Council

Tuesday 25 November 2025 at 10.00am

AGENDA

Northland REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau

Northland Regional Council Agenda

Meeting to be held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 25 November 2025, commencing at 10.00am

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

RĪMITI (Item) **Page**

1.0 NGĀ MAHI WHAKAPAI / HOUSEKEEPING

Key Health and Safety points to note:

- *If the fire alarm goes off – exit down the stairwell to the assembly point which is the visitor carpark.*
- *Earthquakes – drop, cover and hold*
- *Visitors please make sure you have signed in at reception, and that you sign out when you leave. Please wear your name sticker.*
- *The toilets are on the opposite side of the stairwell.*

Please note that the public section of this meeting will be recorded and livestreamed via Youtube to the NRC website. As a participant in the meeting or a member of the public gallery your presence may be recorded. By remaining present at the meeting it is understood your consent is given if your image or voice is broadcast.

Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of the Northland Regional Council. Council accepts no liability for any opinions or statements made during a meeting.

2.0 KARAKIA TIMATANGA – TAUĀKI Ā ROTO / OPENING KARAKIA

3.0 NGĀ WHAKAPĀHA / APOLOGIES

That the apologies from Councillor Geoff Crawford for non-attendance be received.

4.0 NGĀ WHAKAPUAKANGA / DECLARATIONS OF CONFLICTS OF INTEREST

5.0 NGĀ WHAKAAE MINITI ME TE MAHERE MAHI / COUNCIL MINUTES AND ACTION SHEET

5.1 Confirmation of Minutes - 5 November 2025 6

5.2 Receipt of council minutes - 23 September 2025 12

6.0 NGĀ RIPOATA PUTEA / FINANCIAL REPORTS

6.1 Financial Report to 31 October 2025 20

6.2 Regional Rates Collection - update to 30 September 2025 25

7.0 NGĀ TAKE / DECISION MAKING MATTERS

7.1 Confirmation of governance structure, membership and councillor portfolios 27

7.2 Adoption of revised Standing Orders for the 2025-2028 Triennium 89

7.3 Biosecurity Annual Report 2024-2025 186

8.0 NGĀ RIPOATA MAHI / OPERATIONAL REPORTS

8.1 Quarterly Health and Safety Report 237

8.2 Chair's Report to Council 244

8.3 Chief Executive's Report to Council 249

8.4 Quarterly People and Culture Report 273

8.5 Reporting on Long Term Plan 2024-2034 Performance Measures for Quarter One of the 2025/26 Year 277

9.0 RECEIPT OF COMMITTEE MINUTES AND WORKING PARTY/GROUP UPDATES

9.1 Receipt of Committee Minutes 288

9.2 Working Party Updates Report 306

10.0 KAUPAPA Ā ROTO / BUSINESS WITH THE PUBLIC EXCLUDED 308

10.1 Receipt of confidential council minutes - 23 September 2025

10.2 Receipt of Confidential Committee Minutes

10.3 Managed Funds Investment Management Agreement

10.4 Property Reinvestment Funding for Subdivision Project Due Diligence

ACC - Accident Compensation Corporation
ALGIM - Association of Local Government Information Management
AMA - Aquaculture Management Area
AMP - Asset Management Plan/Activity Management Plan
AP - Annual Plan
BCP – Business Continuity Planning
CAPEX - Capital Expenditure (budget to purchase assets)
CCO – Council Controlled Organisation
CCTO – Council Controlled Trading Organisation
CDEM - Civil Defence Emergency Management
CEG - Co-ordinating Executive Group
CEO - Chief Executive Officer
CIMS - Co-ordinated Incident Management System (emergency management structure)
CMA - Coastal Marine Area
CPCA - Community Pest Control Areas
DOC - Department of Conservation
DP – District Plan
ECAN - Environment Canterbury
EECA - Energy Efficiency Conservation Authority
EF - Environment Fund
EMA - Employers and Manufacturers Association
EOC - Emergency Operations Centre
EPA - Environmental Protection Authority
ETS - Emissions Trading Scheme
FDE - Farm Dairy Effluent
FNDC - Far North District Council
FNHL - Far North Holdings Limited
FPP - First Past the Post
GIS - Geographic Information System
HSWA - Health and Safety at Work Act 2015
IHEMP – Iwi/Hapū Environmental Management Plan
ILGACE - Iwi and Local Government Chief Executives Forum
IRIS - Integrated Regional Information System
JREDC - Joint Regional Economic Development Committee
KDC - Kaipara District Council
KPI - Key Performance Indicator
LAWA – Land, Air, Water Aotearoa
LEA - Local Electoral Act 2001
LGA - Local Government Act 2002
LGNZ - Local Government New Zealand
LGOIMA - Local Government Official Information & Meetings Act 1987
LIDAR – Light detection and ranging
LTP - Long Term Plan
LWDW – Local Waters Done Well
MACC – Multi-Agency Co-ordination Centre
MBIE – Ministry of Business, Innovation & Employment
MFE - Ministry for the Environment
MFL – Māori Freehold Land
MHWS - Mean High Water Springs
MMH - Marsden Maritime Holdings Limited
MNZ - Maritime New Zealand
MOU – Memorandum of Understanding
MTAG - Māori Technical Advisory Group
MWAR - Mana Whakahono Ā Rohe
NCMC - National Crisis Management Centre
NDHB - Northland District Health Board
NEMA – National Emergency Management Agency
NES - National Environmental Standards
NFT – Northland | Forward Together
NGL – Northport Group Limited
NGO - Non-Governmental Organisation
NIF - Northland Intersectoral Forum
NINC - Northland Inc. Limited
NIWA - National Institute of Water and Atmosphere
NPS - National Policy Statement
NPS-FM - National Policy Statement for Freshwater Management
NZCPS - New Zealand Coastal Policy Statement
NZTA –New Zealand Transport Agency
NZTE - New Zealand Trade and Enterprise
NZWWA - New Zealand Water and Wastes Association
OFI - Opportunity for Improvement
OPEX – Operating Expenditures
OSH - Occupational Safety & Health
OTS – Office of Treaty Settlements
PCBU - Person Conducting Business or Undertaking
PPE - Personal Protective Equipment
RAP - Response Action Plan
RBI - Regional Broadband Initiative
RFI - Request for Information
RFP - Request for Proposal
RLTP - Regional Land Transport Plan
RMA - Resource Management Act 1991
RMG - Resource Managers Group (Regional Councils)
RMZ - Riparian Management Zone
ROI - Return on Investment
RP – Regional Plan
RPMP - Regional Pest Management Plan
RPMS - Regional Pest Management Strategy
RPS - Regional Policy Statement
RPTP – Regional Public Transport Plan
RRSAP – Regional Road Safety Action Plan
RSG – Regional Sector Group
RSHL - Regional Software Holdings Ltd
RTC - Regional Transport Committee
RTO - Regional Tourism Organisation
SIG – Special Interest Group
SIPO - Statement of Investment Policy and Objectives
SITREP - Situation Report
SOE - State of Environment (or) State Owned Enterprise
SOI – Statement of Intent
STV - Single Transferable Vote
TAG - Technical Advisory Group
Te Ruarangi – Te Taitokerau Māori & Council Working Party
TKoT - Te Kahu o Taonui
Tier 1 - Site level plan or response for an oil spill
Tier 2 - Regional level plan or response to an oil spill
Tier 3 - National level plan or response to an oil spill
TLA - Territorial Local Authority – City & District Councils
TMP - Treasury Management Plan
TMP - Treasury Management Plan
TOATB – Te Oneroa-Ā-Tohe Board
TOR - Terms of Reference
TPK - Te Puni Kōkiri (Ministry of Māori Development)
TTNEAP – Tai Tokerau Northland Economic Action Plan
TWWAG – Tangata Whenua Water Advisory Group
UNISA - Upper North Island Strategic Alliance
WDC - Whangarei District Council
WSMP - Workplace Safety Management Practices

Northland
REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau

Tauāki ā roto

Tēnei au	Here I am
Tēnei mātou	Here we are
He kaikaunihera	Your councillors
He kawenga i ngā whakataunga	The bearers of sound
I ngā tikanga	decision making power
Ki uta, ki tai	Reaching inland and coastal
Kia rewa ai ngā iwi katoa o	To uplift all peoples of
Te Taitokerau	Northland
Haumie hui e	Bring forth unity
TĀIKI E!	Tis Done!



TITLE:	**Confirmation of Minutes - 5 November 2025**
From:	Chris Taylor, Governance Specialist
Authorised by Group Manager/s:	Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 07 November 2025

Ngā mahi tūtohutia / Recommendation

That the minutes of the inaugural council meeting held on 5 November 2025, be confirmed as a true and correct record and that these be duly authenticated with the Chair's electronic signature.

Attachments/Ngā tapirihanga

Attachment 1: Unconfirmed minutes of the inaugural council meeting - 5 November 2025 ⇩

Inaugural Council Meeting
5 November 2025

Northland Regional Council Minutes

Inaugural Meeting held in the Council Chamber
36 Water Street, Whangārei
on Wednesday 5 November 2025, commencing at 10.00am

Tuhinga/Present:

Councillors:
John Blackwell
Joe Carr
Jack Craw
Geoff Crawford
John Hunt
Colin Kitchen
Amy Macdonald *(Via audio-visual link)*
Arama Morunga
Pita Tipene

I Tae Mai/In Attendance:

All or Part Meeting
Tāhūhū Rangapū - Chief Executive Officer
Pou Tātaki GM – Kaipara Moana Remediation *(Via audio-visual link)*
Pou Taumatua – GM Corporate Services
Pou Manawhakahaere - GM Strategic Partnerships and Engagement
Pou Whakaritenga - GM Regulatory Services
Group Manager - Community Resilience
Pou Tiaki Taiao - GM Environmental Services
Pou Tiaki Pūtaiao - GM Biosecurity
Communications Manager
People and Culture Manager
Marketing and Engagement Manager
Legal Counsel
Principal Advisor
Media Specialist
Corporate Planning Specialist
Emergency Management Response Specialist
Emergency Management Recovery Support Advisor
Emergency Management – Iwi Engagement Advisor
Kai Arahi Tikanga Māori
Kaihāpai Kaupapa Māori
Digital Experience Support
Te Tiriti Partnerships & Engagement Support Administration
Governance Specialist

Secretarial Note: The Tāhūhū Rangapū - Chief Executive Officer (who was presiding over the meeting until the election of the Chairperson of council) declared the meeting open at 10.30am and proceedings commenced with a karakia by Councillor Morunga. The Chief Executive then welcomed newly elected members and all attendees.

Unconfirmed Minutes

Council Meeting
5 November 2025

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

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

Announcement of the results of Triennial Elections 2025 (Item 5.1)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

The Tāhūhū Rangapū - Chief Executive Officer announced the names of the successful candidates of the 2025 Triennial Elections by constituency.

Declaration by councillors (Item 5.2)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Secretarial Note:

- *The Tāhūhū Rangapū - Chief Executive Officer acknowledged the significance of the swearing in ceremony and commended elected members for 'stepping up to represent the region'.*
- *The Chief Executive then invited each councillor (in alphabetical order by surname) to read the declaration out loud and sign the declaration document. The Chief Executive Officer witnessed the declarations of the councillors that were in attendance in person with his signature.*
- *Councillor Macdonald was in attendance via audio-visual link. The Pou Tataki witnessed Councillor Macdonald's declaration in person from her remote location (in accordance with the appointment by the Chief Executive Officer for the purposes of clause 14{2)(e) of Schedule 7 of the Local Government Act 2002).*
- *Councillors Macdonald, Morunga and Tipene executed their declarations in both Te Reo and English.*

Election of Chairperson (Item 5.3)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Moved (Carr/Kitchen)

1. That the report 'Election of Chairperson' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 11 October 2025, be received.
2. That in the event more than one nomination for Chairperson is received, "System A" as specified in Clause 25 of Schedule 7 to the Local Government Act be used for the election of the Chairperson.

Carried

Secretarial Note: The Tāhūhū Rangapū - Chief Executive Officer called for nominations for election to the office of Chairperson.

Moved (Craw/Morunga)

3a. That Councillor Tipene be nominated Chairperson of the Northland Regional Council.

Unconfirmed Minutes

It was further moved (Blackwell/Hunt)

3b. That Councillor Crawford be nominated Chairperson of the Northland Regional Council.

Secretarial Note:

- *Councillors Tipene and Crawford accepted the nomination for the office of Chairperson.*
- *The Chief Executive Officer called for an expression of opinion by show of hands; the result being:*
  - *Councillors Craw, Kitchen, Macdonald, Morunga and Tipene voting in favour of Councillor Tipene to be elected Chairperson;*
  - *Councillors Blackwell, Crawford and Hunt voting in favour of Councillor Crawford to be elected Chairperson; and*
  - *Councillor Carr abstained from voting.*
- *The Chief Executive Officer declared Councillor Tipene to be elected the Chairperson of the Northland Regional Council.*
- *The newly elected Chairperson was acknowledged by a round of applause and waiata.*

Declaration by Chairperson (Item 5.4)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Moved (Kitchen/Hunt)

That the report 'Declaration by Chairperson' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 11 October 2025, be received.

Carried

Secretarial Note:

- *The Chief Executive Officer invited the newly elected Chairperson, Pita Tipene, to make and sign the declaration to enable him to carry out his duties as Chair; as required by law. The Chair executed his declaration in both Te Reo and English. The Chief Executive Officer then witnessed the declaration with his signature.*
- *The newly elected Chair then presided over the remainder of the inaugural council meeting.*

Election of Deputy Chairperson (Item 5.5)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Moved (Blackwell/Crawford)

1. That the report 'Election of Deputy Chairperson' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 11 October 2025, be received.
2. That in the event more than one nomination for the Deputy Chairperson is received, System A as specified in Clause 25 of Schedule 7 to the Local Government Act be used for the election of the Deputy Chairperson.

Carried

Secretarial Note: The Chair called for nominations for election to the office of Deputy Chair.

Unconfirmed Minutes

Moved (Macdonald/Morunga)

2a. That Councillor Craw be nominated Deputy Chairperson of the Northland Regional Council.

It was further moved (Hunt/Blackwell)

2b. That Councillor Crawford be nominated Deputy Chairperson of the Northland Regional Council.

Moved (Blackwell/Kitchen)

2c. That Councillor Carr be nominated Deputy Chairperson of the Northland Regional Council.

Secretarial Note:

- *It was advised that a mover and seconder could only move or second one councillor for the role of Deputy Chairperson.*
- *Councillor Blackwell confirmed his intention to move the nomination for Councillor Carr as Deputy Chairperson and hence withdrew as seconder of the nomination for Councillor Crawford.*
- *The Chair approved Councillor Kitchen's request to withdraw as seconder of the nomination for Councillor Carr as Deputy Chairperson (in accordance with Standing Order 14.4 'Chairperson's rulings').*
- *The Chair called for a seconder for the nomination of Councillor Crawford as Deputy Chairperson. There was no seconder forthcoming so the nomination lapsed.*
- *The Chair called for a seconder for the nomination of Councillor Carr as Deputy Chairperson. The Chair approved Councillor Hunt as seconder of the nomination; given his previous nomination for Councillor Crawford had lapsed for lack of a seconder (in accordance with Standing Order 14.4 'Chairperson's rulings').*

The confirmed nominations for the Deputy Chair of the Northland Regional Council were as follows:

Moved (Macdonald/Morunga)

2a. That Councillor Craw be nominated Deputy Chairperson of the Northland Regional Council.

Moved (Blackwell/Hunt)

2b. That Councillor Carr be nominated Deputy Chairperson of the Northland Regional Council.

Secretarial Note:

- *The Chair called for an expression of opinion by show of hands; the result being:*
  - *Councillors Craw, Kitchen, Macdonald and Morunga voting in favour of Councillor Craw to be elected Deputy Chairperson; and*
  - *Councillors Blackwell, Carr, Crawford and Hunt voting in favour of Councillor Carr to be elected Deputy Chairperson.*
- *Given there was an equality of votes the Chairperson applied his casting vote (in accordance with Standing Order 19.3 'Chair person has a casting vote'), voting in favour of Councillor Craw.*

Unconfirmed Minutes

- *The Chair declared Councillor Craw to be elected the Deputy Chairperson of the Northland Regional Council.*
- *The newly elected Deputy Chairperson was acknowledged by a round of applause.*

Legislation affecting councillors (Item 5.6)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Moved (Craw/Blackwell)

That the report 'Legislation affecting councillors' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 11 October 2025, be received.

Carried

Fixing the date of the first ordinary meeting of council (Item 5.7)

Report from Chris Taylor, Governance Specialist

Moved (Blackwell/Macdonald)

1. That the report 'Fixing the date of the first ordinary meeting of council' by Chris Taylor, Governance Specialist and dated 21 October 2025, be received.
2. That the ordinary meetings of the Northland Regional Council for the remainder of the 2025 be held at the council offices, 36 Water Street, Whangārei on Tuesday 25 November 2025 and Wednesday 17 December 2025 commencing at 10.00am.
3. That a full meeting schedule (including the meeting dates of council's subordinate bodies) be presented to council for its consideration once the governance structure has been confirmed.

Carried

Secretarial Note:

- *Councillor Crawford tendered his apology for the 25 November 2025 council meeting.*
- *In closing the inaugural meeting the Chairperson stressed the importance of council being a team and working together to build trust for Northland. The Chair also paid tribute to the work of the previous Chair of council.*

Whakamutunga (Conclusion)

The meeting concluded at 10.46am with a karakia by Councillor Morunga.

Unconfirmed Minutes

TITLE:	**Receipt of council minutes - 23 September 2025**
From:	Chris Taylor, Governance Specialist
Authorised by Group Manager/s:	Chris Taylor, Governance Specialist, on 19 November 2025

Ngā mahi tūtohutia / Recommendation

That the confirmed minutes of the council meeting held on 25 September 2025 be received.

Attachments/Ngā tapirihanga

Attachment 1: Confirmed council minutes - 23 September 2025 ⇩

Council Meeting
23 September 2025

Northland Regional Council Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 23 September 2025, commencing at 10.15am

Tuhinga/Present:

Chairperson, Geoff Crawford
Councillors:
- John Blackwell
- Joe Carr
- Jack Craw
- Peter-Lucas Jones *(Via audio-visual link)*
- Amy Macdonald
- Marty Robinson
- Rick Stolwerk
- Tui Shortland (*(Via audio-visual link)*

I Tae Mai/In Attendance:

Full Meeting
Independent Risk Advisor *(Via audio-visual link)*
Tāhūhū Rangapū - Chief Executive Officer
Pou Taumatua - GM Corporate Services
Pou Whakaritenga - GM Regulatory Services
Group Manager - Community Resilience
Pou Tiaki Taiao - GM Environmental Services
Pou Tiaki Pūtaiao - GM Biosecurity
People and Culture Manager
Translator *(Via audio-visual link)*
Te Tiriti Partnerships & Engagement Support Administration
Governance Specialist

Part Meeting
Deloitte Auditors (x2)
Independent Tangata Whenua Advisor *(George Riley)*
Pou Manawhakahaere - GM Governance and Engagement
Finance Manager
Corporate Strategy Manager *(Via audio-visual link)*
Corporate Planning Specialist
Financial Accountant
Te Tiriti Partnerships & Engagement Manager
Resource Management – Strategic Policy Specialist
Digital Experience Support

Secretarial Note: The Chair declared the meeting open at 10.17am and proceedings commenced with a karakia by Councillor Macdonald.

Council Meeting
23 September 2025

Ngā whakapāha/Apologies (Item 1.0)

There were no apologies.

Secretarial Note: The apology from Independent Tangata Whenua Advisor, Dee-Ann Wolferstan, was received by the meeting secretariat via e-mail later in the meeting.

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

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

Confirmation of Minutes - 26 August 2025 (Item 5.1)

Report from Meloney Tupou, Māori Governance and Engagement Support Admin

Moved (Carr/Craw)

That the minutes of the council meeting held on 26 August 2025, be confirmed as a true and correct record and that these be duly authenticated with the Chair's electronic signature.

Carried

Receipt of Action Sheet (Item 5.2)

Report from Chris Taylor, Governance Specialist

Moved (Macdonald/Blackwell)

That the action sheet be received.

Carried

Adoption of the 2025 Annual Report (Item 6.1)

Report from Simon Crabb, Finance Manager

Moved (Stolwerk/Jones)

1. That the report 'Adoption of the 2025 Annual Report' by Simon Crabb, Finance Manager and dated 8 September 2025, be received.
2. That the council's audited Annual Report and financial statements for the year ended 30 June 2025 be adopted pursuant to section 98(3) of the Local Government Act 2002.
3. That the Chief Executive Officer and the Chair be authorised to sign the 2025 Annual Report compliance statement and letter of representation, and the letters of representation in relation to the: 2024/25 debenture trust deed report, and 2024/25 stock register report.
4. That the Chief Executive Officer be authorised to approve any minor accuracy, grammatical, typographical, or formatting amendments to the 2025 Annual Report and Summary Annual Report if required.
5. That the Chief Executive Officer be authorised to approve the release of the 2025 Summary Annual Report pursuant to section 98(4) of the Local Government Act 2002.

Carried

Secretarial Note:

- *Appreciation was extended to all staff involved in the completion of the Annual Report which was described as 'great work', 'an interesting, detailed report' and a 'good document for the public'.*
- *The two Deloitte Auditors spoke to their final report; acknowledging the clean unqualified report despite the technical complexities related to the divestment of Marsden Maritime Holdings.*
- *The Auditors advised that the final report would be updated based on recent information regarding the control finding 'Conflict of Interest – Funding Allocation to Marae'.*
- *Staff took on board the direction to communicate the valuable work undertaken by the regional council, as demonstrated through the Annual Report.*

Financial Report to August 2025 (Item 6.2)

Report from Taka Skipwith, Financial Accountant

Moved (Craw/Blackwell)

That the report 'Financial Report to August 2025' by Taka Skipwith, Financial Accountant and dated 10 September 2025, be received.

Carried

Taumārere Business Case (Item 7.1)

Report from Justin Murfitt, Strategic Policy Specialist

Moved (Shortland/Robinson)

1. That the report 'Taumārere Business Case' by Justin Murfitt, Strategic Policy Specialist and dated 28 August 2025, be received.
2. That council receive and endorse the Business Case for improving the state of fresh and coastal waters of the Taumārere catchment.
3. That council acknowledge the expertise and commitment provided by Ngāti Hine in developing the business case in partnership with council.
4. That council authorise Ruben Wylie, Pou Tiaki Taiao - Group Manager Environmental Services to make minor changes to the Business Case relating to proofing, formatting and quality of images.
5. That council note the suggested next steps relating to implementation of the business case outlined in the report.

Carried

Secretarial Note:

- *Appreciation was extended to all involved in completing the Business Case for what was described as a 'complex catchment' in an expedited manner; meeting the aspirations of the current council.*
- *The Business Case was a 'road map for all catchments in Northland' and specifically a step toward improving freshwater quality for the Bay of Islands as a whole.*
- *The cost to monitor the impact of investment and sediment reduction would be considered in tandem with a council decision regarding investment into the programme as a whole.*

- *It was noted that the Business Case did not make reference to biosecurity, pest control or the Regional Pest Management Plan.*
- *Council had previously allocated the full remaining budget for the development of a Hokianga Harbour Remediation Business Case to the restoration of Lake Omapere. Therefore there was no funding currently allocated to extend similar work to other catchments.*

Riskpool: Update to Trust Deed (Item 7.2)

Report from Bruce Howse, Pou Taumatua – Group Manager Corporate Services

Moved (Crawford/Blackwell)

1. That the report 'Riskpool: Update to Trust Deed' by Bruce Howse, Pou Taumatua – Group Manager Corporate Services and dated 28 August 2025, be received.
2. That council notes the proposed Deed of Amendment and Reinstatement (**Attachment 2**) and proposed Amended Trust Deed (**Attachment 3**), governing the Riskpool Scheme, and authorises the Chief Executive Officer to sign and return the Consent to Trust Deed Amendments form (**Attachment 1**).

Carried

Approval of updated Risk Management Policy (Item 7.3)

Report from Kyla Carlier, Corporate Strategy Manager and Mandy Tepania, Audit and Assurance Lead

Moved (Stolwerk/Macdonald)

1. That the report 'Approval of updated Risk Management Policy' by Kyla Carlier, Corporate Strategy Manager and Mandy Tepania, Audit and Assurance Lead and dated 12 August 2025, be received.
2. That council approve the updated Risk Management Policy *(included as **Attachment 1** pertaining to Item 7.3 of the 23 September 2025 council meeting agenda)*.

Carried

Te Tiriti Health Check (Item 7.4)

Report from Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement

Moved (Macdonald/Stolwerk)

1. That the report 'Te Tiriti Health Check' by Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement and dated 17 September 2025, be received.
2. That That council receive the final report and recommendations of the Te Tiriti Organisational Review (Te Tiriti Health Check) prepared by Buddle Findlay and (subject to any final minor, graphic, structural or grammatical changes or amendments recommended by the Chief Executive Officer).

Carried

Secretarial Note:

- *Appreciation was extended to all involved in progressing the Te Tiriti Health Check.*
- *The final report was described as 'incredibly comprehensive' and would be a valuable reference for the incoming council post elections.*

Chair's Report to Council (Item 8.1)

Report from Rae Hetaraka, Executive Assistant to the Chair

Moved (Crawford/Carr)

That the report 'Chair's Report to Council' by Rae Hetaraka, Executive Assistant to the Chair and dated 8 September 2025, be received.

Carried

Chief Executive's Report to Council (Item 8.2)

Report from Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer

Moved (Carr/Blackwell)

That the report 'Chief Executive's Report to Council' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 26 August 2025, be received.

Carried

Secretarial Note:

- *Assurance was provided that staff were undertaking 'significant action' regarding the non-compliance of the Kaiwaka Wastewater Treatment Plant.*
- *Appreciation was extended to the CoastCare team which was actively working with the community through planting days and working bees.*
- *Appreciation was also extended to the Comms Team for delivering a 'positive, informative [elections] campaign'.*
- *Attention was drawn to the emerging trapping technology that would allow more efficient and effective responses to pest incursions.*
- *It was stressed that all staff must 'behave as though areas are contaminated' for Freshwater Gold Clam and keep Check, Clean and Dry practices front of mind when undertaking BAU activities to ensure there was no potential of being a vector.*

Receipt of Committee Minutes (Item 9.1)

Report from Meloney Tupou, Māori Governance and Engagement Support Admin

Moved (Carr/Macdonald)

That the unconfirmed minutes of the:

- Regional Transport Committee – 5 August 2025
- Audit and Risk Committee – 19 August 2025
- Investment Committee – 2 September 2025 and
- Civil Defence Emergency Management Group - 2 September 2025

be received.

Carried

Secretarial Note:

- *Appreciation was extended to all members of the Regional Transport Committee, and support staff, with the committee addressing key transport issues during the triennium.*

- *Appreciation was also extended to the Civil Defence Emergency Management team which were active keeping 'preparedness' front of mind with the community.*

Working Party Updates Report (Item 9.2)

Report from Meloney Tupou, Māori Governance and Engagement Support Admin

Moved (Robinson/Crawford)

That the report 'Working Party Updates Report' be received.

Carried

Secretarial Note:

- *A correction was noted to the report; that Councillor Robinson was the Chair of the Kāeo - Whangaroa Working Group and Councillor Crawford was the Co-Chair of the Taumārere River Liaison Working Group.*
- *It was advised that the Investment Committee had made the decision to put the construction of a new NRC Waipapa Office on hold until there was a clear direction on local government reform.*

Kaupapa ā Roto/Business with Public Excluded (Item 10.0)

Moved (Robinson/Stolwerk)

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
10.1	Confirmation of Confidential Council Minutes - 26 August 2025	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting .
10.2	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-.
10.3	Northport Group Limited - Capital Contribution and Transaction Costs Wash Ups	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).
10.4	Request for Property Reinvestment Funding for Redevelopment Project Due Diligence	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(b)(ii), 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).
10.5	Transaction to Freehold a CBD Property for Redevelopment	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(b)(ii), 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 Advisors be permitted to stay during business with the public excluded.

Carried

Whakamutunga (Conclusion)

The meeting concluded at 11.56am.

Confirmed as a true and correct record:



Chair Geoff Crawford



Chief Executive Officer Jonathan Gibbard

(In accordance with Standing Order 28.4 'Minutes of last meeting before election' - The Chief Executive and the relevant Chairpersons must sign the minutes of the last meeting of the local authority before the next election of members)

TITLE: Financial Report to 31 October 2025

From: Taka Skipwith, Financial Accountant

Authorised by Group Manager/s: Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 18 November 2025

Whakarāpopototanga / Executive summary

This report details the YTD financial results on 31 October 2025. The council has achieved a YTD surplus of $2.57m after transfers to and from reserves, which represents a favourable variance of $525k compared to the original budgeted of $2.04m. All comparisons in this report are based on the original budget.

Ngā mahi tūtohutia / Recommendation(s)

1. That the report 'Financial Report to 31 October 2025' by Taka Skipwith, Financial Accountant and dated 3 November 2025, be received.

Background/Tuhinga

The operating surplus, before transfers to and from reserves, for the YTD period ending 31 October 2025 is $5.30m, which exceeds the original budget of $1.34m, by $3.96m (refer to Table 1). The operating surplus *after* transfers to and from reserves is $2.57m, representing a favourable variance of $525k compared to the original budgeted of $2.04m.

Table 1

Operating Statement

YTD ending October 2025

Total Council	*YTD Actual 2025-26 $000's*	*YTD Original Budget $000's*	*VARIANCE $000's*	*Variance %*	*Full Year Original Budget 2025-26 $000's*	*Full Year Revised Budget 2025-26 $000's*
Operational Revenue						
Rates	$19,157	$18,919	$238	1.3%	$56,758	$56,758
User Fees and Sundry	$3,558	$3,444	$114	3.3%	$5,925	$6,015
Grants and Subsidies	$5,203	$4,026	$1,177	29.2%	$11,132	$12,623
Investment Interest Income	$978	$880	$98	11.1%	$2,641	$2,683
Investment Property Income	$1,178	$1,047	$131	12.5%	$3,469	$3,496
Long Term Fund Gains	$2,781	$1,119	$1,662	148.5%	$4,057	$4,057
Short Term Fund Gains	$109	$112	($3)	-2.6%	$442	$442
Other Gains & Joint Venture Distributions	$5	$0	$5	-	$3,337	$3,337
Total Revenue	**$32,969**	**$29,547**	**$3,422**	**11.6%**	**$87,760**	**$89,409**
Expenditure by Group						
Regulatory Services	$2,016	$1,970	($46)	-2.3%	$5,607	$5,639
Environmental Services	$4,043	$4,406	$363	8.2%	$15,040	$15,166
Biosecurity	$5,323	$4,715	($609)	-12.9%	$15,126	$15,671
Strategic Partnership and Engagement	$1,695	$3,350	$1,655	49.4%	$10,819	$8,940
Community Resilience	$6,062	$5,912	($150)	-2.5%	$17,051	$17,759
Corporate Services	$7,898	$7,113	($785)	-11.0%	$22,618	$25,127
CEO Office	$640	$745	$106	14.2%	$2,144	$2,161
Total Expenditure	**$27,678**	**$28,212**	**$534**	**1.9%**	**$88,405**	**$90,464**
Net (Cost)/Surplus of Service before transfer from/(to) Special Reserves	$5,291	$1,335	$3,956	**296.4%**	($645)	($1,054)
Total Transfers from/(to) Special Reserves	**($2,723)**	**$708**	**$3,431**	**484.4%**	**$752**	$1,162
Net (Cost)/Surplus of Service after transfer from/(to) Special Reserves	**$2,568**	**$2,043**	**$525**	**25.7%**	**$107**	**$107**

The contributing factors for the YTD favourable variance are.

YTD Operating Revenue (table 4) favourable variance of $3.42m is 11.6% of the budget and predominantly due to:

- Managed funds have significantly outperformed budget expectations, achieving 64% of the full year budget within the first quarter July to September 2025.



  - Fund performance YTD is $2.89m against a YTD budget of $1.23m, resulting in a YTD favourable variance of $1.66m. (Refer to Table3)
  - Gains of $2.0m have been allocated to reinvestment in council reserves, with a further $363k allocated to standard operations, CCO, community support and management fees.
- Higher than planned subsidies and grants, of $1.17m primarily due to the timing of subsidy revenue and the recognition of revenue aligned with cost matching for some programmes.

YTD Operational Expenditure (table 5) favourable variance of $534k which is 1.9% of the budget, mainly due to:

- Salary savings across all of council of $642k (refer table 2) offset by an aggregate council-wide YTD unfavourable variance of ($107k).

Net Salary savings across all of council for the YTD is $642k, or 5.4% of the YTD budget for salaries and associated costs (refer to table 2). This month $50k, and $25k from salary savings have been allocated to the Kauri Protection initiative and the finance implementation project, respectively.

Table 2

SALARY VARIANCE	000's
Gross salary variance	$1,122
Add: Annual leave movement	($183)
Less: YTD October 2025 redirected salary savings	($289)
Less: Other employment costs higher than YTD Budget	($8)
NET SALARY VARIANCE	**$642**

Reserve Movements (table 6) variance of $3.43m arises from net transfers to reserves of $2.72m compared to a budgeted net transfer from reserves of $708k. The variance is due mainly to

- Higher than budgeted fund gains of $2.0m transferred to the Property Reinvestment Reserve, Regional Project Reserve, and the Economic Development Reserve. (refer to table 6)
- Higher than budgeted transfers of $932k to the Investment and Growth Reserve, partly due to delay in community project funding for Grow Northland being finalised in November.
- Additional reserves movements are listed in table 6.

Capital Expenditure

Capital expenditure YTD amounts to $3.2m and is $2.04m higher than the corresponding budget of $1.15m at this stage of the year. This is due mainly to Flood infrastructure and river projects progressing ahead of budget.

Table 3

Managed Funds

YTD ending October 2025

Total Council	*YTD Actual 2024-25 $000's*	*YTD Original Budget $000's*	*VARIANCE $000's*	*Variance %*	*Full Year Original Budget 2024-25 $000's*	*Full Year Revised Budget 2024-25 $000's*
Operational Revenue						
Short Term Funds	$109	$112	($3)	-2.6%	$442	$442
Long Term Funds	$2,781	$1,119	$1,662	148.5%	$4,057	$4,057
TOTAL FUND GAINS /(LOSSES) (includes interest from TD's)	**$2,890**	**$1,231**	**$1,659**	**134.8%**	**$4,499**	**$4,499**
Gains transfered From (To) Special Reserves representing reinvestment	($1,992)	($374)	($1,618)	432.2%	($1,349)	($1,349)
Gains allocated for budgeted operations, Northland Inc and management fees.	($389)	($353)	($36)	10.2%	($1,103)	($1,103)
GAINS available for general funding	**$509**	**$504**	**$5**	**1.0%**	**$2,046**	**$2,046**

Table 4

Total Council Operational Revenue

YTD ending October 2025

Revenue Type	*Full Year Original Budget 2025-26* FAV / (UNFAV) $ 000's	%	*Commentary*
Rates	**$238**	**1.3%**	• Higher than budgeted rates due to an increase in SUIP's between setting the budget and this years rates strike
User Fees and Sundry	**$114**	**3.3%**	• Lower than budgeted consent monitoring and FDE of ($496k) offset by higher than budget coastal compliance and mooring fees received of $207k, offset by • Higher than budgeted contribution of $556k for the strategic review (transferred to reserve) • Lower than budgeted Nursery sales of ($70k) and Bus fare income of ($108k).
Grants and Subsidies	**$1,177**	**29.2%**	• Higher than budgeted NZTA Subsidies of $212k, the revised budget variance is $60K **MPI Subsidies** • Higher than budgeted subsidy of $904k for the Caulerpa programme (fully expended) • Lower than budgeted subsidies received for the Wild Rice programme of ($123k) and higher than budgeted funding for Kauri protection programme of $200k which is fully expended. **MfE Subsidies** •Lower than budgeted subsidies for Land Managements roles of ($145k) due to timing cost of recognition, offset by higher than budgeted subsidies for Marine incursion of $64k and Upper Kawakawa catchment of $32k . **Other Subsidies & Grants** • Higher than budgeted subsidy for Flood Resilience Ngā Manga Atawhai of $115k,(fully expended) • Higher than budgeted subsidies for Regional Recovery of $75K, and Urban Pest control of $33K *Offset by:* • Lower than budgeted subsidies for Predator Free of ($450k) and Wild Deer of ($115k) due to cost matching for both programmes. **TLA Contributions** • Higher than budgeted contributions for Local Emissions, and zero carbon of $24k • Higher than budgeted contributions for CDEM operations of $415k • Lower than budgeted contributions for regional transport programmes of ($111k) due to lower costs resulting in lower claims.
Investment Interest Income	**$103**	**11.1%**	• Higher than budgeted interest earned on Cash, Term Deposits and ASB banking facilities of $114k
Investment Property Income	**$131**	**12.5%**	• Higher than budgeted rental income.
Long Term Fund Gains	**$1,662**	**148.5%**	• Actual YTD September returns of 4.6%, is 2.8% higher than the budgeted September returns of 1.8% (6.68% annualised). Budgeted gains for October 2025 are excluded from this reporting period; accordingly, long-term fund gains from October are not accrued.
Short Term Fund Gains	**($3)**	**0.0%**	• Actual YTD September returns of 2.5%, is 1.2% higher than the budgeted September returns of 1.3% (5.15% annualised). Offset by lower than expected interest earned on reduced balances. Budgeted gains for October 2025 are excluded from this reporting period; accordingly, long-term fund gains from October are not accrued.
Total Revenue	**$3,422**	**11.6%**	

Table 5

Total Council Operational Expenditure

YTD ending October 2025

	Variance to Original Budget					
Group	*FAV/(UNFAV)*		*Commentary*	*Offset BY*		*Not offset*
	000's	*%*		*Subsidies 000's*	*Reserves 000's*	*FAV / (UNFAV) 000's*
Regulatory Services	**($46)**	**-2%**	• Lower than budgeted net salaries due to vacancies within the group.			$97
			• Higher than budgeted consultancy $16k, and legal costs of $130k for compliance monitoring and consent applications			($142)
			• Other small accumulated variances within the group.			($1)
Environmental Services	**$363**	**8%**	• Lower than budgeted net salaries due to vacancies in group.			$328
			• Lower than budgeted operational costs for planning and policy			$42
			• Other small accumulated variances within the group.			($7)
Biosecurity	**($609)**	**-13%**	• Lower than budgeted net salaries due to vacancies within the group.			$97
			• Higher than budgeted contractors costs for Caulerpa works funded by MPI.	($997)		$0
			• Higher than budgeted expenditure on contractors, consultants and field works for incursion programmes.	($114)	($12)	($55)
			• Lower than budgeted expenditure on contractors for Predator Free Whangārei, and Pewhairangi, supported by subsidies	$470		$0
			• Other small accumulated variances within the group.			$2
***Strategic Partnership and Engagement**	**$1,655**	**49%**	• Lower than budgeted net salaries due to vacancies within the group.			$194
			• Lower than budgeted **community representation** expenditure, due to the organisational restructure. The original budget is held here in Strategic Partnership and Engagement, however the actual costs now aligned and reported in Corporate Services, resulting in an underspend in activities for this group. The revised budget variance here is $nil.			$739
			• Lower than budgeted costs for **economic development** activities due to the organisational restructure. The original budget is held here in Strategic Partnership and Engagement, however the costs now aligned and reported in corporate services, resulting in an underspend in activities for this group.			$720
			• Other small accumulated variances within the group.			$2
Community Resilience	**($150)**	**-3%**	• Lower than budgeted net salaries due to vacancies within the group.			$54
			• Higher than budgeted expenditure for Flood Resilience for Ngā Manga Atawhai ($115)which is fully funded.	($115)		$0
			• Higher than budgeted grants and donations of ($252k). The revised budget variance is $114k lower than budget due to ongoing grant disbursements.		($149)	($103)
			• Higher than budgeted expenditure on consultants ($96k) for multiple river programmes - Upper Kawakawa catchment, Kerikeri Waipapa and Whangarei rivers, funded by reserves.		($96)	$0
			• Lower than budgeted expenditure for Passenger and regional transport programmes.	$257		$0
			• Other small accumulated variances within the group.			$2
***Corporate Services**	**($785)**	**-11%**	• Higher than budgeted net salaries within the group, due to the organisational restructure.			($142)
			• Lower than budgeted expenditure on regional sport grants.	$340		$0
			• Higher than budgeted expenditure for **economic development** - mainly for Northland Inc, due to timing. • Due to the organisational restructure the budget remains within Strategic Partnership and Engagement, and actual costs are reported within this group, resulting in overspend for these activities in this group.		($655)	($15)
			• Higher than budgeted **community representation** expenditure, due to the organisational restructure. • Due to the organisational restructure the budget remains within Strategic Partnership and Engagement, and actual costs are reported within this group, resulting in overspend for these activities in this group.			($549)
			• Lower than budgeted expenditure on information systems and technology, mainly software service costs of $149k, and equipment services $45k and interest of $32k	$55		$172
			• Other small accumulated variances within the group.			$9
CEO Office	**$106**	**14%**	• Lower than budgeted net salaries.			$13
			• Lower than budgeted operations cost for CEO Group.			$92
			• Other small accumulated variances.			$1
Total	**$534**	**2%**		**($104)**	**($912)**	**$1,550**

Impact of the restructure of economic development, and community representation programmes are;

***Corporate Services**: The variance for the above activities represents ($1.22m) or 155% of the groups ($785k) unfavourable variance. If the original budget is realigned to recognise these changes, the variance improves to a $682k favourable variance for the group. The revised budget incorporates these changes.

***Strategic Partnership & Engagement**: The variance for the above activities represents $1.46m or 88% of the groups $1.65m favourable variance. If the original budget is realigned to recognise these changes, this variance would decrease to a favourable variance of $188k for the group. The revised budget incorporates these changes.

Table 6

Reserve Movement Variance

YTD ending October 2025

Reserve	*Commentary*	*VARIANCE YTD Original 000's*
Transfers from/(to) Flood Infrastructure Reserve	Lower than budgeted net transfers to Flood Infrastructure and Rivers Reserve, due to progress on the multiple flood mitigation work programmes, and programmes.	($141)
Transfers from/(to) Investment and Growth Reserve	Higher than budgeted net transfers to the Investment and Growth Reserve due to delay in support provided to council controlled organisations	$932
Transfers from/(to) Sporting Facilities Reserve	Higher than budgeted transfers to the Regional Sporting Facilities Reserve due to grants yet to be confirmed.	$345
Transfers from/(to) Property Reinvestment Fund Reserve	Higher than budgeted net gains transferred to reserve	$681
Transfers from/(to) Regional Project Reserve	Higher than budgeted net gains transferred to reserve	$549
Transfers from/(to) Economic Development Reserve	Higher than budgeted net gains transferred to reserve	$770
Transfers from/(to) Equalisation Reserve	Lower than budgeted transfer from the reserve due to lower election related costs	$74
Transfers from/(to) Approved Carry Forwards General Funds	Higher than budgeted transfers from approved carry forward reserves allocated to Wild Deer, Climate Resilience, Iwi Liason and Transport Programmes.	($365)
Transfers from/(to) Operating Costs Reserve	Lower than budgeted transfers from the Operating Costs due to lower Gold Clam response costs.	$234
Transfers from/(to) IRIS Next Gen Reserve	Lower than budgeted transfer from the Iris Next gen reserve due to lower project costs.	$343
	Other accumulated variances for council.	$9
Reserve Movement Variance	**Total**	**$3,431**

Attachments/Ngā tapirihanga

Nil

TITLE: Regional Rates Collection - update to 30 September 2025

From: Simon Crabb, Finance Manager and Taka Skipwith, Financial Accountant

Authorised by Group Manager/s: Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 17 November 2025

Whakarāpopototanga / Executive summary

The three district councils administer the collection of the regional council rates on our behalf. The purpose of this report is to provide an update on the collection of this year's current rates and the rate arrears owing to the regional council by each district council.

Table One below summarises the level of rates collected in the first quarter of the 2025/26 financial year and the total outstanding rate balances as of 30 September 2025.

Table One Summary Q1, 30 September 2025	WDC		KDC		FNDC		TOTAL	
	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25
Amount of Current Year Rates Collected	**$10.5M**	$9.9M	**$3.3M**	$2.9M	**$5.0M**	$5.1M	**$18.8M**	$18.0M
Percentage of Current Year Rates Collected	**32.7%**	32.8%	**29.6%**	27.9%	**21.8%**	22.8%	**28.4%**	28.5%
Amount of Rate Arrears Collected	**$221K**	$270K	**$110K**	$0K	**$383K**	$366K	**$714K**	$636K
Percentage of Rate Arrears Collected	**17.4%**	27.2%	**10.3%**	0.0%	**6.8%**	7.8%	**9.0%**	9.8%
Total Current Rates outstanding at end of quarter	**$21.6M**	$20.3M	**$7.9M**	$7.5M	**$17.8M**	$17.3M	**$47.3M**	$45.1M
Total Rate Arrears outstanding at end of quarter	**$1.0M**	$723K	**$959K**	$834K	**$5.2M**	$4.3M	**$7.2M**	$5.9M
Total Overall Rates outstanding at end of quarter	**$22.6M**	$21.0M	**$8.9M**	$8.4M	**$23.0M**	$21.6M	**$54.5M**	$51.0M

Overall, the three district councils collected a total of 28.4% of our annual rate strike in the three months to 30 September 2025. As a comparative, 28.5% was collected for the same period in the last financial year.

Ngā mahi tūtohutia / Recommendation

That the report 'Regional Rates Collection - update to 30 September 2025' by Simon Crabb, Finance Manager and Taka Skipwith, Financial Accountant and dated 3 November 2025, be received.

Background/Tuhinga

Whangarei District Council (WDC)

The Whangarei District Council collected 32.7% of our annual rate strike to the end of September of this financial year (Last Year 2024/25 comparative: 32.8%).

