, staff portfolios and responsibilities have again been reviewed due to continued response activities being undertaken; COVID-19 resurgence planning requirements and recent staff performance reviews.

Projects have been prioritised to align with group priorities and provide for further responses to emergencies, including COVID-19 resurgence response if required.

The Northland CDEM Group plan review timeline has been realigned to the recent response activities. The group plan is still scheduled for completion by the end of September 2021

### **Northland Tsunami Siren Testing**

The Northland tsunami siren network will be tested at the start of Daylight Saving on Sunday 27 September 2020 at 10.00 am. The scheduled test on Sunday 5 April 2020 was cancelled at the direction of the National Controller, therefore, the last date the tsunami siren network was tested was Sunday 29 September 2019.

## **REGIONAL TRANSPORT PLANNING**

### **Regional Land Transport Plan (RLTP) / Regional Public Transport Plan (RPTP)**

Whilst work continues with both these Plans, Waka Kotahi (NZTA) have stated that due to the late release of the finalised Government Policy Statement, potentially following the national elections, along with several NZTA workstreams running behind schedule, the entire process has been moved forward by two months.

This will result in the regions funding applications having to be downloaded into the NZTA Transport Investment Online computer system by 30 June 2021 and not 30 April 2021 as originally planned.

The National Land Transport Programme will now be formally released on 1 September 2021 and not 1 July 2021.

## PASSENGER TRANSPORT ADMINISTRATION

\*Bus Link 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 July (revenue ex GST)	Actual	Budget	Variance	Year/Date Actual	Year/Date Budgeted
City Link Passengers	27,065	29,331	-2,226	27,065	29,331
CityLink Revenue	\$35,657	\$39,597	-\$3,940	\$35,657	\$39,597
Mid North Link Passengers	153	156	-3	153	156
Mid North Link Revenue	\$537	\$780	-\$243	\$537	\$780
Hokianga Link Passengers	43	78	-35	43	78
Hokianga Link Revenue	\$465	\$1,017	-\$552	\$465	\$1,017
Far North Link Passengers	444	699	-255	444	699
Far North Link Revenue	\$1,055	\$1,748	-\$693	\$1,055	\$1,748
Bream Bay Link Passengers	64	30	34	64	30
Bream Bay Link Revenue	\$430	\$108	\$322	\$430	\$108

## 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
July 2020	1,658	\$23,559	\$25,000	-\$1,441	\$23,559	\$25,000	-\$1,441

## COVID-19 – Alert Level 2 Public Passenger Transport Restrictions – Bus and Total Mobility Services

All public passenger transport services in New Zealand must have tracing methods in place that will allow for the recording of passengers on every trip on every vehicle. This is to assist the Ministry of Health in contact tracing is required.

All Northland Regional Council contracted passenger services have had had tracing methods in place for some time now. These include on board cameras, registers, QR codes and electronic tickets.

As of Monday 30 August 2020, the use of “face coverings” by both passengers and drivers became mandatory. It is important to note that the responsibility for the use of a face coverings on public transport lies with the individual passengers and NOT with the driver, council staff or council contracted security.

Bus drivers have been provided with packs of face masks and on request will provide a passenger with one.

Council staff have been actively monitoring the situation and will continue to do so.

## ROAD SAFETY UPDATE

### Road Trauma Update: 2020 Year to date road death statistics

**National** 203 deaths compared to 231 at the same time in 2019

**Northland** 18 deaths compared to 20 at the same time in 2019

Fatalities this year	Far North	Whangārei	Kaipara	Northland	National
Local roads	4	4	2	10	
State highways	3	5	0	8	
<b>TOTAL</b>	<b>7</b>	<b>9</b>	<b>2</b>	<b>18</b>	<b>203</b>

**Police / Waka Kotahi crash snapshot of Northland deaths 2020 year to date**

3 January	SH 1, Waipu	Head on crash	49yo M
26 January	Kaitāia	Car vs tree	44yo M
23 February	Whananaki North Road	Ute vs tree	35yo M, 12yo F, 5yo M
3 March	SH 10, Mangonui	Car vs ute	34yo F
13 March	SH 1, Hukerenui	Car vs SUV	66yo F, 63yo F, 57yo F
26 March	Oakleigh-Paparoa Road	Ute vs bank	34yo M
6 April	Brooks Road, Waipu	Car vs tree	66yo M
19 April	Moerewa	Car vs parked car	18yo F
15 May	Mangawhai	Motorcycle (offroad)	52yo M
17 June	Kaitāia	Motorcycle (offroad) – no helmet	17yo M
26 June	Wheki Valley	Car vs truck	43yo F
29 July	SH 1, Okaihau	Car vs culvert – no seatbelt	26yo F
6 August	SH 1, Hikurangi	Ute vs pedestrian	45yo M
29 August	Kaitāia	Car vs road barrier	F

A new emerging issue on Northland roads being investigated is crashes involving power poles. Both Northpower and Top Energy have raised concerns about this increasing issue. At this stage travel speed appears to be the causative factor. This new item will be added to the updated Northland Road Safety Issues 2015-2019 crash data reference document as part of an on-going monitoring process.