17.4% ($221k) of the WDC outstanding rate arrears balance (2024/25: 27.2%; $270k) was also collected in the first three months of this financial year resulting in a closing rate arrears balance (excluding outstanding current year rates) still to be collected of $1m.

WDC reported:

The rates collections team is implementing a new system for sundry debtors, dog licenses and infringements and proactive collections work in respect to outstanding rates has been less than last year.

Kaipara District Council (KDC)

At the end of September 2025, Kaipara District Council (KDC) collected 29.6% of our annual rate strike (2024/25: 27.9%).

10.3% ($110k) of the KDC outstanding rate arrears balance was also collected in the first three months of this financial year resulting in a closing rate arrears balance (excluding outstanding current year rates) still to be collected of $959k.

A prior year rate arrears comparison is unavailable due to KDC experiencing delays last year in finalising their Long-Term Plan and rates setting process. Given these circumstances, it was agreed that last year's first quarter payment would cover current rates only, with a catch-up payment for rate arrears included as part of their second quarter payment.

Far North District Council (FNDC)

The Far North District Council has collected 21.8% of our annual rate strike to the end of September of this financial year, (2024/25: 22.8%).

6.8% ($383k) of the FNDC outstanding rate arrears balance has also been collected in the first three months of this financial year, (2024/25: 7.8%; $366k), resulting in a closing rate arrears balance (excluding outstanding current year rates) still to be collected of $5.2m.

> **FNDC reported:**
>
> *"We've noticed a decline in collections for FNDC rates, both current and arrears. To support our ratepayers during this challenging time, we're introducing more flexible payment arrangement options. We hope these measures will ease concerns and provide reassurance, especially as the cost of living remains high."*

Attachments/Ngā tapirihanga

Nil

TITLE:	**Confirmation of governance structure, membership and councillor portfolios**
From:	Chris Taylor, Governance Specialist
Authorised by Group Manager/s:	Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 19 November 2025

Executive summary/Whakarāpopototanga

This report presents the proposed governance structure for the 2025-2028 Triennium for council's formal consideration.

It concludes with the recommendations that the council approves the proposed governance structure and membership, including the delegations and terms of reference where relevant. Recommendations are also made for appointments to River Liaison Groups and councillor portfolios.

Recommendations

1. That the report 'Confirmation of governance structure, membership and councillor portfolios' by Chris Taylor, Governance Specialist and dated 12 November 2025, be received.
2. That Northland Regional Council establishes the following committees, subcommittees and working parties:
    a. Regional Transport Committee[1]
    b. Infrastructure Committee
    c. Investment Committee
    d. Audit and Risk Committee
    e. Natural Resources Working Party
    f. Biosecurity and Biodiversity Working Party
    g. WDC/NRC Whangārei Public Transport Working Party
3. That the Northland Regional Council reaffirms the continuation of Te Ruarangi.[2]
4. That council approves the Terms of Reference (TOR) for its governance bodies (included as **Attachments 1 - 13**). That the TOR be reviewed by the respective governance bodies at their first meeting and any agreed amendments be brought back to respective councils for ratification.

[1] In accordance with section 105(1) of the Land Transport Management Act 2003.

[2] Note: The Civil Defence Emergency Management Group continues in perpetuity (in accordance with section 12(2) of the Civil Defence Emergency Management Act 2002); as does Te Oneroa-a-Tōhe Beach Board (in accordance with section 62(2)(b) of the Te Hiku Claims Settlement Bill). The Kaipara Harbour Remediation Committee, the Joint Regional Economic Development Committee and the Joint Climate Change Adaptation Committee were not discharged at the end of the triennium (in accordance with their Terms of Reference adopted by all founding members).

5. That the council approves the membership of the committees, joint committees, statutory bodies and working parties, including the appointment of the Chairperson as ex-officio to all committees and working parties, as set out in the body of this report and attachments.

6. That the council appoints councillors to the following River Working Groups in the following roles:

Memberships / Delegation	**Councillor**
Kāeo-Whangaroa River Working Group	Cr C Kitchen as Chair (Alternate Cr J Carr)
Kaihū River Working Group	Cr J Blackwell as Chair (Alternate Cr J Carr)
Kerikeri-Waipapa River Working Group	Cr J Carr as Chair (Alternate Cr C Kitchen)
Taumārere River Working Group	Cr P Tipene and Community Member as Co-Chairs (Alternate Cr J Carr)
Urban Whangārei Working Group	Cr J Craw as Chair, Cr A Morunga (Alternate Cr A Macdonald)
Awanui River Working Group	Cr J Carr as Chair (Alternate Cr C Kitchen)

7. That the council confirms the following councillor portfolios:

Memberships / Delegation	**Councillor**
Upper North Island Strategic Alliance (UNISA)	Chair of council
Zone one (LGNZ)	Chair of council

8. That Cr J Hunt be nominated by NRC as a council representative on the Sport Northland Board of Trustees; for consideration by the Northland Mayoral Forum.

9. That the appointments detailed in recommendations 5 - 8 above constitutes as the local authority's business. Hence appointed members can claim vehicle and travel time allowances.

10. That the governance structure established at this meeting be reviewed for effectiveness and possible improvements after ten months of operation.

11. That based on the allocation of responsibilities outlined in the body of this report and Attachment One "Proposed New Governance Structure for the 2025-2028 Triennium", that the governance remuneration pool for the Northland Regional Council of $637,493 be fully allocated as follows:

    a) That the Deputy Chairperson receives a higher duties allowance of $10,000, bringing the Deputy Chair total salary to $88,436.62.
    b) That the remaining councillors receive a total salary of $78,436.62. This is based on the underpinning principle of council that additional duties will be apportioned in such a manner that there will be an equitable workload between councillors.

12. That the higher duties allocation set out above (supplemented by the appropriate supporting information), be submitted to the Remuneration Authority~~.~~

13. That council appoints WDC Councillor Brad Flower (principal) and WDC Councillor Crichton Christie (alternate) to the Regional Transport Committee.

Options

No.	Option	Advantages	Disadvantages
1	Establish governance structure and appoint representatives as recommended	Retains "momentum" and allows ongoing workstreams to continue.	None apparent. With a review in ten months' time there is an opportunity to refine the structure if necessary.
2	Delay establishing governance structure and appointing representative	Provides more time for new council to consider governance structure and who to appoint.	Important workstreams may lose momentum and cause unnecessary delays.

The staff's recommended option is 1 - to establish a governance structure and appoint representatives.

Considerations

1. **Significance and engagement**

   Given the administrative nature of the decisions being sought by this report, when assessed according to the council's Significance Policy is deemed to be of low significance.

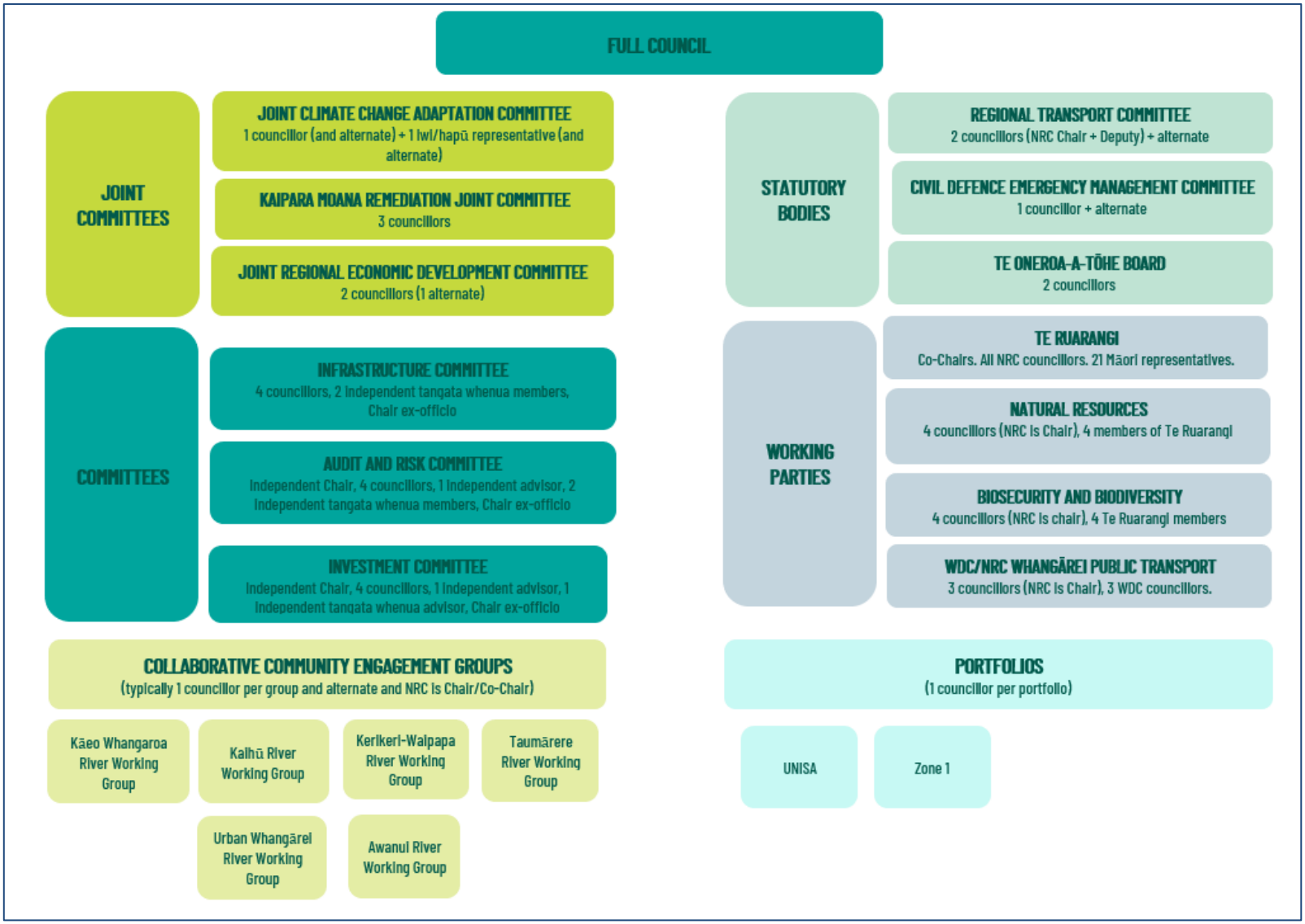
2. **Policy, risk management and legislative compliance**

   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.

Council's governance structure provides the critical framework for council to deliver on its priorities and sets the foundation for robust discussion and decision making during the triennium which encompasses all the remaining considerations (Climate Impact, Environmental Impact, Community Views, Māori Impact Statement, Financial Implications and Implementation Implications).

Background/Tuhinga

Following the election in October 2025 there have been several workshop discussions on options for council's governance structure for the next three years in office. Council now needs to resolve its preferred structure for the 2025-2028 Triennium. Analysis of possible opportunities for improvement on the previous governance structure resulted in the following proposed governance structure:


FULL COUNCIL
JOINT COMMITTEES
JOINT CLIMATE CHANGE ADAPTATION COMMITTEE
1 councillor (and alternate) + 1 iwi/hapū representative (and alternate)
KAIPARA MOANA REMEDIATION JOINT COMMITTEE
3 councillors
JOINT REGIONAL ECONOMIC DEVELOPMENT COMMITTEE
2 councillors (1 alternate)
COMMITTEES
INFRASTRUCTURE COMMITTEE
4 councillors, 2 independent tangata whenua members, Chair ex-officio
AUDIT AND RISK COMMITTEE
Independent Chair, 4 councillors, 1 independent advisor, 2 independent tangata whenua members, Chair ex-officio
INVESTMENT COMMITTEE
Independent Chair, 4 councillors, 1 independent advisor, 1 independent tangata whenua advisor, Chair ex-officio
COLLABORATIVE COMMUNITY ENGAGEMENT GROUPS
(typically 1 councillor per group and alternate and NRC is Chair/Co-Chair)
Kāeo Whangaroa River Working Group
Kaihū River Working Group
Kerikeri-Waipapa River Working Group
Taumārere River Working Group
Urban Whangārei River Working Group
Awanui River Working Group
STATUTORY BODIES
REGIONAL TRANSPORT COMMITTEE
2 councillors (NRC Chair + Deputy) + alternate
CIVIL DEFENCE EMERGENCY MANAGEMENT COMMITTEE
1 councillor + alternate
TE ONEROA-A-TŌHE BOARD
2 councillors
WORKING PARTIES
TE RUARANGI
Co-Chairs. All NRC councillors. 21 Māori representatives.
NATURAL RESOURCES
4 councillors (NRC is Chair), 4 members of Te Ruarangi
BIOSECURITY AND BIODIVERSITY
4 councillors (NRC is chair), 4 Te Ruarangi members
WDC/NRC WHANGĀREI PUBLIC TRANSPORT
3 councillors (NRC is Chair), 3 WDC councillors.
PORTFOLIOS
(1 councillor per portfolio)
UNISA
Zone 1

Memberships and functions

The following membership and functions are proposed for each committee, joint committee, statutory body and working party. Positions marked as "TBA" (to be appointed) indicate establishment of the position with the appointment yet to be confirmed. Refer to the attachments to this report for the full terms of reference for each committee, joint committee, statutory body and working party.

Except for the sub-committee delegations detailed below, all other decisions are made by the full council via a recommendation or series of recommendations from the relevant sub-committee, joint committee or working party. For reasons of efficiency and/or expediency, should a subcommittee or working party not be able to perform their functions, the council will assume their role and responsibilities.

Statutory Bodies

Te Oneroa-a-Tōhe-Board – Joint committee

Members: Crs C Kitchen and A Morunga

- Oversee the implementation of the Beach Management Plan for Te-Oneroa-a-Tōhe (Ninety Mile Beach).
- To provide governance and direction to all those who have a role in, or responsibility for, the Te Oneroa-a-Tōhe management area, in order to protect and enhance environmental, economic, social, cultural, and spiritual well-being within that area for the benefit of present and future generations.

Civil Defence Emergency Management Committee (CDEM)

Member: Cr C Kitchen

Alternate: Cr A Morunga

- Co-ordinate planning, programmes, and activities related to civil defence emergency management across the areas of reduction, readiness, response, and recovery;
- Encourage co-operation and joint action within the Northland region.

Regional Transport Committee (RTC)

Chair: Cr J Carr

Deputy Chair: Cr J Blackwell

Alternate: Cr P Tipene

- Prepare Regional Land Transport Plan for council approval;
- Liaise with appropriate road safety bodies and advise council on new initiatives;
- Administer Total Mobility Scheme and report to council as appropriate; and
- Prepare a Regional Public Transport Plan for council approval.
- Recommend the required independent appointments for this committee.

Joint Committees

Joint Climate Change Committee

The Joint Climate Change Adaptation Committee is a standing committee made up of elected members from all the Northland councils and representatives from Northland hapū and iwi.

Member: Cr A Macdonald

Alternate: Cr A Morunga

NRC iwi/hapū representative: One member of Te Ruarangi Working Party (TBA).

- Provide direction and oversight of the development and implementation of climate change adaptation activities by local government in Te Taitokerau
- Receive advice and provide direction and support to Climate Adaptation Te Taitokerau
- Make recommendations to member councils to ensure a consistent regional approach is adopted to climate change adaptation activities

Kaipara Moana Remediation Joint Committee

The Kaipara Moana Remediation Joint Committee consists of 6 appointed Kaipara Uri entities, three elected members appointed by Auckland Council and three elected members appointed by NRC.

Members: Crs J Blackwell, J Craw, P Tipene

- Provide stewardship and governance over the expenditure of the Crown Grant and council funding, as well as contributions from land-owners
- Commissioning and approving remediation budgets and work-plans for the Kaipara Moana Remediation programme

Joint Regional Economic Development Committee

Members: Crs G Crawford, P Tipene

Alternate: Cr J Hunt

District Council Representation:Two members from each of the Far North District Council, the Kaipara District Council and Whangarei District Council.

Make the decisions necessary as shareholders of Northland Inc (including the appointment of directors and the development of the Statement of Intent)

- Make funding allocations from the Investment and Growth Reserve (including operational funding of Northland Inc).
- Receive advice and provide direction and support to economic development in Northland and makes recommendations to member councils to ensure a consistent regional approach.

Committees

Infrastructure Committee

Chair: Cr J Blackwell

Deputy Chair: Cr J Carr

Members: Crs J Craw, G Crawford, C Kitchen

Māori Representation: Two (2) Independent Tangata Whenua Members (George Riley and Dee-Ann Wolferstan)

Ex officio: Chair P Tipene

- Monitor and review council's infrastructure related work programmes and strategies.
- Monitor and review the performance of Infrastructure Strategy and Asset Management Plans.

- Work in partnership with iwi and hapū to ensure appropriate development and maintenance of resilient infrastructure.

Investment Committee

Independent Chair: Daniel Mussett (Independent Investment Advisor)

Members: Crs J Blackwell, J Craw, G Crawford, J Hunt

Māori Representation: One (1) Independent Tangata Advisor (George Riley)

Ex officio: Chair P Tipene

- Authority to move investment funds between managed funds within SIPO limits.
- CEO delegation to withdraw and invest short term fund within established delegations.
- Identify manager of new funds for approval by the full council.
- No withdrawal of new funds except from the short term fund
- Authority to authorise CEO to negotiate sale and purchase agreements for property within +/-5% of valuation.

Audit and Risk Committee

Independent Chair: George Riley (Independent Tangata Whenua Member)

Members: Crs J Blackwell, J Carr, J Hunt, C Kitchen

Independents: S Watene *(independent Risk Advisor)*

Māori Representation: Two (2) Independent Tangata Whenua Members (G Riley and D-A Wolferstan).

Ex officio: Chair P Tipene

- Make recommendation to council on risk management and health and safety matters
- Monitor and review financial policies and financial performance.
- Recommend new borrowing to council
- Review corporate risk register and risk management plans

Working parties

Natural Resources Working Party

Chair: Cr G Crawford

Members: Crs J Blackwell, A Macdonald, A Morunga

Māori Representation: Four members of Te Ruarangi Working Party (TBA).

Ex officio: Cr P Tipene

- Provide oversight on activities that contribute to or influence the quality & quantity of water including land management and environmental monitoring.
- Provide oversight on council's resource management planning and regulatory activities.
- Oversee the implementation of the Proposed Regional Plan.
- Be the governance entity for the policy implementation of Essential Freshwater.
- Make recommendations to council on appeals and recommendations to accept, adopt or reject private plan change applications.

Te Ruarangi Working Party

Co-chairs: Cr A Morunga and 1 x member of TTMAC

Members: All of Northland Regional Council councillors

Māori Representation: 21 Māori representatives

- Monitor and advise on council's compliance with its legislative obligations to Māori including under the Local Government Act 2002 and the Resource Management Act 1991.
- Provide advice to council on topics referred to it by council.
- Develop pathways (and processes) that will achieve lasting and meaningful relationships between Māori and council.
- Ensure the views of Māori are taken into account in the exercise of council functions.

Biosecurity and Biodiversity Working Party

Chair: Cr J Craw

Members: Crs G Crawford, J Hunt, A Macdonald

Māori Representation: Four members of Te Ruarangi Working Party (TBA).

Ex officio: Cr P Tipene

- Provide oversight on council's biosecurity and biodiversity activities.

  Monitor and review at a programme level:
- The Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP).
- A work programme to give effect to the National Policy Statement for Indigenous Biodiversity or any succeeding national direction.
- A work programme and strategic planning for giving effect to biodiversity and biosecurity management.
- Provide advice and make recommendations to council on strategic matters related to biodiversity and biosecurity functions
- Monitor and review progress toward council's objectives, performance targets, and delivery of work programmes as outlined in the Long-Term Plan, Annual Plan, and relevant operational strategies associated with council's biodiversity and biosecurity functions.

WDC/NRC Whangārei Public Transport Working Party

NRC Members: Crs A Macdonald (Chair), J Carr and J Craw

WDC Members 3 x WDC Crs (TBA)

- Provide oversight on Whangārei public transport issues with the intention of increasing patronage.
- Oversee the integration of city and district planning in relation to public transport issues.

Secretarial Note: Based on the governance structure presented in the report, the following induction workshops/meetings are tentatively proposed for December 2025:

- *Tuesday 9 December 2025 – CDEM (morning) and RTC (afternoon)*
- *Thursday 11 December 2025 – Te Ruarangi Working Party*
- *Friday 12 December 2025 – Joint Regional Economic Development Committee*
- *Friday 19 December 2025 – Te Oneroa-a-Tōhe-Board*

Attachments/Ngā tapirihanga

Attachment 1: Te Oneroa a Tōhe Terms of Reference ⇩

Attachment 2: Civil Defence Emergency Management Group Constituting Agreement ⇩

Attachment 3: Regional Transport Committee Terms of Reference ⇩

Attachment 4: Joint Climate Change Adaptation Committee Terms of Reference ⇩

Attachment 5: Kaipara Moana Remediation Joint Committee Terms of Reference ⇩

Attachment 6: Joint Regional Economic Development Committee Terms of Reference ⇩

Attachment 7: Infrastructure Committee Terms of Reference ⇩

Attachment 8: Investment Committee Terms of Reference ⇩

Attachment 9: Audit and Risk Committee Terms of Reference ⇩

Attachment 10: Natural Resources Working Party Terms of Reference ⇩

Attachment 11: Te Ruarangi Working Party Terms of Reference ⇩

Attachment 12: Biosecurity and Biodiversity Working Party Terms of Reference ⇩

Attachment 13: Whangarei Public Transport Working Party Terms of Reference ⇩

Te Oneroa-a-Tōhē

Terms of Reference



Hūtia te rito o te harakeke,
Kei hea kē te kōmako e kō,
Whakatairangitia, rere ki uta, rere ki tai,
Ui mai koe ki a hau, e aha te mea nui o te Ao,
Māku e kī atu,
He tāngata, he tāngata, he tāngata.

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Tikanga | Purpose

E aha te tikanga o ēnā whakaaro

The Board is a co-governance partnership for the benefit of the community.[1]

Its purpose is to work collectively and collaboratively to provide governance and direction to protect and enhance environmental, economic, social, cultural and spiritual well-being within Te Oneroa-a-Tōhē management area now and in the future.[2]

Ngā Ohu | Parties

Ko te kai o te rangatira he kōrero

1. The parties to the partnership (defined through settlement legislation) are:
    a) Ngāti Kuri
    b) Te Aupouri
    c) Te Rarawa
    d) NgāiTakoto
    e) Northland Regional Council
    f) Far North District Council
2. As at the settlement date, in line with the collective redress for Ngāti Kuri, Te Aupouri, NgāiTakoto and Te Rarawa, the Board consists of eight members appointed as follows:
    a) One member appointed by the trustees of Te Rūnanga o Te Rarawa
    b) One member appointed by the trustees of the Te Manawa o Ngāti Kuri Trust
    c) One member appointed by the trustees of Te Rūnanga Nui o Te Aupouri Trust
    d) One member appointed by the trustees of Te Rūnanga o NgāiTakoto
    e) Two members appointed by the Northland Regional Council, being councillors holding office; and
    f) Two members appointed by the Far North District Council, being the Mayor and a councillor holding office.
3. This membership does not preclude the participation of Ngāti Kahu should they choose to join at the invitation of the Minister of Treaty Negotiations or when their Deed of Settlement becomes legislation.
4. Should Ngāti Kahu participate in the Board, then one member will be appointed by the Te Hiku Community Board (who may not necessarily be a member of the Community Board).
5. Members of the Board are appointed for a term of three years, unless a member is discharged by their appointer or resigns earlier.
6. Members can be reappointed.
7. Resignation is by written notice to the relevant appointer.
8. As a matter of courtesy each appointer will inform the administering Council of discharges, resignations and appointments. This information will then be presented to the Board.

[1] and is a permanent joint committee of the Far North District Council and the Northland Regional Council.
[2] As set out in the Te Hiku settlement redress for Te Oneroa-a- Tōhē.

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Ngā Mahinga o te Poari | Operations of the Board

Anō te pai me te āhuareka, o ngā tēina ngā tuākana, e mahi tahi ana ki runga i te whakaaro kotahi

The Board must operate in a manner that:

1. is consistent with Te Tiriti
2. is consistent with tikanga Māori; and
3. acknowledges the authority and responsibilities of the Councils and of the Collective of Te Hiku Iwi respectively; and
4. acknowledges the shared aspirations of the Collective of Te Hiku Iwi and the Councils, as reflected in the shared principles.

Ngā Tikanga | Shared Principles

Whāia te iti Kahurangi, ki te tuohu koe, me he Maunga teitei

The following shared principles will guide the Board as it pursues its purpose and provide the platform for honest and respectful engagement and a meaningful relationship:

1. ***Whanaungatanga*** **-** Actively working together using shared knowledge and expertise acknowledging that the parties "relationship" is evolving
2. ***Whakatoputanga*** **-** Working together collectively to enhance opportunities and realise our potential to develop partnerships based around mutual agreement, cooperation and trust.
3. ***Rangatiratanga*** **-** Co-operating in partnership with a spirit of good faith, integrity, honesty, transparency and accountability to build effective and courageous leadership that is innovative and visionary.
4. ***Kaitiakitanga*** **-** Taking responsibility for the environment to sustain our communities.
5. ***Mana a ohu*** **-** Recognise and respecting the autonomy of the parties and their individual mandates, roles and responsibilities.
6. **Mana Māo*ri*** **-** Enabling and supporting the use of te reo and tikanga Māori.
7. ***Whiriwhiritanga*** **-** Engaging early on issues of known interest to either of the parties
8. ***Hangai angamua*** **-** Sustainable development that incorporates the above principle and is based on the guiding 'tikanga', 'titiro ki ngā wa o mua'.
9. ***Ngakau pono*** **-** Demonstrate high levels of integrity based on the contribution of tika, pono, aroha in association with the principles conveyed including the principles of confidentiality and reciprocity

Te Mahi | Functions

Maha rawa ngā mahi kua oti ia tātou ki a kaua tātou e mahi tonu

1. The principal function of the Board is to achieve its purpose.
2. In seeking to achieve its purpose, the specific functions of the Board are to:
    a) prepare and approve a beach management plan that identifies the vision, objectives, and desired outcomes for Te Oneroa-a-Tōhē management area (see Attachment 1)
    b) engage with, seek the advice from and provide advice to Te Hiku o Te Ika Iwi, Councils and any relevant beach management agencies; and

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c) monitor activities in, and the state of, Te Oneroa-a-Tōhē management area; and

d) monitor the extent to which the Board is achieving its purpose; and the implementation and effectiveness of the beach management plan; and

e) display leadership and undertake advocacy, including liaising with the community, in order to promote recognition of the unique significance of Te Oneroa-a-Tōhē me Te Ara Wairua , the spiritual pathway to Hawaiiki between the living and the dead; and

f) appoint commissioners to panels for the purpose of hearing and determining resource consent applications that cover (in whole or in part) Te Oneroa-a-Tōhē management area; and

g) engage and work collaboratively with the joint management bodies for the cultural redress properties referred to as Beach Sites A, B, C, and D; and

h) take any other action that the Board considers is appropriate to achieving the purpose of the Board.

3. With the exception of the preparation of the beach management plan, the Board may determine in any particular circumstance, whether to perform the functions identified and how and to what extent to perform any of those functions.

4. A subcommittee of the Board must prepare and approve the part of the beach management plan that relates to Beach Sites A, B, C, and D, illustrated in the management area attached (Attachment 1). The members of the subcommittee are the members of the Board appointed by the iwi appointers.

5. The Board will also give consideration to common protocols for instating, using and communicating rāhui.

Attachment 1

ESTABLISHMENT AGREEMENT

Northland Civil Defence Emergency Management Group

Parties

FAR NORTH DISTRICT COUNCIL

KAIPARA DISTRICT COUNCIL

WHANGAREI DISTRICT COUNCIL

NORTHLAND REGIONAL COUNCIL

Dated:

TABLE OF CONTENTS

1. PARTIES....2
2. DEFINITIONS....2
3. TERM OF AGREEMENT....2
4. PURPOSE OF AGREEMENT....3
5. PURPOSES OF THE ACT....3
6. FORMATION AND MEMBERSHIP OF THE GROUP....4
7. REPRESENTATIVES TO HAVE FULL DELEGATED AUTHORITY....5
8. MEMBERSHIP IN EVENT OF LOCAL GOVERNMENT REORGANISATIONS....5
9. REQUIREMENT TO MAINTAIN THE GROUP....5
10. FUNCTIONS OF THE GROUP....5
11. DUTY TO APPOINT GROUP CONTROLLER....7
12. APPOINTMENT OF LOCAL CONTROLLERS....7
13. DUTY TO APPOINT PERSON WHO MAY DECLARE STATE OF LOCAL EMERGENCY....7
14. DUTY TO PREPARE, APPROVE AND REVIEW CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN....8
15. POWERS OF THE GROUP....8
16. RESPONSIBILITIES OF MEMBERS....8
17. POWERS OF MEMBERS....9
18. MEETINGS....9
19. CHAIRPERSON AND DEPUTY CHAIRPERSON....9
20. CASTING VOTE....10
21. ADMINISTERING AUTHORITY....10
22. EMERGENCY MANAGEMENT OFFICE....10
23. CO-ORDINATING EXECUTIVE GROUP....11
24. FUNDING....11
25. ENTERING CONTRACTS....12
26. ARBITRATION....12
27. GOOD FAITH....13
28. VARIATIONS....13

ESTABLISHMENT AGREEMENT

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

1. PARTIES

1.1 Each of the following local authorities is a party to this agreement and member of the Northland Civil Defence Emergency Management Group:

Far North District Council
Kaipara District Council
Whangarei District Council
Northland Regional Council

2. DEFINITIONS

In this agreement:

2.1 "Act" means the Civil Defence Emergency Management Act 2002, which repeals and replaces the Civil Defence Act 1983.

2.2 "Northland Region" means the Northland Region as defined in the Local Government (Northland Region) Reorganisation Order 1989.

2.3 "Co-ordinating Executive Group" means the Co-ordinating Executive Group to be established under clause 23 of this agreement and Section 20 of the Act.

2.4 "Emergency Management Office" means Emergency Management Office to be established under clause 22 of this agreement.

2.5 "Group" means the Northland Civil Defence Emergency Management Group.

2.6 "Group Controller" means a person appointed under clause 11.1(a) of this agreement and Section 26 of the Act as a group controller.

2.7 "Member" means a Local Authority that is a member of the Group or any civil defence emergency management group, as the context may require.

2.8 "Party" means a party to this agreement.

3. TERM OF AGREEMENT

3.1 This agreement shall commence once all the parties to this agreement have executed this agreement under common seal.

3.2 This agreement shall expire on the date on which the Act is repealed or on any other date specified in an enactment.

4. PURPOSE OF AGREEMENT

4.1 The purposes of this agreement are to:

(a) provide for the establishment of the Group in fulfilment of the parties' obligations under section 12 of the Act; and

(b) set out the functions, powers, and duties of the Group and members; and

(c) provide for the administrative arrangements of the Group.

5. PURPOSES OF THE ACT

5.1 The purposes of the Act to which the Group is to have regard are to:

(a) improve and promote the sustainable management of hazards (as that term is defined in the Act) in a way that contributes to the social, economic, cultural, and environmental well-being and safety of the public and also to the protection of property; and

(b) encourage and enable communities to achieve acceptable levels of risk (as that term is defined in the Act), including, without limitation,

(i) identifying, assessing, and managing risks; and

(ii) consulting and communicating about risks; and

(iii) identifying and implementing cost-effective risk reduction; and

(iv) monitoring and reviewing the process; and

(c) provide for planning and preparation for emergencies and for response and recovery in the event of an emergency; and

(d) require local authorities to co-ordinate, through regional groups, planning, programmes, and activities related to civil defence emergency management across the areas of reduction, readiness, response, and recovery, and encourage co-operation and joint action within those regional groups; and

(e) provide a basis for the integration of national and local civil defence emergency management planning and activity through the alignment of local planning with a national strategy and national plan; and

(f) encourage the co-ordination of emergency management, planning, and activities related to civil defence emergency management across the wide range of agencies and organisations preventing or managing emergencies under the Act and the other Acts listed in clause 10.3 of this agreement.

6. ESTABLISHMENT AND MEMBERSHIP OF THE GROUP

6.1 Pursuant to section 12 of the Act, and section 114S of the Local Government Act 1974, the parties each having so resolved in accordance with Section 114s of the Local Government Act 1974, hereby establish the Northland Civil Defence Emergency Management Group as a joint Standing Committee.

6.2 Under section 13(1) of the Act every party to this agreement must be a member of the Group.

6.3 The members of the Group will be the Northland Regional Council and the following territorial local authorities: Far North District Council, Kaipara District Council, and Whangarei District Council. Each member is to be represented on the Group by one person only, being the mayor/chairperson of that local authority or an alternate representative who has been given the delegated authority to act for the mayor/chairperson.

6.4 Each member shall also appoint an alternate representative to act in the absence of the representative appointed under 6.3 above. An alternate representative must be an elected person from that territorial authority or regional council under section 13(4) of the Act.

6.5 Under section 114S(4) of the Local Government Act 1974 the powers to discharge any representative on the Group and appoint his or her replacement shall be exercisable only by the member that appointed the representative being discharged.

6.6 The members of the Group may wish to provide for other organisations and agencies involved in or contributing to Civil Defence Emergency Management in the Northland Region to be able to be represented on the Group in an observer capacity. Observers are to be represented by one representative who shall be appointed by the observer organisation and shall be accorded speaking rights at meetings (but no voting rights). The Group may extend observer status to any organisations and agencies as it sees fit.

7. REPRESENTATIVES TO HAVE FULL DELEGATED AUTHORITY

7.1 Each member agrees to confer full delegated authority on its representative and alternate representative on the Group to exercise the functions, powers, and duties of members under the Act.

7.2 At meetings of the Group each member's representative is to have full authority to vote and make decisions on behalf of that member without further recourse to that member.

8. MEMBERSHIP IN EVENT OF LOCAL GOVERNMENT REORGANISATIONS

8.1 If a local government reorganisation-

(a) Creates new regional councils or unitary authorities; or

(b) Redraws boundaries between regional councils or unitary authorities, or between regional councils and unitary authorities; or

(c) Extends the area of a territorial authority into the area of another regional council or unitary authority,

in a way that affects any party, then that party shall comply with section 22 of the Act.

9. REQUIREMENT TO MAINTAIN THE GROUP

9.1 In accordance with section 12(2) of the Act, section 114P(5) of the Local Government Act 1974 must not be read as permitting any member to discharge or reconstitute the Group.

9.2 Upon members' representatives on the Group being discharged under section 114R(3) of the Local Government Act 1974, members shall as soon as practicable re-appoint representatives to the Group with the same delegated functions, duties and powers as their predecessors.

10. FUNCTIONS OF THE GROUP

10.1 The functions of the Group, and of each party as a member of the Group, are to-

(a) in relation to relevant hazards and risks,-

(i) identify, assess, and manage those hazards and risks; and

(ii) consult and communicate about risks; and

(iii) identify and implement cost-effective risk reduction:

(b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Northland Region; and

(c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Northland Region; and

(d) respond to and manage the adverse effects of emergencies in the Northland Region; and

(e) carry out recovery activities; and

(f) when requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Northland Region and any other requests for assistance from other civil defence emergency management groups); and

(g) within the Northland Region, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act; and

(h) monitor and report on compliance within the Northland Region with the Act and legislative provisions relevant to the purpose of the Act; and

(i) develop, approve, implement, and monitor the Northland Civil Defence Emergency Management Group plan and regularly review the plan; and

(j) participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan; and

(k) promote civil defence emergency management in the Northland Region that is consistent with the purpose of the Act.

10.2 The Group also has any other functions that are conferred or imposed by or under the Act or any other enactment.

10.3 For the purposes of clause 10.1(g) and (h) of this agreement, legislative provisions relevant to the purpose of the Act include, but are not limited to, the provisions in the following Acts that may be relevant to civil defence emergency management:

(a) Biosecurity Act 1993; and

(b) Building Act 1991; and

(c) Fire Service Act 1975; and

(d) Forest and Rural Fires Act 1977; and

(e) Hazardous Substances and New Organisms Act 1996; and

(f) Health Act 1956; and

(g) Health and Safety in Employment Act 1992; and

(h) Local Government Act 1974; and

(i) Maritime Transport Act 1994; and

(j) Resource Management Act 1991; and

(k) Any enactment passed in substitution for any of the Acts in paragraphs (a) to (j).

11. DUTY TO APPOINT GROUP CONTROLLER

11.1 In accordance with section 26 of the Act, the Group must appoint:

(a) a suitably qualified and experienced person to be the Group Controller for the Northland Region; and

(b) a suitably qualified and experienced person to exercise the functions, powers and duties of the Group Controller in the event of a vacancy in or absence in the office of Group Controller.

11.2 A person appointed under clause 11.1 of this agreement shall have the functions set out in section 28 of the Act.

12. APPOINTMENT OF LOCAL CONTROLLERS

12.1 In accordance with section 27 of the Act, the Group may appoint one or more persons to be a Local Controller.

12.2 It is the intention of the Group that, unless a territorial authority indicates otherwise, Local Controllers be appointed for each territorial authority in the Group.

13. DUTY TO APPOINT PERSON WHO MAY DECLARE STATE OF LOCAL EMERGENCY

13.1 In accordance with section 25 of the Act, the Group must appoint at least one representative of a member of the Group as a person authorised to declare a state of local emergency for the Northland Region.

13.2 In accordance with section 25(5) of the Act, the Mayor of a territorial authority or an elected member of the territorial authority designated to act on behalf of the Mayor or if the Mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.

14. DUTY TO PREPARE, APPROVE AND REVIEW CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN

14.1 The Group must prepare, approve and review a civil defence emergency management group plan in accordance with the Act.

15. POWERS OF THE GROUP

15.1 The Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or any other person.

15.2 Without limiting the generality of clause 15.1 of this agreement, the Group may-

(a) recruit and train volunteers for civil defence emergency management tasks; and

(b) conduct civil defence emergency management training exercises, practices, and rehearsals; and

(c) issue and control the use of signs, badges, insignia, and identification passes authorised under the Act, regulations made under the Act, or its civil defence emergency management plan; and

(d) provide, maintain, control, and operate warning systems; and

(e) provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency; and

(f) exercise any other powers that are necessary to give effect to its civil defence emergency management plan.

16. RESPONSIBILITIES OF MEMBERS

16.1 Each member of the Group will:

(a) appoint one elected representative each to the Group in accordance with clause 6.4 of this agreement; and

(b) appoint its chief executive officer or senior manager to the Co-ordinating Executive Group (CEG); and

(c) participate in the preparation of and agree the civil defence emergency management group plan for the Northland Region; and

(d) contribute technical expertise and resources to maintain an effective group and local level response capability; and

(e) provide to the Group the information or reports that may be required by the Group for emergency management purposes.

16.2 Each territorial authority member of the Group will be responsible for the reduction, readiness, response and recovery arrangements required of it under the Act, the civil defence emergency management group plan and or otherwise agreed by the Group, to the standards agreed by the Group.

17. POWERS OF MEMBERS

17.1 Each member of the Group may:

(a) acquire, hold, and dispose of real or personal property for the use of the Group; and

(b) remunerate its representative or alternate representative on the Group for the cost of that person's participation in the Group; and

(c) exercise any powers or functions conferred on a member under the Act.

18. MEETINGS

18.1 The New Zealand Standard for model standing orders (NZS 9202: 2001), or any New Zealand Standard substituted for that standard, will be used to conduct Group meetings as if the Group were a local authority and the principal administrative officer of the administering authority were its principal administrative officer. Representatives of members of the Group may agree to use other standing orders only in accordance with section 19(1) of the Act.

18.2 The Group shall hold all meetings at such times and place(s) as agreed for the performance of the functions, duties and powers delegated under this agreement.

18.3 The quorum shall consist of four members.

18.4 Each member has one vote.

19. CHAIRPERSON AND DEPUTY CHAIRPERSON

19.1 On the constitution or reconstitution of the Group members shall elect a Group Chairperson and Deputy Chairperson;

19.2 The Group's Chairperson and Deputy Chairperson will hold office for a term of three years or such a lesser period as may be determined by the Group. The term of office of an appointed chairperson or deputy chairperson ends if that person ceases to be a representative of a member of the Group.

20. CASTING VOTE

20.1 As general statements of principle, the following shall apply:

(a) The casting vote is to be used in the best interests of the Northland Region represented by members considered together; and

(b) The casting vote is to be used in the best interests of all members considered together.

20.2 Members shall use their best endeavours to avoid use of a casting vote by obtaining consensus.

20.3 The casting vote shall not be used unreasonably in favour of one member.

21. ADMINISTERING AUTHORITY

21.1 Under section 23 of the Act the administering authority for the Group is the Northland Regional Council.

21.2 Under section 24.2 of the Act the administrative and related services referred to in clause 21.1 of this agreement include services required for the purposes of the Local Government Act 1974, the Act, or any other Act, regulation, or bylaw that applies to the conduct of the joint standing committee under section 114S of the Local Government Act 1974.

21.3 The costs for the provision of administrative and related services that may be required of the administering authority under section 24 of the Act are to be included in the Group's annual budget.

22. EMERGENCY MANAGEMENT OFFICE

22.1 Northland Regional Council will establish and manage on behalf of the Group, an Emergency Management Office.

22.2 The Emergency Management Office may carry out such technical and planning functions as are assigned to it by the Group, and in addition, shall perform the statutory mandated functions of the administering authority under the Act.

22.3 The Northland Regional Council will employ staff for the Emergency Management Office as authorised by the Group and to manage the office's expenditure in accordance with the principles of the Local Government Act 1974 and amendments.

23. CO-ORDINATING EXECUTIVE GROUP

23.1 In accordance with section 20 of the Act the Group will establish and maintain a Co-ordinating Executive Group consisting of:

(a) The chief executive officer of each member or a senior person acting on that person's behalf; and

(b) a senior representative of the police assigned for the purpose by the Commissioner of Police; and

(c) a senior representative of the fire service assigned for the purpose by the National Commander; and

(d) a chief executive of a district health board in the Northland Region representing the district health boards in the Northland Region, or a person acting on their behalf; and

(e) a chief executive of an ambulance service in the Northland Region, or a person acting on their behalf; and

(f) any other persons that may be co-opted by the Group.

23.2 The functions of the Co-ordinating Executive Group shall include:

(a) Providing advice to the Group and any committees or subcommittees of the Group; and

(b) Implementing as appropriate decisions of the Group; and

(c) Overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

24. FUNDING

24.1 The Group shall agree a budget every year. The budget shall be prepared by the Emergency Management Office and approved by the Group at a meeting conducted in accordance with clause 18 of this agreement.

24.2 The agreed Group budget will be met by a cost sharing arrangement to be agreed between the Northland Regional Council and the territorial authorities. The budget will include:

(a) Administrating authority costs; and

(b) Co-ordinating Executive Group costs; and

(c) Emergency Management Office costs; and

(d) Costs associated with the preparation and approval of a civil defence emergency management group plan; and

(e) The Group's share of the costs of the Group Emergency Operations Centre; and

(f) The costs of Group reduction, readiness, response and recovery activities; and

(g) Such other Group expenses as the Group may decide.

25. ENTERING CONTRACTS

25.1 The parties agree that the Northland Regional Council may exercise the functions, powers and duties of the Group in relation to contracts for the provision of any goods or services up to a value of $50,000 which are provided for in the Group budget.

25.2 The Northland Regional Council will enter into contracts under clause 25.1 in its own name rather than the name of all members of the Group, notwithstanding that the contract is for the purposes of performing the functions, powers and duties of the Group.

25.3 Any financial liability which the Northland Regional Council assumes under a contract entered into under clause 25.1 is to be met from the Group budget.

25.4 Pursuant to section 3 of the Public Bodies Contracts Act 1959, two officers of the Northland Regional Council, one of whom is the chief executive or acting chief executive, may sign a contract entered into under clause 25.1

25.5 During a state of emergency contracts may be entered into on behalf of the Group by the persons set out in section 94 of the Act.

26. ARBITRATION

26.1 Any dispute arising out of the interpretation of this agreement, including any question regarding its existence, validity or termination, shall be referred to arbitration.

26.2 If the parties are unable to agree upon the appointment of a single arbitrator within five (5) working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within fourteen days of his or her appointment then any party may request the President for the time of the Northland District Law Society to appoint an arbitrator and the arbitration shall be carried out in accordance with the Arbitration Act 1996.

26.3 In this clause time shall be of the essence and the parties agree to be bound by any decision, determination or award given pursuant to the provisions hereof.

27. GOOD FAITH

27.1 In the event of any circumstances arising that were unforeseen by the parties at the time of entering into of this agreement the parties hereby record their intention that they will negotiate in good faith to add to or vary this agreement so to resolve the impact of those circumstances in the best interests of:

(a) The members of the Group collectively ; and

(b) The Northland community represented by the members of the Group collectively.

28. VARIATIONS

28.1 Any member may propose a variation, deletion or addition to this agreement by putting the wording of the proposed variation, deletion or addition to a meeting of the Group

28.2 Once a proposed variation, deletion or addition to this agreement has been put to the Group, this agreement is not amended until each member executes under common seal a written amendment to the agreement giving affect to the proposed variation, deletion or addition.

EXECUTED by the parties on the date set out above

THE COMMON SEAL of)
NORTHLAND REGIONAL COUNCIL)
Was affixed in the presence of) _____

_____

THE COMMON SEAL of the)
FAR NORTH DISTRICT COUNCIL)
Was affixed in the presence of) _____

_____

THE COMMON SEAL of the)
KAIPARA DISTRICT COUNCIL)
Was affixed in the presence of) _____

_____

THE COMMON SEAL of the)
WHANGAREI DISTRICT COUNCIL)
Was affixed in the presence of) _____

_____

Terms of Reference

Regional Transport Committee for Northland

Statutory Obligations

Membership is directed by Section 105 of the *Land Transport Management Act 2003* (LTMA). Representatives are appointed by the regional council on the nomination of Waka Kotahi NZ Transport Agency and each of the territorial authorities.

Membership

The Regional Transport Committee for Northland (RTC) comprises: -

- Two Northland Regional Council representatives (Chair and Deputy Chair);
- One representative from the NZ Transport Agency Waka Kotahi;
- One district council representative from each of the:
  - Far North District Council.
  - Whangarei District Council.
  - Kaipara District Council.

Total membership for the Northland RTC equals six.

Objective

To undertake the functions as prescribed by the *Land Transport Management Act 2003 and subsequent amendments*.

Meeting Schedule

The RTC will meet bi-monthly but may meet more regularly depending on the work to be undertaken or the issues to be addressed. Where possible, members will be advised, in advance, of the meeting schedule for the year.

Role and Functions

The role and functions of the RTC are as follows:

1. To undertake the statutory requirements of the *Land Transport Management Act 2003*.

2. To prepare the Regional Land Transport Plan (RTLP), to prepare any applications to vary the RLTP and to process any applications to vary the RLTP (*LTMA Section 106(1)(a)*) for approval by the Regional Council.

3. To prepare and adopt a policy that determines significance in respect of:
   (a) any variations made to the RLTP.
   (b) activities included in the RLTP (*LTMA Section 106(2)*).
4. To provide any advice and assistance the regional council may request on its transport responsibilities generally (*LTMA Section 106(1)(b)*).

ID: DMHUB-33537858-1065

5. To undertake monitoring to assess implementation of the RLTP including monitoring of the performance of activities (*LTMA Section 16(3)(f) and 16(6)(e)*).

6. to consult on a draft RLTP for the region in accordance with the consultation principles specified in Section 18 and 18A of the *Land Transport Management Act 2003*.

7. To complete a review of the RLTP during the six-month period immediately before the expiry of the third year of the Plan (*LTMA Section 18CA*).

8. To advise the Northland Regional Council on any significant legislative changes, programmes, plans or reports relating to the region's transport system.

9. To prepare and implement regional transportation planning studies, or pan-regional studies.

10. To represent and advocate for transport interests of regional concern.

11. To consider and submit on transport-related policies, plans and consultation documents issued by the Ministry of Transport, NZ Transport Agency Waka Kotahi, regional/district councils, and other relevant organisations as considered appropriate.

12. To liaise with the Ministry of Transport, NZ Transport Agency Waka Kotahi, Commissioner of Police, regional/district councils, KiwiRail, the Department of Conservation and other interested parties on transport matters, and advise them on any appropriate new initiatives as considered appropriate.

Members' responsibilities for reporting back to the organisation they represent

Each member of the RTC is expected to report back to their own organisations following each RTC meeting or workshop on matters discussed at those Committee meetings, and with particular reference to the RLTP.

Terms of membership

Should any member appointed to represent the Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi be absent without prior leave from two consecutive meetings of the committee, that person's appointment is automatically terminated.

Should a vacancy occur in the membership of the committee, the Committee Secretary (or person fulfilling that role) shall report this to the next meeting of the Northland Regional Council and the nominating organisation will be invited to nominate a replacement.

ID: DMHUB-33537858-1065

Quorum

The quorum for meetings of the committee shall be three members, being half of the members (including vacancies).

Alternate Members

The purpose of encouraging each organisation to have alternates is to ensure that each of the organisations involved in the RTC (the Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi) is able to bring their organisation's view to the table and to report back the outcome to their organisation.

Each organisation (Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi) is therefore encouraged to have alternative representatives to act as a replacement should the appointed representative be absent from a meeting.

Alternates will count towards a quorum when representing their organisation in the absence of their appointed representative.

Voting Rights

In accordance with Section 105 (7) of the Act at any meeting of the committee, the Chair, or any other person presiding at the meeting has a deliberate vote, and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated, and the status quo is preserved). As this is a requirement of the Land Transport Management Act 2003 (the Act) this takes precedence over council's standing orders.

Delegated Authority – Power to Act

1. The RTC has the authority to:

    a. appoint subcommittees to deal with any matters of responsibility within the committee's Terms of Reference and areas of responsibility, and to make recommendations to the committee on such matters. (Any subcommittee shall not have power to act other than by a resolution of the committee with specific limitations where there is urgency or special circumstance.

    b. to make decisions in accordance with the Terms of Reference.

2. The RTC does not have the powers of council to act in the following instances as specified by Clause 32 (1) of Schedule 7 of the Local Government Act 2002:
    a. make a rate.
    b. make a bylaw.
    c. borrow money, or purchase or dispose of assets, other than that in accordance with the current Long Term Plan or Annual Plan.
    d. adopt a Long-Term Plan, or Annual Plan, or Annual Report.
    e. appoint a Chief Executive; or
    f. adopt policies required to be adopted and consulted on under this Act in association with a Long-Term Plan or developed for the purpose of the Local Governance Statement.

ID: DMHUB-33537858-1065

Joint Climate Change Adaptation Committee (JCCAC)

Terms of Reference (TOR)

Background

Climate change poses significant risks to the environment and people of Te Tai Tokerau - local government has responsibilities in reducing the impact of climate change (adaptation). It is essential that councils, communities and iwi / hapū work collaboratively to ensure an effective, efficient and equitable response to the impacts of climate change. Work on adaptation has already started between council staff with the formation of the joint staff working group Climate Adaptation Te Tai Tokerau and the development of a Climate Change Adaptation Strategy for Tai Tokerau. The formation of a joint standing committee of the Far North, Kaipara and Whangarei district councils and Northland Regional Council elected council members and iwi / hapū is fundamental to ensuring these outcomes are achieved in a coordinated and collaborative way across Te Tai Tokerau.

Role and Responsibilities

1) Provide direction and oversight of the development and implementation of climate change adaptation activities by local government in Te Tai Tokerau
2) Receive advice and provide direction and support to Climate Adaptation Te Tai Tokerau
3) Make recommendations to member councils to ensure a consistent regional approach is adopted to climate change adaptation activities
4) Act collectively as an advocate for climate change adaptation generally and within the individual bodies represented on the Committee
5) Ensure the bodies represented on the Committee are adequately informed of adaptation activity in Te Tai Tokerau and the rationale for these activities
6) Ensure the importance of and the rationale for climate change adaptation is communicated consistently within Te Tai Tokerau
7) Receive progress reports from Climate Adaptation Te Tai Tokerau

Membership

The Joint Climate Change Adaptation Committee (the committee) is a standing committee made up of elected members from the Far North, Kaipara and Whangarei district councils, the Northland Regional Council and representatives from Northland hapū and iwi.

The committee shall have eight members as follows:

One elected member from:	Kaipara District Council Far North District Council Whangarei District Council Northland Regional Council
Iwi / hapū members:	One representative from iwi / hapū appointed by each council from within their jurisdiction. Where possible, this appointment should follow recommendations from council Māori advisory groups or committees.

Each council shall also appoint one alternative elected member and one alternative iwi / hapū member who will have full speaking and voting rights when formally acting as the alternate.

Status
The Committee is a joint standing committee of council as provided for under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 and shall operate in accordance with the provisions of Clause 30A of that Act. The committee is an advisory body only and has no powers under the Local Government Act 2002 (or any other Act) other than those delegated by decision of all member councils. The joint standing committee shall operate under Northland Regional Council Standing Orders.

Committee Chair and deputy Chair:
The Chair and Deputy Chair is to be appointed by the members at the first meeting of the committee.

Quorum
At least 50% of members shall be present to form a quorum.

Meetings
The Committee shall meet a minimum of two times per annum.

Service of meetings:
The Northland Regional Council will provide secretarial and administrative support to the joint committee.

Draft agendas are to be prepared by Climate Adaptation Te Tai Tokerau and approved by the Chair of the Committee prior to the Committee meeting.

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 either the non-elected members remuneration policy of that council or alternatively the Northland Regional Council Non-Elected Members Allowances Policy.

Joint Committee not discharged at triennial elections

Pursuant to Clause 30(7) of Schedule 7 of the Local Government Act 2002, the councils have resolved that this joint committee is not discharged at the triennial elections. However, on coming into office following an election, a council may choose to review its appointments on the committee.

Amendments
Any amendment to the Terms of Reference or other arrangements of the Committee shall be subject to approval by all member councils.

Kaipara Moana Remediation Joint Committee

Terms of Reference

Background

The Kaipara Harbour (Kaipara Moana) is New Zealand's largest harbour and is suffering from decreased and degraded water quality issues. In July 2020 the New Zealand government confirmed funds would be allocated to address freshwater management matters, particularly sediment runoff, with the aim of achieving environmental and associated outcomes for Kaipara Moana and its catchment.

The Kaipara Moana Remediation Joint Committee is set up as a joint committee by the Governing Body of Auckland Council and the Northland Regional Council, in partnership with Kaipara Uri, to coordinate decisions relating to funding allocated to provide environmental and associated outcomes for Kaipara Moana.

The key principles by which the Joint Committee must conduct itself are set out in the Memorandum of Understanding dated 09 October 2020 regarding the Kaipara Moana Remediation Programme.

'Kaipara Uri' is the term taken by Ngā Maunga Whakahī o Kaipara, Te Roroa, Te Uri o Hau Settlement Trust and Te Rūnanga o Ngāti Whātua, when engaging collectively on matters relating to Kaipara Moana and its catchment. Together with Auckland Council and the Northland Regional Council, these are the member parties to the Joint Committee.

Purpose and Responsibilities

The purpose of the Joint Committee is to carry out the decision-making responsibility in relation to the allocation of funds for the Kaipara Moana Remediation programme, including funding from the Crown and councils, and contributions (e.g. from landowners or others) needed to access funding from Crown and councils for remediation works. This includes (but is not necessarily limited) to:

(a) providing stewardship and governance over the expenditure of the Crown Grant and council funding, as well as contributions from land-owners;
(b) commissioning and approving remediation budgets and work-plans for the Kaipara Moana Remediation programme;
(c) assisting councils and Kaipara Uri in any consideration of funding arrangements with the Crown and other parties as may be required;
(d) formulating and recommending to councils and Kaipara Uri the preferred Kaipara Moana Remediation operations vehicle to undertake operational works as directed by an approved long-term annual remediation budget and work-plan;
(e) guiding the work of councils and Kaipara Uri on any monitoring and reporting obligations;
(f) assisting councils and Kaipara Uri in its review and consideration of the Funding Agreement; and
(g) assisting and supporting signatory entities to the Funding Agreement with any audit and reporting obligations required in respect of the Crown Grant and council contributions.

For the avoidance of doubt the Joint Committee:

(i) is not authorised to exercise any regulatory or enforcement function of either council under the Local Government Act 2002, the Resource Management Act 1991, or any other Act;

(ii) must not act contrary to the current long term plan or annual plan of either council, or any NPS or other document binding on or adopted by either Council under the Local Government Act 2002, the Resource Management Act 1991, or other Act; and

(iii) is not authorised to commit funds or resources of either council beyond the funding and resources already agreed to by them.

Powers (Delegations)

The Joint Committee has all powers of the Governing Body of the Auckland Council and the Northland Regional Council necessary to perform the Joint Committee's responsibilities.

Except the powers that neither Auckland Council nor the Northland Regional Council can lawfully delegate, including those under schedule 7, clause 32(1) of the Local Government Act 2002, being the power to:

(a) make a rate; or
(b) make a bylaw; or
(c) borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
(d) adopt a long-term plan, annual plan, or annual report; or
(e) appoint a chief executive; or
(f) adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
(g) adopt a remuneration and employment policy.

Frequency of meetings: Quarterly or as determined by the Joint Committee.

Membership: The membership of the Joint Committee will be as follows:

(a) six (6) from the Kaipara Uri entities;
(b) three (3) elected members from Auckland Council; and
(c) three (3) elected members from Northland Regional Council.

The members of the Joint Committee shall appoint, by majority decision of the members:

(a) A Chair (from one (1) of the representatives from the Kaipara Uri entities); and
(b) A Deputy Chair (from one (1) of the representatives from either Auckland Council or Northland Regional Council).

Members can be reappointed.

Resignation is by written notice to the relevant member party. As a matter of courtesy, each member party will then inform the Joint Committee of discharges, resignations and reappointments.

Ex officio: Whereas the Mayor of Auckland is a member of all committees by virtue of section 9(6) of the Local Government (Auckland Council) Act 2009, the Mayor has agreed not to exercise this right of membership.

Joint Committee discharged on establishment of new entity

This Joint Committee is deemed to be discharged on the establishment of a future Kaipara Moana Body, anticipated to be created by statute with representation from Kaipara Uri, Auckland Council, Northland Regional Council, Kaipara District Council and Whangarei District Council.

Joint Committee not discharged at triennial elections

Pursuant to the Local Government Act 2002, schedule 7, clause 30(7) the councils have resolved that this Joint Committee is not discharged at the triennial elections (if not already discharged due to the establishment of a future Kaipara Moana Body). However, on coming into office following an election, a council may choose to review its appointments to the Joint Committee.

Quorum: The quorum for a meeting of a Joint Committee is:

(a) half of the members if the number of members of the Joint Committee (including vacancies) are even
(b) a majority if the number of members of the Joint Committee (including vacancies) are odd

and provided that at least one (1) Joint Committee member is present from each of Auckland Council and Northland Regional Council, and two (2) members from Kaipara Uri.

Voting rights: Decisions will be made by majority. However, the Joint Committee will seek to operate on the principle of consensus decision-making. When decisions are required and put to a vote, the chair or other person presiding at a meeting:

(a) has a deliberative vote; and
(b) does not have a casting vote (and therefore in the case of an equality of votes, the act or question is defeated and the status quo is preserved).

Support and attendance: The Joint Committee shall be entitled to invite guests or experts to attend any meeting and, at the request of the Joint Committee, participate in discussions on, and assist the Joint Committee in its considerations.

Any Chair or other member of any of the governing bodies of Kaipara Uri, and any member of the Auckland Council and the Northland Regional Council or of a committee of the Auckland Council and the Northland Regional Council, has, unless lawfully excluded, the right to attend any meeting of the Joint Committee.

Every meeting of the Joint Committee is open to the public, except as otherwise provided by Part 7 of the Local Government Official Information and Meetings Act 1987.

Senior staff of member entities may attend Joint Committee meetings to provide administrative and other associated support to the members.

Review of these Terms of Reference: These terms of reference are to be reviewed at least annually by the Joint Committee. The Terms of Reference may be amended by agreement between the Joint Committee members subject to any other necessary approvals from the member parties.

Standing orders: The Joint Committee will refer to and apply the standing orders of the Council members providing administrative assistance to the Joint Committee. In the event of any inconsistencies between the standing orders and these terms of reference, the terms of reference will prevail.

Joint Regional Economic Development Committee
Terms of Reference[1]

Background

Economic development is listed as one of the five policy priorities of Local Government New Zealand. Globalisation and the relaxation of border controls have been radically changing the way in which local and regional economies work. Cities, districts and regions in New Zealand are now competing against their peers in other parts of the world for the same capital and same skilled workers. The COVID-19 pandemic and associated policy responses disrupted this long-term trend and brought additional challenges to the economy. To succeed, local authorities need to ensure that they not only offer a good life and effective infrastructure and services they must also promote these attributes. Economic development agencies such as Northland Inc Limited play an important role in bridging the gaps in local economies, leveraging local advantage, and promoting the region both nationally and internationally.

Economic growth is vital for generating the resources needed to address some of the pressing problems affecting Northland, such as poor housing, health and education. Councils wish to improve Northland's economic performance to support strong communities and environmental sustainability.

A joint committee of the Northland Regional Council and the Far North, Kaipara and Whangarei district councils elected council members is fundamental to ensuring these outcomes are achieved in a coordinated and collaborative way across Te Taitokerau.

Membership

The Joint Regional Economic Development Committee (the **committee**) is a joint committee made up of elected members from the Northland Regional Council, the Far North District Council, the Kaipara District Council and the Whangarei District Council.

The committee shall have eight members as follows:

Two elected members from:	Kaipara District Council Far North District Council Northland Regional Council Whangarei District Council

Each council shall also appoint one alternative elected member who will have full speaking and voting rights when formally acting as the alternate.

Ex officio: Whereas the Mayors of Far North, Kaipara and Whangarei district councils are a member of all committees by virtue of section 41A(5) of the Local Government 2002, the Mayors have agreed not to exercise this right of membership.

Role and Responsibilities

1) All responsibilities, duties and powers of a local authority as a shareholder in Northland Inc Limited are, as far as legally possible, delegated to the committee. For avoidance of doubt, a meeting of the committee is not a meeting of shareholders under the Companies Act 1993.

[1] Approved by NRC at its meeting on 23 July 2024, WDC on 25 July 2024, KDC on 31 July 2024, and FNDC on 8 August 2024.

2) Make funding allocations from the Investment and Growth Reserve (IGR) administered by Northland Regional Council.

3) Receive advice and provide direction and support to economic development in Te Taitokerau.

4) Make recommendations to member councils to ensure a consistent regional approach is applied and adopted to economic development activities.

5) Act collectively as an advocate for regional economic development generally and within the individual bodies represented on the committee.

6) Ensure the bodies represented on the committee are informed of economic development activities in Te Taitokerau.

Status
The committee is a joint committee of council as provided for under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 and shall operate in accordance with the provisions of Clause 30A of Schedule 7 that Act.

The committee has no powers under the Local Government Act 2002 (or any other Act) other than those delegated by decision of all member councils.

The committee shall operate under Northland Regional Council Standing Orders.

Joint Committee not discharged at triennial elections
Pursuant to Clause 30(7) of Schedule 7 of the Local Government Act 2002, the councils have resolved that this joint committee is not discharged at the triennial elections. However, on coming into office following an election, a council may choose to review its appointments to the committee.

Committee Chair and Deputy Chair:
The Chair and Deputy Chair are to be elected by members at the first meeting of the committee according to System A of clause 25 of Schedule 7 of the Local Government Act 2002.

Meetings
The committee shall meet a minimum of four times per annum.

Quorum
At least 50% of members shall be present to form a quorum with at least one member from each council present.

Decision making
The committee will endeavour to make all decisions by consensus, i.e. 100%. However, if consensus cannot be reached, matters will be decided by a simple majority of the votes cast by the members present. For the avoidance of doubt the Chair shall not have a casting vote at committee meetings.

Service of meetings
The Northland Regional Council will provide secretarial and administrative support to the committee.

Draft agendas are to be prepared by Northland Regional Council and approved by the Chair of the Committee prior to the committee meeting.

Northland Inc Limited can request the committee hold a confidential committee meeting for discussion about commercially sensitive matters, subject to this request meeting the requirements of section 7(2) of the Local Government Official Information and Meetings Act. Any report submitted by Northland Inc needs to be accompanied by council management advice to the committee.

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

Amendments
Any amendment to the Terms of Reference or other arrangements of the committee shall be subject to approval by all member councils.

Should Kaipara District Council, Far North District Council, Northland Regional Council or Whangarei District Council cease to be a shareholder of Northland Inc Limited (a **departing Council**):

1. The number of members that the committee is to have (as referred to in paragraph 2 of the section entitled “Membership” above) shall reduce by two for each departing Council.
2. Any elected member(s) appointed by the departing Council to the committee shall automatically cease to be a member(s) of the committee.
3. The right of the departing Council to appoint members to the committee (as referred to in paragraph 2 of the section entitled “Membership” above) shall automatically cease.
4. All references to the departing Council in these Terms of Reference shall be deemed deleted.

These Terms of Reference replace the prior Terms of Reference approved by Kaipara District Council, Far North District Council, and Northland Regional Council for the committee in June 2021.

Terms of Reference
Infrastructure Committee

Membership
Four (4) elected members, with one to be appointed as Chair of Committee
Two (2) Independent Tangata Whenua members.

Chair:	Cr J Blackwell
Deputy Chair:	Cr J Carr
Members:	Crs J Craw, G Crawford, C Kitchen, Chair P Tipene (Ex-officio)
Māori representation:	Two (2) Independent Tangata Whenua Members George Riley and Dee-Ann Wolferstan (voting rights)

Standing orders apply.

Purpose
The purpose of the committee is to ensure an efficient, consistent, and integrated regional approach to the planning and delivery of approved and budgeted council infrastructure and related work programmes.

Quorum
At least half of the membership (excluding any committee vacancies).

Meeting frequency
Quarterly.

Objectives

- Ensure NRC's work programmes are kept adequately informed of relevant infrastructure activity across Northland
- Monitor and review relevant NRC's infrastructure related work programmes and strategies, including: integrated flood risk management, natural hazards, coastal adaptation, integrated transport networks, and river catchment management
- Monitor and review the performance of the Infrastructure Strategy and Asset Management Plans
- Strengthen engagement and partnership with Iwi and hapū to ensure appropriate development and maintenance of resilient infrastructure.

Delegations

- Advocate for improved investment and support for appropriate and resilient infrastructure planning and funding across Northland. Where a mater is outside the scope of NRC, the relevant Territorial Authorities must be consulted
- Delegate to representatives of the commitee the ability to engage with Government ministers on approved infrastructure maters. Where a mater is outside the scope of NRC, the relevant Territorial Authorities must be consulted
- Make submissions to government on infrastructure related national policy and funding mechanisms (provided this does not duplicate any specific

function of another governance committee)

- Establish and disestablish working groups on maters relating to committee business
- Co-opt a person as a (non-voting) member of the committee to assist with special projects
- Make recommendations to the Council for a decision.

Role and Responsibilities

The committee is directly responsible and accountable to the council for the exercise of its responsibilities. In carrying out its responsibilities, the committee must always recognise that primary responsibility for management of the council rests with the Chief Executive.

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

No Delegated Authority – Power to Act
In Accordance Clause 32 (1) of Schedule 7 of the Local Government Act 2002, the subcommittee does not have the powers of council to borrow money or purchase or dispose of assets.

Terms of Reference

Investment Committee

Membership

Membership shall comprise:

i. Three elected members appointed by council.
ii. The council Chair as an Ex-officio member.
iii. Two independent members (one being a commercial investment specialist, one being a Tangata Whenua advisor), with voting rights.
iv. The Chair shall be the commercial investment specialist independent member.

Quorum

A quorum comprises 4 members, 2 of whom must be elected members.

Standing orders

Standing orders apply.

Powers

Obtain external professional advice (within approved budget), as considered necessary to meet its responsibilities.

Recommend to council action on any matter in relation to the investment portfolio.

Administration

Meets quarterly. Should an urgent decision be required outside of the quarterly meeting schedule, the council will assume the role and responsibilities of the committee. For reasons of efficiency and/or expediency, should the Committee not be able to perform their functions, the council will assume their role and responsibilities.

The Committee is directly responsible and accountable to the council for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

Reports to council.

Role and Responsibilities

The Investment Committee's function is to monitor and improve the performance of the council's investment portfolio. This includes recommendations on investments and resourcing to manage the financial and non-financial risks associated with these activities.

The Committee is expected to identify opportunities that will maximise the value of the portfolio and returns and may also recommend to Council disposal of sub-optimal assets and investments.

The Investment Committee's areas of responsibility for the investment portfolio are:

- Investment property
- Managed investment funds
- Commercial investments, including Northport Group Limited

a. Ensure that operational strategies / policies for the activities within the commercial

portfolio maximise returns on investment after balancing risks (noting that approval of policy and strategy settings reside with council).

b. Monitor and improve the performance of council's investment portfolio.
c. Make recommendations to the council on new investments, disposals, business opportunities and other matters in relation to the investment portfolio.

Responsibilities – Investment Property

Undertake the property investment functions referred to in the Treasury Risk Management Policy adopted within the current LTP. These functions include:

a. To review performance and compliance against council's Treasury Risk Management Policy (and its objectives).
b. To recommend to the council targets, policies and strategies for undertaking its investment property activities.
c. To oversee the administration and review of the council's property investment opportunities within the Committees delegated authority and make recommendations to council as appropriate.

Responsibilities – Managed Investment Funds

Undertake the investment functions referred to in the Treasury Risk Management Policy adopted within the current LTP. These functions include:

a. To review performance and compliance against council's Investment Policy and SIPO for all the council's investment funds.
b. To make recommendations to council on any changes that fall outside the Committee's delegations including changes to the construction of investment portfolios, the SIPO, the Investment Policy, and investment management appointees.
c. To recommend to the council targets, policies and strategies for undertaking its investment activities.
d. To oversee the administration and review of the council's investment opportunities within the Committees delegated authority and make recommendations to council as appropriate.

Responsibilities – Commercial Investments

Monitor and review council's current and future potential commercial investments. This function includes:

a. Receiving and reviewing six-monthly reporting on Northport Group Limited, to be presented to the Investment Committee by council's Northport Group Limited directors.

Terms of Reference

Audit and Risk Committee

Membership

Membership shall comprise:

a) Four elected members appointed by council.
b) The council Chair as an Ex-officio member.
c) Three independent members (one independent risk advisor, two Tangata Whenua advisors), with voting rights.
d) The Chair shall be an independent member (selected from three independent members) appointed by council.

Quorum

A quorum comprises 4 members, 2 of whom must be elected members.

Standing orders

Standing orders apply.

Powers

Obtain external professional advice (within approved budget), as considered necessary to meet its responsibilities.

Administration

Meets quarterly. Should an urgent decision be required outside of the quarterly meeting schedule, the council will assume the role and responsibilities of the committee. For reasons of efficiency and/or expediency, should the Committee not be able to perform their functions, the council will assume their role and responsibilities.

The Committee is directly responsible and accountable to the council for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

Reports to council.

Roles and Responsibilities

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

1. Audit

a) Review and monitor the external and internal audit programme and receive audit report findings.
b) Review and monitor management's implementation of audit recommendations.
c) Act as a forum for communication between management and internal and external auditors.

2. Risk

a) Review and monitor council's risk management arrangements.
b) Review council's risk management framework and risk register for effective identification and management of the council's risks.
c) Monitor council's insurance arrangements.

3. Procurement

a) Monitor council's procurement for contracts over $100k value

4. Delegations

a) Review the delegation's manual from time to time and make recommendations to council for any changes.

5. Finance

a) Monitor and review financial polies and financial performance.

6. People and Culture

a) Monitor council's people and culture management.
b) Monitor council's health and safety management.

7. Regulatory services oversight

a) Review and recommend to council for approval Regulatory Services guiding policies.
b) Quarterly reporting of consent applications.
c) Quarterly reporting of compliance monitoring activities.
d) Quarterly reporting of formal enforcement activities (e.g. infringement notices, enforcement orders, prosecution cases).

Terms of Reference

Natural Resources Working Party

Membership

The Natural Resource Working Party shall be comprised of four (4) councillors and four (4) Te Ruarangi members as follows:

Chair:	Cr G Crawford
Members:	Cr J Blackwell, Cr A Macdonald, Cr A Morunga
Māori representation:	Four (4) members of Te Ruarangi TBA
Ex officio:	Chair P Tipene

Standing orders do not apply.

Quorum

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

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

- Healthy waters for the environment and our people
- Resilient, adaptable communities in a changing climate
- Protected and flourishing native life
- Meaningful partnerships with tangata whenua

Objectives

The objectives of the working party are to:

1. Provide oversight and assistance to the Chief Executive on council's natural resources' strategic activities ensuring accountabilities and responsibilities are fulfilled; and
2. Make recommendations to council on natural resources matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities.

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

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

ROLE AND FUNCTIONS

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

1. General

a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);

b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);

c) Request the attendance of any employee, subject to the CEO's approval, at meetings of the working party or its working groups;

d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;

e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;

f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;

g) Undertake such other functions as may be delegated by council from time to time.

2. Planning

For council's planning activities:

a) To monitor and review the implementation of the Regional Policy Statement, the Proposed Regional Plan for Northland and Resource Management Act regulations.

b) To make recommendations to council on any appeals in accordance with council decisions on the proposed plan, plan change or variation.

c) To recommend to council positions and perspectives on proposed legislation (including amendments) and national policy initiatives for incorporation into council submissions as appropriate.

3. Water and land Management

For council's water and land management activities:

a) Monitor and review council's implementation of the National Policy Statement for Freshwater Management 2020.

b) Advise and make recommendations to council (and relevant working parties or working groups) on operational strategies related to freshwater or land management.

c) Monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Long-

Term Plan, Annual Plan and operational strategies associated with council's natural resource management activities

d) To monitor and review implementation of Nga Taumata o te Moana – our climate change strategy, as the actions relate to council's national resource functions.

4. Reporting

The Chairperson, supported by staff, will report on working party activities and associated recommendations to Council on a quarterly basis.

5. Meeting Frequency

The Natural Resources Working Party is to meet quarterly.

6. No Delegated Authority – Power to Act

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

ID: DMHUB-33537858-1068



Te Ruarangi[1]

Ngā Kupu Pānga |Terms of Reference 2022-2025 Triennium

Date: **November 2024**

Author: **Pou Manawhakahaere – Group Manager, Governance & Engagement**

[1] *Te Ruarangi* is an expression of the vision where the principles of *Kawanatanga* (governance or authority) and *Rangatiratanga* (chieftainship or sovereignty) come together in a harmonious partnership for the benefit of the *taiao* (environment or natural world).

Northland REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau

Kohikohinga | Contents

1. Kupu whakataki | Background 3
2. Ngā roopū | The Parties 3
Tāngata Whenua of Te Taitokerau 3
The statement of intent in regard to these for tāngata whenua are : 3
Northland Regional Council 3
3. Te Kaupapa | Mission Statement 4
4. He Tirohanga Māori | Vision Statement 2030 4
5. Ngā Ture | Values 4
The following engagement principles will guide the committee in the pursuit of its purpose: 4
6. Ngā whainga | Objectives 5
To advance Māori engagement that supports environmental, social, cultural and economic priorities across the region: 5
7. Ngā mema| Membership 5
The working party will comprise up to 30 members in total consisting of: 5
8. | Removal and replacement of members 6
9. Ngā Heamana | Co-Chair's 7
10. Te wahanga | Term of appointment 7
11. Whakamahinga | Operation 8
12. Arataki tangata | Member induction 8
13. Papā o te pānga | Conflict of interest 8
14. Hokohitanga o ngā hui | Frequency of meetings 8
15. Kotahitanga | Quorum 9
16. He utu| Payment 9
17. Whakaoti raruraru| Conflict resolution 9
18. Ngā purongo| Reporting - accountability 9
19. Arotakenga | Review 10
20. Tuku mahi| Delegations 10

Te Pae Tāwhiti – Vision 2021-2040

- He whenua haumoko – Land that is bountiful
- He wai mā – Water that is pure and healthy
- He iwi whai ora – People that are flourishing

1. Kupu whakataki | Background

This Terms of Reference recognises that this agreement is not intended to be a legally binding document, but rather a document that encourages and supports an enduring and long-term relationship between Northland Regional Council and the tāngata whenua of Te Taitokerau.

It also recognises that although two distinct partners, each bringing their own perspective to the table, that the tāngata whenua of Te Taitokerau and council may share common aspirations in regard to the environmental, social, cultural and economic future of our shared region.

This agreement also appreciates that it will be through goodwill and cooperation that trust will develop and therefore a relationship based on mutual respect.

2. Ngā roopū | The Parties

This agreement is between tāngata whenua of Te Taitokerau and Northland Regional Council.

Both parties are committed to giving effect to their responsibilities to tangata whenua of Te Taitokerau under Te Tiriti o Waitangi and will be active Te Tiriti partners by developing and maintaining meaningful relationships with each other.

Tāngata Whenua of Te Taitokerau

Tāngata whenua of Te Taitokerau are extremely passionate about their heritage and give regard to Te Tiriti o Waitangi as the founding document of this country and recognises a partnership between Māori and the Crown, for Māori, further cementing the intent of He Whakaputanga o Te Rangatiratanga o Nū Tīreni (1835 Declaration of Independence).

The statement of intent in regard to these for tāngata whenua are:

He Whakaputanga o Te Rangatiratanga o Nū Tīreni (Declaration of Independence) and Te Tiriti o Waitangi provide the foundation doctrines of authority and partnership that are being sought by iwi and hapū in government, including local government.

Northland Regional Council

The Northland Regional Council (council) is the regional authority with responsibilities defined in the Local Government Act 2002, which provide for its obligations to Māori under Te Tiriti o Waitangi including:

- To take appropriate account of the principles of Te Tiriti o Waitangi; and
- To maintain and improve opportunities for Māori to contribute to local government decision making processes.

3. Te Kaupapa | Mission Statement

He iwi tahi tātou kia ora ai te taiao. Kawanatanga and Rangatiratanga work together for the wellbeing of the environment.

Te Ruarangi:

- Provides a forum that emphasises and advocates te Ao Māori, the Māori world view
- A means by which the Māori perspective is valued, influences and challenges processes and policy
- A stable platform for whānau, hapū and iwi to connect and communicate with each other
- A safe forum for open and forthright discussion
- Provides strong leadership in consultation with tāngata whenua and Māori communities.

4. He Tirohanga Māori | Vision Statement 2040

The working party will reflect a (true) partnership that respects the mana and authority of tangata whenua of Te Taitokerau and council. This is determined by an enduring relationship committed to the protection and preservation of our taiao by:

- Representing the view of Māori in Te Taitokerau in council matters significant to tāngata whenua
- The application of Te Ao Māori or the Māori world view e.g. Mātauranga Māori, kaitiakitanga, mauri in council policies and processes
- Giving effect to the partnership and representation of Māori in Te Taitokerau in council decision making processes.
- Representing a partnership in working together to achieve and implement Tāiki ē Te Ruarangi Strategic Intent and Implementation Plan *(not excluding other areas of focus in the LTP that may not be in Tāiki ē)

5. Ngā Ture | Values

The following engagement principles will guide the committee in the pursuit of its purpose:

- Titiro ki ngā taumata o te moana tākiri ko te ata - Always remain strategic in our intent.
- Mahi tahi tūtuki noa – identifying opportunities, increased collaboration and completion of projects
- Me whakatau mā roto i te kōrero – Resolution through conversation
- Kaitiakitanga – Dedicated stewardship of tangata whenua of Te Taitokerau
- Ngākau pono – Being true to the purpose of the partnership

6. Ngā whainga | Objectives

To advance Māori engagement that supports environmental, social, cultural and economic priorities across the region:

- Monitor and advise on council's compliance to its obligations to Māori under the Local Government Act 2002 and the Resource Management Act 1991 (assurance and compliance function)
- Provide advice to council on topics referred to it by council
- Provide advice to council on topics of strategic importance and relevance to tāngata whenua
- To develop pathways (and processes) that will achieve lasting and meaningful relationships between tāngata whenua and council
- To ensure the views of tangata whenua are taken into account in the exercise of council functions
- To provide access to specialist Māori technical advice Te Ruarangi members can provide advice based only on information presented and does not replace council's obligation to consult with iwi and hapū. Council also acknowledges that iwi and hapū representative members' advice does not usurp the mana of iwi and hapū of Taitokerau to make decisions and representations to council on issues of importance to them.

7. Ngā mema| Membership

The working party will comprise up to 30 members in total consisting of:

Nine elected members (councillors) and twenty-one appointed iwi and hapū members from Taitokerau Māori (one representative per iwi and hapū).

To ensure regional representation from the twenty-one appointed iwi and hapū members from Taitokerau Māori, these positions will be filled based on the geographic representation outlined in Appendix 2. In order to maintain the ability to provide geographic representation in Te Ruarangi, should a position not be filled within a geographic area, that position will remain vacant and available to be filled in the future by iwi and/or hapū whose rohe overlaps that mapped geographic area.

Iwi representation will include one member from each of the following Iwi Authorities:

- Ngāti Kuri Trust Board
- Te Rūnanga Nui O Te Aupōuri
- Te Rūnanga O NgaiTakoto
- Te Rūnanga-a-Iwi O Ngāti Kahu
- Te Rūnanga O Te Rarawa
- Te Rūnanga O Whaingaroa
- Te Rūnanga A Iwi O Ngāpuhi
- Ngātiwai Trust Board
- Te Rūnanga O Ngāti Whātua
- Te Roroa
- Kahukuraariki Trust Board

Should one of the above iwi decide not to fill their position, they may choose to endorse a hapū and hapū representative to fill their position. Priority will be given to the following tāngata whenua groupings who have previously had a representative on the working party, in recognition of their early and ongoing commitment to this relationship and kaupapa listed below:

- Ngāti Hine
- Te Whakapiko Hapu
- Ngāti Manu
- Hokianga O Ngā Hapū[2]
- Ngāti Rēhia
- Te Uri o Hau
- Te Waiariki
- Ngāti Kororā
- Ngāti Takapari
- Ngāti Kuta, Patukeha
- Te Parawhau
- Ngati Tara
- Te Whakaminenga O Te Hikutu Hapū-Whānau[3]
- Patuharakeke

Should one of the above tāngata whenua groupings not take up a position on Te Ruarangi, and a position still be available within the geographic area of Te Taitokerau, then that position can be filled by another hapū within that geographic area.

Nominations received from hapū not currently represented on the working party will be presented to council for ratification following consultation with the working party co-chairs. Such nominations must be accompanied with documentation, to the satisfaction of the co-chairs, that the nominee has formally been mandated by hapū to represent them on the working party.

The following procedure will be followed once working party membership reaches 30 and a nomination is received from hapū not currently represented on the working party:

1. Priority will be provided for one member from each group as indicated above.
2. The working party will seek to achieve as wide and even representation as possible.
3. Once full representation is achieved from all priority groups listed above, then new membership is only available by attrition.

Iwi/hapū can nominate an alternate/proxy representative to act on behalf of an absent primary representative.

8. Ngā mema tangohia| Removal and replacement of members

Iwi and hapū will undertake their own selection and mandating process to identify their representative and proxy for the working party. When selecting its representative, iwi/hapū are

[2] Ngati Pakau, Mahurehure, Ngatikorokoro
[3] Te Hikutu/Whanau Whero/Whanautara/Ngati Kairewa/Ngati Kerewhiti/Ngati Parenga/Ngati Tuapango

encouraged to consider gender equality, and the range of skills and experience required for the working party to adequately perform their role.

Changes to an iwi/hapū nominated representative needs to be formally notified to council however does not require council endorsement. For clarity, section 8 above relates to iwi and hapū who don't already have representation on the working party.

Membership of the group shall cease if a member:

- resigns, or
- fails to attend at least three consecutive meetings over the period of one year without tabling a request for leave of absence.

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

If a member resigns or is removed from the working party, all efforts will be made to fill any vacancies as soon as possible.

9. Ngā Heamana | Co-Chairs

Provision has been made for this working party to have a Co-Chair arrangement. The following process will be undertaken to fill the position of Co-Chairs.

Council will appoint one elected member (and proxy) as their representative to act as Co-Chair. The non-elected members of the working party will appoint a Co-Chair (and proxy), from the non-elected members. Both recommendations are to be endorsed by council.

At least one Co-Chair must be present at the formal meetings and marae-based hui of the working party.

Besides chairing meetings, the Co-Chairs (or proxy) will be responsible for:

- attending agenda preview meetings and reviewing working party actions prior to circulation
- be available to vet prospective applications for membership onto the working party
- assist in mediation when required, in the first instance.

10. Te Wahanga | Term of appointment

The standard term of appointment will be three years – consistent with the term of local and territorial authorities – in this case, the 2019-2022 local body triennium. The term of appointment can be less than three years if a representative:

- resigns
- is replaced by the representatives nominating iwi/hapū
- misses three consecutive meetings, or
- the working party is disbanded.

A member can be appointed as many times as their nominating iwi / hapū re-endorse their selection.

11. Whakamahinga | Operation

Council's Chief Executive Officer (CEO) and Group Manager –Governance and Engagement are the senior managers responsible for the working party and shall attend all meetings. The CEO will ensure the working party is supported by council's Executive Leadership Team.

The CEO will be responsible for ensuring support for the maintenance and servicing of the working party (provision of venue, minute-taking, catering).

Support for the working party extends to council's-controlled organisation, Northland Inc through the CEO and staff.

12. Arataki tangata | Member induction

All new members joining the working party will receive an induction pack which will include the Terms of Reference, relevant policies and procedures and information outlining the council's function and processes.

13. Papā o te pānga | Conflict of interest

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

14. Hokohitanga o ngā hui | Meetings

a) The working party will meet formally up to 5 times a year at council and a further 5 times a year on marae, focusing on local issues that are important to the haukainga.

b) Marae based meetings will not be exclusive to Te Ruarangi membership and the schedule of marae-based meetings will ensure a good geographic spread across the region.

c) Whilst any working party member is welcome to attend the marae-based workshops, these workshops will not constitute a formal working party meeting and therefore no working party actions can be agreed. All working party members attending council approved marae-based workshops are eligible for meeting fee allowances and mileage.

d) When the full working party meets at the offices of the regional council a meeting room will be made available before or after the meeting of the working party in order for the Māori members of the working party to meet.

e) The working party meetings provide an opportunity for strategic workshops to focus on strategic Whāinga or goals and review annual reporting so that Te Ruarangi can plan for the year ahead.

f) Any decision to changes to meeting dates or locations required outside of a formal Te Ruarangi meeting shall be made by the two Te Ruarangi Co-Chairs following consultation with the council Chairperson and CEO

g) As a commitment to Te Tiriti partnership all councillors are members of TTMAC. Councillors, including the Chair, will endeavour to prioritise their attendance at working party meetings.

15. Kotahitanga | Quorum

The following quorum will apply:

- At least a third of the elected members (councillors), and
- At least a third of non-elected members.

This ratio will apply to those seats that are currently filled and not include vacant positions.

16. He utu| Payment

Payments for non-elected members of the working party (iwi and hapu representatives) for meeting attendance and mileage will be in accordance with the councils 'Appointed Members Allowance Policy' and in accordance with this Terms of Reference.

Payments include:

- Meeting allowance for meetings of the working party
- Mileage (one claim per vehicle)
- Attendance at Other working parties, as endorsed by council.

17. Whakaoti raruraru| Conflict resolution

Should conflict occur, the Council Chair and Te Ruarangi Co-Chairs and the working party will be responsible for working together to resolve the conflict in the first instance. If the conflict persists, the council will only intervene at the request of the majority of the working party members.

18. Ngā purongo| Reporting - accountability

The working party, through the Co-Chairs will provide a summary report to the council following each meeting.

Working party members are expected to report back to and liaise regularly with their respective nominating iwi / hapū communities – providing information to their constituents and seeking their feedback.

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

19. Annual reporting

An annual report detailing the work Te Ruarangi has undertaken will be prepared for the annual meeting and will cover:

- Review of achievements towards the objectives contained within the terms of reference
- Reporting on work that demonstrates the Strategic Whāinga of Tāiki ē.

20. Arotakenga | Review

The Terms of Reference will subsequently be reviewed as required. All changes to the Terms of Reference will be subject to the approval of Northland Regional Council through a recommendation made by the working party.

20. Tuku mahi| Delegations

The working part has no delegated authority from council.

Northland Regional Council

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Terms of Reference

Biosecurity and Biodiversity Working Party

Membership

The Biosecurity and Biodiversity Working Party shall be comprised of four (4) councillors and four (4) Te Ruarangi Working Party (TTMAC) members as follows:

Chair:	Councillor J Craw
Members:	Councillors G Crawford, J Hunt and A Macdonald
Māori representation:	Four members of Te Ruarangi
Ex officio:	Councillor Chair P Tipene

Standing orders do not apply.

Quorum

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

Vision, mission and areas of focus (Long Term Plan 2024-2034)

Tiakina Te Taiao Tua te Here Tangata – Nurture the Environment, bring together the people

This working party will contribute directly to the following community outcomes:

- Protected and flourishing native life
- Meaningful partnerships with tangata whenua

Objectives

The objectives of the working party are to:

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

Responsibilities

The working party is directly responsible and accountable to the council

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.

ROLE AND FUNCTIONS

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

1. **General**
    1. 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);

2. Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
3. Co‑opt a person as a (non‑voting) member of the working party to assist with special projects;
4. Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;

2. Biosecurity and Biodiversity Programme oversight

2.1 Policy and Strategy Implementation and development

Monitor and review at a programme level:

- The Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP).
- A work programme to give effect to the National Policy Statement for Indigenous Biodiversity or any succeeding national direction.
- A work programme and strategic planning for giving effect to biodiversity and biosecurity management.

2.2 Advice and recommendations

Provide advice and make recommendations to council on strategic matters related to biodiversity and biosecurity functions

2.3 Performance and Programme oversight

Monitor and review progress toward council's objectives, performance targets, and delivery of work programmes as outlined in the Long-Term Plan, Annual Plan, and relevant operational strategies associated with council's biodiversity and biosecurity functions.

3. Reporting

The Chairperson, supported by staff, will report on working party activities and associated recommendations to Council on a quarterly basis.

4. Meeting Frequency

The Biosecurity and Biodiversity Working Party is to meet quarterly.

5. No Delegated Authority – Power to Act

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

Terms of Reference

NRC/WDC Whangārei Public Transport Working Party

Membership

The NRC/WDC Whangārei Public Transport Working Party shall be comprised of three (3) Northland Regional council members and three (3) Whangārei District Council members as follows:

Chairperson:	Cr A Macdonald
NRC members	Cr J Carr
	Cr J Craw
WDC member 1	TBA
WDC member 2	TBA
WDC member 3	TBA

The number of members from WDC and NRC are to be the same.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be three (3). All members count towards a quorum.

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

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

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

- Efficient and effective service delivery
- Safe and resilient communities
- A strong regional economy

Objectives

The objectives of the working party are to:

- To examine and discuss Whangārei public transport issues with the intention of increasing patronage across all modes of public transport; and advise and make recommendations to both councils accordingly.

Responsibilities

- The working party is directly responsible and accountable to their respective councils for the exercise of its responsibilities. The Chairperson, supported by staff,

ID: DMHUB-33537858-1067

will provide a brief written report of working party activities to each council meeting.

- In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the councils' rests with the Chief Executives.
- For reasons of efficiency and/or expediency, should the working party not be able to perform its functions, the councils will assume its role and responsibilities.