Ride Forever (R4E) Rider Training numbers have been very low in recent months because of COVID-19 lockdowns and restrictions.

The annual Motorcycle Awareness Month (MAM) has been postponed. Several large motorcycle rides are planned in Northland later in the year when the weather will hopefully be more settled and COVID-19 restrictions allow. Riders at these events and club members will be targeted for signing up for R4E training.

Road safety promotion work continued to be centred around supporting Police with road safety promotional messaging for motorists recognising safe driving practices and promoting seatbelt wearing.

Key messaging continues to target – RIDS -Restraints, Impairment, Distractions, Speed along with Fatigue, Driver Behaviour and planning journeys. This regional messaging was also further supported by Waka Kotahi NZTA national road safety campaign messaging. Advertising themes for July and August have been Alcohol, Safe Vehicles, Speed, Seatbelts.

The Northland Road Safety website is continuing to be updated as Government Agencies change names, logos and release new road safety strategies and action plans.

The Northland Freight Group is planning several truck education & health stops for later in the year when lower restrictions allow. One will be held at Northport at the scaling sheds targeting logging

trucks and a much larger event will be held at Uretiti on State Highway 1 targeting the full range of heavy freight vehicles.

### **MARITIME**

Seventeen Incidents were received over the month of August. Almost all incidents were relating to moorings and AtoN, with one grounding and an incident involving a commercial fishing vessel break down.

Maritime assisted with the location of a loading ramp which detached from the Ōpua – Okiato vehicle ferry and was subsequently recovered by divers.

Another large derelict vessel has been disposed of. The maritime team are taking the opportunity to concentrate on a backlog of derelict and abandoned vessels, with several more lined up for disposal this winter.

The simulator model for the Bay of Islands is close to being ready for use, options are being explored to maintain pilot licence currency for the Bay of Islands in the event we do not see a return of cruise vessels this season. Pilot procedures and manuals are being updated to account for recent changes in the maritime rules.

Hydro survey work around the region is ongoing; routine maintenance of AtoN is ongoing.

The Hātea channel annual dredging was completed, just before a major rain event. Subsequent post dredge surveys indicate some movement of sediment but overall the channel is improving. The Harbourmaster met with Whangarei District Council to agree a renewal of the agreement for funding for this project.

The Waikare work vessel received its annual out of water hull clean and antifoul.

The maritime team have been working closely with Marsden Point stakeholders over changes to operations caused by COVID, and future proposed and possible changes in regard to different size and type of vessel operations.

The recreational boating safety initiatives are being actively planned for summer, with some \$80k of funding from the FED fund managed by Maritime NZ. Plans are focusing on a safety campaign in the upper Far North remote communities, and the continued roll-out of a school safer boating program.

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### **Attachments/Ngā tapirihanga**

Nil



**TITLE:**       **Receipt of Committee Minutes**  
**ID:**            A1358807  
**From:**        Chris Taylor, Governance Support Manager

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**Recommendation**

That the unconfirmed minutes of the Investment and Property Subcommittee held on 26 August 2020 be received.

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**Attachments/Ngā tapirihanga**

Attachment 1: Investment and Property Subcommittee 26 August 2020 unconfirmed minutes [↓](#)

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**Authorised by Group Manager**

**Name:**        Chris Taylor  
**Title:**         Governance Support Manager  
**Date:**         08 September 2020

Investment and Property Subcommittee  
26 August 2020

## Investment and Property Subcommittee Minutes

Meeting held in the Council Chamber by Zoom  
36 Water Street, Whangārei  
on Wednesday 26 August 2020, commencing at 1.00pm

### Present:

Chairperson, NRC Councillor Rick Stolwerk  
Councillor Justin Blaikie  
Councillor John Bain  
Councillor Colin Kitchen  
Ex-Officio Penny Smart

### In Attendance:

#### Full Meeting

Independent Financial Advisor Geoff Copstick  
Independent Audit & Risk Advisor Danny Tuato'o  
Chief Executive Officer – Malcolm Nicolson  
GM Corporate Excellence – Bruce Howse  
Finance Manager – Simon Crabb  
Property Officer – Nicole Inger  
Accounting Assistant – Treasury & Projects - Anan Thiru  
PA Corporate Excellence – Judy Graham

#### Part Meeting

Jenksmax consulting - Ian Jenkins  
EriksensGlobal - Jonathan Eriksen

The Chair declared the meeting open at 1.00pm.