ROLE AND FUNCTIONS

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

1. General

a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);

b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);

c) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;

d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;

e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;

f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;

g) Undertake such other functions as may be delegated by council from time to time.

2. Whangārei Public Transport

Issues to be considered include, but are not limited to;

a) Bus route terminus location and infrastructure,
b) Bus stops/shelters and signage,
c) Potential new routes, services and trials,
d) Park and ride options,
e) Integration with city and district planning.

3. No Delegated Authority – Power to Act

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

ID: DMHUB-33537858-1067

TITLE: Adoption of revised Standing Orders for the 2025-2028 Triennium

From: Kyla Carlier, Corporate Strategy Manager and Chris Taylor, Governance Specialist

Authorised by Group Manager/s: Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 18 November 2025

Executive summary/Whakarāpopototanga

The purpose of the report is to present a revised set of Standing Orders for adoption by council for the 2025-2028 triennium or until such time as they are replaced by legislated standardised standing orders under the Local Government (System Improvements) Amendment Bill.

It should be noted that the approval of not less than 75% of members present at the meeting is required to adopt (or amend) Standing Orders. If this threshold is not reached the current Standing Orders will remain in place.

Recommendation(s)

1. That the report 'Adoption of revised Standing Orders for the 2025-2028 Triennium' by Kyla Carlier, Corporate Strategy Manager and Chris Taylor, Governance Specialist and dated 30 September 2025, be received.

2. That council adopts the revised Standing Orders, included as **Attachment One** pertaining to Item 7.2 of the 25 November 2025 council meeting agenda.

Options

No.	Option	Advantages	Disadvantages
1	Adopt the revised set of Standing Orders.	Council will have a fit for purpose set of Standing Orders that is compliant with legislation and best practice in the conduct of meetings.	None apparent
2	Elect not to adopt the revised set of Standing Orders.	Consistency for those familiar with the current set of Standing Orders.	Standing orders will not provide the most comprehensive guidance to ensure effective and efficient meeting processes.

The staff's recommended option is option 1.

Considerations

1. **Climate Impact**

   As an administrative matter, no climate impact is anticipated.

2. **Environmental Impact**

   As an administrative matter, no environmental impact is anticipated.

3. **Community views**

   As an administrative matter relating to council meeting operations under legislation, community views do not need special consideration.

4. **Māori impact statement**

   The Standing orders are prepared to support facilitation of local authority meetings. Where appropriate these incorporate concepts of tikanga, but otherwise there is no additional impact on Māori as a result of revising these standing orders.

5. **Financial implications**

   There are no known financial implications to this decision.

6. **Implementation issues**

   The revised standing orders will guide and direct the process of council meetings. The revisions are in line with current operations and no implementation issues are anticipated.

7. **Significance and engagement**

   This item is submitted for consideration in accordance with the statutory requirements of Schedule 7 of the Local Government Act 2002. Councils are required to adopt a set of Standing Orders, so in respect of section 79 of the Act and council's policy, this matter is considered to be of low significance, and does not trigger council's Significance and Engagement Policy.

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

   This item complies with the statutory requirements of Schedule 7 of the Local Government Act 2002.

Background/Tuhinga

Councils Standing Orders were last approved by council in February 2020, following a comprehensive suite of changes resulting from an LGNZ review of issues with the original templated standing orders.

Since then the Standing Orders have been successfully supporting the proceedings of council's meetings.

Minor administrative amendments have been made to keep the document accurate and relevant.

With the start of the new triennium, and with four new minor amendments proposed, it's considered prudent for council to formally consider and adopt their Standing Orders.

These changes were workshopped by council as part of their induction on 19 November, at which time the following minor amendments were presented:

- Update to preface to provide clarification on when staff may provide guidance on the interpretation of standing orders.
- Addition to Section 4.4 – Webcasting, to make it clear that usual practice is that council webcast formal council meetings.
- Addition to Section 27 – Notices of motion, to make it clear that no council administrative support is offered to members when they are producing a notice of motion.
- Update to Section 29 – Minute Records, to more accurately reflect current council minute record keeping processes.

These changes are highlighted in the attached document, presented for adoption.

In making this decision, councillors attention is drawn to the Local Government (System Improvements) Amendment Bill, which at the time of writing is before Parliament, and proposed the introduction of standardised standing orders for all councils.

Standards NZ were tasked with reviewing the exiting Model Standing Orders and released a draft version on 17 October for feedback by 12 December 2025. Staff have drafted a submission on the proposed new standardised standing orders which will be brought to council for discussion and endorsement at a workshop on 2nd December, and retrospectively reporting to the 17 December council meeting.

The revised standing orders presented in this paper will remain in effect until the standardised version is released and formally adopted by council, which is expected to occur within a period specified by the government, currently unknown.

Attachments/Ngā tapirihanga

Attachment 1: Revised Standing Orders 2025 - 2028 (changes highlighted) ⇩



Standing Orders

2025 – 2028 Triennium

Prepared in accordance with Clause 27(1) & (2) of Schedule 7 of the Local Government Act 2002

ID: DMHUB-737801113-122

Document Management		
25 September 2019	Current Standing Orders with track changes added (based on LGNZ guidance and learnings from previous triennium)	Governance Support Manager
30 January 2020	Removed track changes for council agenda	Governance Support Manager
18 February 2020	Approved by council.	Governance Support Manager
5 May 2020	Updated for new corporate template	Governance Support Manager
15 September 2020	Sections 2 Definitions, 15 Public Forums, 16 Deputations and 17 Petitions amended as per council resolution 15 September 2020.	Governance Support Manager
30 November 2022	Administrative update for the electronic method of maintaining meeting minutes (post investigation into the necessary controls and processes to meet the requirements of the LGA and Public Records Act)	Governance Support Manager, Information Advisor
17 August 2023	Administrative update to correct Standing Order 23.3	Governance Specialist
24 November 2023	Administrative update to correct typographical error to Standing Order 27.5	Governance Specialist
30 October 2024	Administrative update to correct Standing Order 13.8 'Member's status: quorum' and 13.9 'Member's status: voting'.	Governance Specialist
20 August -30 September 2025	Clarification provided in preface re staff guidance on these standing orders and in Section 27 re staff involvement in any notice of motion. Update made to Section 29 re minute books. Additional context added in Section 4.4 re webcasting.	Corporate Strategy Manager and Governance Specialist

Preface

Standing orders contain rules for the conduct of the proceedings of local authorities and their committees, subcommittees and subordinate decision-making bodies. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

It is mandatory that councils adopt standing order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. 27 Schedule 7 of the Local Government Act 2002).

Where questions about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

For clarity, staff may offer guidance on the interpretation and application of these standing orders, both within meetings and in other relevant settings.

All members of a local authority must abide by standing orders.

Contents

1. Introduction 11
1.1 Principles 11
1.2 Statutory references 12
1.3 Acronyms 12
1.4 Application 12
2. Definitions 13
GENERAL MATTERS 18
3. Standing Orders 18
3.1 Obligation to adopt 18
3.2 Process for adoption and alteration of standing orders 18
3.3 Members must obey standing orders 18
3.4 Application of standing orders 18
3.5 Temporary suspension of standing orders 18
3.6 Quasi-judicial proceedings 19
3.7 Physical address of members 19
4. Meetings 20
4.1 Legal requirement to hold meetings 20
4.2 Meeting duration 20
4.3 Language 20
4.4 Webcasting meetings 20
4.5 First meeting (inaugural) 21
4.6 Requirements for the first meeting 21
5. Appointments and elections 23
5.1 Elections of a Chairperson and Deputy Chairperson 23
5.2 Removal of a Chairperson and Deputy Chairperson 23
5.3 Voting system for Chairpersons, Deputy Chairpersons and Committee Chairs 23
6. Delegations 25
6.1 Limits on delegations 25
6.2 Committees may delegate 25
6.3 Use of delegated powers 25
6.4 Decisions made under delegated authority 26
6.5 Committees and sub committees subject to the direction of the council 26
7. Committees 27
7.1 Appointment of committees and subcommittees 27

7.2 Discharge or reconstitution of committees and subcommittees 27
7.3 Appointment or discharge of committee members and subcommittee members 27
7.4 Elected members on committees and subcommittees 27
7.5 Local authority may replace members if committee not discharged 28
7.6 Decision not invalid despite irregularity in membership 28
7.7 Appointment of joint committees 28
7.8 Status of joint committees 28
7.9 Power to appoint or discharge individual members of a joint committee 29
PRE MEETING 30
8. Giving notice 30
8.1 Public notice – ordinary meetings 30
8.2 Notice to members – ordinary meetings 30
8.3 Extraordinary meeting may be called 30
8.4 Notice to members – extraordinary meetings 30
8.5 Emergency meetings may be called 31
8.6 Process for calling an emergency meeting 31
8.7 Public notice – emergency and extraordinary meetings 31
8.8 Meetings not invalid 31
8.9 Resolutions passed at an extraordinary meeting 32
8.10 Meeting schedules 32
8.11 Non-receipt of notice to members 32
8.12 Meeting cancellations 32
8.13 Meetings – Change of date/time 32
9. Meeting agenda 33
9.1 Preparation of the agenda 33
9.2 Process for raising matters for a decision 33
9.3 Chief Executive may delay or refuse request 33
9.4 Order of business 33
9.5 Chairperson's recommendation 33
9.6 Chairperson's report 34
9.7 Public availability of the agenda 34
9.8 Public inspection of agenda 34
9.9 Withdrawal of agenda items 34
9.10 Distribution of the agenda 34
9.11 Status of agenda 35
9.12 Items of business not on the agenda which cannot be delayed 35

9.13 Discussion on minor matters not on the agenda 35
9.14 Public excluded business on the agenda 35
9.15 Qualified privilege relating to agenda and minutes 35
MEETING PROCEDURES 36
10.0 Opening and closing 36
11. Quorum 36
11.1 Councils 36
11.2 Committees and subcommittees 36
11.3 Joint Committees 36
11.4 Requirement for a quorum 37
11.5 Meeting lapses where no quorum 37
11.6 Business from lapsed meeting 37
12. Public access and recording 38
12.1 Meetings open to the public 38
12.2 Grounds for removing the public 38
12.3 Local authority may record meetings 38
12.4 Public may record meetings 38
13. Attendance 39
13.1 Members right to attend meetings 39
13.2 Attendance when a committee is performing judicial or quasi-judicial functions 39
13.3 Leave of absence 39
13.4 Apologies 39
13.5 Recording apologies 40
13.6 Absent without leave 40
13.7 Right to attend by audio visual link 40
13.8 Member's status: quorum 40
13.9 Member's status: voting 40
13.10 Chairperson's duties 40
13.11 Conditions for attending by audio visual link 41
13.12 Request to attend by audio or audio visual link 41
13.13 Chairperson may terminate link 41
13.14 Giving or showing a document 41
13.15 Link failure 41
13.16 Confidentiality 42
14. Chairperson's role in meetings 43
14.1 Council meetings 43

14.2 Other meetings 43
14.3 Addressing the Chairperson 43
14.4 Chairperson's rulings 43
14.5 Chairperson standing 43
14.6 Member's right to speak 43
14.7 Chairperson may prioritise speakers 44
15. Public Forums 45
15.1 Time limits 45
15.2 Restrictions 45
15.3 Questions at public forums 46
15.4 No resolutions 46
16. Deputations 47
16.1 Time limits 47
16.2 Restrictions 47
16.3 Questions of a deputation 47
16.4 Resolutions 47
17. Petitions 48
17.1 Form of petitions 48
17.2 Petition presented by petitioner 48
17.3 Petition presented by member 48
17.4 Transfer of petition 48
18. Exclusion of public 49
18.1 Motions and resolutions to exclude the public 49
18.2 Specified people may remain 49
18.3 Public excluded items 49
18.4 Non-disclosure of information 49
18.5 Release of information from public excluded session 50
19. Voting 51
19.1 Decisions by majority vote 51
19.2 Open voting 51
19.3 Chairperson has a casting vote 51
19.4 Method of voting 51
19.5 Calling for a division 51
19.6 Request to have votes recorded 52
19.7 Members may abstain 52
20. Conduct 53

20.1 Calling to order 53
20.2 Behaviour consistent with Code of Conduct 53
20.3 Retractions and apologies 53
20.4 Disorderly conduct 53
20.5 Contempt 53
20.6 Removal from meeting 53
20.7 Financial conflicts of interests 54
20.8 Non-financial conflicts of interests (including conflict of roles) 54
20.9 Predetermination 54
20.10 Qualified privilege for meeting proceedings 55
20.11 Qualified privilege additional to any other provisions 55
20.12 Electronic devices at meetings 55
21. General rules of debate 56
21.1 Chairperson may exercise discretion 56
21.2 Time limit on speakers 56
21.3 Questions to staff 56
21.4 Questions of clarification 56
21.5 Members may speak only once 56
21.6 Limits on number of speakers 56
21.7 Seconder may reserve speech 56
21.8 Speaking only to relevant matters 57
21.9 Restating motions 57
21.10 Criticism of resolutions 57
21.11 Objecting to words 57
21.12 Right of reply 57
21.13 No other member may speak 57
21.14 Adjournment motions 58
21.15 Chairperson's acceptance of closure motion 58
22. General procedures for speaking and moving motions 59
22.1 Options for speaking and moving 59
22.2 Option A 59
22.3 Option B 59
22.4 Option C 60
22.5 Procedure if no resolution reached 60
23. Motions and amendments 61
23.1 Proposing and seconding amendments 61

23.2 Motions in writing 61
23.3 Motions expressed in parts 61
23.4 Substituted motion 61
23.5 Amendments to be relevant and not direct negatives 61
23.6 Foreshadowed amendments 61
23.7 Lost amendments 61
23.8 Carried amendments 62
23.9 Where a motion is lost 62
23.10 Withdrawal of motions and amendments 62
24. Revocation or alteration of resolutions 63
24.1 Member may move revocation of a decision 63
24.2 Revocation must be made by the body responsible for the decision 63
24.3 Requirement to give notice 63
24.4 Restrictions on actions under the affected resolution 63
24.5 Revocation or alteration by resolution at the same meeting 64
24.6 Revocation or alteration by recommendation in report 64
25. Procedural motions 65
25.1 Procedural motions must be taken immediately 65
25.2 Procedural motions to close or adjourn a debate 65
25.3 Voting on procedural motions 65
25.4 Debate on adjourned items 65
25.5 Remaining business at adjourned meetings 65
25.6 Business referred to the relevant committee 66
25.7 Other types of procedural motions 66
26. Points of order 67
26.1 Members may raise points of order 67
26.2 Subjects for points of order 67
26.3 Contradictions 67
26.4 Point of order during division 67
26.5 Chairperson's decision on points of order 67
27. Notices of motion 68
27.1 Notice of intended motion to be in writing 68
27.2 Refusal of notice of motion 68
27.3 Mover of notice of motion 68
27.4 Alteration of notice of motion 69
27.5 When notices of motion lapse 69

27.6 Referral of notices of motion 69
27.7 Repeat notices of motion 69
28. Minutes 70
28.1 Minutes to be evidence of proceedings 70
28.2 Matters recorded in minutes 70
28.3 No discussion on minutes 71
28.4 Minutes of last meeting before election 71
29. Minute Books 72
29.1 Maintaining accurate records 72
29.2 Inspection 72
29.3 Inspection of public excluded matters 72
30. Referenced documents 73
Appendix One: Grounds to exclude the public 74
Appendix Two: Sample resolution to exclude the public 76
Appendix 3a – Motions and amendments (Option A) 79
Appendix 3b – Motions and amendments (Option B) 80
Appendix 3c – Motions and amendments (Option C) 81
Appendix 4 – Table of procedural motions 82
Appendix 5 – Webcasting protocols 84
Appendix 6 – Powers of a Chairperson 85
Appendix 7 – Process for removing a Chairperson and Deputy Chairperson from office 90
Appendix 8 – Workshops 91
Appendix 9 – Sample order of business 92
Appendix 10 – Process for raising matters for a decision 93

1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters
- Part 2 deals with pre-meeting procedures
- Part 3 deals with meeting procedures.

Following Part 3 the Appendices provide templates and additional guidance for implementing provisions within the standing orders. Please note; the Appendices are an attachment to the standing orders and not part of the standing orders themselves, consequently amendments to the Appendices do not require the agreement of 75% of those present). In addition, the 'Guide to Standing Orders' provides additional advice for Chairpersons and staff on implementation of the standing orders and are not part of the standing orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open and transparent" (s. 39 LGA 2002).

1.2 Statutory references

The Standing Orders combine statutory provisions with guidance on their application. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of the meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information Act 1987
LAMIA	Local Authorities Members' Interests Act 1968

1.4 Application

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time**.**

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These standing orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change of proposed change to the original or substantive motion.

Audio link means facilities that enable audio communication between participants at a meeting when one or more of the participants is not physically present at the place of the meeting.

Audio visual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person presiding at a meeting – the presiding member.

Chief Executive means the Chief Executive of a regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorized by the Chief Executive.

Clear working days means the number of working days (business hours) prescribed in these standing orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

(a) A committee comprising all the members of that authority;

(b) A standing committee or special committee appointed by that authority;

(c) A joint committee appointed under clause 30A of Schedule 7 of the LGA 2002; and

(d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these standing orders, the governing body of a local authority.

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, Te reo Māori or New Zealand Sign Language.

Electronic link means both an audio and audio visual link.

Emergency meeting has the same meaning as defined in cl. 22A of Schedule 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl. 22 of Schedule 7 of the LGA 2002.

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

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with clause 30A of Schedule 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a regional council who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time.

Local authority means in the context of these standing orders a regional council, as defined in s. 5 of the LGA 2002, which is named in these standing orders, and any subordinate decision-making bodies established by the local authority.

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.

Meeting means any first, inaugural, ordinary, or extraordinary meeting of a regional council convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

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.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member had voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with sections 46(1) and (2) of LGOIMA.

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the person chairing a meeting.

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.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders 24.1 – 24.7.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum refers to a period of time set aside, usually at the start of a meeting, for the purpose of public input.

Public notice in relation to a notice given by a local authority, means one that is made publicly available on the local authority's internet site AND in addition, is published in at least one daily newspaper circulating in the region of the local authority, or one or more other newspapers that have a combined circulation in that region which is at least equivalent of that of a daily newspaper circulating in that region.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on member by s. 52 and s. 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as Chairperson of that regional council under cl.25 Schedule 7 LGA 2002.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to sum up the debate and reply to those who have spoken against the motion. (The right can also apply to an amendment.)

Seconder means the member who seconds a motion.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a regional council that have decision-making authority, excluding joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a regional council, or a committee of a regional council.

Working day means any day of the week other than:

(a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day. If Waitangi Day or Anzac Day falls on a weekend, the following Monday.

(b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and

(c) A day in the period commencing with 20 December in any year and ending with 10 of January in the following year.

Should a local authority wish to meet between the 20th of December and the 10th of January in the following year any meeting must be notified as an extraordinary meeting unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings. These standing orders have been prepared to enable the orderly conduct of local authority Keeping up to date with what we are doing and understanding our decision-making processes is important if you want to influence our decisions. In addition to this governance statement we provide information to our communities in a variety of ways including:

GENERAL MATTERS

3. Standing Orders

3.1 Obligation to adopt

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act.

cl. 27(1) & (2), Schedule 7, LGA 2002.

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the council and by a vote of not less than 75 % [1]of the members present.

cl. 27(3) Schedule 7, LGA 2002.

3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must obey these standing orders.

cl. 16(1) Schedule 7, LGA 2002.

3.4 Application of standing orders

These standing orders apply to all meetings of the regional council, its committees, subcommittees and subordinate decision-making bodies. This includes meetings and parts of meetings that the public are excluded from.

3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body may move a motion to suspend specified standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

cl. 27(4), Schedule 7, LGA 2002.

A motion to suspend standing orders must also identify the specific standing orders to be suspended. In the event of suspension those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

[1] For the avoidance of doubt – always round up when calculating the number of members that equate to '75% of the members present'.

3.6 Quasi-judicial proceedings

In the case of quasi-judicial proceedings, the local authority may amend meeting procedures. For example, committees hearing applications under the RMA 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Every member of the regional council must give to the Chief Executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results.

4. Meetings

4.1 Legal requirement to hold meetings

The regional council must hold meetings for the good government of its region. Meetings must be called and conducted in accordance with:

(a) Schedule 7 of the LGA 2002;

(b) Part 7 of LGOIMA; and

(c) These standing orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, Te reo Māori or New Zealand Sign Language. A Chairperson may require that a speech is translated and printed in English or Te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in Te reo Māori when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than 2 working days before the meeting. Where the normal business of the meeting is conducted in Te reo Māori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings

Council meetings will be routinely recorded and livestreamed to promote transparency, accessibility, and public participation in decision-making. This practice is undertaken in accordance with:

- Section 47 of LGOIMA, which affirms the public's right to attend meetings of local authorities;
- Section 51 of LGOIMA, which provides for public access to meeting minutes and related documents; and

- Relevant provisions of the Local Government Act 2002, which support open and democratic governance.

Recordings and livestreams will be made available unless technical limitations or connectivity issues prevent their delivery. In such cases, every reasonable effort will be made to restore service or provide alternative access to meeting content.

Webcast meetings should be provided in accordance with the protocols contained in **Appendix 5**.

4.5 First meeting (inaugural)

The first meeting of a local authority following a local authority triennial general election must be called by the Chief Executive as soon as practicable after the results of the election are known. The Chief Executive must give elected members not less than 7 days' notice of the meeting. However, in the event of an emergency the Chief Executive may give notice of the meeting as soon as practicable.

cl. 21(1) - (4), Schedule 7, LGA 2002.

4.6 Requirements for the first meeting

The Chief Executive (or, in the absence of the Chief Executive, their nominee) must chair the first meeting until the Chairperson has made an oral declaration and attested the declaration (see cl. 21(4), Schedule 7 (LGA 2002)).

The business to be conducted at the first meeting following a general election must include the following:

(a) The making and attesting of any declarations required of members under cl.14, Schedule7, (LGA 2002);

(b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under cl. 14 Schedule7, (LGA 2002);

(c) A general explanation, given or arranged by the Chief Executive, of:

  i. LGOIMA; and

  ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013;

(d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

(e) the election of the Deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

cl. 21(5), Schedule 7, LGA 2002.

It is common for councils to adopt standing orders at the first meeting; however, this is not always required as, if not amended, standing orders will remain in force after each triennial election.

5. Appointments and elections

5.1 Elections of a Chairperson and Deputy Chairperson

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.3) when electing people to the following positions:

- The Chairperson and Deputy Chairperson;
- The Chairperson and Deputy Chairperson of a committee; and
- A representative of the regional council,

cl. 25 Schedule 7, LGA 2002.

5.2 Removal of a Chairperson and Deputy Chairperson

A Chairperson or Deputy Chairperson can only be removed in accordance with the process set out in cl. 18, Schedule 7, of the LGA 2002. See Appendix 7.

5.3 Voting system for Chairpersons, Deputy Chairpersons and Committee Chairs

When electing a Chairperson, a Deputy Chairperson or a Committee Chair, the Regional Council must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

(a) There is a first round of voting for all candidates;

(b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

(c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot[2].

[2] Resolving by lot can be conducted by the toss of a coin or putting each person's name on the same size piece of paper and put in a box from which the name is drawn.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

(a) there is only one round of voting; and

(b) if two or more candidates tie for the most votes, the tie is resolved by lot.

cl. 25 Schedule 7, LGA 2002.

6. Delegations[3]

6.1 Limits on delegations

Unless clearly stated in the LGA or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

(a) The power to make a rate;

(b) The power to make a bylaw;

(c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;

(d) The power to adopt a long-term plan, annual plan, or annual report;

(e) The power to appoint a Chief Executive;

(f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;

(g) Repealed; and

(h) The power to adopt a remuneration and employment policy.

cl. 32 (1) Schedule 7, LGA 2002.

6.2 Committees may delegate

A committee, subcommittee, subordinate decision-making body, member or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

cl. (2) & (3), Schedule 7, LGA 2002.

6.3 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

[3] Please note: It is advisable to delegate a range of decision-making responsibilities to the Chief Executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in.

6.4 Decisions made under delegated authority

Nothing in these standing orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision.

cl. 30 (6), Schedule 7, LGA 2002.

6.5 Committees and sub committees subject to the direction of the council

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the council and must carry out all general and special directions given to them by the council.

cl. 30 (3) & (4), Schedule 7, LGA 2002.

7. Committees

7.1 Appointment of committees and subcommittees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council.

cl. 30(1) & (2), Schedule 7, LGA 2002.

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

(a) The council may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and

(b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

cl. 30 (5) & (7), Schedule 7, LGA 2002.

Please note: *s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election.*

7.3 Appointment or discharge of committee members and subcommittee members

The council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

cl. 31 (1) & (2), Schedule 7, LGA 2002

7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

cl. 31(4) Schedule 7, LGA 2002.

7.5 Local authority may replace members if committee not discharged

If the council resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

cl. 31(5) Schedule 7, LGA 2002.

7.6 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a local authority, committee, or subcommittee is not invalidated if:

1. There is a vacancy in the membership of the local authority, committee or subcommittee at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

cl. 29, Schedule 7, LGA 2002.

7.7 Appointment of joint committees

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

(a) The number of members each party may appoint; and
(b) How the Chairperson and Deputy Chairperson are to be appointed; and
(c) The terms of reference of the committee; and
(d) What responsibilities, if any, are to be delegated to the committee by each party; and
(e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

cl. 30A (1) & (2), Schedule 7, LGA 2002.

7.8 Status of joint committees

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

cl. 30A (5), Schedule 7, LGA 2002.

7.9 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

PRE MEETING

8. Giving notice

8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification must be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

s. 46, LGOIMA.

8.2 Notice to members – ordinary meetings

The Chief Executive must give notice in writing to each member of the local authority of the time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

cl. 19 (5), Schedule7, LGA 2002.

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

(a) Resolution of the council, or

(b) A requisition in writing delivered to the Chief Executive which is signed by:

  i. The Chairperson, or

  ii. No less than one third of the total membership of the council (including vacancies).

cl. 22 (1) Schedule 7, LGA 2002.

8.4 Notice to members – extraordinary meetings

Notice in writing of the time and place of an extraordinary meeting called under standing order 8.3 and of the general nature of business to be considered must be given by the Chief Executive to each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

cl. 22 (3), Schedule7, LGA 2002.

8.5 Emergency meetings may be called

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

(a) The Chairperson; or

(b) If the Chairperson is unavailable, the Chief Executive.

cl. 22A(1), Schedule 7 LGA 2002.

8.6 Process for calling an emergency meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

cl. 22A, Schedule 7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the local authority must ensure that the meeting and the general nature of the business to be transacted at that meeting:

(a) To be publicly notified as soon as practicable before the meeting is to be held; or

(b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's internet site and in any other manner that is reasonable in the circumstances.

s. 46 (3), LGOIMA.

8.8 Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless -

(a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or

(b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

s. 51A, LGOIMA.

8.10 Meeting schedules

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

cl. 19 (6) Schedule 7, LGA 2002.

8.11 Non-receipt of notice to members

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

(a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and

(b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

cl. 20 (1) & (2) Schedule 7, LGA 2002.

8.12 Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

8.13 Meetings – Change of date/time

The Chairperson of a scheduled meeting may change the date and/or time of the meeting if, in consultation with the Chief Executive, they consider it necessary.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the change of date/time and the reasons behind it.

9. Meeting agenda

9.1 Preparation of the agenda

It is the Chief Executive's responsibility to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the Chief Executive should consult the Chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee or subordinate decision-making body and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations. A process for requesting reports is described in **Appendix 10.**

9.3 Chief Executive may delay or refuse request

The Chief Executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee/subordinate decision making body that made the request. In such cases the Chief Executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to a Chief Executive asking that a report is prepared the Chief Executive may refuse. In such cases an explanation should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in **Appendix 9.**

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

9.6 Chairperson's report

The Chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting; as described in its Terms of Reference.

9.7 Public availability of the agenda

All information provided to members at a local authority meeting must be publicly available except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

(a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:

(b) Must be accompanied by either:

i. The associated reports; or

ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the Chief Executive. In the event of an item being withdrawn the Chief Executive should inform the Chairperson.

9.10 Distribution of the agenda

The Chief Executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Order 8.4 and 8.10).

The Chief Executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

(a) the reason the item is not on the agenda; and

(b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.
Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Discussion on minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. The Chief Executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication.

s. 52, LGOIMA

MEETING PROCEDURES

10. Opening and closing

Local authorities may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau. Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Councils

The quorum for a meeting of the council is:

(a) Half of the members physically present, where the number of members (including vacancies) is even; and

(b) A majority of the members physically present, where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.2 Committees and subcommittees

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution provided that it is not less than two members (See also 7.4).

In the case of subcommittees, the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council.

cl. 23 (3)(b) Schedule 7, LGA 2002.

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

11.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 10 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meeting

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

12. Public access and recording

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority and its committees and subcommittees must be open to the public.

s.47 & 49(a), LGOIMA.

12.2 Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the Chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require the Chairperson may stop the recording for a period of time.

13. Attendance

13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

cl. 19(2), Schedule 7, LGA 2002.

If the member of the local authority is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the Chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the local authority who are present may remain unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

The Chairperson is delegated the authority to approve applications for leave of absence from members. For the avoidance of doubt the Deputy Chairperson is delegated authority to approve applications for leave of absence from the Chairperson. All members will be advised whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or Acting Chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from four consecutive meetings of the council without leave of absence (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

13.7 Right to attend by audio visual link

Provided the conditions in standing orders 13.11 and 13.12 are met members of the local authority or its committees (and members of the public for the purpose of a deputation approved by the Chairperson) have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.

cl. 25A(4), Schedule 7, LGA 2002

13.9 Member's status: voting

Members who attend meetings by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio visual link, the Chairperson must ensure that:

(a) The technology for the link is available and of suitable quality; and

(b) Procedures for using the technology in the meeting will ensure that:

  i. Everyone participating in the meeting can hear each other;

  ii. The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;

  iii. The requirements of Part 7 of LGOIMA are met; and

  iv. The requirements in these standing orders are met.

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

cl. 25A (3) schedule 7, LGA 2002.

13.11 Conditions for attending by audio visual link

Noting Standing Order 13.7, The Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

(a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;

(b) Where a member is unwell; and

(c) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audio-visual link

Where possible, a member will give the Chairperson and the Chief Executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the Chief Executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

(a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

(b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;

(c) It is distracting to the members who are physically present at the meeting; and

(d) The quality of the link is no longer suitable.

13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

(a) Transmitting it electronically;

(b) Using the audio visual link; or

(c) Any other manner that the Chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure

Where an audio or audio visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

14. Chairperson's role in meetings

14.1 Council meetings

The Chairperson of the council must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the Deputy Chairperson must act as Chairperson. If the Deputy Chairperson is also absent the local authority members who are present must elect a member to be Chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Chairperson for that meeting. This provision also applies to committees and subcommittees.

cl. 26(1), (5) & (6) Schedule 7, LGA 2002.

14.2 Other meetings

In the case of committees, subcommittees and subordinate decision making bodies, the appointed Chairperson must preside at each meeting, unless they vacate the chair for a particular meeting or part of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the Deputy Chairperson (if any) will act as Chairperson. If the Deputy Chairperson is also absent, or has not been appointed, the members who are present must elect a member to act as Chairperson at that meeting who may exercise the meeting responsibilities, duties and powers of the Chairperson.

cl. 26(2), (5) & (6), schedule 7 LGA 2002.

14.3 Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions where insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or direction constitutes contempt.

14.5 Chairperson standing

Whenever the Chairperson stands during a debate, members are required to sit down and be silent so that they can hear the Chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the Chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the Chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

(a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or

(b) Move a motion to terminate or adjourn the debate; and/or

(c) Make a point of explanation; and/or

(d) Request the chair to permit the member a special request.

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;
- 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;
- 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

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 and 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 to 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 ten working days after the day on which the petition is received, transfer the petition to the relevant authority.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see **Appendix 1**).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see **Appendix 2**). The resolution must state:

(a) The general subject of each matter to be excluded;

(b) The reason for passing the resolution in relation to that matter; and

(c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s.48 (6) LGOIMA.

18.3 Public excluded items

The Chief Executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the Chief Executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the Chief Executive has advised, in writing, that one or both of the following apply:

(a) There are no grounds under LGOIMA for withholding the information;

(b) The information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the Chief Executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The Chief Executive will inform the subsequent meeting of the nature of the information released.

19. Voting

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting.

cl. 24 (1), Schedule 7, LGA 2002.

19.2 Open voting

An act or question coming before the local authority must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

19.3 Chairperson has a casting vote[4]

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

19.4 Method of voting

The method of voting must be as follows:

(a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;

(b) The Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

(c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices or division, and the result displayed notified to the Chairperson who must declare the result.

19.5 Calling for a division

When a division is called, the Chief Executive must record the names of the members voting for and against the motion and abstentions and provide the names to the Chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

[4] Note that in accordance with the Land Transport Management Act 2003 that in the case of Regional Transport Committees the Chair, or any other person presiding at the meeting, does not have a casting vote.

19.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters e.g. reason for the vote or abstention is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

When the Chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should leave the meeting immediately for a specified time.

20.2 Behaviour consistent with Code of Conduct

No member, at any meeting, may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the council's Code of Conduct, the Chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the Chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

20.6 Removal from meeting

A member of the police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a 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 financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

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 interest and the member's abstention from any discussion and voting on the matter.

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 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 the 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.

20.10 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

20.11 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

s. 53, LGOIMA.

20.12 Electronic devices at meetings

The use of electronic devices and phones is encouraged to advance the business of a meeting.

Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

21. General rules of debate

21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or the acceptance of a procedural motion to close or adjourn a debate, is subject to the discretion of the Chairperson.

21.2 Time limit on speakers

The following time limits apply to members speaking at meetings:

(a) Movers of motions when speaking to the motion – not more than 5 minutes;

(b) Movers of motions when exercising their right of reply – not more than 3 minutes;

(c) Other members – not more than 3 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff

During a debate, members can ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and how the question should be dealt with is at the Chairperson's discretion.

21.4 Questions of clarification

At any point of a debate a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of a local authority except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the Chairperson's permission.

21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of or opposition to a motion.

21.7 Seconder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

21.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Restating motions

At any time during a debate a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the minutes to record the objection.

21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may reserve their right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

21.13 No other member may speak

In exercising a right of reply, no other member may speak:

(a) After the mover has started their reply;

(b) After the mover has indicated that they want to forego this right;

(c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or subcommittee, is to be considered at the next ordinary meeting of that committee or subcommittee , unless otherwise specified.

21.15 Chairperson's acceptance of closure motion

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees.

Option B applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option A or Option C for the meeting generally, or for any specified items on the agenda.

22.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not spoken to the original or substituted motion may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.3 Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.4 Option C

- The mover and seconder of a motion can move or second an amendment
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.5 Procedure if no resolution reached

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

23. Motions and amendments

23.1 Proposing and seconding amendments

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion.

Amendments and motions that are not seconded are not in order and are not entered in the minutes.

23.2 Motions in writing

The Chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

23.3 Motions expressed in parts

The chairperson or any member may require a motion expressed in parts to be decided part by part.

23.4 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

23.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment cannot be a direct negative to the motion or the amended motion.

Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6, LGA 2002.

23.6 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be foreshadowed. However, members may notify the Chairperson that they intend to move further amendments and the nature of their content.

23.7 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

23.8 Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

23.9 Where a motion is lost

In a situation where a motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

23.10 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, committee or subcommittee. The notice must set out:

(a) The resolution or part of the resolution which the member proposes to revoke or alter;

(b) The meeting date when the resolution was passed;

(c) The motion, if any, which the member proposes to replace it with; and

(d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the Chief Executive for consideration and report.

24.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a committee, subcommittee or subordinate body.

CL. 30(6) SCHEDULE 7, LGA 2002

24.3 Requirement to give notice

A member must give notice to the Chief Executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

24.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with. Exceptions apply where, in the opinion of the Chairperson:

(a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;

(b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the Chief Executive.

24.5 Revocation or alteration by resolution at the same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent[5] of the members present and voting must agree to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the Chairperson, Chief Executive, or any committee or subcommittee, may revoke or alter all or part of a resolution passed by a previous meeting. The Chief Executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

cl. 30 (6) Schedule 7, LGA 2002.

[5] For the avoidance of doubt – always round up when calculating the number of members that equate to '75% of the members present'.

25. Procedural motions

25.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate. (Note: As per Standing Order 21.15, a procedural motion to close or adjourn a debate can only be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.)

25.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

(a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);

(b) That the motion under debate should now be put (a closure motion);

(c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;

(d) That the item of business being discussed should lie on the table and not be further discussed at this meeting (items lying on the table at the end of the triennium will be deemed to have expired);

(e) That the item being discussed should be referred (or referred back) to the relevant committee.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

25.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

25.6 Business referred to the relevant committee

Where an item of business is referred (or referred back) to a committee the committee will consider the item at its next meeting unless the meeting resolves otherwise.

25.7 Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

26. Points of order

26.1 Members may raise points of order

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

26.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

(a) Disorder – bringing disorder to the attention of the Chairperson;

(b) Language – to highlight use of disrespectful, offensive or malicious language;

(c) Irrelevance – to inform the Chair that the topic being discussed is not the matter currently before the meeting;

(d) Misrepresentation – to alert the Chair of a misrepresentation of any statement made by a member or by an officer or council employee;

(e) Breach of standing order – to highlight a possible breach of any standing order while also specifying which standing order is subject to the breach;

(f) Recording of words – to request that the minutes record words that have been the subject of an objection.

26.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the Chairperson.

26.5 Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The Chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

27. Notices of motion

27.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover.]

Once the motion is received the Chief Executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

Members are responsible for producing any notice of motion. No council administrative support is available to members for this purpose. Staff are available to provide advice on interpreting standing orders and the process of receiving and processing the completed motion.

27.2 Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

(a) Is disrespectful or which contains offensive language or statements made with malice; or

(b) Is not related to the role or functions of the local authority or meeting concerned; or

(c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive officer may make; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or

(e) Fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002; or

(f) Concerns a matter where decision-making authority has been delegated to a committee, subcommittee or subordinate body.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

27.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

27.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

27.5 When notices of motion lapse

Notices of motion that are not moved when called by the Chairperson must lapse.

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee or subcommittee of the local authority must be referred to that committee or subcommittee by the Chief Executive.

Where notices are referred the proposer of the intended motion must, if not a member of that committee, have the right to move that motion, and have the right of reply, as if a committee member.

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the Chairperson, may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

28. Minutes

28.1 Minutes to be evidence of proceedings

The local authority, committees, subcommittees and subordinate decision-making bodies must keep minutes of their proceedings. These minutes may be kept in hard copy or electronic copy and authorized by the Chairperson's signature[6] once confirmed by resolution at a subsequent meeting. Once authorized the minutes will be prima facie evidence of the proceedings they relate to.

cl. 28, Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

The Chief Executive must keep the minutes of meetings. The minutes must record:

(a) The date, time and venue of the meeting;
(b) The names of the members present;
(c) The Chairperson;
(d) Any apologies or leaves of absences;
(e) The arrival and departure times of members;
(f) Any failure of a quorum;
(g) A list of any external speakers and the topics they addressed;
(h) A list of the items considered;
(i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
(j) The names of all movers, and seconders;
(k) Any objections made to words used;
(l) All divisions taken and, if taken, a record of each members' vote;
(m) The names of any members requesting that votes or abstentions be recorded;
(n) Any declarations of financial or non-financial conflicts of interest;
(o) The contempt, censure and removal of any members;
(p) Any resolutions to exclude members of the public;
(q) The time at which the meeting concludes or adjourns;
(r) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

[6] Note that the use of electronic signatures satisfies the requirements of Standing Orders 28.1 and 28.4

28.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election

The Chief Executive and the relevant Chairpersons must sign[7] the minutes of the last meeting of the local authority before the next election of members.

[7] Note that the use of electronic signatures satisfies the requirements of Standing Orders 28.1 and 28.4

29. Minute Records

29.1 Maintaining accurate records

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice.

All public records that are in its control must be maintained in an accessible form so as to be able to be used for subsequent reference.

s. 17 Public Records Act 2005.

29.2 Inspection

An electronic record of minutes in maintained, in accordance with the Electronics Transactions Act, and may be inspected on the Council's website.

A hard copy of the local authority's historic minute books is kept by the Chief Executive and is available for inspection by the public.

s. 51 LGOIMA.

29.3 Inspection of public excluded matters

The Chief Executive must consider any request for the minutes of a meeting or part of a meeting from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

30. Referenced documents

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix One: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information would:

i. Disclose a trade secret; or

ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,

(c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or

(d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

ii. Be likely otherwise to damage the public interest; or

(e) Avoid prejudice to measures protecting the health or safety of members of the public; or

(f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or

(h) Maintain legal professional privilege; or

(i) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(j) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

(k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

(a) Be contrary to the provisions of a specified enactment; or

(b) Constitute contempt of Court or of the House of Representatives.

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a council named or specified in Schedule 1 to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the council to deliberate in private on its decision or recommendation in:

(a) Any proceedings before a council where

i. A right of appeal lies to any Court or tribunal against the final decision of the council in those proceedings; or

ii. The council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

(b) Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.

Appendix Two: Sample resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- *Name of report(s) ……..*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	*Put in name of report*	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

4	*Hearings Committee*	To enable the Committee to consider the application and submissions. OR To enable the Committee to consider the objection to fees and charges. OR To enable the Committee to.	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where: i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).

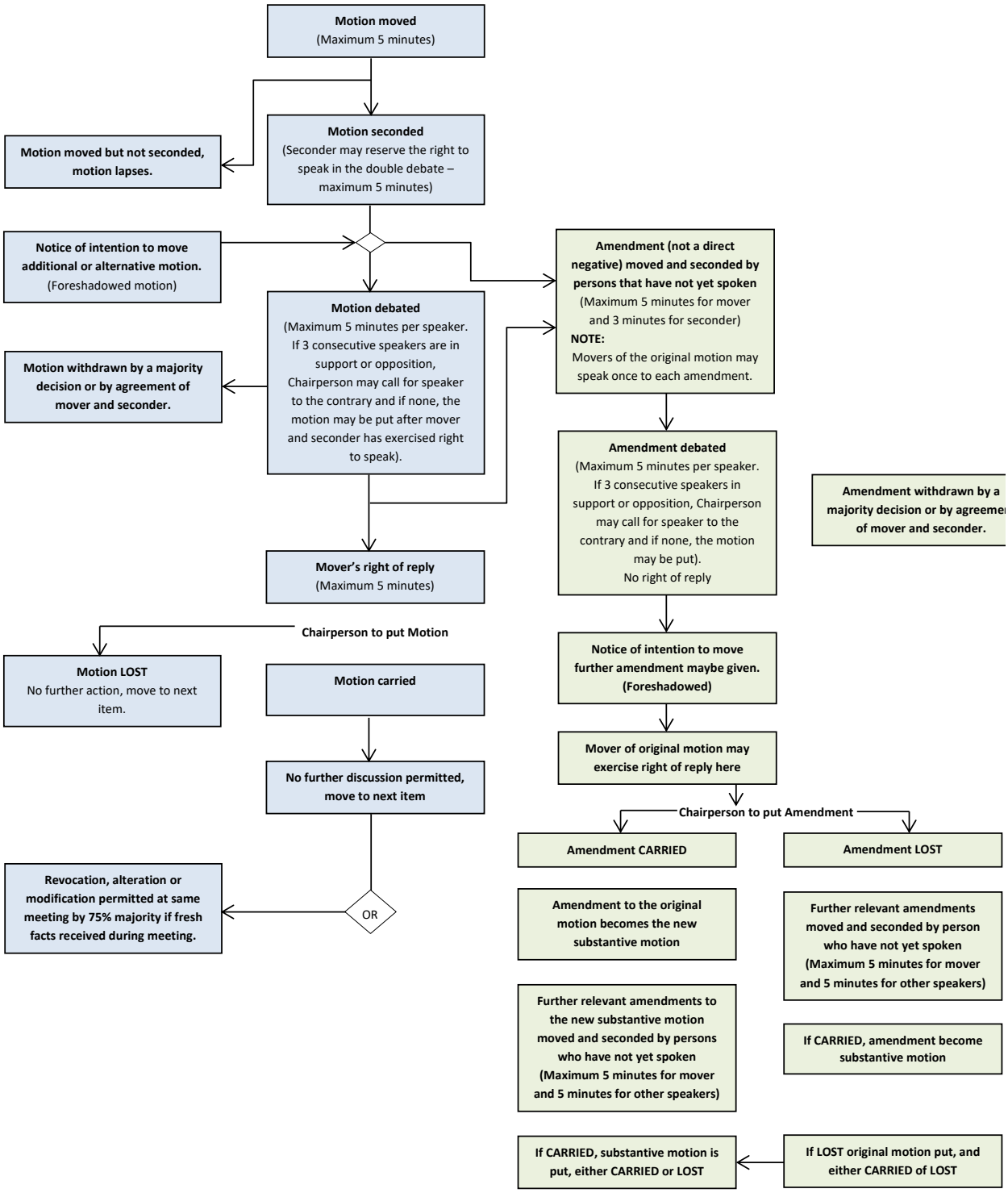
This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
	Maintain legal professional privilege (Schedule 7(2)(g))
	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))

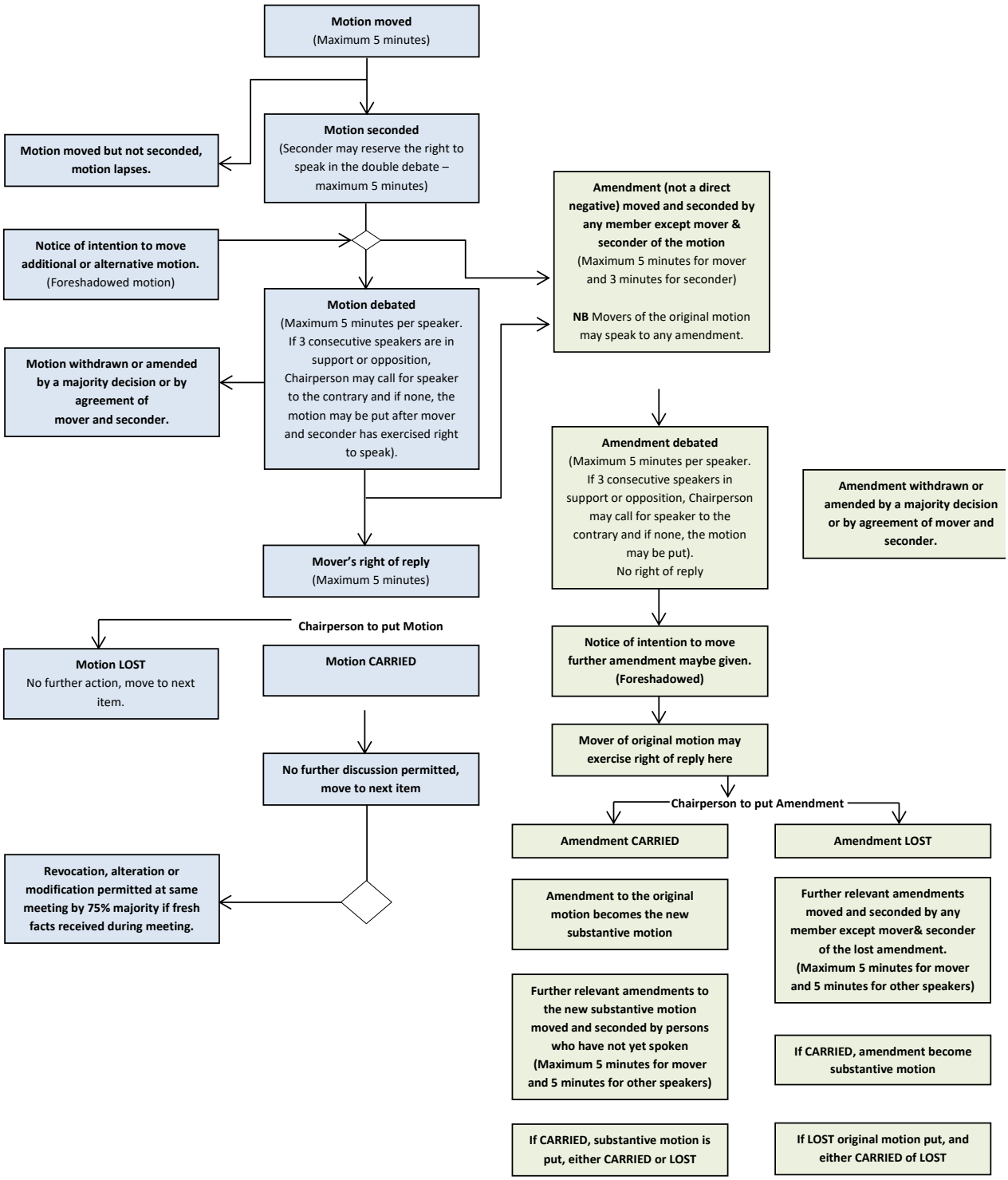
Item No	Interest
	Protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b))
	In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to Tikanga Māori, or to avoid the disclosure of the location of waahi tapu (Schedule 7(2)(ba))
	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c))
	Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d))
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e))
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)).
	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h))

THAT XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX.

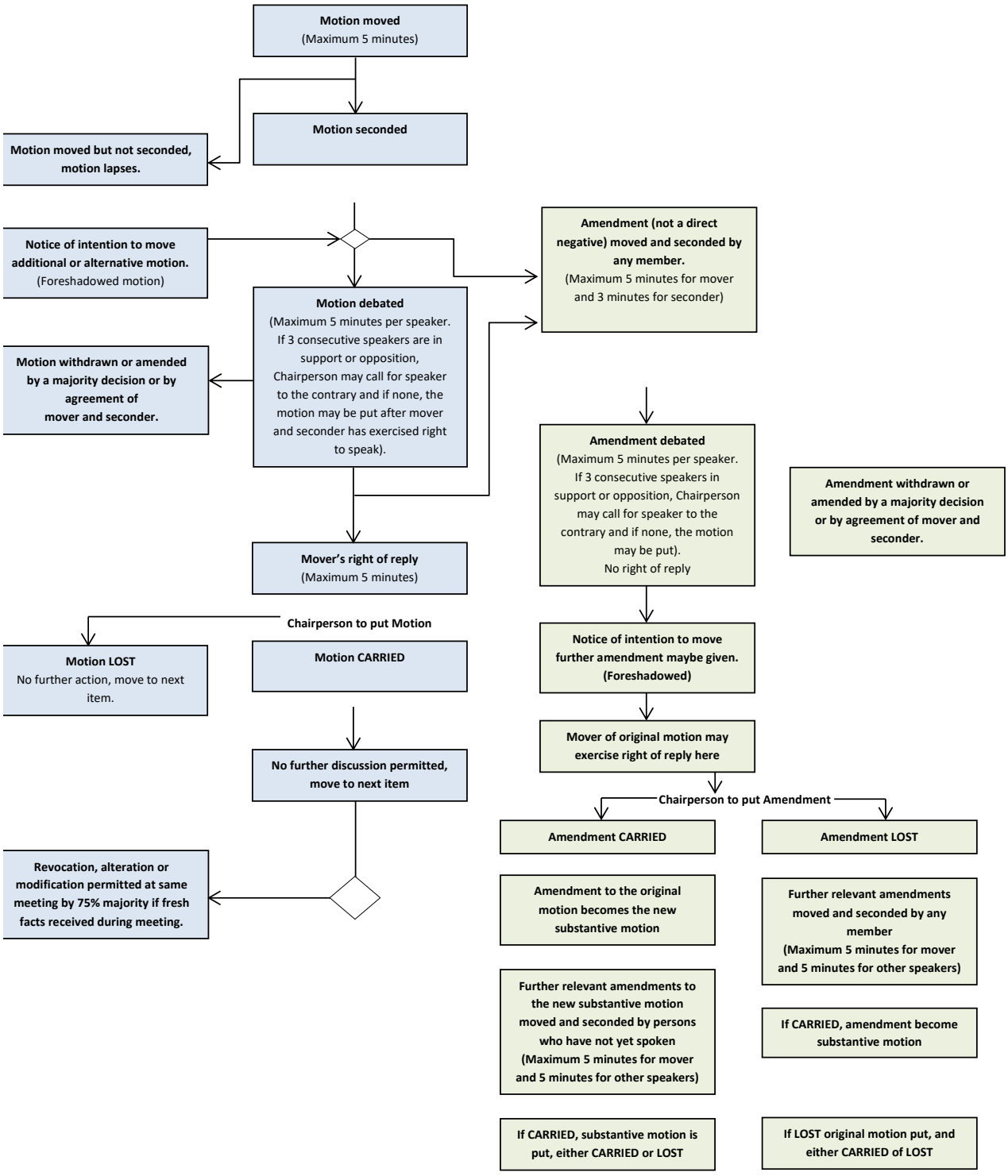
Appendix 3a – Motions and amendments (Option A)



Appendix 3b – Motions and amendments (Option B)



Appendix 3c – Motions and amendments (Option C)



81

Appendix 4 – Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place'	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate ion the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 5 – Webcasting protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However, if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 6 – Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

Chairperson to decide points of order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

Items not on the agenda

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts

The Chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

(a) Is disrespectful or which contains offensive language or statements made with malice; or

(b) Is not within the scope of the role or functions of the local authority; or

(c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the Chief Executive may have made; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The Chairperson:

(a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting; and

(b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places

The Chairperson may permit members to leave their place while speaking.

Priority of speakers

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and Chief Executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour

The Chairperson may:

(a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.

(b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

(a) The technology for the link is available and of suitable quality

(b) Procedures for using the technology in the meeting will ensure that:

i. Everyone participating in the meeting can hear each other

ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting

iii. The requirements of Part 7 of LGOIMA are met

iv. The requirements in these standing orders are met.

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present

Appendix 7 – Process for removing a Chairperson and Deputy Chairperson from office

1. At a meeting that is in accordance with this clause a regional council may remove its Chairperson or Deputy Chairperson from office.

2. If a Chairperson or deputy Chairperson is removed from office at that meeting the council may elect a new Chairperson or Deputy Chairperson at that meeting.

3. A meeting to remove a Chairperson or Deputy Chairperson may be called by:

   (a) a resolution of the council; or

   (b) a requisition in writing signed by the majority of the total membership of the regional council (excluding vacancies).

4. A resolution or requisition must:

   (a) specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and

   (b) indicate whether or not, if the Chairperson or Deputy Chairperson is removed from office, a new Chairperson or Deputy Chairperson is to be elected at the meeting should a majority of the total membership of the council (excluding vacancies) so resolve.

5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.

6. The Chief Executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.

7. A resolution removing a Chairperson or deputy Chairperson carries if a majority of the total membership of the council (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.

Appendix 8 – Workshops

Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

Calling a workshop

Workshops, briefings and working parties may be called by:

(a) A resolution of the local authority or its committees
(b) The Chairperson,
(c) A committee Chairperson or
(d) The Chief Executive.

Process for calling workshops

The Chief Executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

(a) State that the meeting is a workshop
(b) Advise the date, time and place
(c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.

Record of workshop

A written record of the workshop should be kept and include:

- Time, date, location and duration of workshop;
- Person present; and

General subject matter covered and any direction.

Appendix 9 – Sample order of business

Open section

1.0 Apologies

2.0 Declarations of interest

3.0 Presentations

4.0 Health and Safety Report

5.0 Confirmation of Council Minutes and Action Sheet

6.0 Financial Reports

7.0 Decision Making Matters

8.0 Operational Reports

Public excluded section

9.1 Confirmation of Council Minutes

9.2 Human Resources Report

9.3 Confidential Decision Making Matters

Appendix 10 – Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of Chief Executive
- Report of a Chairperson
- Report of a committee
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of Chief Executive
- Report of Chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chair.

Northland Regional Council
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W www.nrc.govt.nz

TITLE: Biosecurity Annual Report 2024-2025

From: Don McKenzie, Pou Tiaki Pūtaiao - GM Biosecurity

Authorised by Group Manager/s: Don McKenzie, Pou Tiaki Pūtaiao - GM Biosecurity, on 19 November 2025

Executive summary/Whakarāpopototanga

The Biosecurity Annual Report 2024-2025 (Annual Report) describes what has been achieved in the previous year and council must review and consider approving by the end of November this year to meet the legislative requirements of the Biosecurity Act 1993 (BSA).

The Annual Report describes 72 performance measures across each pest category and 97 per cent have been achieved or achieved in part. Reasons why measures were not met include bad weather, delays due to training needs or a lack of staff or contractor resources to carry out the work. The upcoming review of the Regional Pest and Marine Pathways Plan will be an opportunity to address the scope of current activities and determine if they can be sustained given current resourcing.

The report seeks the approval of the Annual Report by council.

Recommendations:

1. That the report 'Biosecurity Annual Report 2024-2025' by Don McKenzie, Pou Tiaki Pūtaiao - GM Biosecurity and dated 3 November 2025, be received.
2. That council note the contents of the agenda item and attached Biosecurity Annual Report 2023-2024.
3. That council approves the Annual Report as a record of the actions and results that have occurred during the 2024-2025 year.
4. That council approves Don Mckenzie, Group Manager Biosecurity, to make minor grammatical, typographic and accuracy amendments prior to publication of the Annual Report.

Options

No.	Option	Advantages	Disadvantages
1	Council approves the Annual Report.	Meets the statutory deadline and the report can be distributed to stakeholders.	Nil
2	Council does not approve the Annual Report.	Nil	The statutory deadline will not be met

The staff's recommended option is **Option 1**

Considerations

1. **Climate Impact**

   This decision will have no foreseeable impact on the ability of council to respond to the impacts of climate change within the following year.

2. **Environmental Impact**

   This decision is largely administrative and any beneficial effects on the environment are unknown although the report is expected to increase public awareness of pest issues across Te Taitokerau.

3. **Community views**

   Community views have been sought through the development of the Pest Plan and respective Long-Term Plans and Annual Plans. Reporting back on the services Council has resourced in the previous year is welcomed by the public as the report also highlights many community-led pest actions.

4. **Māori impact statement**

   In respect of tangata whenua, input has been sought through the development of the Pest Plan and respective Long-Term Plans and Annual Plans. Tāngata whenua members of Te Taitokerau Maori and Council Working Party sit on the Biosecurity and Biodiversity Working Party and will have an opportunity to provide feedback on the results contained within the Annual report.

5. **Financial implications**

   There are no financial implications in respect of drafting this report. Where the report identifies a lack of resourcing for some actions, this will be a matter for consideration in the future Regional Pest and Marine Pathways Plan and Annual and Long- Term Plans.

6. **Implementation issues**

   There are no barriers to implementation of the Annual report.

7. **Significance and engagement**

   In relation to Section 100B of the Biosecurity Act 1993 this decision is considered to be of low significance when assessed against the council's Significance and Engagement Policy because the Regional Pest and Marine Pathways Management Plan 2017-2027 has previously been consulted on and this is a report on the progress being made with that Plan. This does not mean that this matter is not of significance to tāngata whenua and/or individual communities, but that council is able to make decisions relating to this matter without undertaking further consultation or engagement.

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

   The development of an Annual report is consistent with the requirements of the Biosecurity Act 1993, section 100B (2).

Background/Tuhinga

The Annual report describes 72 performance measures across each pest category and 97 per cent have been achieved or achieved in part. Reasons why measures were not met include delays due to training needs or a lack of staff or contractor resources to carry out the work. The upcoming review

of the Regional Pest and Marine Pathways Plan will be an opportunity to address the scope of current activities and determine if they can be sustained given current resourcing or should be scaled back in some way.

The availability of external funding continues to play a significant part of the overall budget and ability to deliver actions on the ground. Over the reporting year Biosecurity New Zealand, the Department of Conservation and entities such as Predator Free 2050 have contributed $5.7M. The majority of this helped fund the response to Caulerpa and the wild deer eradication programme and other external funding helped pay for kauri protection activities, PF2050, the control of Manchurian wild rice, urban pest control and the freshwater check, clean, dry programme

Partnership Roles in Biosecurity Operations

Partnerships continue to be key to the success of Northland Regional Council's biosecurity efforts in 2024–2025, with a strong emphasis on collaboration with iwi, hapū, community groups, government agencies, and NGOs. These partnerships enabled the delivery of large-scale, locally led, and culturally grounded biosecurity initiatives across marine, freshwater, and terrestrial environments.

Iwi and Hapū-Led Initiatives

- Taiao Teams: Locally based, skilled kaimahi from iwi and hapū played a frontline role in pest management, freshwater and marine protection, and forest restoration. These teams were instrumental in surveillance and control of invasive species like sea spurge and in delivering education and outreach.

- Te Ohonga o Mahuri: A five-year, hapū-led project in Taheke/Punakitere, supported by NRC, MSD, Foundation North, and Sky City. It focused on pest control across 1,200 ha of Māori land, involving 22 kaimahi and achieving significant ecological restoration outcomes.

- Te Aupōuri Restoration: Led by Te Rūnanga Nui o Te Aupōuri, this project restored Kokota Sandspit and Te Ārai Reserve. It has integrated pest control with broader environmental and cultural restoration, earning the Te Tohu Matua – Supreme Award at the 2025 NRC Environmental Awards.

Taiao protection

- Strong iwi and hapū partnerships were evident with Taiao teams from Ngāti Kuri, Te Aupōuri, and Te Rarawa led pest control and surveillance efforts. Projects like Te Ohonga o Mahuri and Te Aupōuri Restoration exemplified hapū-led, landscape-scale biosecurity and restoration initiatives. Kiwi Coast and Tiakina Whangārei continued to support community-led pest control, with over 966,000 pests eradicated and 276,351 hectares under active management.

Community/ hapū and NGO Collaborations

- Kiwi Coast: A long-standing partnership connecting 264 iwi and hapū groups aimed at restoring kiwi and other native biota. The initiative exemplifies sustained, community-led conservation.

- Tiakina Whangārei: A council-funded urban conservation programme supporting pest control in Whangārei. It has engaged schools, hosted events, distributed pest control tools, and supported toxin operations in urban reserves.

- Predator Free 2050 Projects: In Whangārei Heads and the Bay of Islands, community groups, hapū, and conservation trusts collaborated on possum eradication and predator control. These projects used cutting-edge technology (e.g., AI-enabled traps) and achieved near-zero pest levels in several areas.

Government and Research Partnerships

- Ministry for Primary Industries (MPI): Provided over $2.9M in funding for marine incursions, sea spurge control, and other pest programmes. MPI also supported the development of the Submersible Dredge Planner for Caulerpa removal.

- Department of Conservation (DOC): Partnered on wild deer eradication, marine pest responses, and kauri protection. DOC also co-funded the Kauri Engagement Trailer and supported joint field operations.

- Research Institutions: Collaborations with NIWA, Cawthron Institute, and AgResearch advanced surveillance technologies and pest control methodologies, including AI-driven marine pest detection and drone-based plant surveys.

These partnerships reflect a shift toward co-management, local empowerment, and innovation, ensuring that biosecurity responses are both effective and culturally appropriate. The integration of mātauranga Māori, community stewardship, and scientific expertise has strengthened Northland's resilience to biosecurity threats.

Marine

Northland led a globally significant marine biosecurity initiative targeting the invasive seaweed Caulerpa. Phase II of suction dredging at Ōmakiwi Cove treated over 22,000 m² of seafloor, the largest mechanical marine pest control operation globally. Surveillance expanded with AI-enabled ROVs, and over 2,300 vessel hulls were inspected, exceeding targets. Public awareness campaigns reached over 1 million people, with strong engagement from local and international marine users.

Collaborative administration of Rāhui Tapu (marine protected areas) and marine protection rules in partnership with hapū included 422 vessel approaches, 31 enforcement notices, a broad suite of public communications and community education, as well as ecological monitoring of key species.

Freshwater

Pest fish control intensified, with 147 koi carp removed from a Pahi farm dam and new populations of rudd and goldfish detected via eDNA. Staff were also excited to announce that Lake Rototuna achieved a Rudd free status after four years of monitoring. Partnerships with iwi (e.g., Te Uri o Hau, Ngāti Kuri) supported joint training and monitoring. Technological advancements included a new Pestfish Field App and underwater drones. Biosecurity checkpoints and public outreach targeted the invasive freshwater gold clam, with 826 surveys conducted and this work needs to ramp up this summer.

Kauri protection

The Kauri Protection Programme, supported by MPI and council funding, focuses on managing Phytophthora agathidicida or kauri dieback disease. Field teams completed 447 kauri health surveys and installed 13 hygiene stations. In other projects 720m of fencing has been completed in the last year which has protected kauri stands from wandering stock, along with of track upgrades to protect

kauri. A new infection site was detected at Marunui Conservation Area, prompting an update to management plans. Aerial imagery and AI are being used to map kauri distribution and monitor health trends. Engagement with 15 iwi groups (a 25% increase from the previous year) strengthened the programme's cultural and ecological foundations.

Plant Pests

Sea spurge surveillance expanded to 175 km of coastline, identifying 20 new sites with hapū led management and control of this aggressive coastal invader. Over 1,000 inspections were conducted across 30 pest plant species, with 16,000 wilding pines removed. Community engagement included 18 workshops and over 11,500 volunteer hours.

In other work eight public Weed Workshops were held around the region, with 146 people attending. Ten further workshops were held for specific groups including NorthTec students, community groups, primary and secondary schools, Far North City Care and the NZPCN conference, engaged a further 178 participants. Staff also supported the Biofund and Community Pest Control Area programmes and the pest plant groups working under the High Value Area programmes; these High Value Area projects contributed over 11,500 volunteer hours on pest plant action.

Incursions

The Wild Deer Free Te Taitokerau programme removed 62 sika deer using drones and thermal imaging and are on track for eradication of sika from Russell Forest in 2026. Feral goat and pig control expanded near deer sites. Other incursions included wallabies (unconfirmed), Indian ring-necked parakeets, red-eared slider turtles, and invasive aquatic species. Rapid response protocols were implemented, with most incidents addressed within the target response timeframes.

New Pests

Two new threats emerged: Asparagopsis taxiformis, a red seaweed native to the Kermadec Islands, was discovered in Whangārei Harbour and Kawau Island. Though its impact is still being assessed, it has displaced native species overseas and may spread via hull fouling. Biosecurity NZ has conducted a risk assessment, and vessel hygiene is being emphasized to prevent further spread.

Madagascar ragwort, Senecio madagascariensis, has become a major threat to Northland's pastoral farming. It spreads rapidly, produces up to 30,000 seeds per plant annually, and is toxic to livestock. Infestations now cover large areas, with some farms reporting up to 80% pasture loss and productivity declines of 35% over six years. A Memorandum of Understanding between NRC, Pāmu, DairyNZ, and Beef + Lamb NZ aims to develop a national response, including awareness, regulation, and biocontrol research.

Attachment one describes in more detail the activities undertaken and results of the key performance measures against each activity.

Attachments/Ngā tapirihanga

Attachment 1: Biosecurity Annual Report 2024-2025 ⇩

Annual Report

on the Biosecurity Operational Plan

He Pūrongo Mahi Haumaru Koiora

2024-25



" Food Security and Flourishing Native Life "

Northland
REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau

October 2025

Endorsement of Cover Image for NRC Biosecurity Annual Report 2024–2025

As an uri of Ngāti Whakamaunga, the opportunity must be stated in full support of the **Northland Regional Council [NRC]** for selecting the image of this significant and **auspicious maunga** to feature on the cover of the **Biosecurity Annual Report 2024–2025**.

The recognition of Taumata-ā-rangi - Te Tārai o Rahiri as a **tūpuna maunga** represents the ancestral presence and enduring relationship between uri and the whenua. The proposed inclusion at the forefront of this important publication acknowledges that **kaitiakitanga** - the guardianship of the environment - is inherent within the tātai markers of identity, and place.

This image aligns closely with the Biosecurity team's guiding values of **Food Security** and **Flourishing Native Life**. This symbolic gesture embodies resilience, sustenance, and balance, all of which are central to both **hapū environmental values** and the **regional biosecurity mission** to protect the inherent taonga species, productive land, and natural ecosystems of Te Tokerau as a region.

By choosing this image, NRC provides yet another opportunity to honour a **partnership with tangata whenua** in the quest to safeguard the mauri of our environment. It provides a powerful visual reminder that effective biosecurity is critically dependent on collaboration between tangata whenua and the Council - each contributing knowledge, commitment, and care for the taiao, particularly the *local narrative*.

NRC must be commended for acknowledging the significance of place in this way, and for reflecting a local and culturally grounded perspective in the presentation of its Biosecurity work.

Kāti mō tēnei wā.



Tame Te Rangi

Foreword

Welcome to the annual report on biosecurity for the Northland Regional Council

Kia ora koutou, Aotearoa is facing significant biosecurity challenges, and Te Taitokerau is particularly vulnerable due to our warm climate, high number of rare animals and plants and a regional economy which is dependent on the success of the primary sector.

Emerging threats like Fall armyworm, the invasive marine pest Caulerpa, the aggressive pasture weed Madagascar ragwort, and new discoveries of the coastal weed sea spurge are just the latest additions to the growing list of biosecurity challenges we face. As a region, we are constantly exposed to new pressures that impact our natural environment, our regional economy, and the way we live and enjoy Te Taitokerau.

Despite these pressures we are very proud of the wide range of biosecurity services council can provide and the positive feedback received from communities who are at the coal face of pest control and more than often leading the charge. Kiwi coast is an example of sustainable, region wide community action and last year data from these groups show that over 966,142 pest species have been eradicated. Numerous community-led conservation projects, many of which receive council funding, are effectively managing pest species across a total area of 276,351 hectares.

Iwi and hapū led taiao teams continue to build their skilled and locally based kaimahi capacity and leadership of responding to pest management challenges and taking an active role in freshwater, marine protection and forest restoration.

We are also grateful for the many relationships we have been able to grow and sustain with iwi and hapū and believe their unique and enduring connection with the land gives us all a better chance of ensuring effective biosecurity protection and food security into the future.

Our Northland – together we thrive



Jonathan Gibbard, Otāhūhū Rangapū - CEO
Northland Regional Council

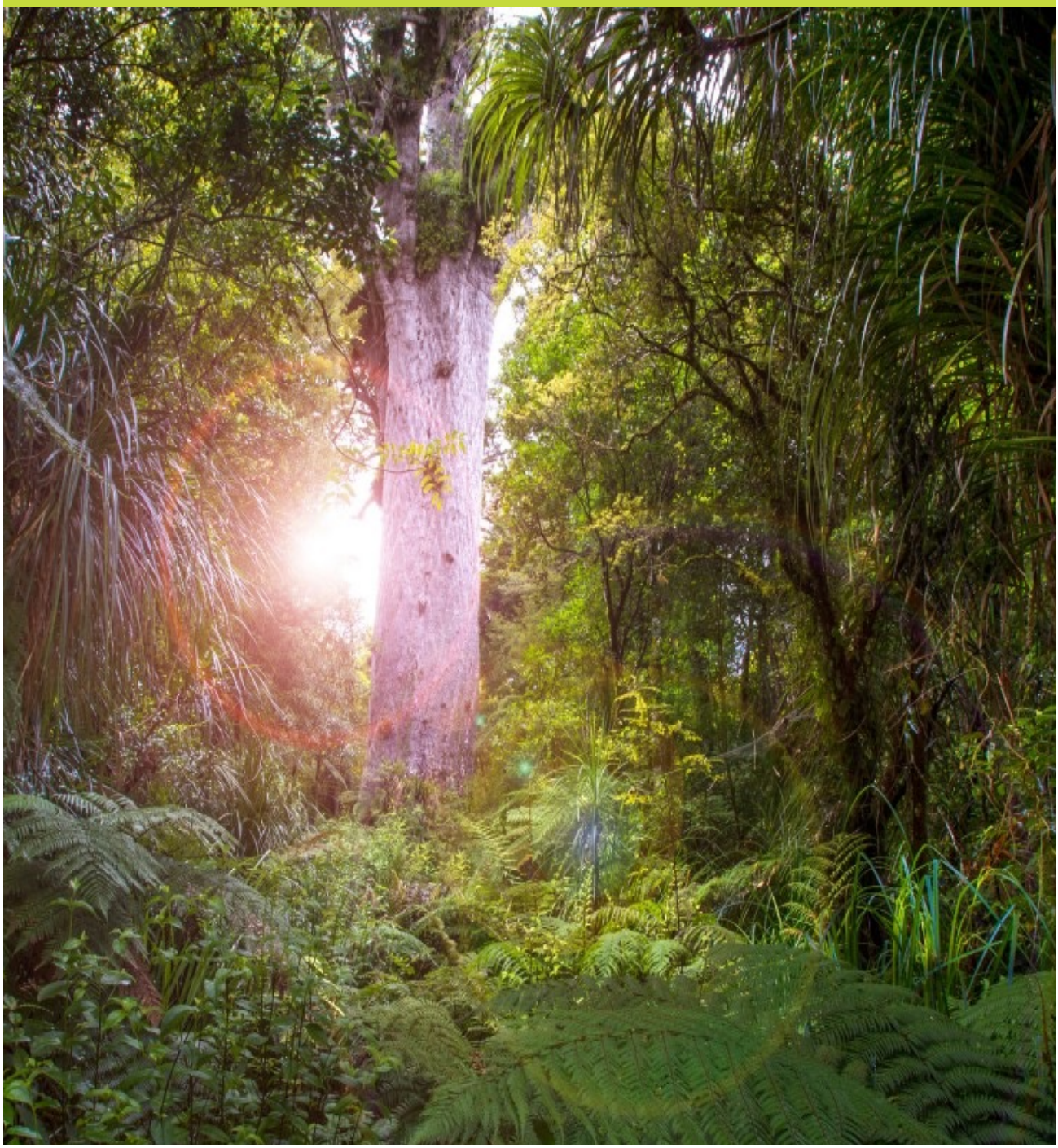


Biosecurity and Biodiversity Working Party

Contents

1. Introduction | Tīmatanga kōrero 6
2. Financial Summary | Whakarāpopoto a pūtea 8
3. Pest Plants | Riha otaota 10
4. Pest Animals | Riha rāwaho 14
5. Marine Pests and Pathways | Riha tai me te huarahi ki mua 20
6. Freshwater Pests | Riha wai māori 24
7. Kauri Protection | Kia tūpato 27

1. Introduction
Timatanga kōrero



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 in accordance with the Biosecurity Act 1993 (Pest Plan). The Pest Plan is a combination of the eradication or effective management of specified pests (or groups of pests), and a marine pathway plan designed to prevent and manage the spread of harmful marine organisms via boat hull fouling within Northland coastal waters. An Operational Plan is drafted annually, and this end of year report shows progress made against aims, objectives and performance measures contained in the Operational Plan.

Attached as an **Appendix 1** is a table of all performance measures and the results obtained. In summary 97% of all measures were met or partly met during the 2024-2025 year. Key areas where measures were not attained were due to insufficient resourcing or a lack of available data.

2. Financial Summary
Whakarāpopoto ā pūtea



Council's Long- Term Plan 2021- 2031 provides the necessary funding (via rates and user charges) for the operational and planning activities associated with biosecurity and pest management carried out by Northland Regional Council. Additional external funding grants have also been allocated to supplement council investment in pest management.

In total $5.7 M of revenue was received from external agencies to fund pest management activities during the year. These agencies and their contributions are listed below.

Funding was received from the following external agencies:

Ministry for Primary Industries:

Manchurian Wild rice control	$ 347,386
Wilding pine removal	$ 125,000
Kauri Protection	$ 200,000
Marine incursions	$ 2,922,457
Sea spurge	$ 80,000
Sub total MPI	$2,9232,209

Department of Conservation:

Wild Deer eradication Te Taitokerau	$1,176,000
Sub total DOC	$1,176,000

Whangārei District Council:

Urban pest control	$50,000
Sub total WDC	$50,000

Predator Free 2050 ltd:

In addition, $ 1,588,601 of external funding was drawn down for Predator Free PF2050.

Grand Total **$5,737,810**

Biosecurity Activities 2024-25	Budget (revised)	Actual	Variance
Expenditure	$17,765,344.50	$19,269,322.25	-$1,503,977.75
Revenue	$14,924,623.58	$16,275,615.43	$1,350,991.85
Operational deficit(-)/surplus	-$2,840,720.92	-$2,993,706.82	-$152,985.90

3. Pest Plants
Riha otaota



Pest Plant Management

Sea Spurge

Foll owing the discovery of sea spurge (Euphorbia paralias) at two sites in Northland last year, surveillance along the west coast was a major focus for 2024-2025. With funding secured from the Ministry of Primary Industries, staff collaborated with local volunteers and iwi and hapū teams to survey over 175km of coastline, install signage and distribute flyers to beach goers. Five new locations (comprising 20 smaller sites) were identified, including the first site on the northern coastline, at Kapo Wairua, Spirits Bay, in June 2025



Most sites found were small (1 to 20 plants) and could be controlled by hand, however two large sites, totalling over 200 adult plants and thousands of seedlings were found at Mitimiti. Staff worked with the local hapū group Te Akau Roa Kaitiaki to develop a plan and implement the initial agrichemical control, with all follow up control of seedlings able to be done manually by local hapū members. All sites were inspected every four months to ensure any new seedlings were controlled





Local Taiao teams and hapū members from Ngāti Kuri, Te Aupōuri, and Te Rarawa iwi were trained and have been delivering the control and survey work. This locally delivered surveillance will be essential to manage the ongoing risk of new sites establishing from seed deposited on ocean currents from infestations on the Australian coast.

Sustained control programmes and rule enforcement

Madagascar ragwort

Inspections were carried out at all known nurseries and plant retail outlets for nationally and regionally banned pest species and, and a quarter of all commercial quarries were inspected for compliance with pest plant rules. Staff also undertook 17 enforcements for compliance with species specific sustained control rules.

Councillors and staff met with the Minister for Biosecurity to raise the issue of Madagascar ragwort (Senecio madagascariensis) and have been pursuing the establishment of a working group, in line with the Minister's view that the response should be a multi-agency response, co-led with industry. Key industry stakeholders have now agreed to cost share the development of an action plan that will evaluate the options and resources required for each. Through an Envirolink grant, AgResearch was commissioned to undertake a review of the current control methods for Madagascar ragwort and control research needs and opportunities, and this report will be used to inform the action plan.

In our other low-incidence pest plants programmes, under which Council undertakes search and control work for Exclusion, Eradication and Progressive Containment species, staff and contractors undertook more than 1000 survey and control inspections across 30 different species programmes. This included the delivery of the Ministry for Primary Industries' Manchurian Wild Rice National Interest Pest Response programme in Northland. As part of the surveillance and delimiting work for these programmes over 350 hectares of bush and over 1220 hectares of estuarine saltmarsh were searched. Drones were utilised to survey another 100 hectares to effectively identify and delimit sites in the spartina and royal fern programmes.

The Council also continued to work with the Ministry for Primary Industries deliver the National Wilding Conifer programme in Northland. Reduced funding for the National Programme has shifted the focus to completing the removal of seed sources and planned maintenance at existing management sites. Over 16,000 wildings were removed under the programme this year.





Education and community support and engagement

Eight public Weed Workshops were held around the region, with 146 people attending. Ten further workshops were held for specific groups including NorthTec students, community groups, primary and secondary schools, Far North City Care and the NZPCN conference, engaged a further 178 participants. Staff also supported the Biofund and Community Pest Control Area programmes and the pest plant groups working under the High Value Area programmes; these High Value Area projects contributed over 11,500 volunteer hours on pest plant focused initiatives.



Community led weed action is an effective way of preventing weed spread.

Providing communities with the means to easily dispose of invasive weeds is another way to encourage weed action.



4. Pest Animals
Riha rawaho



Community led pest control

The Biosecurity Partnerships team collaborates with community led initiatives in reducing invasive species populations. With programmes like the Biofund, Community Pest Control Areas (CPCA), and High Value Areas (HVA, there are a number of flexible options available to support community-led pest control. These programmes enable participants to address biosecurity issues across various terrain sizes, from smaller areas up to 100 hectares (Biofund) to landscape-scale projects that encompass extensive regions over 20,000 hectares (HVA). During 2024-25, 41 Biofunds were awarded, which, despite an increase in the promotion of this programme at public events, was fewer than the number (71) awarded in the previous year. The reason(s) for this decline are unclear but may reflect that the number of Biofunds awarded each year since covid has been constantly high (c. 70/y). The Partnerships team will continue to promote this valuable programme to the community so that pest control on smaller blocks of land can be supported by council.

There are currently four species of deer known to be present in Northland; red deer (*Cervus elaphus scoticus*), fallow deer *(Dama dama*), sika deer *(Cervus nippon)* and wapiti- red hybrid which have arisen from past farm escapes. Red deer and fallow deer are farmed, and sika deer are present in one area of Northland as a result of illegal releases.



The CPCA programme continued to support 17 existing projects and saw the establishment of four new or renewed projects across Northland. These new projects made up a combined area 9,616 ha. Two of the new CPCA projects (Te Ohonga o Mahuri and Te Aupōuri Restoration) were resourced from a fund which was established through the 2024-25 Long Term Plan to support projects in the mid- and far north; areas where there has seen comparatively less investment from the NRC Biosecurity group in the past. Both are hapū-led, being delivered by local kaimahi, and have leveraged council funding to secure additional funding from other government agencies or philanthropic donors to fully resource their project.

Te Ohonga o Mahuri project is based in the Taheke/ Punakitere and is a five-year initiative focused on reducing plant and animal pest populations across approximately 1,200 hectares of Maori land. This project, which as supported by the NRC, MSD, Foundation North, and Sky City in 2024-25, was driven by a community-led approach, drawing on local kaimahi with the capacity and matauranga Maori to restore the ecosystem health and protect native biodiversity. Over the year a total of 22 kaimahi were involved in the project for various periods of time but equating to 10 FTEs. During their time on the project, kaimahi received training in the safe use of both hand and motorised tools for project tasks, transferable skills, qualifications, and motivation to continue to protect the natural environment. In the ngahere, more than 350 bait stations were installed over approximately 300ha, and feral cat and possum traps were deployed and serviced. Along the awa, more that 3km of waterways were cleared of weeds that posed a flood risk with a 1km reach being completely cleared of willow. Finally, a BioBlitz (supported by NRC) was held where long-tailed bats were detected.

Te Aupōuri Restoration project aims to restore and enhance Kokota Sandspit and Te Ārai reserve to their pristine, pre-settlement and pre-farming landscapes. This project is being led by Te Rūnanga Nui o Te Aupōuri and was financially supported by the NRC and Jobs for Nature. This project builds on the mahi being conducted by Te Rūnanga by increasing the amount of pest animal and plant control in the two project areas to protect and promote populations of native species. While this project is primarily focused on biosecurity mahi, it supports the wider restoration programmes the Te Rūnanga o Te Aupōuri, which include habitat enhancement, providing educational and training opportunities, and monitoring pest and animal populations to measure the impact of the mahi. Highlights from the year include the removal of over 2,600 pests over an area of 2,650 ha, nearly 700 wilding pines removed from an area of 312 ha, and Sydney golden wattle managed over 780 ha of the project area. Finally, Te Rūnanga Nui Te Aupōuri were also recognised at the 2025 NRC Environmental Awards with the Te Tohu Matua - Supreme Award.



Left: Te Rūnanga o Te Aupōuri receiving Te Tohu Matua - Supreme Award at the 2025 NRC Environmental awards.

Council has maintained its collaboration with Kiwi Coast (www.kiwicoast.org.nz), a collective initiative that connects 264 iwi and hapū. Since the establishment of Kiwi Coast in 2013, trap catch data from these groups indicate that over 966,142 pest species have been eradicated. Numerous community-led conservation projects, many of which receive council funding, are effectively managing pest species across a total area of 276,351 hectares. This work is positively influencing Northland's native flora and fauna.

Tiakina Whangārei is a council-funded urban conservation initiative that supports community-led pest animal and plant control efforts across Whangārei (www.tiakinawhangarei.co.nz). In 2024–2025, Tiakina Whangārei engaged with eight educational institutions, helped organise and participated in 11 community events—including one celebrating Tiakina Whangārei volunteer contributions—organised seven trap giveaways, distributed 734 pest control devices, and sponsored one local event. The project coordinated pest management activities across Parihaka Reserve on behalf of the Whangārei District Council and facilitated the formation of two new urban trapping groups and one new pest plant group. Tiakina Whangārei also provided planning and permissions support for three successful toxin operations across the wider Pukenui Reserve, including ground-based 1080 and cyanide operations in the Pukenui Forest and a brodifacoum operation in the Coronation Reserve, which Tiakina Whangārei also resourced.



Above: Kaimahi and NRC staff at Mahuri Marae during the 2025 BioBlitz.

Formal funding agreements were established with three Predator Free Onerahi groups, which has enabled these groups to grow their projects. In partnership with Tokotoko Solutions' Mahi Hapori Whānui work-ready programme, Tiakina Whangārei provided training, equipment, and PPE, enabling participants to gain valuable experience working alongside Tiakina Whangārei- supported volunteer groups on pest plant and animal control.

TREND STUDY: Animal pests removed through trapping across HVAs

	Mustelids trapped			Total pests trapped		
High Value Area outputs	**2022-23**	**2023-24**	**2024-25**	**2022-23**	**2023-24**	**2024-25**
Mid-North	919	817	888	40,661	58,794	42,909
Tutukākā	212	260	187	2,361	3,231	3,461
Kiwi Link	195	250	341	8,086	11,957	10,387
Whangārei Heads	54	70	64	874	1,314	1,358
Piroa-Brynderwyn	282	352	498	3,541	4,599	6,768
Waipoua	N/A	391	210	N/A	3,753	2,527
Total	**1,662**	**2,140**	**2,188**	**55,523**	**83,648**	**67,410**

Number of new Council supported programmes		**2022-23**	**2023-24**	**2024-25**
Biofun grant approvals	**Achieved**	71	71	41

Predator Free 2050

Possum Free Whangārei Heads

Now in its fourth year, the Possum-Free Whangārei Heads project is making major strides toward eradication. An additional 1,000 hectares has entered the final detect-and-response phase, with full mop-up across the remaining 2,961 hectares targeted for completion by June 2026. A key milestone was the establishment of a defensive barrier between Parua Bay and the upper Pataua river

Work has expanded into the Kauri Mountain Reserve, a known possum hotspot, with strong support from local hapū. This effort is critical to preventing reinvasion into previously cleared areas like Manaia and Te Whara.



Staff undertake possum eradication using a trained detection dog as well as new trap devices

Community backing remains strong, with over 94% of landowners supporting the initiative. Eight community groups are actively involved in maintaining traps and cameras in elimination zones. Mana whenua engagement has deepened, with Pataua South uri leading elimination work across 175 hectares of Māori and general title land. Two hapū Kaimahi are also training to lead future predator control projects.

The project team has built strong relationships with local schools and kindergartens and continues to collaborate with conservation groups including Kiwi Coast, Kiwi Link, and Bream Heads Conservation Trust.

Innovative technology is playing a key role. The AT520AI trap uses AI to target possums specifically, while the Envico Spitfire delivers a possum-specific toxin with minimal servicing—both reducing labour and protecting non-target species. Nationally, the Predator Free Trust is amplifying advocacy and funding efforts, with Whangārei Heads wildlife featured in promotional campaigns.

Predator Free 2050

Pēwhairangi Whānui (Bay of Islands)

The Predator Free 2050 programme in the Bay of Islands continues to make strong progress across the Purerua-Mataroa, Rakaumangamanga, and Russell peninsulas. Currently, 5,745 hectares are in the final stages of elimination, with 13,555 hectares under active management and on track to reach elimination status by end of 2026.

In Russell, community support remains high. Public donations enabled expansion into Tikitikioure bush (711 ha), while Tapeka (225 ha) and Russell township (115 ha) show near-zero pest levels. The Old Russell peninsula (808 ha) is also nearing possum elimination.

On the Purerua-Mataroa peninsula, Kiwi Coast Trust has maintained near-zero possum numbers across 4,595 ha, aided by AI-enabled AT520 traps and real-time camera alerts for feral cats. Ngāti Rēhia has fully deployed devices across 485 ha of whenua Māori, strengthening buffer zone suppression.

The Rakaumangamanga project, led by Te Rawhiti 3B2 Ahu Whēnua on behalf of Ngāti Kuta and Patukeha, has achieved knockdown across 2,200 ha. Elimination efforts will focus on 1,100 ha, with the remainder supported by Ngā Whenua Rāhui funding. Two new trapper huts have been installed to support extended fieldwork.

This integrated, community-led approach—backed by advanced technology and strong iwi partnerships—is driving real progress toward a predator-free Bay of Islands.

Above: Current active (red) and historic (green) deer management sites in 2024. This also shows deer farm locations and prohibited areas.

Pest Incursions and Response

Northland's biosecurity efforts have made significant strides in 2024–2025, particularly under the Wild Deer Free Te Taitokerau programme. Since April 2024, 62 sika deer have been removed from Russell State Forest using a combination of thermal-assisted aerial shooting and drone-supported ground crews. With only a few deer remaining, DNA tracking is guiding the final push toward eradication.

The programme has expanded to Kai Iwi Lakes and five additional Northland sites, deploying Thermal Aerial Detection Systems (TADS). A new Communications and Engagement Advisor is enhancing stakeholder collaboration, especially with hapū and iwi.



Wild deer hunting crew on site with local kaumatua and staff



High tech drones, thermal imaging and night vision is some of the new technology being used in the eradication of wild deer throughout Northland.

Co-ordinated – Collaborative goat and pig control

Feral goat control has seen success near deer project sites, responding to increased community requests. Feral pig trapping has also yielded positive results. This integrated, community-led approach—backed by advanced technology and strong iwi partnerships—is driving real progress toward a predator-free Bay of Islands.

5. Marine Pests and Pathways
Riha tai me te huarahi ki mua



Exotic Caulerpa Response and Marine Pest Management

Northland Regional Council (NRC) has led a globally significant marine biosecurity initiative targeting the invasive seaweed Caulerpa.

An initial trial using equipment developed by a local engineering firm Johnson bros showed that it was possible to reduce Caulerpa biomass over 2,000 m^2 but faced spoil handling challenges.

From these results further improvements were made and Phase II of the suction dredging in Ōmakiwi Cove treated 22,295 m^2 of seafloor, the largest mechanical marine pest control operation internationally.

This led to the current proposal and NRC, in collaboration with Johnson Bros Ltd, Seaworks, NIWA, MPI, Cawthron, and local hapū are working together to develop a Submersible Dredge Planner (SDP) and scale up the removal. $6.2M was allocated by MPI for this initiative and the equipment is expected to be ready for deployment at Ōmakiwi in early 2026.

Surveillance and Detection

Over 100 km of seafloor was surveyed by NRC dive teams and contractors, focusing on high-use anchorages and public reports. Despite efforts, Caulerpa spread beyond the Controlled Area Notice (CAN) boundaries, likely due to anchoring and natural dispersal. In May 2025, NRC and NIWA deployed a Boxfish™ ROV with AI-enabled detection across seven high-risk areas from Whangārei to Rangaunu. The system provided real-time, georeferenced detection of Caulerpa, supporting future response planning.

Public Awareness and Engagement

A summer media campaign (Dec 2024–Feb 2025) reached 1 million+ digital impressions, with 85,800 ad plays across 12 marine venues. The campaign generated 4,603 ad clicks and 4,492 website sessions, with strong engagement via Meta platforms. Messaging focused on CAN boundaries and encouraged public reporting.