### 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.

### Confirmation of Minutes - Investment and Property Subcommittee 27 May 2020 (Item 3.1)

ID: A1350476

Report from Judith Graham, Corporate Excellence P/A

Moved (Bain/Smart)

ID: A1357367

1

Investment and Property Subcommittee  
26 August 2020

That the minutes of the Investment & Property Subcommittee meeting held on 27 May 2020, be confirmed as a true and correct record.

**Carried**

### **Mount Tiger Forest Quarterly Report April - June 2020 (Item 4.1)**

**ID: A1351889**

**Report from Nicole Inger, Property Officer**

**Moved (Bain/Smart)**

That the report 'Mount Tiger Forest Quarterly Report April - June 2020' by Nicole Inger, Property Officer and dated 13 August 2020, be received.

- Additional Mount Tiger Forest report prepared and presented to tie in with Northland Regional Council financial year end.
- Six monthly report to tie in with half year and full year to be issued in December and June.
- Expenditure budget for financial year was \$106,000 achieved what was required in budget and the actual spend was \$81,000 saved \$25,000 last financial year.
- Significant storm event in July, forest suffered extensive damage landslips on the roads. There is a contingency plan in year end 2021 budget for \$15,000. Likely to overspend on earthworks to clean up from the July 2020 storm event.
- Current insurance in place covers fire only, premium's rates will increase significantly if to cover damage caused by storms. Currently self-insured.
- Next lot of harvest due in 2026/2027 additional risk assessment on pre harvest and volubility of site to be completed.
- Six monthly report to have a more comprehensive component on Health & Safety.

**Carried**

### **Performance of Council Externally Managed Funds to 31 July 2020 (Item 4.2)**

**ID: A1355237**

**Report from Simon Crabb, Finance Manager**

**Moved (Bain/Smart)**

1. That the report 'Performance of Council Externally Managed Funds to 31 July 2020' by Simon Crabb, Finance Manager and dated 21 August 2020, be received.

**Carried**

Jonathan Eriksen from EriksensGlobal joined the meeting and gave a update on the current investment markets and how Northland Regional Council managed funds are performing in the current market than answered questions from the subcommittee members.

- Market going well since the heavy sell off back in March.

### **Strategy to De-Risk the Long Term Investment Fund (Item 4.3)**

**ID: A1354947**

**Report from Simon Crabb, Finance Manager**

**Moved (Bain/ Kitchen)**

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ID: A1357367

**2**

Investment and Property Subcommittee  
26 August 2020

1. That the report 'Strategy to De-Risk the Long Term Investment Fund' by Simon Crabb, Finance Manager and dated 20 August 2020, be received.
2. That the Long-Term Fund asset mix is amended to 60.4% growth assets and 39.6% income assets (broadly 60:40), in line with the attached EriksensGlobal recommendation.

**Carried**

- Note from finance manager that by de risking to 60/40% will bring down to 5.2% and Northland Regional Council budget is built on 4.9%
- Responsible Investment Report (ESG survey) to be sent to Independent Audit & Risk Advisor Danny Tuato'o
- New 2020 ESG survey from EriksensGlobal expected to be issued next week.
- Chief Executive officer Malcolm Nicolson raised the question over allocation of Quay street, staff confirmed \$2.5 million had been withdrawn from Quay street as working capital subsequent to the EriksensGlobal report being completed.

**Business with Public Excluded (Item 5.0)**

**Moved (Stolwerk /Bain)**

Meeting moved into public excluded 1.48pm

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
5.1	Confirmation of Confidential Minutes - 27 May 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 -.

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

**Carried**

**Conclusion**

The meeting concluded at 1.50pm.

## TITLE: Business with the Public Excluded

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### 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.

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### 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 - 18 August 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	Marsden Maritime Holdings Ltd - Appointment of Directors	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).
9.5	Commercial Agreement with NIWA	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 Council Advisors be permitted to stay during business with the public excluded.
- 

### 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.