On-Water Engagement

Wai Knot ambassadors conducted 183 vessel surveys, engaging 380 individuals the data shows that 42% comprised Northland locals, 36% were from other NZ regions and 22% were international visitors. Most participants were aware of Caulerpa and CAN rules, with discussions often covering ecological impacts and rāhui.

Land-Based Outreach

The Conquer Caulerpa Charitable Trust (CCCT) reached 1,500+ people through school visits, hui, and events. Highlights included participation in the Ocean Film Festival (Kerikeri), school outreach, and the 2025 Ahuwhenua Farm Day at a Ngātiwai marae. Boat ramp-based engagement focused on Opua, Te Uenga, and Kororāreka.

Hull Surveillance

NRC's annual hull surveillance programme resumed in December 2024, targeting 2,000 vessels (approx. half of Northland's recreational fleet). This target was exceeded this year with 2300 vessels surveyed.

Anchored vessels are used as a proxy for higher-risk activity and over 80% complied with NRC biofouling rules.



Marine Incursion Responses

Incursions of Mediterranean fanworm and Undaria continued to be responded to with the aim of keeping harbours that have not been infected free of this marine pest. As part of these operations 345 Mediterranean fanworm (Sabella spallanzanii) were removed from Mangawhai estuary during an eight-day operation. In other work 1.1 tonnes of invasive Japanese kelp (Undaria pinnatifida) removed from Onepoto bay, Rawhiti and follow-up surveillance dives are planned to confirm eradication and prevent regrowth. Work to remove an invasive black urchin from Northlands Protected Areas was also progressed at the Poor Knights in a joint agency programme with Department of Conservation.



A scuba diver removes Mediterranean fanworm from the seafloor.



NRC diver removing the invasive Centrostephanus (black urchin) from Northlands coast.

Rāhui Tapu / Marine Protected Areas

Eighteen months into the implementation of the Rāhui Tapu / Marine Protection Rules, Northland Regional Council (NRC) continues to work closely with hapū to safeguard marine ecosystems. Guided by the Taiki ē Te Tiriti Strategy, the initiative is structured around three key workstreams: Communication and Public Engagement, Compliance Monitoring, and Ecological Monitoring.

Te Hā o Tangaroa Rāhui Tapu (Rākaumangamanga and Mimiwhangata Rāhui Tapu)



NRC staff member Nicola Hartwell (front left) with Te Uri Hikihiki – Ngā Wai Tiaki o Tangaroa.

A robust communications plan launched in August 2024 has driven public awareness through diverse channels—magazines, radio, social media, signage, and school programmes. Highlights include the Enviroschools "Healthy Marine Environments" initiative and targeted outreach at Oke Bay and local kura.

To support enforcement, NRC recruited eight locally based, hapū-connected RMA warranted officers in October 2024. These officers, alongside vessels sourced through hapū-preferred suppliers and agency partnerships, maintained a strong on-water presence through summer and public holidays.



While the focus has been on education, enforcement has begun:

- 422 vessels approached

- 1 infringement notice, 1 abatement notice, and 24 direction notices issued

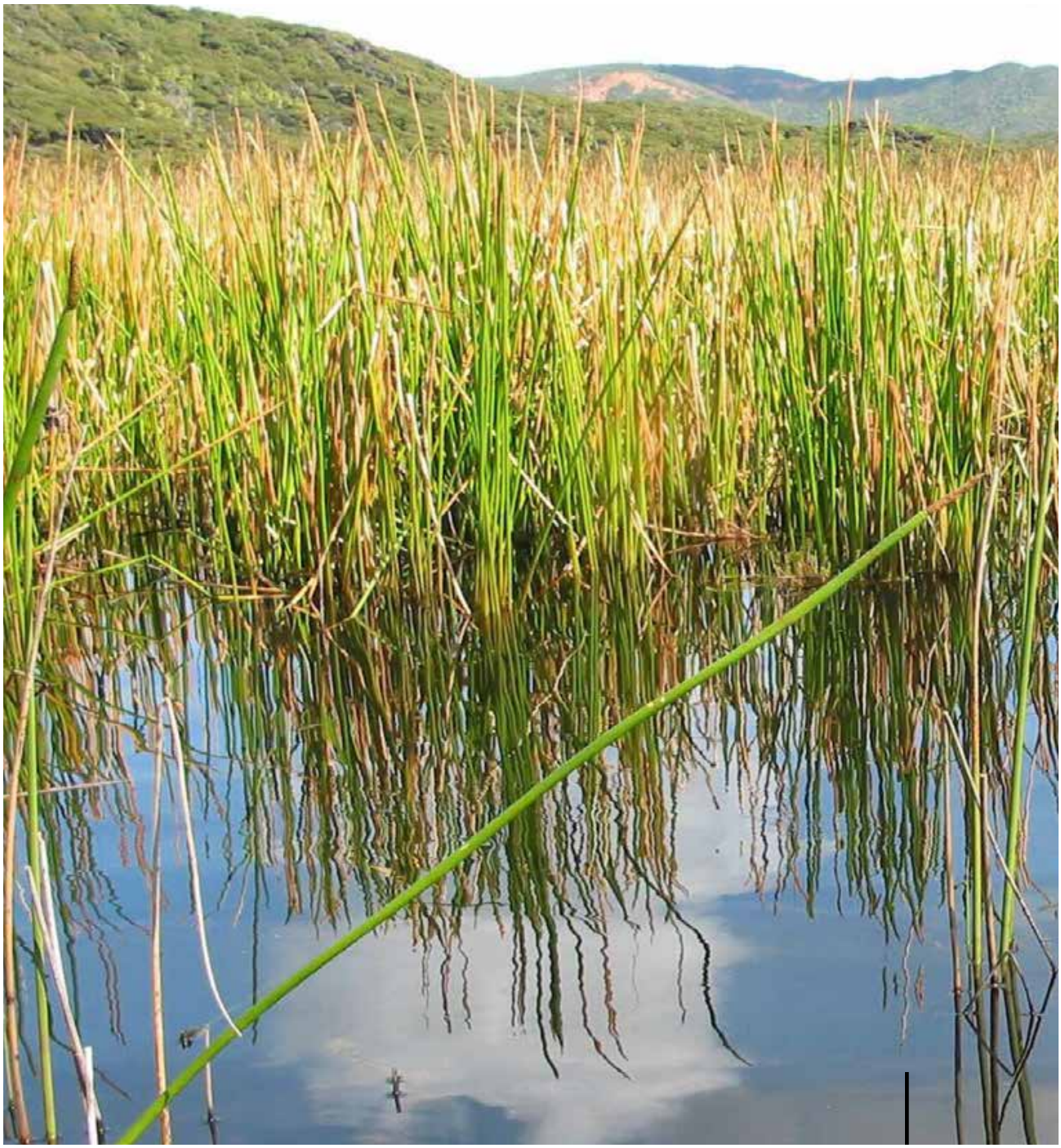
Baseline ecological surveys are underway, focusing on key species like tāmure (snapper) and kōura (crayfish). These are being conducted with marine scientists and hapū kaitiaki. NRC is also supporting hapū-led kina management and developing a geospatial database to guide long-term ecological monitoring.

This collaborative approach blends science, regulation, and cultural stewardship—laying a strong foundation for the future of marine protection in Northland.



Above: Hapū kaitiaki and marine biologist retrieve a BUV during species onitoring at Mimiwhangata

6. Freshwater Pests
Riha wai māori



Freshwater Fish Eradication

In freshwater ecosystems, pestfish surveillance and eradication efforts have intensified.
Key operations include:

- 147 koi carp removed from Pahi Farm Dam
- New rudd population confirmed at Mangapai Dam
- Rudd and goldfish detected at Lake Parawanui via eDNA
- Koi carp confirmed in Whakanekeneke River

Collaborative planning with DOC and iwi is also underway for rotenone treatments at high-risk sites aimed at eradicating pest fish. Sustained control at Lake Rototuna has led to a pest-free status after four years of monitoring.

Partnerships with iwi such as Te Uri o Hau, Ngai Takoto, Ngati Kuri, and Te Roroa have been central, with joint training and ecological monitoring. Technological advancements include a Pestfish Field App, GIS integration, and a shared ArcViewer map with DOC, aligning efforts with the Regional Pest Management Plan. These integrated, community-driven strategies are delivering tangible outcomes in protecting Northland's biodiversity.

Other Incursion Species

Northland's biosecurity vigilance extended to a range of potential pest incursions this year, with a strong focus on early detection, community engagement, and inter-agency collaboration.

Wallabies

Nine wallaby sightings were reported, but none were confirmed. Investigations using trail cameras, detection dogs, and thermal drones at six sites—including Matawaia and Waipapa—yielded no evidence. One case was confirmed as dog scat through DNA testing.

Birds and Lizards

Three sightings of Indian ring-necked parakeets were investigated. Two were isolated incidents, while a flock of six in Kaiwaka prompted a site visit and leaflet drop to confirm nesting activity for future control.

Red-Eared Slider Turtles

Three turtles were captured in a private Kerikeri lake using basking traps. Research into effective capture methods is ongoing.

Freshwater Gold Clam and Check, Clean, Dry

A major focus was preventing the spread of the invasive freshwater gold clam. A biosecurity checkpoint at Kai Iwi Lakes (Dec 2024–Feb 2025) involved iwi, council, and community partners. 826 surveys were completed, down from 1,190 in 2023–24, reflecting fewer visitor numbers and watercraft users. Visitor data confirmed travel links between Northland and Waikato, reinforcing the risk of potential pest transfer.

Surveillance for gold clam using eDNA was conducted across nine lakes, with iwi-led post-summer monitoring in the Far North. Community outreach at events like Waitangi Day and Northland Field Days boosted awareness.

Regulatory efforts included a request to close the Lake Taharoa boat ramp, and a formal request has been sent to MPI seeking a Controlled Area Notice to restrict motorised watercraft.

These efforts reflect a proactive, collaborative approach to protecting Northland's ecosystems from emerging pest threats.





7. Kauri Protection



Kauri Protection

The 2024/25 achievements of the NRC Kauri Protection Programme were made possible through the support from a $200k funding grant from the Ministry for Primary Industries who have contributed $1.5 M to the programme since 2022.

This investment combined with council funding has enabled the development of a custom-designed Kauri Engagement Trailer—a mobile hub for education, training, and awareness—through a strategic partnership between DOC, MPI, NRC, and Kauri Ora, an entity formed to deliver iwi and hapū led kauri protection. Field operations using contractors and council staff have completed 447 kauri health surveys and collected 86 soil samples with 363 collected since 2022. From the recent soil samples a new site of Phytophthora agathidicida was detected at Marunui Conservation area prompting updates to management plans. Ten other management plans were begun during the year and one completed.

In other activities the aerial imagery company Biospatial Ltd refined its deep learning model to map kauri distribution using 2023 imagery, with a full dataset expected later in 2025. This work will help understand where kauri is located and examine trends in kauri health over time.

In other projects 720m of fencing has been completed in the last year which has protected kauri stands from wandering stock, along with of track upgrades to protect kauri. In addition, the team have installed 13 barrel and grate hygiene stations and attended 10 public events including school visits promoting awareness and education. The team engaged and collaborated with 15 Iwi groups this year, an increase of 25% up from the previous year.

These outcomes demonstrate the tangible impact of the funding in strengthening kauri protection and biosecurity efforts across Northland.



Left: Staff from the contracting firm Biosense assess the health of kauri and collect soil samples for testing. Right: Kauri Collective Training.

Appendix

Table of Key Performance measures and results

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
PEST PLANTS	Community Engagement	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						The team participated in multiple community engagement events across Northland Field days/AP shows /Garden safaris 7 Community events and presentations 9 School visits/activities/workshops 6 Pest workshops 16
	Bicultural Collaboration	All permanent staff will have achieved competency level 1 in council's Te Whāriki workshops.	1	1						Reported at Group level. Three new work streams were initiated with Te Uri O Hau, with kaimahi working in a contract capacity alongside staff on the Spartina and Manchurian wild rice programs, and sea spurge training undertaken to enable them to take on the Department of Conservation contract for surveillance work in their rohe. Taiao teams from Ngāti Kuri and Te Aupouri and two Te Rarawa hapū were also trained and set up to undertake the control and surveillance work for sea spurge in their rohe.
	Bicultural Capability	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						Reported at Group level. Completed for pest plant staff
	Exclusion Plants	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance.	1	1						New sites detected for sea spurge; 21 sites found (new sites defined as being at least 200m apart), in 5 locations. Extensive surveillance was undertaken by staff, volunteers and iwi Taiao teams and hapū members. One houttuynia site reported and confirmed in vicinity of an existing known site. One old man's beard report found to be native clematis.
		Exclusion incident investigation: Initial investigations for all reported sightings and/or discoveries of exclusion species undertaken within 5 working days.	1	1						Initial investigations into all reports completed withing 5 working days

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
		Exclusion incident response: An initial response plan developed and implemented for any new incursion of an exclusion species within 20 working days of confirmation of species.	1	1						**Sea spurge** All small sites controlled manually when found by staff or iwi/hapū or on inspection visit to confirm public reports. Hukatere site - Following site confirmation agrichemical control planned and implemented with Te Aupouri Taiao team within 7 days. Mitimiti - As an initial response a joint working bee with hapū members, DOC and Biosecurity staff organised and undertaken within 10 days of discovery to deadhead adult plants to prevent seeding undertaken and to fully delimit the large site. Undertook consultation and joint planning with hapū representatives to develop treatment and monitoring plans, to address concerns around herbicide use. Once the treatment plan was agreed the spraying was undertaken by staff and hapū representatives and the site fully treated within 1 month. One further report investigated and found to be a different species of Euphorbia. Houttuynia Reported site confirmed on follow up visit (no foliage present when initially reported. Once confirmed site treated on two subsequent inspections and no foliage found at the third inspection.
	Eradication Plants	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						New sites found across multiple programmes; Akebia (3) Balloon vine (1), bat-wing passion flower, Evergreen buckthorn (2), Firethorn (16), Mexican feather grass (2), Mickey Mouse plant, monkey musk (1), nutgrass (1), yellow flag (2), and spartina (7) (some numbers still to be compiled). Significant effort put into extend surveillance in both bush, estuary and urban areas. Over 350 hectares of bush and over 1220 hectares of estuarine saltmarsh were searched. Drones were utilised to survey another 630 hectares to effectively identify and delimit sites in the spartina and royal fern programmes.
		Eradication incident investigation and response: Initial investigations for all reported sightings and/or discoveries of eradication species undertaken within 10 working days and control actions completed within 20 working days.	1		1					Of the 87 incident reports, not all control actions were completed within 20 working days. KPI measure to be modified next year as, depending on size, accessibility, regulatory requirements for herbicide use and landowner sensitives, control actions cannot always be completed within 20 working days.
	Progressive Containment Plants	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						New sites detected for Manchurian wild rice, Mile-a minute, and Lantana programmes (numbers still to be compiled)

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
		Progressive containment incident investigation and response: Initial investigations for all reported sightings and/or discoveries of Progressive Containment species (outside of containment zones) undertaken within 10 working days and decisions documented within 20 working days.	1		1					Met for Manchurian wild rice, and mile-a minute. Not met for lantana programme.
	Sustained Control Plants	Request response time: Response to requests from the public on sustained controlled pests will be responded to within 20 working days	1					1		The pest plant team received over 500 enquiries and requests. The council database reporting system is not currently able to report on request and response times and requires modification to capture response data (rather than close date) for this performance measure.
		Plant retail outlet compliance: 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	1	1						All known nurseries and plant retail outlets were inspected to check for nationally and regionally banned pest species and remind nurseries of their obligations. Three nurseries or plant outlets had a total of 54 specimens of Sexton's bride (Rhaphiolepis umbellata) removed from sale, which is banned from sale in the Northland region.
	Exclusion Plants	Best Practice Management All management sites visited on scheduled best practice rotation (based on biological characteristics of each species and defined in the species programme record in the council's IRIS database).	1		1					The pest plant team delivered search and control work across 21 different species programmes. Best practice achieved for 15 species programmes; Akebia, Balloon vine, Cathedral bells, Chilean rhubarb (one property in search area unable to be treated due to safety concerns). Evergreen buckthorn, Field horsetail, Firethorn, Lesser knotweed, Mexican feathergrass, Monkey musk, Nassella tussock, nutgrass, Sengal tea, nardoo (Freshwater pests in the Plan), and Yellow flag Iris (one site unable to be treated due to safety concerns).

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
										The pest plant team delivered search and control work across 21 different species programmes. Best practice achieved for 15 species programmes; Akebia, Balloon vine, Cathedral bells, Chilean rhubarb (one property in search area unable to be treated due to safety concerns). Evergreen buckthorn, Field horsetail, Firethorn, Lesser knotweed, Mexican feathergrass, Monkey musk, Nassella tussock, nutgrass, Sengal tea, nardoo (Freshwater pests in the Plan), and Yellow flag Iris (one site unable to be treated due to safety concerns). Not achieved for 5 programmes; Royal fern, Spartina, Gypsywort, Bat-wing passion flower, Mickey Mouse plant and wilding kiwifruit Royal fern - Staff worked with Department of Conservation staff to continue to progressively confirm and delimit reports from the review of historic herbarium & DOC records, and iNaturalist reports. Due to the number and scale of these sites, effort is being focused on delimiting the new sites to assess if eradication is feasible and confirming the most effective control method for larger sites. Staff undertook surveillance/ delimitation at 10 sites over approximately 550 hectares of wetland and control was undertaken at 5 sites. Spartina - insufficient resources to treat all sites annually, especially given the accessibility of the sites and the limited treatment windows that meet the combination of suitable tide and weather. An additional FTE is due to be added in 2025 2026 to the mid north area which will double the spartina treatment that can be undertaken, as well as support delivery of other species programs. Accessibility of both the Aquatic strand qualification and the Registered Chemical Applicators certificate remain a major barrier to growing both staff and local contractor capacity. Staff have been working with Muka Tangata, the People, Food and Fibre Workforce Development Council, Growsafe and Connexis who are the gatekeepers for these qualifications to identify the barriers and how these might be able to be resolved or mitigated. Gypsywort - The herbicide formulation approved by the EPA that is required for effective and safe drone treatment of infestations on floating raupo mats is no longer available in New Zealand. Bat-wing passion flower and Mickey mouse - The extended surveillance work undertaken over the last few years has expanded the known sites in these programs to a scale where the search and control work required to achieve eradication is no longer feasible, even if there was to be a massive increase in investment. Smaller programs where eradication is possible were prioritised for inspection and control. Wilding kiwifruit - Not all existing active sites able to be prioritised for inspection within existing resources

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
		Progress towards eradication Annual decrease in number of adult plants observed or the infestation area at existing management sites	1		1					Not achieved for all species programmes. Manual data analysis still underway
	Progressive Containment Plants	Best practice management 100% of council managed sites visited on scheduled best practice rotation (based on biological characteristics of each species and defined in the species programme record in the council's IRIS database).	1		1					Achieved for mile-a-minute and pultenaea programmes. Not achieved for Manchurian wild rice programme, African feather grass, lantana. Manchurian wild rice programme - Very good year for the programme, with the highest proportion of sites receiving at least one treatment, and the highest proportion of sites receiving the best practice two treatments (as compared to the data from the last 5 years of the programme). Drone treatment was also trialed for the first time to treat several sites that are unable to be treated by ground control methods. The effectiveness of this method will be reviewed once the rates of re-growth have been assessed. The drought conditions did affect some round two treatments as control was delayed until the drought broke (control is largely ineffective during drought), and the subsequent extreme rainfall levels made a number of sites inaccessible for their planned second round of treatment. There are also five sites in the programme that cannot currently be controlled due to a lack of approved approach from MPI (e.g. organic properties), and one that cannot be accessed for safety reasons. As well as delivering the standard control program, a second excavation trial was undertaken, and the 'research by management' trial that was started in 2023 to investigate herbicide application frequency and timing continued to provide valuable insights into the control methods and impact on root biomass. This learnings from this trial work have been used to develop a research project with MPI to investigate potential refinements to best practice control recommendations and improve the understanding of the plants biology and physiology to aid in targeting effective control. African feather grass - one large site not able to be treated due to drone limitations identified during site mapping prior to treatment. Helicopter work contracted instead but subsequent weather and contractor availability delayed treatment. For the lantana programme - Control is undertaken by occupiers, and the programme currently has no set targets for follow-up contact with landowners where control or management plans have previously been enforced. New sites are identified, and control enforced, or control undertaken with permission, but given the current resources available for the low incidence programme, other eradication work is taking precedence over inspection of previous sites for continued compliance.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
		Progress towards eradication Annual decrease in number of adult plants or the infestation area at existing council managed sites.	1		1					Not achieved for all species programmes. Manual data analysis still underway
	Sustained Control Plants	Road and rail five year weed management plans All road and rail authorities have five year weed management plans or prioritised annual plans approved and implemented.	1			1				As was reported last year, despite multiple informal and formal attempts to engage with the now disbanded Northern Transport Alliance, District Council and NZTA representatives to progress the issue of weed management in the road corridor and the requirement to develop five year weed management plans, there has been very limited response. Based on the continued lack of response it is apparent that the issue of weed management continues to struggle to gain traction, in terms of focus and funding, against the competing priorities for roading authorities. As part of the Regional Pest Management Plan review that is now underway, Council officers will be considering the inclusion of rules that will enable an enforcement-based approach when required, rather than the more pragmatic and strategic approach in the current plan. The current rules were designed to enable roading authorities to plan and prioritise weed control actions based on a number of criteria, rather than being based only on the enforcement of species-specific rules. However, without engagement from the roading authorities and buy-in to this approach a more direct approach may be required.
		Best practice guide Best practice guide developed for all road and rail authorities	1	1						A guide for road and rail authorities for developing the Five-year Weed Management Plans required under rule 6.4.2.2 in the Northland Regional Pest and Marine Pathways Management Plan 2017-27, was developed and sent to all road and rail authorities in 2022-23. It was re-sent in 2023-24 as an attachment to the letter sent to Mayors of all District Councils. KPI to be removed for 2025 2026 as it has been completed.
		Quarry Inspection: 15% of all operating commercial quarries are inspected annually to determine compliance with Rule "6.4.5, Rule 6.4.7, and Rule 6.4.15"		1						More than 25% of commercial quarries inspected for compliance with pest plant rules. Of these 4 had minor breaches of pest plant rules and remediated these.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
PEST ANIMALS	Community Engagement	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						This was equivalent to the previous year of 4.
	Bicultural Collaboration	All permanent staff will have achieved competency level 1 in council's Te Whāriki workshops.	1	1						Staff increased the number of iwi/hapu projects by 3 over the year.
	Bicultural Capability	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						All permanent staff have retained competency level in councils Te Whāriki workshops
	Exclusion animals	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						Nine wallaby incursion reports have been received over the past year. Two were assessed, however following discussions with the reporters, they were considered to be possum or hare sightings, and genetic testing at one site confirmed the scat to be from a dog. Three Indian ring-necked parakeet sightings were also investigated. Two involved individual birds that were not seen again. The third report described a flock of approximately six birds in the Kaiwaka area, and this site has undergone previous removal activities. Although no birds were recovered further survey of this area will be maintained. Testing of our basking trap for turtles is ongoing on a private Kerikeri lake and three Red Eared Slider turtles have been captured using the trap. Research and trials of capture methods is ongoing for this species.
		Exclusion incident investigation: Initial investigations for all reported sightings and/or discoveries of exclusion species undertaken within 5 working days.	1	1						As above
		Exclusion incident response: An initial response plan developed and implemented for any new incursion of an exclusion species within 20 working days of confirmation of species.	1	1						As above

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
	Eradication animals	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						See Eradication Animals Deer
	Sustained control animals	Request response time: Response to requests from the public on sustained controlled pests will be responded to within 20 working days.	1	1						Achieved
	Eradication animals (deer)	Deer incident response and investigation 100% of deer incidents are responded to within 48 hours. Deer location records Known deer populations are surveyed and mapped across Northland. "No wild Deer in Te Taitokerau" NRC and DOC design a joint advocacy campaign, involving other stakeholders as necessary (e.g.: iwi, hapu, Game Animal Council), to promote the Strategy Vision of "No wild populations of deer in Northland"	3	2	1					Surveillance for wild deer has been carried out across five additional project areas in Northland. These operations utilized helicopters and Thermal Aerial Detection Systems (TADS) and staff are developing a joint Wild Deer Free Te Tai Tokerau Communications and Engagement Strategy which is expected by the end of the year.
		Best practice management. NRC maintains at least annual contact with Northland deer farmers to support the industry in best practice. Reducing the number of farm deer escapes annually.	1	1						NRC works in partnership with the Department of Conservation to support farm inspections. A significant drop in reported deer escapes this year since the new North Island Deer Coordinator was appointed in DOC.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
	Sustained control animals	Land area in CPCAs. Increase in hectares of land under CPCAs per annum (increase by 5000 ha).	1	1						Four new or renewed CPCA projects totaling 9,616ha.
		Council supported programmes. Measure annual outputs of council supported programmes – may include: • Number of traps issued. • Number of kills recorded or post control pest densities, where known. • Number of Biofund projects approved. • Number of Community Pest Control Areas approved. • Trends in indicator species (e.g. kiwi call counts and pateke flock surveys).	5	5						- Traps issued = 4,620 -Pest control devices issued (traps plus bait stations) = 7,828 - Kills recorded… 120,520 - 41 Biofunds awarded - 4 new CPCAs The 2025 kiwi listening survey has now been completed, and while the data is still being analysed at the time of writing, early indications are encouraging. Across Northland, areas with sustained integrated pest management are showing positive trends. For example, at Whangārei Heads, kiwi numbers have continued to rise, with the population increasing from 1,185 in 2024 to 1,330 in 2025. Analysis of the 2025 Pāteke Flock Count data shows that the endangered, endemic nocturnal ducks continue to thrive along Northland's east coast, where sustained predator control is occurring. However, this year's flock count totalled 532, which is slightly lower than last year. This change will be closely monitored to ensure it does not signal the beginning of a downward population trend.
		Contractors specifically engaged by council for possum control will meet a target of 5% residual trap catch index or 15% wax tag index in council led operations. Council supported programmes undertaking possum control are achieving agreed targets set in community pest control area agreements.	2	1	1					There were no NRC funded performance-based contracts for possum knockdowns in 2024-25; however, possum monitoring has been completed in some of the projects where sustained possum control was carried out using the Waxtag Index (WTI) or Residual Trap Catch (RTC) methods. For example: Possum monitoring at Maunganui Bluff in May reported a mean RTC of 11.4%, while WaxTag monitoring Te Arai reported a mean WTI of 11%.
	Predator free Whangarei & Pēwhairangi Whānui BOI	Possum eradication Percentage of project area in knockdown / removal phase.	0							54%
		Possum eradication surveillance Percentage of project area in surveillance phase (detection and response).	0							40%

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
FRESH WATER PESTS	Community Engagement	Total number of engagement events and other social media interactions is maintained or is greater than the previous year. Attend at least 2 community events (annually) to advocate and promote public awareness and biosecurity best practice around pestfish	1	1						The team participated in multiple community engagement events across Northland—including Field Days, the Scouts Regatta, two Enviroschools events, and various community days—to promote awareness of freshwater biosecurity, best practice hygiene, and the Check Clean Dry message.
	Bicultural Collaboration	Number of relationships and collaborative projects that are underway with hapū / whanau / iwi increases by a minimum of 5% annually	1	1						The team participated in multiple community engagement events across Northland—including Field Days, the Scouts Regatta, two Enviroschools events, and various community days—to promote awareness of freshwater biosecurity, best practice hygiene, and the Check Clean Dry message.
	Bicultural Capability	All permanent staff will have achieved competency level 1 in council's Te Whāriki workshops.	1	1						All staff have completed Level 1 and over half have completed Level 2
	Exclusion freshwater pests	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1						1	No new sites reported
		Exclusion incident investigation: Initial investigations for all reported sightings and/or discoveries of exclusion species undertaken within 5 working days.	1						1	No new sites reported
		Exclusion incident response: An initial response plan developed and implemented for any new incursion of an exclusion species within 20 working days of confirmation of species.	1						1	No new sites reported

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
	Eradication freshwater pests	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						Two new turtle sites investigated Te Waiere Falls and a Ruakaka Dune lake
		Eradication incident investigation and response: Initial investigations for all reported sightings and/or discoveries of eradication species undertaken within 10 working days and control actions completed within 20 working days of report being confirmed	1	1						A landowner on Puketotara Road in Kamo handed (NRC) a red-eared slider turtle, which was sent to Bay Water Vets for euthanasia. Two new sightings of red-eared slider turtles have been reported in the region: one is still at large at Te Waiere Falls in Kerikeri, and another sighting in a Dune Lake in Ruakaka is currently being investigated. The Ruakaka turtle's situation will be further assessed in September 2025 after its winter Brumation. An additional eastern water dragon was captured at a Paihia Engineering Company by a business owner who handed it to NRC. The EWD was already euthanised and is currently being taxidermed as an educational display.
	Progressive containment freshwater pests	Identify new sites: Identify new sites of exclusion, eradication, and progressive containment pest through passive and active surveillance by council staff, the public, or through regional surveillance	1	1						Three new koi carp river sites—Waitangi, Poyner Road (Paparoa), and Adams Road (Glenbervie)—were reported outside the Containment Zone, along with one new tench site at Mangatoetoe Creek. All sites were visited, and eDNA water samples were collected at Mangatoetoe and Waitangi. Follow-up netting operations are planned for spring 2025 at Waitangi and Mangatoetoe. At the Adams Road bridge site, electrofishing confirmed the presence of goldfish rather than koi carp. Downstream, a nearby farm also reported goldfish following a flooding event that washed fish onto a paddock. No further action is required at this site. Similarly, electrofishing confirmed that the observed orange fish was a goldfish at Poyner Road bridge site near Paparoa. With goldfish confirmed at the location no further action is being considered at this stage.
		Progressive containment incident investigation and response: Initial investigations for all reported sightings and/or discoveries of Progressive Containment species (outside of containment zones) undertaken within 10 working days and decisions documented within 20 working days.	1	1						All sites were visited, and eDNA water samples were collected at Mangatoetoe and Waitangi. Follow-up netting operations are planned for spring 2025 at Waitangi and Mangatoetoe. At the Adams Road bridge site, electrofishing confirmed the presence of goldfish rather than koi carp. Downstream, a nearby farm also reported goldfish following a flooding event that washed fish onto a paddock. No further action is required at this site. Similarly, electrofishing confirmed that the observed orange fish was a goldfish at Poyner Road bridge site near Paparoa. With goldfish confirmed at the location no further action is being considered at this stage.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
	Sustained control freshwater pests	Request response time: Response to requests from the public on sustained controlled pests will be responded to within 20 working days.	1	1						
	Exclusion freshwater pests	Incursion Response Plans Develop surveillance and incursion response plan for at least one vulnerable high value biodiversity and/or culturally significant site annually.	1		1					Response Plan development continues for Kai Iwi Lakes with Te Roroa, Te Kuihi, Kaipara District Council and the Department of Conservation and with Ngati Kuiri for Lake Ngakeketo. The planned incursion response training for pest fish at Lake Ngakeketo, scheduled for June 2025 in partnership with Ngāti Kuri, was cancelled due to adverse weather conditions. The training has been rescheduled and is now planned for delivery in November 2025. In partnership with Te Uri o Hau the team undertook operations at Lake Parawanui. This historical site has had multiple pest fish reports over the years (Rudd/Koi) and is noted as a historical Orfe site. No Orfe were detected in either eDNA or netting efforts.
	Eradication freshwater pests	Management site visits 100% of council freshwater pest fish management sites visited on scheduled best practice rotation (based on biological characteristics of each species and defined in the species programme record in the council's IRIS database).	1		1					Due to the number of sites across Northland the team prioritises those reports outside of the containment zones. For Lake Rototuna, this pen-ultimate (4 years) netting operation was delivered alongside eDNA sampling confirming rudd absence. A final year of sampling is planned for Sept 2025. If no rudd are captured, then the sampling threshold for no rudd captures (over 5 years) is met and the status of rudd at the site can be changed to ERADICATED.
	Progressive containment freshwater pests	Distribution record Maintain a distribution record of progressive containment pest fish species.	1	1						See narrative above
		Annual status reports Training, surveillance, control, and eradication actions attempted for progressive containment pest fish species will be reported annually.	1	1						The team has delivered multiple training operations with iwi partners (Te Uri o Hau) for progressive Containment Species (Koi carp and Grass Carp) and Te Roroa at Kai Iwi Lake. The planned activities with Ngāti Kuri were postponed due to bad weather but have been rescheduled for November this year.
		Management tools and technology Investigate the use of new management tools and technology around pestfish detection or control	1	1						A new underwater drone has been acquired to enhance the pest fish team's surveillance capabilities and is currently undergoing trials at Lake Taharoa as of 24 June 2025. Recent technological advancements include the deployment of a new Pest Fish Field App for improved data collection, and a shared ArcViewer Layer Map with the Department of Conservation to strengthen pest fish tracking. Integration of GIS tools and ongoing methodological refinements are helping to better align operational delivery with the objectives of the Regional Pest Management Plan.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
DISEASES & PATHOGENS Kauri disease	Community Engagement	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						10 x Public Engagement events completed: Field days, Dargaville school education day, Paparore school day, Bay of Islands college education day, Matariki Puketi evening, Wild kai night with DOC, Pig hunting comp and education event, Kaitaia AMP show, Northland forestry event, Ngati Kahu education event.
	Bicultural Collaboration	Number of relationships and collaborative projects that are underway with hapū / whanau / iwi increases by a minimum of 5% annually	1	1						Last year the NRC kauri protection engaged with 12 iwi groups and this year we collaborated with 15, a 25% increase
	Bicultural Capability	All permanent staff will have achieved competency level 1 in council's Te Whāriki workshops.	1	1						All permanent staff have retained competency level in councils Te Whāriki workshops
	Sustained Control	Soil sampling 100% of remaining aerial survey sites on private land will be sampled and a minimum of 50% of high-risk sites will have management plans. Follow-Up Soil Sampling Sample five previously sampled sites to reconfirm the status of the site regarding the presence of P. agathidicida. Hygiene stations A minimum of 5 hygiene stations installed at priority sites P. agathidicida distribution Maintain a record of distribution of P. agathidicida disease across Northland.	4	4						Soil Sampling & Management Plan Follow Up : Aerial survey has been completed and drone imagery used to identify (4) sites (1)Wilsons dam have had (12) soil samples taken with results pending (2) Kauri mountain area has had (7) samples taken also waiting on results (3)Whau valley area also with (7) samples, results were 5 nil infection and 2 with P.cinnamomi (4) Taika forest has (17) samples showing 8 no infection and 9 with P.cinnamomi - From work completed in the previous financial year nine sites were identified as needing further risk assessments - Of these sites identified (6) have had management plans completed - (1) Taika forest - (2) Shrewsbury - (3) Marunui conservation - (4) Stoney creek- (5) Paparoa surveillance - (6) Finlayson brook Waipu. Hygiene Station: achieved: Barrel and grate hygiene station installs (13) MK111 hygiene station installs (2) P. agathidicida distribution: Data collected on internal NRC database; Secondary collection of sampling results and surveys are on the Tiakina Kauri platform "Kete Aronui".
		Incident response times All incidents are recorded, and a response plan is developed within 20 working days.	1	1						Staff have had 43 enquiries regarding kauri protection and all but one have had response times of under the 20-day set-point - The one enquiry that did not make the set time was due to customer never replying to our 2 phone calls and one site visit in Waipu/Mangawhai area. Enquiry information and details are kept in NRC internal data files.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
MARINE PATHWAYS MANAGEMENT PLAN	Community Engagement	Total number of engagement events and other social media interactions is maintained or is greater than the previous year.	1	1						Over summer 2024–2025, a council-backed Caulerpa awareness campaign reached over one million people through digital and out-of-home ads, with strong engagement from boaties and marine users, while Wai Knot ambassadors conducted 183 vessel surveys, revealing high public awareness of CAN rules. Complementing this, the Conquer Caulerpa Charitable Trust engaged over 1,500 people through school visits, community events, and ramp-side outreach, including participation in the Ocean Film Festival and Ahuwhenua Farm Day.
	Bicultural Collaboration	Number of relationships and collaborative projects that are underway with hapū / whanau / iwi increases by a minimum of 5% annually	1	1						The team continues to strengthen and grow our partnerships with hapū, whānau, and iwi, reflecting our commitment to Te Tiriti o Waitangi. Collaborative projects and relationships have increased by at least 5% annually, demonstrating meaningful engagement and shared progress.
	Bicultural Capability	All permanent staff will have achieved competency level 1 in council's Te Whāriki workshops.	1		1					One new staff member who is enrolled for the next available course.
		Vessel compliance reporting Compliance with the marine pest and pathway plan is recorded and trends over the duration of the plan are analysed.	1	1						Compliance with the marine pest and pathway plan continues to be closely monitored, with trends analysed across the duration of the plan to inform adaptive management. Notably, over 80% of vessels surveyed while at anchor—used as a proxy for mobile, higher-risk vessels—were found to be compliant with NRC's biofouling rules, indicating strong adherence within the active fleet and effective uptake of biosecurity expectations.
		Hull survey The vessel hull surveillance programme will inspect a minimum of 2000 vessel hulls annually	1	1						This financial year, NRC staff and contractors successfully surveyed 2315 hulls.
		New marine pests 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	1	1						Introductions of new marine pests and the spread of established species within Northland are actively recorded and analysed over the duration of the plan to identify trends and inform response strategies. Of note, Bonnemaisonia hamifera (a non-indigenous red algae) was detected in Opua, as well as in other locations including Wairoa and Mokohinau Island; however, MPI has assessed it as a low biosecurity risk due to its widespread presence and the lack of effective control options.

Pest Type	Programme/ Activity	KPI Measurement	Count	Achieved	Achieved in part	Not Achieved	Modified measure	Response time data not available	Not Applicable	Notes
TEAM TOTALS										
			72	56	10	2	0	1	3	
				66	97%	(excludes not applicable, not achieved, modified measures and data not available)				
				2	3%	Percentage not achieved				

Trend Information Table; Progress in achieving aims

PEST ANIMALS	Performance Measure	RESULT	2022-2023	2023-2024	2024-2025	Details
	Engagement events: attended is maintained or greater than the previous year	Achieved	2	4	4	Field Days / A&P
	Identify new sites: New incursion sites of exclusion animals are identified	Achieved	3	21		Shows/ Community
	Land area in CPCAs: Increase in land under CPCA protection by 5,000 ha per annum	Achieved	1568	8693	9616	Events
	Response to reports from public: Reports on sustained control pests will be responded to within 20 working days	Achieved	2020	2471		Incident reports

Northland
REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau

TITLE: Quarterly Health and Safety Report

From: Tamsin Sutherland, Health and Safety Advisor

Authorised by Group Manager/s: Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 13 November 2025

Whakarāpopototanga / Executive summary

This report is to inform the council of the activity in Health and Safety for the period July to September 2025.

An overview/summary of the report includes:

- A summary of the events, investigations and outcomes that have occurred in this period
- Overall numbers of incidents/hazards continue to show improved reporting
- Speeding events remain low in comparison to historical trends, driving is the critical risk focus for the current period
- Summary of the current work programme for the health and safety team

Ngā mahi tūtohutia / Recommendation

That the report 'Quarterly Health and Safety Report' by Tamsin Sutherland, Health and Safety Advisor and dated 4 November 2025, be received.

Background/Tuhinga

1. Health and safety performance

A summary of the health and safety performance for the financial year to date July to September 2025 is shown in Table 1 below.

- The Health and Safety team continues to implement the Strategy adopted in November 2024, providing a structured approach to improving health and safety change, as outlined in the following table.

Completed work	Ongoing	Future scope
Implement health and safety software	Training – moving to new system in 2026, creating competency framework	Scheduled audits of contractors, portfolio within H&S Team
Adopted new reporting framework	Deep dives to check work as done vs work as imagined	Clearer guidance on work with volunteers
Introduced structure H&S conversations across NRC	Review each critical risk for NRC by H&S Committee	
Resourcing review for H&S team	Training delivery for staff	
Review of risk register	Review of documents associated to risk register	Create AI agent to make risk register user centric

- Bespoke health and safety software “Safety Champion” has provided improved reporting, access to chemical hazard information, training and health monitoring prompts when due, inspection forms and scheduling. We continue to develop this tool.
- The number of completed health and safety (H&S) inductions for new staff in the July – September 2025 quarter was 93% within the target 2 working days. The failure to achieve the 100% related to a change in admin staff, and a failure in our scheduling process.
- Training during the first quarter of 2025/26 included first aid, de-escalation courses for field and office staff, defensive driver, dog safety awareness and wader training.
- Work is in progress to ensure that there is a holistic on-boarding programme planned for all new staff, including all core competencies and health and safety.
- A reality check external audit for a snapshot of health and safety practice was conducted in June 2025. The recommendations from this audit were helpful in identifying areas for improvement. Adding KPIs relating to health and safety was one of the recommendations, the format of this KPI is currently under consultation.
- A focus on the critical risks is being driven with a new Health and Safety Committee initiative.
- Lead Indicators adopted for the 2024-2025 financial year, reflected a shift to a proactive measurement of health and safety performance, as well as continuing to report on lag indicators. See Table 1 for a summary of the tracking of these indicators.

	Lead Indicators reporting	Period	Previous Year
	Lead Indicator	**Jul-Sept 25**	**FYE 2024/25**
1	Number of new tasks with risk assessment completed	3	2
2	% of high risk tasks reviewed in past 12 months		16
3	% of planned workplace inspections completed	100%	93%
4	No of health and safety training completions in this quarter	106	511
5	No of health and safety audits undertaken (not inc contractor audits)	9	27
6	% of H&S inductions completed in first 2 days	97%	95.75%
7	Health monitoring vaccine programmes completed YTD	4	102
8	Health monitoring programmes completed YTD	14	121
	Lag indicators		
9	Audit/investigation corrective actions identified	42	134
10	Number of speed events	9	51
11	Number of vehicle events	27	54
12	Number of contractor accident/incident reports	4	16
13	Incident investigations	84	320
14	Incident investigations by year to date	84	333
15	% of recommendations from workplace inspections/risk assessment implemented within timeframe	65%	

Table 1: Lead and lag indicator reporting for 2025 financial year to date compared to full previous year

2. Risk management

It was evident during the reality check audit that the 12 Critical risks identified in 2024 need further communication within the organisation. A critical risk is defined as *"A risk likely to result in serious personal injury, illness or a fatality. Often less frequent exposure, but very severe consequences."* The critical risks have been adopted by members of ELT. The Health and Safety Committee have adopted a programme of deep dive review of each of the critical risks for the coming year. The first risk being considered is driving, as it remains the highest frequency incident reported.

The top cause for reported incidents for the July to September quarter was driving incidents (27 incidents for the quarter). This does not include speeding incidents (9 events), but does include having to take evasive action to avoid other drivers and vehicle damage. We continue to see improved reporting of near misses, which gives a much clearer picture of the risk to staff.

Slips, trips and falls, incidents in the office, and incidents arising from working outdoors all accounted for 7 incident this quarter. Equipment issues accounted for 5 incidents including equipment failure, and failures to effectively tag equipment as out of service.

Aggressive person incidents- four incidents reported in this quarter. Staff are encouraged to report aggressive behaviour, rather than accepting abuse or threats as a 'normal' part of work. Anecdotal reports suggest that public attitudes to aggression to front line staff continues to be a widespread problem.

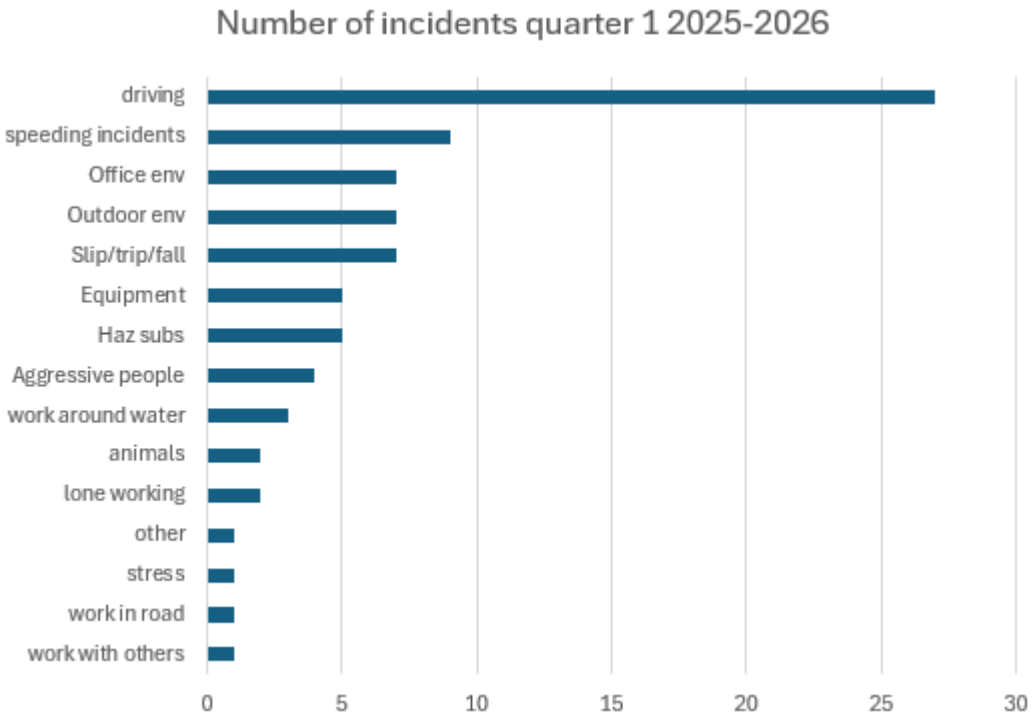


Figure 1: Health and safety event reports categorised by type for the July to September 2025 quarter – note driving includes near misses whilst driving and vehicle damage, but excludes speeding identified in ERoad.

3. Injuries, incidents, and hazards

82 events were reported by staff for the quarter July to September 2025. The focus on reporting incidents and near misses, not just injuries continues to provide an increase in reports made.

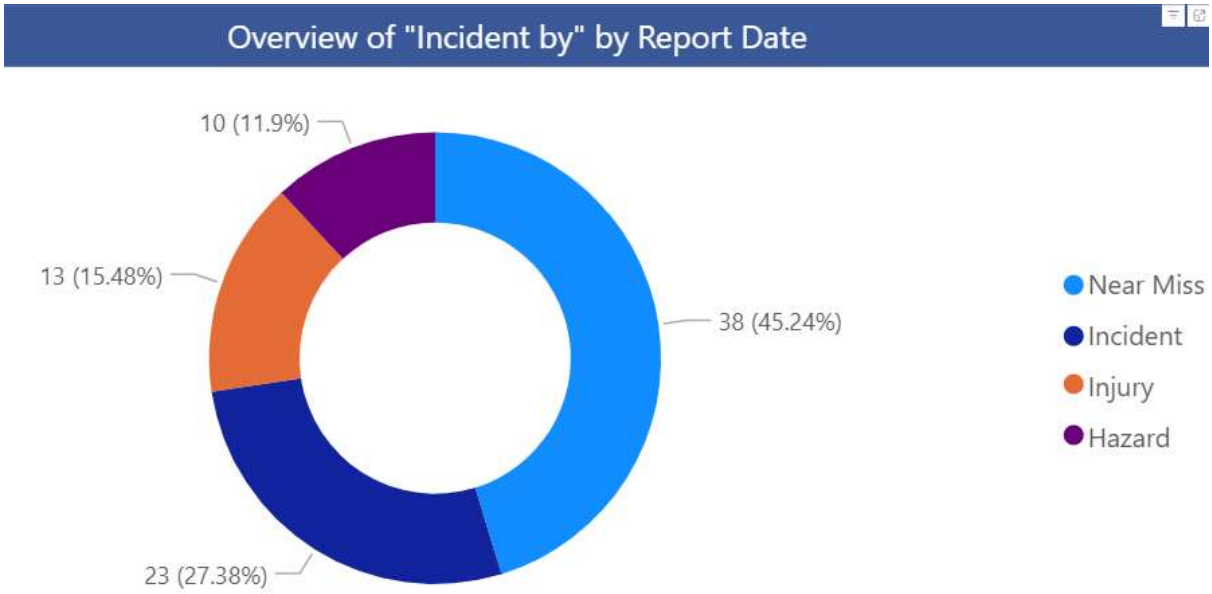


Figure 2: Number of hazard and injury/incident related events compared to near misses reported for the July-September 2025 quarter

Work related injury absence resulted in 0.18% time lost. This primarily related to one event which resulted in a broken foot.

Events of interest

Note: the events of interest only detail high risk events, or events which affect large groups of people.

The following events are events of interest from the quarter July to September 2025.

- Aggressive people are predominantly encountered by our compliance staff. Adopting new standardised levels of 'offense' to provide guidance to staff on when an incident is considered unacceptable, what level of threat is perceived by different scenarios, for example being blocked from leaving a site, verbally abused or threatened. Currently looking to provide a code word that signals to colleagues on site "we need to leave this site visit now". A local training provider has created a bespoke course for our staff on de-escalating aggressive behaviour, we continue to refine this course with the provider.
- Vehicle incidents remain consistently high. This includes small vehicle dings, and improved reporting of evasive action taken to avoid other drivers or animals in the road. The defensive driver training has excellent feedback and has been completed by 90 staff.
- Two members of staff received potentially very serious cuts to their hands in different circumstances. One incident was a lost time injury, both appear to have very good recovery with limited nerve damage. All teams were asked to revisit their risk assessments for the work done and review the use/suitability of gloves for tasks.
- Remote and isolated work has to date relied on Garmin InReach units as the best available technology where there is no phone signal. These units are not intuitive to use and can be slow to send messages. We are currently in discussions with phone providers regarding the satellite capability to send texts anywhere. It is likely that we will continue to require a mixture of solutions including personal locator beacons and mobile phones.

- Working on sites where there are multiple interested parties/persons conducting business undertakings, we need to ensure that there is effective communication between all parties. This has been raised in the context of meetings with landowners where they communicate hazards on their property to NRC staff at the start of a visit, through to working on a large forestry block and ensuring that all parties are aware of the hazards arising from all work being undertaken that day.
- Ensuring that there is adequate electrical provision during the building redesign. When reinstating the desks within the new floor plan it became evident that increased socket provision was required to prevent electrical overloading. The project has included provision in all future stages, and the rest of the floors/offices have been tasked with checking their existing provision is safe.
- Contractor incident reporting continues to be very low, and is a concern. Eight incidents were reported in all contractor work, the majority from a single contractor. To help build health and safety focus in contractor work, a member of the H&S team will be given a dedicated contractor specialist portfolio in 2026.
- Two incidents occurred in this reporting period of equipment which had been taken out of service being used in error. An effective system of 'tagging out' (that is clearly marking equipment which is not safe for use) is available. The health and safety team are communicating this system and ensuring all damaged/unserviced equipment is effectively tagged.

4. Health and safety strategy work programme

A health and safety maturity desk top audit (systems only) was undertaken in April 2025. A separate 'reality check' audit was conducted in June 2025, checking that the systems recorded provide appropriate systems of work for field staff. The recommendations from these audits are being implemented.

The health and safety software continues to be developed, a trial version of a health and safety audit for contractors is with users for feedback. The Before You Go and Take 5! forms have been in use for a year. These provide planning information for the day ahead to a nominated buddy, and check that the conditions on site were as expected before you proceed with work. These forms have been refined with user feedback and have been relaunched to ensure field staff are assessing risk in the field.

In the first quarter of this year, staff have completed:

Safety Check form used	Number completed	Identified it unsafe to proceed with planned work
Before You Go	1,076	n/a
Take 5	840	6

Table 2: the number of safety forms completed by staff in the first quarter of 2025-26, showing the number of times it was assessed as unsafe to proceed with work as planned due to conditions on site.

The health and safety team have established a collaborative working group with the District Councils in Northland to develop contractor management best practice which can be applied as a region. If successful, we will look to expand this model to include working with volunteers across the rohe.

5. Legislative changes

A Code of Practice has been released by WorkSafe for Forestry work – this has some potential impacts on the forestry workers harvesting blocks owned by council in future, and on the compliance team.

Proposed changes to the primary health and safety legislation are being drafted into a Bill at this time. Minor consultative documents were released in July relating to sector specific guidance which may affect requirements for council on machine guarding and work at heights.

Attachments/Ngā tapirihanga

Nil

TITLE:	**Chair's Report to Council**
From:	Rae Hetaraka, Executive Assistant to the Chair
Authorised by Group Manager/s:	Pita Tipene, Chair of council, on 19 November 2025

Purpose of Report

This report is to receive information from the Chair on strategic issues, meetings/events attended sent for the month of November 2025.

Ngā mahi tūtohutia / Recommendation

That the report 'Chair's Report to Council' by Rae Hetaraka, Executive Assistant to the Chair and dated 12 November 2025, be received.

Meetings/events attended

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

1. I attended the 48th Annual Northland Business Excellence Awards presentation and celebration evening that was held at McKay Stadium, Whangarei on Friday 7 November 2025.

At our table were councillors Morunga and Crawford and some of our hard-working staff. We had a lot of fun at our table and as we highlighted in our conversations, fun is one of the most important ingredients in our Northland Regional Council team that has a very serious and important job to do.

Four hundred people attended the black-tie event, which brought together over 60 business awards entrants, sponsors, judges, and key stakeholders from across Taitokerau to celebrate and honour the outstanding achievements of local businesses and individuals.

Participants from across the region submitted entries in five general business categories, ranging from emerging to large business, eight specialist categories, and three nomination categories.

The winners of each business category then competed for the prestigious Northpower and Top Energy Northland Business Excellence Supreme Award, taken out by FNR Group – Nga Ara o Te Hiku, better known as Far North Roading (Manu Burkhardt)

The awards were my first public outing as chair of the Northland Regional Council as I was asked to announce the winner of the Excellence in Sustainability and Climate Action Award spotlighting leadership in sustainability and emissions reduction that NRC sponsors.

It was very inspiring to see the respective nominees being read out and to hear the stories of the businesses who accepted their awards on stage.

It was also a chance for us to meet some of our business leaders who are working very hard in a challenging business environment.

It was a job well done by the Northland Chamber of Commerce led by CEO, Leah McKerrow and team for hosting this premier event in our Taitokerau calendar.

Fantastic to see the Robinson Family (Robinson Asphalts) be inducted into the Northland Business Hall of Fame.



2. Savour Northland Challenge Awards

I attended the Savour Northland Challenge Awards on Monday 10th November, held in Kororareka (Duke of Marlborough Hotel, Eagles Nest and Hone's Garden)

The Challenge is sponsored by Northland Inc and is a competition where our restaurants and bars across the region, create an exceptional dish using local ingredients and pair it with a Northland made drink.

The emphasis in on innovation, authenticity and regional pride.

Held in October around Taitokerau Savour Northland was part of a series of special events and functions showcasing culinary delights, manaakitanga, our best chefs, produce, places and experiences.

The supreme award was won by Schnapper Rock restaurant in Tutukaka, and the award was received by owner, Nick Keene. I was asked to present the award alongside our Northland MP, Grant McCallum.



Photo with Paul Linton (CEO of Northland Inc) and Lesley Lucas, one of the two wonderful operators who delivered Savour Northland at Eagles Nest, Kororareka

3. Local Government New Zealand Hui

Late last week I travelled down to Wellington to attend the following:

- 12 November - LGNZ Networking Event
- 13 November - LGNZ Chairs Induction
- 14 November - LGNZ Regional Sector Meeting

LGNZ Networking Event

The networking event on the first night allowed me to meet other Mayors, Chairs and CEO's from around the country. I was able to meet with both Moko Tepania (Mayor of the Far North District Council) and Ken Couper (Mayor of the Whangarei District Council) We were able to talk about a united and coordinated approach to planning, implementing and advocating on behalf of Northland.

LGNZ Chairs Induction

I attended the Induction which included a relatively small group of new Chairs and in several cases their CEO's. Topics included a) An introduction to LGNZ, b) Nailing the role of chair, c) The roles and functions of regional councils, d) Media and Communications e) Working with Territorial authorities, Navigating Iwi relationships and f) Working with Central Government.

The LGNZ Chairs Induction provided me with a framework to listen and learn from some very experienced local government leaders such as Fran Wilde.

The LGNZ Regional Sector Meeting

Dr Deon Swiggs, Chair of Environment Canterbury was elected as LGNZ's regional sector Chair. Mayor of Gisborne, Rehette Stoltz was voted in as Deputy Chair.

The key point made at the meeting was navigating unprecedented change as the Government implements its resource management reform programme and reshapes the regional and local government landscape.

Rehette underscored the point that people often don't understand the role of regional councils, particularly in urban environments, so there's work to do to make sure we're clear about our relevancy and the value that we add in our respective communities.

Minister of Local Government Simon Watts had stated his intention to advance rate cap policy discussions before the end of the year.

Sue Heins, mayor of the Northern Beaches Council in New South Wales spoke at the meeting and warned those gathered about the risks of a rates cap system that was imposed on them.

If a rates cap was imposed, there would need to be other additional funding mechanisms put in place that councils could access. Otherwise, it created a 'handout mentality' where councils would struggle to effectively and efficiently raise sufficient funds to maintain proper service levels and repair ageing infrastructure, especially when costs were rising rapidly and community groups would still clamour for those very services and deteriorating assets.

The hui also discussed 'Before the Deluge.' **Before the Deluge**" is the title of a business case and report submitted by New Zealand's 16 regional and unitary councils (collectively known as Te Uru Kahika) to the Central Government. The report advocates for government co-investment in a nationwide programme of flood protection and river management projects to improve community resilience against increasingly frequent and severe weather events driven by climate change.

- **Purpose:** The reports ("Before the Deluge" and the subsequent "Before the Deluge 2.0") made a case for urgent central government financial support to upgrade New Zealand's aging flood management infrastructure.
- **Advocacy:** The regional councils argued that flood management is a matter of national interest, as it protects critical national infrastructure (roads, railways, power, hospitals) alongside local communities and businesses.
- **Funding Model:** The proposal involved a co-investment model, where councils committed their own significant funding ($131 million for the projects in the 2.0 report) and requested the government to match or contribute to the remaining costs.
- **Outcome:** As part of the Budget 2024, the government dedicated $101.1 million from its Regional Infrastructure Fund towards 42 of the ready-to-go flood resilience projects identified in the report, with some councils receiving additional funding in subsequent rounds.



Mike Pettit (Mayor of Waipa District Council) and Andrew Little (Mayor of Wellington City Council)



Correspondence

Nil

Attachments/Ngā tapirihanga

Nil

TITLE:	**Chief Executive's Report to Council**
From:	Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer
Authorised by Group Manager/s:	Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer, on 18 November 2025

Ngā mahi tūtohutia / Recommendation

That the report 'Chief Executive's Report to Council' by Jonathan Gibbard, Tāhūhū Rangapū - Chief Executive Officer and dated 30 October 2025, be received.

8.3.0 EXECUTIVE SUMMARY

This report presents highlights from council activity over the previous month.

NRC's Community Outcomes are key elements of its strategic direction. Though many council activities contribute to more than one Community Outcome, items are presented under the primary Community Outcome to which they contribute.

8.3.1 HIGHLIGHTS

Rāhui Tapu/ Marine Protected Area

Staff have been actively preparing for the summer season by promoting Rāhui Tapu rules through widespread communication, including outreach to locals, visitors, marinas, Customs NZ, and other stakeholders. Efforts include posters at community sites, targeted editorial articles, social media campaigns, and participation in the Whangārei Maritime Festival, with additional signage planned for Maunganui Bay and Oke Bay to reinforce on-water messaging. Baseline ecological monitoring, including kōura/crayfish surveys led collaboratively by hapū, the University of Auckland, and NRC, was completed in September, with findings pending. Compliance surveillance has begun in both Rāhui Tapu areas, focusing on peak boating times, supported by increased staff capacity; despite windy Labour Weekend conditions, patrols issued four notices for prohibited fishing. The public is encouraged to report violations via the online Rāhui Tapu Prohibited Activity Notification Form. Rāhui Tapu Prohibited Activity Notification Form.



Kōura/crayfish being measured during survey - courtesy of University of Auckland

Freshwater Pests - Significant Milestone

Rudd is a pest fish in Te Taitokerau – they degrade water quality and prey on native aquatic life. As a result of an active eradication campaign and monitoring for survivors in lake Rototuna on the Pōuto peninsula is on the verge of being declared Rudd-free. From 4–7 November, the team will undertake a final netting operation in collaboration with Te Uri o Hau, alongside eDNA sampling to confirm the species' absence. This milestone marks the culmination of five years of dedicated mahi by the Department of Conservation (DOC) and Northland Regional Council (NRC), in partnership with Te Uri o Hau.



Final netting operation in collaboration with Te Uri o Hau, alongside eDNA sampling to confirm the species' absence.

Tāiki ē – Te Tiriti Strategic Intent and Implementation Plan: Annual Highlights

We are also proud to share the inaugural Tāiki ē annual highlights report, which presents key milestones and outcomes from the past 12 months of implementation. Tāiki ē represents a critical step forward in our Te Tiriti partnership journey, guiding the council's approach to honouring Te Tiriti and supporting kaupapa across five key outcome areas:

- Capacity and Capability
- Māori Representation
- Water and Marine
- Climate Crisis
- Economic Development

This report reflects both the progress made and the enduring nature of our partnership journey with Māori across the rohe. View the report

Local Elections Campaign

The Community Engagement Team and Te Tiriti Partnerships teams worked together on a campaign to boost participation in the local elections, focusing on encouraging voters to learn about candidates and cast their vote alongside information about the Māori constituency poll. Tactics included social media reels, candidate videos, radio interviews, bus backs, print collateral, and digital advertising.

The campaign delivered strong results including:

- 2.9 million impressions and 73,000 clicks across digital platforms
- 2.3 million impressions via online ads; 500,000+ via retail digital screens
- 52,000+ website sessions directly attributed to the campaign

Final voter turnout reached 49.1%, up from 43.2% in 2022 - exceeding the campaign's goal of a 5% increase.

Municipal Wastewater Compliance

The council has maintained a strong focus on municipal wastewater treatment plant compliance, with steady progress being made across the region. While several plants remain under Abatement Notices (AN) and are addressing moderate and significant non-compliances — such as elevated nutrient levels, suspended solids, and self-monitoring gaps — recent upgrades and remedial works

are delivering measurable improvements. For example, last month was the first time that no significant non-compliances were recorded in the previous three-month period since March 2025. These actions demonstrate commitment to improving consent compliance and environmental outcomes.

8.3.2 HEALTHY WATERS, LAND AND AIR

Current Legal Proceedings

Department	Description	Status
Consent decision appeal	New groundwater take at Tautoro (south of Kaikohe) for irrigation of a proposed avocado orchard	One appeal was received from Te Riingi Marae. Environment Court assisted mediation was held on 21 October 2025. A mediation agreement was signed which has a number of tasks for parties to complete by agreed deadlines. Parties are to provide a memorandum to the Court on progress to resolve the appeal and whether a hearing is required by 28 November 2025.

Consents Update

During September and October 2025, a total of 163 Decisions were issued. These decisions comprised:

September 2025 (53)		October 2025 (110)	
• Moorings	5	• Moorings	1
• Coastal Permits	2	• Coastal Permits	13
• Air Discharge Permits	1	• Coastal Discharge Permits	5
• Land Discharge Permits	6	• Land Discharge Permits	20
• Water Discharge Permits	4	• Land Use Consents	48
• Land Use Consents	24	• Water Takes	8
• Water Takes	2	• Bore Consents	15
• Bore Consents	9		

Forty-one applications were received in September 2025, and 49 applications were received in October 2025.

Of the 133 applications in progress at the end of October 2025:

- 28 were received more than 12 months ago;
- 16 were received between 6 and 12 months ago (most awaiting further information from the applicant);
- 89 less than 6 months.

Appointment of Hearing Commissioners

- No commissioners were appointed in September and October 2025.

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

The current level of notified application processing activities at the end of October 2025 is *(by number)*:

- Progress on Applications Previously Notified 4
- Appeals/Objections 1

Compliance Monitoring

The results of compliance monitoring for the period 1 September to 31 October 2025 (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
Air Discharge	50	50	0	0	0
Bore Consent	1	0	1	0	0
Coastal Discharge	31	23	2	6	0
Coastal Permit	18	15	3	0	0
FDE - Discharge permit	135	93	0	33	9
FDE - Permitted activity	63	49	0	11	3
Land Discharge	185	147	15	21	2
Land Use Consent	113	107	2	4	0
NES-F	89	87	2	0	0
Water Discharge	121	79	11	31	0
Water Permit	60	57	3	0	0
Water Take	229	149	63	17	0
Total	**1095**	**856**	**102**	**123**	**14**
Percentage		**78.2%**	**9.3%**	**11.2%**	**1.3%**
Year to date	**2267**	**1740**	**241**	**255**	**31**
Percentage		**76.8%**	**10.6%**	**11.2%**	**1.4%**

Municipal wastewater treatment plant compliance/enforcement

WWTP/Consent Status	Compliance for last 12 months	Compliance for last 3 months	Enforcement Action/Response
Kaiwaka Expires 2049			Under AN (issued August 2025) Moderate non-compliance for wetland overflowing and short circuiting. Remedial works underway.
Ahipara Expires 2033			Under ANs (reissued in September 2022). Last non-compliance was recorded in August 2025.
Hikurangi Expired June 2025 (replacement consent application being processed)			Under AN TSS, BOD5 and E. coli results continue to be above RC limits for median and 90th percentile. Results are showing improvement following recent upgrades.
Paihia Expires 2034			Under AN Moderate non-compliances due to ammoniacal nitrogen exceeding RC limits for 90th percentile. Some results missing.

WWTP/Consent Status	Compliance for last 12 months	Compliance for last 3 months	Enforcement Action/Response
Whatuwhiwhi Expires November 2025 (replacement consent application being processed)			Moderate non-compliances for TSS exceeding RC limits. Self-monitoring not being undertaken in accordance with consent requirements. CH exploring options for plant upgrade alongside consent renewal.
Taipā Expires 2029			Moderate non-compliances for FC exceeding 85th percentile and TN exceeding RC limits. Working group trialling options to improve treatment and working towards a land-based discharge.
Opononi & Ōmāpere Expires 2027			Under ANs Moderate non-compliances for BOD, ammoniacal nitrogen, E. coli, and TSS. Remedial actions and plant maintenance recently undertaken. Further monitoring required to determine effectiveness.
Rāwene Expired 2023 (replacement consent being processed)			TSS exceeding 90th percentile consent limits. Remedial work scheduled.
Kohukohu Expires 2026			Under AN Self-monitoring not being undertaken correctly. FC and ammoniacal nitrogen exceed consent limits. Discharge volumes have also exceeded RC limits on some occasions.
Kaitāia Expired 2021 (decision on replacement consent due soon)			Under AN (for reticulation overflows). Ongoing works on reticulation system. Some sample results missing. RC limits exceeded for percentiles. Discharge volume exceeding consent limit.
Hihi Expired 2022 (replacement consent being processed)			Ammoniacal nitrogen and E. coli exceeding RC limits. Some self-monitoring results missing.
Russell Expired 30 April 2024 (replacement consent being processed)			Under AN Reporting requirements outstanding and volume of leachate discharged to plant exceeded consent limits.
Kaikohe Expired 2021 (replacement consent being processed but also listed Fast-track proposal)			Under AN Discharge volumes and other self-monitoring results missing.

WWTP/Consent Status	Compliance for last 12 months	Compliance for last 3 months	Enforcement Action/Response
Kawakawa Expires 2036			None currently.
Ruakākā Expires 2046			
Ngunguru Expires 2035			None currently. Historic result still affecting 95th percentile for E. coli.
Tutukaka Expires 2054			Moderate non-compliance for historic elevated E. coli (from February 2025).
Rangiputa Expires 2032			None currently.
Te Kōpuru Expires 2044			Dry weather flows have exceeded discharge limit on several occasions.
Maungaturoto Expires 2032			Under AN; IN issued September 2024 No issues currently.
Kāeo Expired 2022 (replacement consent being processed)			Some self-monitoring results missing.
Whangārei City Expires 2045			Under AN for odour from plant. Additional odour controls being implemented. Moderate non-compliance from August 2025. Fully compliant for September and October. Reticulation issues relating to the Whangarei Heads line and pump stations is being managed. Investigations for long term remediation are underway. Further information is available on WDC website.

WWTP/Consent Status	Compliance for last 12 months	Compliance for last 3 months	Enforcement Action/Response
Kerikeri Expires 2036			Some test results missing.
Mangawhai Expires 2042			<u>Under ANs; IN issued September 2024</u> Enforcement relates to odour. Low risk non-compliance for exceedance of TDS on one occasion.
Ōākura Expires 2025			None currently.
Waipū Expires 2030			None currently.
Dargaville Expires 2043			<u>Under ANs</u> None currently.
Portland Expires 2054			None currently.
Glinks Gully Expires 2034			None currently.
Waiotira Expires 2030			None currently.
Compliance Status			
Full compliance			
Low risk non-compliance			
Moderate non-compliance			
Significant non-compliance			

Farm dairy effluent (FDE) monitoring

FDE inspections commenced in August 2025. A total of 699 farms is scheduled for monitoring (199 permitted activities and 500 consented farms). Comparisons of this season's results with last year (at the same time) 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
146	284	59	99	16	37
66%	68%	27%	23%	7%	9%

Non-consented farms

Full Compliance		Moderate Non-Compliance		Significant Non-Compliance	
This Year	Last Year	This Year	Last Year	This Year	Last Year
63	111	17	21	5	11
74%	77%	20%	15%	6%	8%

Court Cases Update

Litigation	Next Court Event/Action
Enforcement Order and Prosecution Environment Court Earthworks and vegetation removal in a wetland	NRC has approved the Remediation and Mitigation Plan which was a requirement of the Enforcement Orders (issued on 20 January 2025). Charges for prosecution served on defendants on 25 July 2025. Pretrial hearing will occur in December regarding two matters; name suppression and eligibility for jury trial.
Enforcement Orders District Court Farm dairy effluent and silage discharges relating to five farms	Enforcement Orders issued for five farms on 5 May 2025. Joint memorandum filed in August 2025 to vary some dates in the orders by agreement.
Interim Enforcement Orders Environment Court Discharge to air from the manufacturing of Asphalt and open burning	On 23 June 2025, the parties filed and served a joint memorandum advising that the respondents plan to dismantle and remove the asphalt plant from the site permanently and are no longer pursuing a resource consent for bitumen batching activities on the site. The respondents requested additional time to complete the dismantling process. The matter was accordingly adjourned until **23 January 2026**. The parties are directed to file and serve a reporting memorandum with the Court on or before 23 January 2026, including an update on the site works and the position on the undertaking and orders sought.
Interim Injunction (Civil Matter) Māori Land Court Encroachment and damage of Māori land	The Māori Land Court requested the NRC, as a Third Party, to attend the hearing for an application for an interim injunction by a person regarding alleged encroachment and damage of Māori land by their neighbour's earthworks. The Group Manager Regulatory Service prepared an affidavit for and attended the hearing on 31 October 2025. The substantial hearing of the matter was deferred to next year (hearing date awaited), but the presiding judge granted an interim injunction restricting the neighbour's earthworks in the vicinity of the contested land boundary.

Aotearoa Circle - Natural Infrastructure Plan

KMR has been selected for inclusion as one of only five case studies in the Aotearoa Circle's forthcoming national Natural Infrastructure Plan. The Aotearoa Circle is a public-private partnership organisation which aims to drive enduring prosperity for New Zealand through the restoration and protection of our natural resources.

The Natural Infrastructure Plan aims to present the case for investment into natural infrastructure that can bring both economic and environmental benefits. It is already receiving significant attention during the development phase, and is anticipated to have a high degree of interest upon

publication. Key elements of the Plan are likely to be included in the Government's forthcoming Infrastructure Plan and National Resilience Framework which will recognise and articulate the multiple benefits of natural infrastructures.

In particular, the Plan will examine nature-based solutions that are either fully 'green', 'blue green' or 'grey green' infrastructure, and set out what investment in natural / nature-based infrastructure might look like, to deliver both economic and environmental benefits. Working with Beca, the case study will be completed by the end of November, with publication of the Plan due in March 2026.

KMR Performance (Life to Date)

As at 31 October 2025, a little over 3¾ years into operational delivery, KMR has delivered the following results on the ground:

Nature & Resilience

- Over 2.79 million plants in the ground or contracted to plant this winter
- 1,604 hectares planted or contracted, or regenerating into native forest
- Over 1,088 km of fencing completed or contracted – more than the distance from Cape Rēinga to Wellington!
- Over 150,000 hectares managed under KMR plans.

Jobs & Skills

- 424,000 hours of new work – a year's work for over 272 people
- Over $28.8 million invested in restoration projects
- 51 local businesses and nurseries accredited to supply KMR
- 247 people trained and mentored, many from local iwi/hapū, to advise on project design and delivery.

Participation

- 1,385 landowners/groups have expressed interest in KMR
- 917 plans completed with landowners/groups
- 108 more plans in development
- 126 projects led by hapū, marae, community groups, catchment groups and other collectives.

Natural Resources Science

A summary and full report of the investigation into water allocation for the fully allocated Ōtaika catchment area were published on our website this month. The assessment involved estimating hydrological metrices for the catchment, current water allocation and comparing that with actual water use for the catchment. Overall, current water allocation level is high in the catchment, although a significant proportion of this comprises consented yet unused water, a pattern which is consistent with other regions. The assessment spanned eight years from 1 July 2015 to 30 June 2023. The reports can be read here.

NRC is taking part in a 12-month, MfE-funded National River Water Quality Monitoring Project, coordinated by Te Uru Kahika. This cross-council initiative involves testing extended suites of river water quality indicators—such as dissolved metals and emerging contaminants—at selected SOE sites across 16 regions. The goal is to complement existing monitoring data, fill knowledge gaps, and enhance understanding of river health and its links to other water bodies like groundwater, lakes, and estuaries. Sampling and lab analysis will run from November 2025 to October 2026.

Hydrology
The latest hydrology report for October 2025 can be found on the council data portal: https://www.nrc.govt.nz/environment/environmental-data/

Communications supporting land management, coastcare and science kaupapa

- **Land management:** The Community Engagement team published Hills to Harbour, our land management e-newsletter sent to 634 subscribers. This edition achieved a 36.3% open rate and featured updates on gold clam, nutrient pathways at Lake Ngatu, solar funding and infringement notice changes.
- **Coastcare:** The Community Engagement team distributed the latest CoastCare e-newsletter to 401 subscribers, achieving a 35.1% open rate. This edition focused on the State of the Environment Coastal Report and included a summer workshop survey.
- **Science:** The Community Engagement team supported the Science team with communications and web content for the Lake Ngātu nutrient load modelling project, helping to share both internal and external messaging. We also contributed to awareness efforts around mudfish conservation.

8.3.3 PROTECTED AND FLOURISHING NATIVE LIFE

Wild Deer
The Sika Deer eradication project has been a crucial piece of work for the biosecurity team. More than 63 sika have been removed from the forest and intensive DNA tracking indicate 2 sika are thought to remain with eradication on track for 2026. As part of the ongoing relationships staff have with local hapū the Te Tīriti Partnerships and Engagement team were invited to support the process of creating a new Māori name for the project. The steering group is made up of local kaitiaki representing Te Kapotai, Ngātiwai, Ngāti Kuta and Patukeha. The next steps are to collate the ideas shared at the hui, revisit this soon to finalise a new Māori name, a vision and a set of values that will underpin the overarching kaupapa.



NRC staff, DOC staff and the Sika Deer Project steering group hui.

DOC Conservation Dog Full Certification




NRC Predator Free Whangarei Field officer along with "Shaka" and DOC programme assessors.

After more than two years of training, Predator Free Whangārei (PFW) has introduced Northland Regional Council's first in-house biosecurity dog, Shaka—a Vizsla/GSP cross certified through the Department of Conservation Dog Programme. Shaka, a possum scat detection dog, fulfills a three-year goal to adopt this specialized method after a shortage of certified contractors nationwide. Supported by the Dog Advisory Group, Shaka and the handler's journey has strengthened PFW's toolkit for eradicating possums in Whangārei Heads and beyond. Scat detection offers a lasting and reliable way to identify survivors or new incursions, complementing AI traps, cameras, and traditional methods. This achievement reflects significant effort and collaboration, adding a powerful resource to the fight against invasive species.

INCURSIONS

Gold Clam Prevention - Taharoa Domain Biosecurity Checkpoint
The summer season is now underway, with the checkpoint operational over Labour Weekend. Planning is in progress to upgrade the site with additional water storage, a more permanent staff base, and improved facilities to support ongoing operations. Over the coming months, new roving ambassadors who will be active across the region, attending community sporting events and EnviroSchools days to promote biosecurity awareness. We are also waiting for technical advice to refine surveillance protocols and strengthen hygiene recommendations, ensuring our practices remain effective and up to date. In recent news a new population of gold clam has been reported from a New Plymouth man-made Lake – Rotomanu. MPI officials are investigating, and we are awaiting further information concerning this new population which is located well beyond the two current infestation zones of the Waikato. This new population heightens the need for proactive measures at all lakes and waterways this summer to prevent an incursion into Te Tai Tokerau.

Yellow legged hornet
Yellow legged hornet is an aggressive new to New Zealand pest that has been recently found in and around Glenfield and Birkdale areas in Auckland's North Shore. Biosecurity New Zealand are leading the response and have a trapping network established with the aim of eradicating all females. This hornet hunts honeybees and other insects and has severely damaged honeybee population in Europe and elsewhere. Staff are urging northlanders to report any yellow legged hornets and more information about the response and impacts of the hornet can be found at https://www.mpi.govt.nz/news/media-releases/biosecurity-new-zealand-expands-hornet-search and the NRC website https://www.nrc.govt.nz/environment/weed-and-pest-control/pest-control-hub/insect/yellow-legged-hornet/

Wallabies
NRC has received the first wallaby report of the season near the outskirts of Pukenui Forest. The team has followed up, and the report is being managed using passive surveillance (community reporting and signage). Based on further discussions with the reporter, known hare populations in the area, and previous similar reports from this location, it's likely the sighting was a hare rather than a wallaby. It's encouraging to see the community actively reporting potential sightings, which plays a valuable role in early detection and response

Community engagement highlights

- **Kiwi awareness video -** The Community Engagement team produced a video highlighting dog risks to kiwi following a fatal incident. The video generated strong engagement on social media. Watch the video here: https://www.facebook.com/reel/1415830186187167

- **Tiakina Kerikeri** – We supported the Tiakina Kerikeri team to produce signage, flyers and promotional materials for market visits and the Kerikeri Garden Safari. We continue to support the team with marketing and communications requests, ensuring NRC's leadership of the project is reflected throughout.

- **Invasive freshwater clam** – Google ads targeting key regions over Labour weekend promoted 'Check, Clean, Dry' messaging and encouraged people to report any sightings of invasive freshwater clam. Ads reached 318,267 views and drove 573 webpage visits.

- **Exotic Caulerpa** – Google and MetService ads raised awareness of CAN changes and disposal methods. Ads reached 122,270 views and drove 286 webpage visits.

- **Madagascar ragwort –** New website section launched with images and video; ongoing support includes signage and awareness materials.

- **Wild deer free Northland –** Supported development and promotion of a community survey to inform future communications.

- **Marine protected areas** - Community Engagement staff supported promotion and education efforts, particularly targeting marinas and NZ Customs to engage international boaties. This included developed communications materials and collateral, engaging with facilities on the ground, and following up on related activities.

- **Project Pest Control**: Due to high demand, the education team ran two assessment workshops were held at Lonsdale Park near Kaeo, supported by Biosecurity and CanTrain NZ. Over 70 students from eight schools successfully completed both practical and theory assessments.

- **Earth Day**: The Education Team led an event at Hurupaki School and its wetland with hands-on activities covering native and pest fish, wetland birds, plant and animal pests, aquatic macroinvertebrates, and a predator-prey game.

- **Bittern muster -** An electronic pānui was developed by the community engagement team to promote and encourage participation in a Bittern Muster. Matuku-hurepo (Australasian Bittern) Muster - Subscribers: 303, Open-rate: 39.3%

8.3.4 SAFE AND RESILIENT TRANSPORT NETWORKS

Maritime

The team responded to 15 maritime incidents during September and October, the majority involving abandoned/ derelict vessels or oil spills. One incident involved salvaging a yacht from Tom Bowling Bay.

Maritime had an active period with oil spill response training in September, where two officers completed the Senior Responder course and two Regional On-Scene Commanders joined a shoreline cleanup exercise. Ahead of summer, the Harbourmaster attended the Bay of Islands cruise ship

stakeholder meeting and simulator sessions, as the season began with two ship visits in October; however, only 48 ships are scheduled compared to 80 last year due to regulatory uncertainty, biofouling risks, and rising costs making New Zealand less competitive. Additionally, the Deputy Harbourmaster participated in the National Safer Boating Forum strategy session, and staff secured Maritime NZ funding to continue the "Nobody's stronger than Tangaroa" campaign, which promotes boating safety and harm prevention in Te Tai Tokerau, focusing on remote communities and providing essential safety equipment.

The team assisted Kaipara District Council install Aids to Navigation (AtoN) at Kai Iwi Lakes to improve on-water safety for their summer visitors. AtoN maintenance work was also carried out at Whangarei, Matapouri and the Bay of Islands.



AtoN work at Kai Iwi Lakes

Transport

Draft Regional Public Transport Plan (RPTP) 2026–2036
The draft Regional Public Transport Plan (RPTP) 2026–2036 is being finalised in collaboration with the communications team. On completion, it will be presented to the Regional Transport Committee (RTC) for comment and feedback. Full public consultation is scheduled for 18 February to 20 March 2026. Final approval and adoption of the RPTP is anticipated in June 2026.

Public Transport
Car Free Day
Car Free Day is an annual international event held on **22 September** that encourages people to give up their cars for a day in favour of walking, cycling, or public transport. It aims to reduce pollution, traffic congestion, and carbon emissions, promoting healthier and more sustainable communities. To celebrate Car Free Day, all BusLink and CityLink services offered free travel. The NRC in partnership with the Whangarei District Council hosted an event at the Rose Street Bus Terminus distributing branded CityLink resources and promoting shared paths. Cyclists and bus passengers were acknowledged and rewarded for choosing alternative transport options.

Rose Street Closure
The Rose Street Bus Terminus was unexpectedly closed from 6:30am to 2:00pm on 22 October. NRC staff in conjunction with Ritchie's and the Whangarei District Council roading section coordinated the relocation of all CityLink services to Vine Street. The public were notified, and the NRC Comms team fully briefed. Due to the quick actions of all concerned there was minimal disruption to services and passengers.

New BusLink website
The Community Engagement team supported the Transport team by populating the new BusLink website with content and collaborating with the design team to bring the site to completion. We

also provided media and communications support following the unexplained death near Rose Street on 22 October, and for the roads media release issued on 21 October.

Total Mobility Scheme (TM)
Total mobility Trips and client travel for September 2025:

- Whangarei – 1,684 clients undertaking 4,588 trips
- Far North – 449 clients undertaking 364 trips

Total mobility Trips and client travel for October 2025:

- Whangarei – 1,696 clients undertaking 4,655 trips
- Far North – 473 clients undertaking 378 trips

A regional meeting was held in Whangarei with all Total Mobility assessing agencies and transport operators. The hui provided an opportunity to discuss current challenges and allowed NRC to update the group on national initiatives including the pending Ministry of Transport (MoT) review, which staff are still awaiting further details on.

Age Concern Kaitaia officially joined the TM scheme on Monday, 29th September 2025. They are now responsible for conducting all assessments across the Mid North and Far North region. Having a local agency carry out these assessments brings valuable on-the-ground knowledge and expertise, helping better reach the most vulnerable residents who rely on this service in this region.

Seniors & Disability Expo – Kaitaia, Wednesday 1 October
Hosted by Age Concern Kaitaia and supported by Tiaho Trust, the event brought together local support services for seniors and people with disabilities. NRC staff attended and shared updates on Total Mobility (Driving Miss Daisy) and the Far North Link service (CBEC), in collaboration with Civil Defence.



8.3.5 A SUSTAINABLE, INNOVATIVE AND EQUITABLE ECONOMY

Regional economic development

- Joint Regional Economic Development Committee (JREDC) – last meeting of the JREDC for triennium held 26 September; letter of expectations sent on behalf of shareholder councils to Northland Inc for their Statement of Intent 2026/27; letter sent to Whangarei District Council acknowledging their decision to be shareholder of Northland Inc and Investment and Growth Reserve (IGR) funding commitment for 2026/27 and encouraging a full commitment as part of LTP 2024-2034 decision making process; organising induction process for new triennium JREDC.

- Benefits paper – commence work with district councils and Northland Inc staff on a briefing paper setting out the benefits of working together on regional economic development including joint shareholding of Northland Inc and IGR funding.
- Meet with Sapere staff who are preparing a report on the role of regional councils in economic development for LGNZ.

Economic development funding

- Te Tai Tokerau Water Trust – briefing note for Chair and CEO attending the opening of Te Waihekeora Reservoir, discussions with Trust regarding financial reporting and actions to support private sector uptake of shares in the Kaipara Water Company.
- Kauri Museum – email to Trust communicating council response to their request for assistance.
- Kingfish – initial meeting with NIWA to discuss plan to expand production facility. Current facility expected to be operating at its 600 tonne/pa capacity by mid-2026. Issues to consider in terms of expansion include ownership structure and protection of IP.

Economic Information

- Northland Economic Quarterly e-newsletter – latest issue distributed on 9 October examining trends in prices and incomes, tourism spending, child poverty and potential investments in the Marsden Point/Bream Bay area: https://www.nrc.govt.nz/your-council/online-services/enewsletters/.
- Data to support review of Regional Public Transport Plan and induction information for new council.

8.3.6 MEANINGFUL PARTNERSHIPS WITH TĀNGATA WHENUA

Incoming councillors' pōwhiri and inaugural council meeting

Councillors were formally welcomed through pōwhiri at Te Puna o te Mātauranga marae on 29 October 2025. This continuing tradition provides a meaningful foundation for each triennium, affirming the importance of tikanga and partnership with tangata whenua.



Councillors' pōwhiri at Te Puna o te Mātauranga marae on 29 October 2025.

Ngā Reo o Te Ruarangi – Voices of Te Ruarangi video series – Stories of partnership in action

This new series captures the voices and valuable whakaaro from several of our Te Ruarangi hapū and iwi representatives, such as our new Te Raki councillor and Chair, Pita Tipene. These short videos reflect on the partnership journey for Kāwanatanga and Rangatiratanga working together to restore te taiao and uplift our communities. Each story embodies our shared vision: that strong, enduring

partnerships can lead to tangible outcomes for present and future generations. View the video series: www.nrc.govt.nz/taiki-e

Ngā karere o Te Raki e-pānui

The Community Engagement Team developed Ngā karere o Te Raki - an e-pānui on behalf of Te Ruarangi, reaching 543 subscribers. It featured articles on the Te Tapui Marae hui, climate action and local elections, achieving a 42.8% open rate.

Enviroschools Encounters – He Tirohanga Māori (A Māori lens)

The Education and Te Tiriti Partnerships and Engagements teams collaborated to deliver He Tirohanga Māori, a series of marae-based environmental education encounters. In October, 177 ākonga, kaiako, and whānau from 13 schools attended events at Te Houhanga a Rongo Marae (Dargaville) and Pehiāweri Marae (Whangārei), with a third planned for Waimanoni Marae in November. Grounded in the Enviroschools kaupapa, the encounters explored tuna kaitiakitanga, mahi toi (Māori arts), Māori games, and Rongoā Māori (Natural Māori medicines) through hands-on learning and community-led facilitation.







Pictures of students, teachers and whanau enjoying He Tirohanga Māori at Te Houhanga a Rongo Marae (Dargaville)

Te Waiaraki, Ngāti Kororā, Ngāti Takapakari – Cultural Induction

A number of NRC managers and staff were invited to participate in a cultural induction led out by collective Hapū Te Waiariki, Ngāti Kororā and Ngāti Takapakari. The hui took place at Paratene Te Manu Marae, Ngunguru. The day consisted of a presentation from mana whenua highlighting their whakapapa trust, governance and operation structure and high priorities for the group. The second part of day allowed time for NRC staff to work within their respected teams accross the organisation and to do a presentation that explains the different workstreams and functions for each group. The opportunity to hear from fellow staff members and the scope each team covered was really insightful for ourselves and manawhenua. Overall this was a successful engagement in continuation of building strong relationships.




Staff presenting on NRC workstreams and functions at the hui held at Paratene Te Manu Marae, Ngunguru.

Water Quality Field Operations
The Water Quality Field Operations team recently hosted a Freshwater Wānanga in Mangōnui with kaitiaki from several Far North hapū and iwi, alongside DOC and Wai Connections staff. It covered SHMAK water quality parameters, eDNA sampling, and whanaungatanga. This was the first of three targeted wānanga, with the next planned for Whangārei and Kaikohe.

8.3.7 CARBON NEUTRAL, RESILIENT COMMUNITIES IN A CHANGING CLIMATE

Climate Change & Natural hazards
Adaptation Futures Conference
Staff attended an international conference in Ōtautahi Christchurch and were reassured that NRC's Climate and Natural Hazards programme aligns with global best practice. A key highlight was Dr Maria Barnes' presentation on kai resilience initiatives in the Hokianga, supported through NRC's Climate Resilient Communities funding.

Natural Hazards on Land Information Management Reports
On 17 October, an amendment to the Local Government Official Information and Meetings Act (LGOIMA) made it mandatory for Regional Councils to share all known natural hazard information with district councils. This information must then be included in Land Information Memorandum (LIM) reports.

In September and October, natural hazard staff focused on ensuring NRC's compliance with new legislative requirements by collating all hazard data and coordinating with district councils to include this information in LIM reports. These reports now provide property buyers with clearer details on hazards such as river flooding, coastal erosion, and coastal flooding, along with climate change impacts incorporated into NRC's modelling. A hui on 30 October reviewed the first 10 working days of implementation, noting initial challenges were resolved, and ongoing monitoring will assess any additional workload from LIM-related queries. The Community Engagement Team supported the rollout with consistent communications across councils.

Release of National Flood Map – the stats and the shortfalls
Earth Sciences New Zealand has released the first national flood hazard model for Aotearoa along with a Public Flood hazard Viewer which reveals some interesting stats for Te Taitokerau:

Exposed to flooding	Current climate	+1°C warming	+2°C warming	+3°C warming
Population	24,500	25,800	27,100	28,700
Buildings (value)	$8.7 billion	$9.2 billion	$9.9 billion	$10.5 billion
Roads	1,800 kms	1,890 kms	1,980 kms	2,070 kms
Electricity sites (national grid, e.g. substations)	33%	33%	33%	33%
Stormwater pipelines	604 kms	622 kms	639 kms	655 kms

The table shows modelled exposure to flooding due to 1% AEP rainfall across the Northland Region

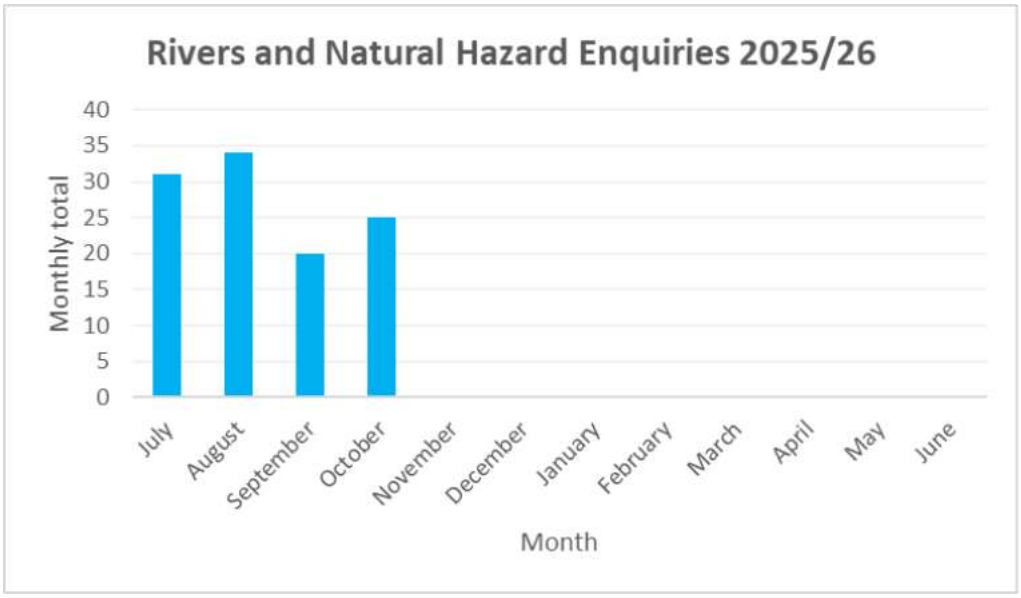
The flood hazard viewer provides data on inland pluvial and fluvial flood extents, incorporating tide levels at river mouths and key stop-bank defences, but excludes coastal storm-surge and sea-level rise assessments, which are still in development. While this nationwide data is critical for prioritising climate adaptation investments, it lacks analysis of community vulnerability and adaptive capacity—factors such as social cohesion, infrastructure resilience, cascading failure risks, and functional redundancy. These dimensions are essential for evidence-based planning, as communities with similar hazard exposure can face vastly different risk profiles depending on their ability to respond and recover.

Whangarei Urban Flood strategy

Work is progressing on the flood strategy; the consultants have competed an asset data survey to include in the updates to the hydraulic model that were identified as being required. The Technical Advisory Group meet in late October to discuss the criteria to evaluate proposed solutions, using the principles provided by the councillors of both NRC and WDC.

Natural Hazard Enquiries

In September, the Rivers and Natural Hazards Team received 20 enquiries, most of which related to flood depth information. In October, the team received 25 queries, including our first LIM-related query following the changes to natural hazard information on LIMs.



Local Government Climate Scenarios
This project set out to explore how climate change may affect councils' ability to deliver services by 2035, 2050, and 2100 under a range of unknown but plausible futures. The scenarios cover both physical climate risks, as well as transition risks around us moving to a low-emissions society and economy. This mahi was supported by the Local Government Funding Agency, which sought to better understand the sector-wide risks faced by the councils they fund. A working group of representatives from eight councils across Aotearoa collaborated to develop these scenarios.
The next step for Northland Regional Council is to adapt these scenarios to our local context—examining how climate change could impact our ability to deliver core services.
https://www.lgfa.co.nz/sustainability/sustainability-lgfa/local-government-sector-scenarios

Climate action week promotion
Community Engagement staff supported promotional efforts for Climate Action Week (20–24 October), both internally and externally. External activity focused on social media, highlighting NRC's climate action initiatives and sharing four videos on nature-based resilience, air quality monitoring, and waste reduction. Internal efforts encouraged staff to reduce work-related emissions and embrace climate-conscious practices in their roles.

Climate Fresk First Session as Newly Trained Facilitators
On Tuesday 23 September, our Climate Action and Natural Hazards teams, alongside Far North District Council, facilitated our first Climate Fresk workshop as newly trained facilitators. The session brought together staff from FNDC and NRC that have association with the climate programme. Participants engaged in unpacking the IPCC science behind climate change with staff noting that the workshop helped them see their work in a broader systems context and sparked ideas for cross-sector collaboration.

Rivers – Community Resilience - Kaeo Stage 2 Flood Infrastructure Project
The tender evaluation for Kaeo Stage 2 is complete, with five competitive bids. Following tender evaluation, staff will award the contract in the following weeks after necessary internal sign offs with cultural induction, archaeological induction and pre-start meeting to be held shortly after.
Iwi, hapū, project archaeologist and project team are organising a training session between the cultural monitors and archaeologist before works begin. A wānanga will be held to kōrero around the environmental aspects of the project, wetland enhancement, inanga spawing, fish refuge and habitat, water quality and fish salvage that will take place during construction.

Kawakawa Deflection Bank
Further benching work on the right hand bank opposite the deflection bank will commence on the 17th November, construction will take approximately 3 weeks (weather dependant).
A culvert extension will be added to the exsisting culvert and infilled to remove the area of low flow that currently acts as a debris catch for woody debris. Planting will be the final stage of works with a local kaitiaki group.

Otiria
The construction tender will go live on GETS in the next week for two weeks. With the tender evaluation and award following, staff expect this work schedule to be completed with two months (weather dependant).

Civil Defence Emergency Management – Community Resilience
Operational Overview
In October, the Northland CDEM Group strengthened strategic engagement with stakeholders and communities, initiating formal collaboration with Fire and Emergency New Zealand in preparation for co-location within the future multi-agency coordination centre due in 2027. The Group contributed to elected member induction briefings and participated in regional and national forums to align with emergency management reforms. Operational planning began for decommissioning the legacy tsunami siren network, while updated evacuation signage rollout continues to enhance public safety. Community resilience initiatives, including Marae Preparedness workshops, CRG hui, and inter-agency collaboration, remain a key focus to build regional readiness and response capability.

Severe Weather Event Southland
On 24 October 2025, states of emergency were declared across the Southland region and the Clutha District in response to severe weather impacts. In support of the national response, 6 Northland local CDEM personnel were deployed to Southland, providing critical operational support and relief to the local emergency management teams operating under sustained pressure.
The deployment lasted 6 days and offered valuable operational experience for Northland staff, while their contribution was acknowledged and appreciated by the Southland CDEM Group.

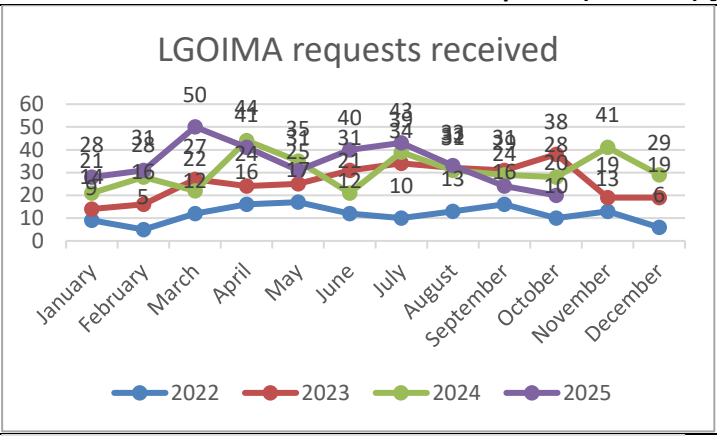
Capability Development
To support ongoing capability and capacity building, team members have participated in a range of professional development programmes, including the National Lifelines Forum, C10 Controller Training, and the NEMA Emergency Management Orientation. These initiatives are aligned with national and regional priorities and place a strong emphasis on leadership development and operational excellence.

Section 17A Review
Finding of as recent Section 17A Capability Assessment Review have been shared with the Coordinating Executive Group (CEG). Key recommendations from the review will be presented at the upcoming CDEM Group Joint Committee meeting for consideration and strategic direction.

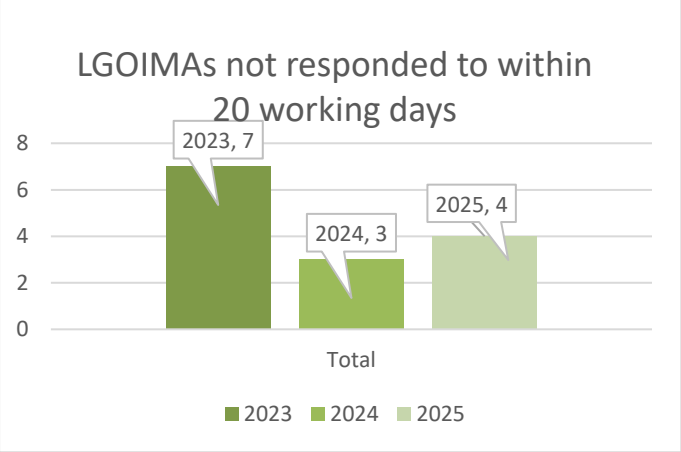
8.3.8 EFFICIENT, PROGRESSIVE AND TRANSPARENT COUNCIL SYSTEMS

Fraud, Corruption and Dishonesty Statement [Corporate Services]
There are no new fraud investigations to report or any new incidents or suspected incidents of fraud at this time.

Local Government Official Information Requests (LGOIMA) [Corporate Services]



In September and October 2025, we received a total of 44 LGOIMA requests, 13 less requests than at the same time in September and October 2024.
The overall trend shows an increase in LGOIMA requests each year, with 43 more requests compared to the same period in 2024.



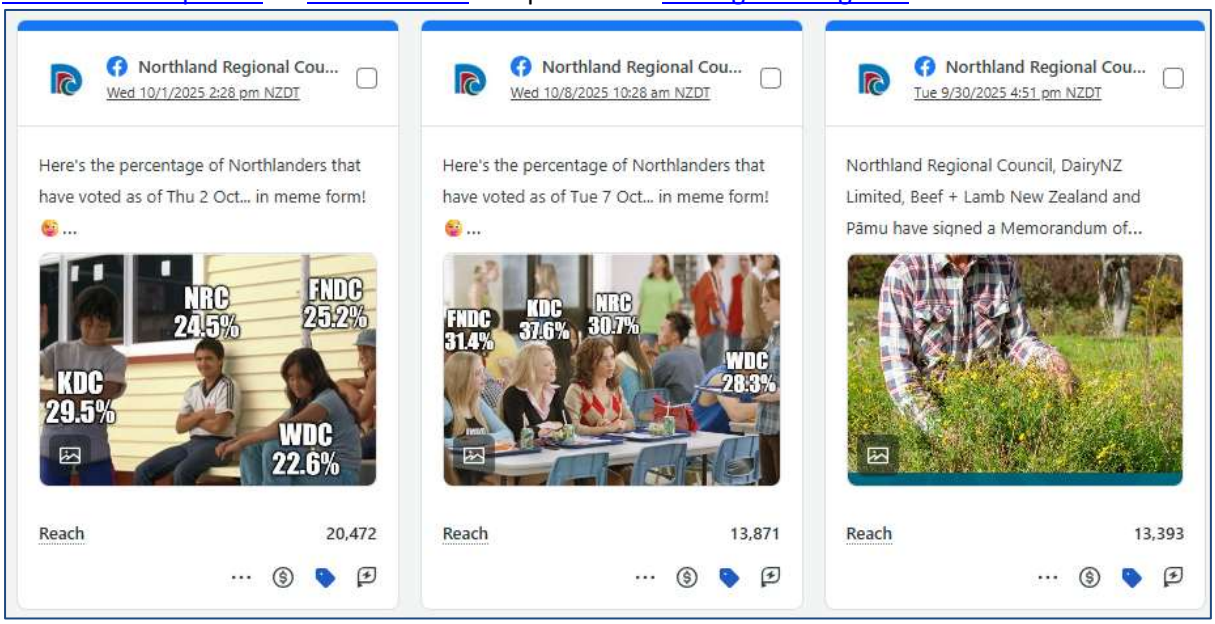
In the months September and October no LGOIMA requests were in breach.

Digital engagement
Overall performance across social media platforms:

Profile	Audience	Net audience growth	Published posts	Impressions	Engagements	Engagement rate (per impression)	Video views
Reporting period 1 – 30 October	23,160 ↑0.8%	177 ↓14.5%	60 ↓29.4%	254,580 ↑3.9%	16,813 ↑19.0%	6.6% ↑14.7%	60,757% ↓26.7%
Compare to 1 – 31 September	22,984	207	85	244,965	14,133	5.7%	82,836
Facebook	15,728	27	23	177,903	14,685	8.3%	23,955
LinkedIn	3,997	91	8	15,520	747	4.8%	0

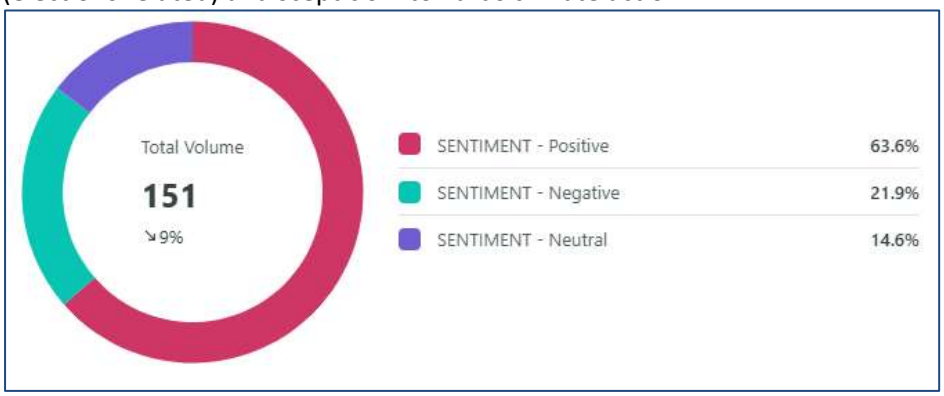
Profile	Audience	Net audience growth	Published posts	Impressions	Engagements	Engagement rate (per impression)	Video views
Instagram	606	1	6	N/A	78	N/A	4,081
YouTube	2,829	58	23	61,157	1,303	2.1%	32,721

Top three posts reaching the most people (Sept – Oct):
Cross-council updates on voter turnout and post about Madagascar ragwort.



Reach: total number of people who saw the content.

Sentiment: Positive sentiment related to strong support and appreciation of council projects and support for tikanga Māori. Negative sentiment centred around council spending, representation (elections related) and scepticism towards climate action.



Top website pages

Page	Views
Election results	14,497
News - $187M govt investment in Northland road corridor welcomed	11,718
Pest Control Hub	5,651
Environmental Data Hub	3,061
Elections 2025	1,961

Key Performance Indicators	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
WEB					
# Visits to the NRC website	34,494	79,477	40,440	58,790	84,925
E-payments made	14	56	44	40	25
# subscribed web alerts (cumulative)	1,722	1,730	1,741	1,749	1,757
# subscribed to eNewsletters (cumulative)	5,588	5,571	5,577	5,568	5,576
CDEM SOCIAL MEDIA (CUMULATIVE)					
# CDEM Facebook followers	38,823	39,665	39,647	39,775	40,025
# CDEM Overall Facebook Reach (30D)	78,620	497,513	54,889	195,981	181,273

E-newslettters
The autumn edition of our primary e-newsletter, Our Northland was sent to 2,477 subscribers. It featured updates local elections, deer and flood resilience and achieved a 28.5% open rate.
Taumata Taiohi – Platform of the youth is a termly education e-pānui reaching 309 subscribers. The latest issue featured youth involved in the Waiarohia Stream restoration project, climate action and Kaipara Moana, and achieved a 36.8% open rate.
Other e-newsletters issued in this period are covered under the related community outcome.

Environmental Leaders Fund
Twenty-two Northland schools and early childhood centres have received a share of the $42,000 of Environmental Leaders Funding for 2025. The fund aims to support schools and early childhood centres (ECC) with projects that increase their students' knowledge and passion for the environment. This year's projects range from a food forest to water conversation efforts.
More information about the winners is avaliable here:
https://www.nrc.govt.nz/news/2025/october/environmental-leaders-fund-grants-allocated/

Facilitating Enviroschools communities
Throughout September and October, Enviroschools Facilitators visited or held specific online interactions with nearly 140 enviroschools. Learning and action topic examples included wetland restoration, native nurseries, pest plants, water quality testing, waste management and dune care.

Media liaison
Fifteen Northland Regional Council media releases were created and distributed throughout Te Taitokerau and beyond during September and October:

- Hull checks to resume soon
- Environmental Leaders Fund grants allocated
- $187M govt investment in Northland road corridor welcomed
- $1.5M Awanui-Lower Whangatane Spillway funding welcomed
- Official Northland Regional Council election results released
- Kaeo dig day ahead of river realignment
- Four new councillors for Northland Regional Council
- Oxygen weed officially eradicated from Lake Ngatu
- Report highlights strong progress for communities, environment
- Consents for three experimental 'ocean gardens' granted
- Madagascar ragwort MOU signed
- Missing voting papers? Request Special Vote
- $600k Climate Resilient Communities Fund allocated

- Voting papers on way
- Northland tsunami siren testing set for start of daylight saving

Five media brief items were also shared: *Don't forget to vote; Kerikeri garden safari; World car-free day; Tsunami siren testing;* and *Great matuku muster.*

NRC featured in *Huaki* in October with a story on Kaipara ākonga connecting with mātauranga Māori and te taiao; and in September with a story encouraging people to vote in the elections.
Media coverage generated 178 mentions of NRC during September and October, with most assessed as mixed or neutral (source: Truescope).

Attachments/Ngā tapirihanga

Nil

TITLE: Quarterly People and Culture Report

From: Kayla Ludlow, Human Resources Advisor; Shane Cleary, People and Culture Manager and Jessica Matson, Human Resources Advisor

Authorised by Group Manager/s: Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 17 November 2025

Whakarāpopototanga / Executive summary

This report is to inform council of high-level activity within People and Culture for the July – September 2025 quarter, including updates on recruitment, learning and development and leave balance tracking.

Ngā mahi tūtohutia / Recommendation

That the report 'Quarterly People and Culture Report' by Kayla Ludlow, Human Resources Advisor; Shane Cleary, People and Culture Manager and Jessica Matson, Human Resources Advisor and dated 7 November 2025, be received.

Background/Tuhinga

Summary of Quarter July 2025 – September 2025

	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept-25	MONTHLY DATA TREND
FTE	339	341	343	334	334	335	
All Staff Headcount	346	346	349	347	348	350	
Permanent Staff Headcount*	303	302	306	309	312	313	
FTE Turnover (last 12 months)	9.08%	9.70%	9.65%	9.59%	9.23%	9.18%	
Promotions / Higher Duties	0	1	1	5	1	1	
Internal Movements / Secondments	1	0	1	3	3	1	
% of Staff Attended Training*	11.2%	18.5%	12.5%	16.8%	8.1%	14.9%	
Training Cost Per Person	$688	$87	$ -	$ 50.00	$ -	$ 220.00	
Paid Sick Leave Taken (days)	142.4	151.9	198.9	278.0	190.0	244.0	
Sick Leave Cost	$51,592	$57,567	$74,396	$98,973	$71,075	$95,534	
Annual Leave Entitlement	6113	6113	6307	6561	6815	6833	
Annual Entitlement Cost	$2,407,852	$2,511,318	$2,588,541	$2,558,211	$2,655,283	$2,654,985	
Alternative Days Balance (Lieu)	187.8	180.8	193.4	191.1	183.5	167.8	
Alternative Days Cost (Lieu)*	$75,958	$76,890	$81,629	$78,956	$75,162	$68,118	
Flexi Time Balance	519.3	548.9	571.0	496.5	532.3	580.4	

*__FY Average Trend__ arrows refer to the previous months 12 Month Average figures and compares them to the current 12 Month Average figures.
*__Permanent Staff Headcount__ added for clarification as the FTE figure includes fixed term staff as well.
*__Vacancies Listed and Vacancies Filled__ includes fixed term staff, cadets, students and internal staff movements. Does not include roles re-advertised
*__Training__ in this instance refers only to courses that the HR team co-ordinates
*__Alternative Days Cost (Lieu)__ is calculated according to individual staff salaries.

This quarter FTE has remained steady, sitting at 334 for July and August and increased by one in September to 335. This is a decrease from last quarter but compared to this time last year there has been an increase where our FTE was 315.

Turnover has remained at around 9.1% which sits around the 10% optimum position.

There was a significant increase in sick leave taken in July 2025 with the highest amount of sick leave taken for the past year. August and September also saw higher sick leave use than previous years. Sick leave normally trends higher over this quarter with the winter illnesses, but this year did see a higher pattern than normal.

Annual leave balances are beginning to increase, this will be due to the increase in our staff numbers. Annual leave balances normally start to trend higher before we enter into summer when staff have booked time off.

Flexi-Time Balances dropped in July following the end of the financial year but have since been trending higher. These will begin to decrease as we head into the warmer months and staff start to take more leave.

Recruitment and Retention July – September 2025

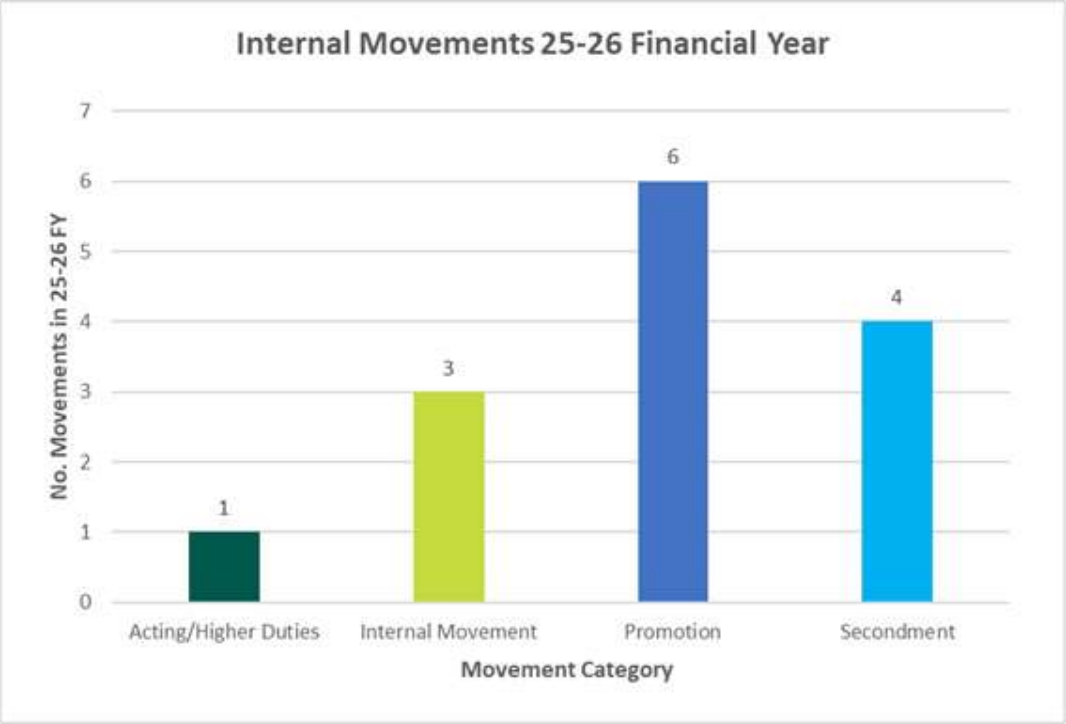
	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025
Requisitions Created	7	10	5	7	8	13
Vacancies Filled (Offer Accepted)	4	4	6	9	9	3
Open Vacancies	13	25	15	20	17	23
Average Time to Fill (weeks)	7.5	7.3	8.9	8.3	7.5	8.9

The average time to fill a vacant position (from advertisement to acceptance) has increased from 7.9 weeks to 8 weeks this quarter.

The Tū I te ora scholarship process was completed and six scholarships were awarded. Each recipient will also be undertaking a summer internship in Biosecurity Partnerships, Climate Action/Natural Hazards, Hydrology, Water Quality and Te Tiriti Partnerships teams.

In addition to the Tū I te ora scholarship interns we also began the process to recruit for summer internships who complete three-month fixed term contracts between November and February.

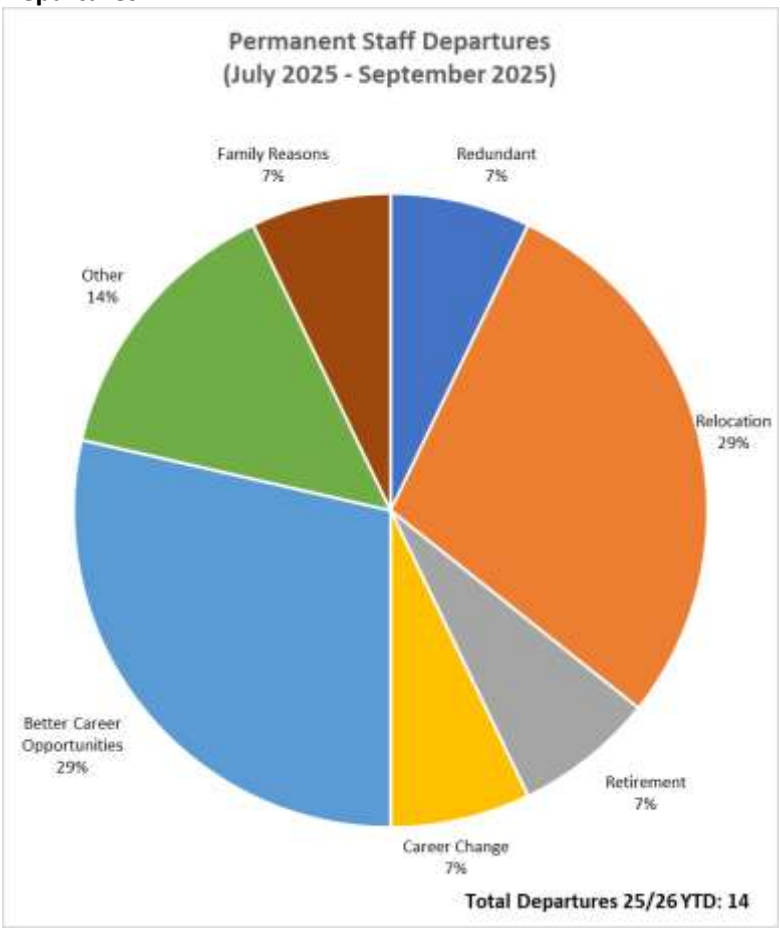
Internal Movements



There have been fourteen internal movements for this quarter which is an increase from last quarter where there were only four.

The increase will be due to the number of changes following the restructure that came into effect at the beginning of the quarter. This consisted of three internal movements and three promotions.

Departures



Fourteen staff members have departed this quarter. Four resigned to relocate to other regions and countries, four resigned due to better career opportunities, one resigned due to change of career, one retirement and one resignation due to family reasons.

Two departures have been categorised as 'other' this quarter. One staff member's visa expired, and the other was due to medical retirement.

Training

This quarter, the key projects for Learning and Development have been:

- creation of draft Te Whāriki refresher online module
- creation of Learning and Development Induction as part of induction pathway
- creation of Team Training package for Data and Digital
- refresh of Project Management training with Waypoint information
- refresh of managing remote and hybrid teams course
- refresh of Career planning and development course

Externally facilitated training was held this quarter for Neurodiversity Awareness online workshop facilitated by Mind Matters Clinic, which was available to all staff. We also had Storytelling training for Managers which was facilitated by the Institute of Managers and Leaders.

People and Culture Strategy

Values refresh
Northland Regional Council is currently undertaking a values refresh. A project team was established from across the organisation to review and develop a draft version of the values. Workshops have been held with each group so that they were able to review and feedback on the proposed draft before it gets to the Executive Leadership team for review. It is expected that the new values will be published in December 2025 to replace the current Culture Wheel.

Flexi Plus
The flexi plus trial evaluation was completed in August 2025 and the decision was made to extend the trial until December 2026. Extension letters were issued to all staff to confirm the extension. The sixth quarterly pulse survey was also completed in September 2025 to gauge how the Flexi Plus trial is progressing. Feedback remaining largely positive from both Managers and Staff. Participation sat at 48% of staff completing the pulse survey, this is down from previous quarters with response rates normally sitting around 70%.

Modern Workspaces
Change leadership is well underway for the Modern Workspaces project with several teams being able to return to their newly refurbished spaces. Fortnightly online stand-up sessions are being held for all staff to receive updates about this project.

Human Capital Management System
A new Human Capital Management System has been selected and is currently in the initial stages of implementation. The chosen system is ELMO, which aligns with the current Recruitment platform. This is to replace the Infor Enterprise system in July 2026.

This system will help the People and Culture team digitise our processes and minimise the use of manual processes and the double handling of information.

Attachments/Ngā tapirihanga

Nil

TITLE:	**Reporting on Long Term Plan 2024-2034 Performance Measures for Quarter One of the 2025/26 Year**
From:	Robyn Broadhurst, Corporate Planning Specialist
Authorised by Group Manager/s:	Bruce Howse, Pou Taumatua – Group Manager Corporate Services, on 12 November 2025

Whakarāpopototanga / Executive summary

This report presents the results of council's long term plan key performance indicators for the first quarter of the 2025/26 financial year, being July to September 2025 inclusive (Q1).

This is the second year reporting on these measures following the adoption of the Long Term Plan 2024-2034 in June 2024. The results from the first year can be found in the Annual Report 2025.

There are currently 5 of 49 measures that have been identified as not going to be achieved by year end. These are discussed in further detail in the tables below.

Ngā mahi tūtohutia / Recommendation

That the report 'Reporting on Long Term Plan 2024-2034 Performance Measures for Quarter One of the 2025/26 Year' by Robyn Broadhurst, Corporate Planning Specialist and dated 3 November 2025, be received.

Background/Tuhinga

The Long Term Plan 2024-2034 includes 49 key performance indicators that measure aspects of council's service provision across three activity areas:

- Te Taiao | Natural environment
- Te aumangeatanga hapori | Community resilience
- Te hautūtanga ā-rohe | Regional leadership

Each measure provides a sample of the activity's performance. Quarterly reporting on all measures is provided to show how we are tracking against our targets as the year progresses. While some measures can only be reported on annually, commentary has been provided to highlight any identified progress/issue regardless. Results for these measures for the previous financial year 2024/205 are in the Annual Report 2025, which can be found on council's website.

Of the 49 measures:

- 1 has already been achieved for the reporting year,
- 34 are on track to being achieved by year end,
- 4 are unknown at this stage,
- 5 have been identified as not going to be achieved by year end (regional policy statement and regional plan development and review, consent applications for the renewal of a discharge permit, official information requests, cultural competency training of council employees, and Northland Inc SOI – details are provided in the tables below),

- 5 have no results available yet.

These indicators will form part of the results for the Annual Report 2026.

Te Taiao | Natural environment

1.1 Science

1.1.1 Communities are able to access accurate information on the health of Northland's rivers, lakes, estuaries and harbours, and see improvements in the water's ability to support aquatic ecosystems, recreational activities and cultural values

1.1.2 Communities and agencies are provided with quality information on water quantity and water resources including rainfall, river flow, groundwater and flood levels

1.1.3 Healthy air quality is maintained and monitored, with the community made aware if standards aren't being met

Performance measure	Target	2025/26 result
Percentage of NRC environmental networks monitored for water quality and quantity, and ecology, with results and reports made openly accessible[3]	100%	On track to achieve 100% for Q1 All scheduled site visits for Q1 have occurred, with data made accessible.
Percentage of time that flood-level monitoring is accurate (to enable flood warnings to be developed) and is made openly accessible[1]	100%	On track to achieved 100% for Q1 All flood level monitoring for Q1 was accurate and made accessible.
Percentage of time that continuous monitoring of air sheds is achieved, with any exceedances of National Environmental Standards reported and made openly accessible[1]	100%	On track to achieve 100% for Q1 There were no exceedances reported for Q1.

1.2 Catchment management

1.2.1 Sustainable land and soil conservation management, including advice, funding support and education, is restoring the mauri of Northland's fresh water, wetlands and estuaries and giving effect to Te Mana me te Mauri o te Wai

Performance measure	Target	2025/26 result
Hectares of space planting on Highly Erodible Land supported by the supply of poplar/willow material and hectares of fencing carried out to support retirement of erosion-prone land, with a view to supporting the implementation of Te Mana me te Mauri o te Wai	60ha of space planting and 70ha of retirement fencing per year	On track to achieve Progress for Q1 included the Hill Country Erosion Fund (HCEF) panel being held, plus the Delegated Authority document on track to be signed in Q2 confirming hectares.

[3] Openly accessible means available on NRCs website.

Percentage of freshwater management units where council is providing sustainable land management support[4] for action to restore the mauri of fresh water	100% of freshwater management units are receiving support	On track to achieve Progress for Q1 included 9 of 13 FMUs receiving support, noting the Environment fund and HCEF are yet to be allocated.

1.3 Biodiversity

1.3.1 The indigenous biodiversity and ecosystems of Northland's forests, wetlands, lakes and coastal margins are maintained and enhanced, in line with Te Mana o te Taiao – Aotearoa NZ Biodiversity Strategy

Performance measure	Target	2025/26 result
Number of plants provided through Coast Care programme each year	15,000 or more	On track to achieve There were 6,296 plants provided during Q1, meaning the target is on track to being achieved by year end.
Number of top-ranked lakes identified in the Northland Lakes Strategy that are under active management[5] with stock excluded	20 lakes	On track to achieve Eight lakes for Q1 Progress for Q1 included Lake Ngatu being surveyed for Lagarosiphon (none found, therefore declared eradicated), pines felled and a planting day held at Rototuna, a site visit with the new owner at Waihopo, supported pest control at Wahakari, installation of an underwater camera to monitor dune lake galaxiids at Waikare, and installation of recorders to listen for matuku-hūrepo/bittern at Waikare, Kai Iwi, Black and Shag Lakes.
Number of natural wetlands that are identified, and monitored for condition and improvement, in accordance with four-yearly wetland programme, and climate programme	15 per year, for a total of 60 over a four year period	On track to achieve While all 32 wetlands identified in the existing monitoring programme are up to date with their five yearly monitoring, work continues to update the current monitoring programme to a State of the Environment Wetland programme. This includes identifying the first selection of wetlands to monitor. Manaaki Whenua Landcare Research is leading this work, with the regional sector developing standard methods for selection and monitoring of SOE wetlands, which council contributes to.
High value water bodies vulnerable to the effects of climate change are identified and monitored, and work continues to improve their resilience	100% of high value water bodies	On track to achieve Six HV water bodies for Q1 Progress for Q1 included Lagarosiphon eradication from Lake Ngatu, pines felled and planting occurring at Rototuna, and monitoring of two

[4] Support means contribution of staff and financial support via existing funds.
[5] Active management includes basic care standards for lakes: nutrient management, ecological monitoring, submerged weed surveillance, and weed and pest control if necessary.

		species reliant on dune lakes at Rototuna, Waikare, Kai Iwi, Black and Shag Lakes.

1.4 Biosecurity

1.4.1 A tangible reduction in pests is achieved on land and in the marine environment, through engaged communities, landowners and mana whenua, as directed by the biosecurity operational plan

1.4.2 The introduction and spread of marine pests is slowed through inter-regional management

Performance measure	Target	2025/26 result
Percentage of KPI's contained within the biosecurity operational plan that are achieved to support implementation of the Regional Pest Management Plan and Marine Pathways Plan	90% of KPIs	On track to achieve All relevant KPI's within the biosecurity operational plan are being tracked and progressed to support the implementation of the plan.
Number of vessel hulls surveyed for marine pests each year as part of the marine biosecurity surveillance programme	At least 2000	On track to achieve A commercial dive team is contracted to conduct hull surveillance diving from October to May each year and this on track as planned.

1.5 Planning and policy

1.5.1 Northland's aspirations for sustainable land, freshwater and coastal management are being supported through quality planning processes with Te Mana me te Mauri o te Wai embedded in freshwater planning

Performance measure	Target	2025/26 result
Development and review of council's regional policy statement and regional plan, is compliant with legislative process requirements and timeframes	100% of the time	Not achieved An efficiency and effectiveness review of the regional plan is overdue in accordance with section 35 of the Resource Management Act 1991, therefore this KPI has not been fully achieved.
The principle of Te Mana me o te Mauri o te Wai is included in all stages of development of the freshwater plan change	Included in all stages of draft and proposed	On track to achieve The government has delayed the notification of new freshwater planning instruments, extending the deadline from 31 December 2024 to 31 December 2027 to allow time for the review and replacement of the National Policy Statement for Freshwater Management, and to ensure regional councils can align their plans with the new national direction. In the interim, the principals continued to be embedded in the on-going key workstreams progressing with the Primary Sector Liaison Group and Tangata Whenua Water Advisory Group in response to feedback on the Draft Plan Change.

1.6 Consents

1.6.1 Efficient processing of resource consents that results in consistent implementation of regional plan rules across private and community developments

Performance measure	Target	2025/26 result

Percentage of all resource consent applications that are processed within the statutory timeframes	100% of applications	On track to achieve 100% for Q1 Decisions were made on 72 applications (both single and bundled activities) during Q1, all within the required statutory timeframes.
The percentage of resource consent applications for the renewal of a discharge permit that council makes a decision on within four years of the lodged date	100%	98.6% - not achieved One decision was made outside of the required timeframe. This was largely due to the pandemic and subsequent effects on writing and delivery of a Cultural Impact Assessment (CIA) for the application. In addition, extended discussions between the applicant and council on the conditions of consent increased timeframes. This measure will not be achieved by year end due to this non-achievement and the overall target of 100%.

1.7 Compliance monitoring

1.7.1 Timely and effective compliance monitoring of resource consents, and response to reported environmental incidents

Performance measure	Target	2025/26 result
Percentage of consents that are monitored as per the council's consent monitoring programme	90% or more	On track to achieve 54.9% for Q1 Progress in Q1 included monitoring 54.9% of consents in the programme.
Percentage of environmental incidents reported to the Environmental Hotline resolved within 30 working days	80% or more	On track to achieve 85% for Q1 There were 297 incidents reported in Q1, with 46 of these not resolved within 30 working days.
Percentage of significant non-compliant graded events that have enforcement action taken	100%	On track to achieve 87% for Q1 There were 23 significant non-compliances in Q1, three that have not yet had enforcement action taken – however this is a yearly target and is on track to being achieved.

Te aumangeatanga hapori | Community resilience

2.1 Flood risk management

2.1.1 The safety of people and property continues to improve with Northland Regional Council leading actions under the flood adaptation work programme across its policy and planning, flood protection, Civil Defence Emergency Management (CDEM), Regional Land Transport Planning, catchment management, and adaptation activities

Performance measure	Target	2025/26 result
Number of flood events occurring as a result of failures of flood protection systems below specified design levels for the Awanui, Whangārei, Kāeo, Panguru and Otiria/ Moerewa schemes	Zero	On track to achieve Zero for Q1

Percentage of actions implemented to reduce flood risk across the region, particularly in the most vulnerable communities, as set out in the flood adaptation work programme	100% of actions implemented as per the flood adaptation work programme	On track to achieve 100% for Q1 The flood adaption work programme identified 35 of the most flood prone marae in Northland, all of which were visited during the 2024/25 year, with preparedness plans developed. Works have been identified to reduce flood risk and this has either been completed or is on track to be completed before Christmas 2025.

2.2 Climate action

2.2.1 Northland is more resilient to the effects of climate change, with Northland Regional Council leading promotion, collaboration and coordination of resilience-building and carbon reduction initiatives to deliver climate resilient development region-wide

Performance measure	Target	2025/26 result
Number of outputs progressed in line with the monitoring, evaluation and reporting (MER) framework, across each of the seven climate programme work packages that support the Nga Taumata o Te Moana and Te Taitokerau Climate Adaptation Strategy	100%	Unknown The MER framework includes five workstreams with multiple outputs across these. Currently only the engagement workstream is on track, however elections and government reforms have contributed to disruption in the other four and these are likely to be clearer in Q2. The Climate team will be working with the new governance team over the coming months to agree a governance programme and look at how to further embed climate change in council, two of the workstreams. This will then flow through to the ensure both Science & Risk and Community Adaptation Planning workstreams continue to progress, providing there is sufficient resourcing allocated to both.
Reduction in organisational emissions, in line with agreed targets in the Emissions Reduction Plan	50% reduction in GHG emissions by 2030, 90% reduction and net zero by 2050	No results Emissions are audited for each financial year retrospectively and data for 2024/25 is currently being collated.
Percentage of council's Climate Resilience Fund allocated to Northland's most vulnerable communities in accordance with funding criteria	100% of allocations	On track to achieve Current funding has been fully allocated, and progress payments will be made throughout the financial year.

2.3 Emergency management

2.3.1 Communities are well informed and supported to understand, plan for and respond to risks and emergencies as they arise

Performance measure	Target	2025/26 result
Number of up-to-date community response plans and marae preparedness plans in place across the region	Maintain or increase (from baseline)	On track to achieve 63 plans for Q1. Progress for Q1 included ensuring the existing 63 plans are kept up-to-date, and planning is underway to confirm these are reviewed and

		updated by the end of Q2, including the addition of a version control into each plan to show when it was last updated. A review cycle is also being established inviting communities to update outdated plans. (Baseline: 63 plans)
Number of objectives outlined in the Northland CDEM Group plan work programme, across Māori engagement, reduction, readiness, response and recovery, that are progressed and reported on quarterly	100% of objectives outlined in the plan are progressed	On track to achieve 100% for Q1 All objectives outlined in the plan are either achieved or progressing and this is reported quarterly to the CEG and CDEM Group meetings.

2.4 Oil pollution response

2.4.1 The risk to Northland's coastline from oil spills is significantly reduced by an efficient oil pollution response system

Performance measure	Target	2025/26 result
A regional oil spill response plan is maintained, including a minimum of up to 30 up-to-date trained responders	Minimum of 30 responders 100% of the time	On track to achieve There are currently 30 trained responders. A review by Maritime NZ recommended 20 responders now that the refinery has closed and while the plan is to update the number of responders to 20, this will take time as it must go through Maritime NZ processes.

2.5 Harbour safety and navigation

2.5.1 Navigation on Northland's waters is safe and sustainable with well-managed systems

Performance measure	Target	2025/26 result
Percentage of time that marine activities are safely managed, with operational Harbour Safety Management Systems that comply with the national Port and Harbour Marine Safety Code	100% of the time	On track to achieve The Code review is now complete, and no issues have been immediately identified. Currently awaiting formal review document.
For every replacement vessel a rigorous assessment process is undertaken to demonstrate suitability for electrification	100% of the time	On track to achieve No replacement vessels were considered and therefore no assessment for electrification was necessary.

2.6 Transport

2.6.1 Northland communities are supported by resilient and sustainable transport networks, and can travel safely with as little impact on the environment as possible

Performance measure	Target	2025/26 result
Percentage of passengers surveyed on the Whangārei, Kaitaia and Mid-North bus services every two years that are satisfied with the overall service provided	90%	99% – achieved The passenger Satisfaction Survey was undertaken during the 2024/2025 financial year and reported on in the Annual Report 2025. This survey was undertaken in accordance with NZTA requirements (biennial). The next survey will be done in the 2026/27 financial year.

Delivery of major infrastructure projects set out in the Regional Land Transport Plan is monitored with any progress issues reported to the Regional Transport Committee quarterly	Quarterly reporting on progress	On track to achieve The Regional Transport Committee continues to monitor the progress of all major infrastructure projects set out in the Regional Land Transport Plan at their quarterly meetings.
Council's vehicle fleet continues to de-carbonise in accordance with Emissions Reduction Plan targets, with an electric alternative considered for every vehicle replacement	100% of the time	On track to achieve While no new vehicles have been purchased in Q1, planning continues to order vehicles by the end of Q2 for arrival early 2026.
The bus fleet is electrified in line with national ERP targets and council's ERP targets	Y1 – Feasibility study Y3 – Secure budget required via LTP	Unknown It is still too early in the re-tender process to accurately ascertain if the CityLink service will operate with electric buses. Costs, vehicle availability, power supply, and recharging facilities will all be considered in the tender process currently taking place.

Te hautūtanga ā-rohe | Regional leadership

3.1 Governance

3.1.1 Council maintains effective and transparent democratic processes

Performance measure	Target	2025/26 result
Percentage of official information requests that are responded to within 20 working days	100%	Not achieved 99% for Q1 There were 102 requests received in Q1, one of which was not responded to in time. This was due to the request not being transferred to the appropriate organisation for response on time. However, staff worked with the requestor to provide the information. This measure will not be achieved by year end due to this non-achievement and the overall target of 100%.
Percentage of time that elected members attend council meetings	90%	On track to achieve 96% for Q1
Percentage of time that council decisions actively involve the community, in accordance with council's Significance and Engagement Policy	100%	On track to achieve Results are measured with an analysis carried out at the end of the year. However, no issues arose in Q1 that would affect compliance with Significance and Engagement requirements.

3.2 Māori partnerships

3.2.1 Enduring relationships between council and Māori are working to deliver on the aspirations of Māori, and strong outcomes for Te Taitokerau, supported by capable and skilled leaders

Performance measure	Target	2025/26 result

An independent Treaty Health Check is completed bi-annually, and recommendations from this are being implemented	Bi-annual completion with implementation underway	On track to achieve Progress for Q1 included Te Tiriti Health Check report and recommendations being received by council on 23 September 2025. The team will be seeking endorsement for an implementation plan at the next Te Ruarangi meeting.
Percentage of councillors and executive leadership team that participate in annual core cultural competency training	100%	On track to achieve Q1 covers the elections period therefore no reporting for elected members is available, however planning for the remaining quarters is in place. ELT are scheduled to attend annual managers wānanga/marae noho later in the financial year.
Percentage of council employees that undertake cultural competency training within 12 months of employment, and complete a refresher every three years	100%	Not achieved 93% (12mnth training) & 36% (36mnth refresher) for Q1 There are currently 22 staff to complete 12mnth training and 132 staff to complete a 36mnth refresher. A plan is currently in place to ensure this training is prioritised, that it can be accurately recorded and accounted for, and that all training opportunities are recognised and included. This measure will not be achieved by year end due to this non-achievement and the overall target of 100%.
Percentage of Mana Whakahono ā Rohe agreements established that meet key statutory obligations, reflecting mutually beneficial and respectful negotiations between council and iwi/hapū	100% of agreements compliant	On track to achieve Progress for Q1 included staff having met with Ngāti Hine, Ngāti Rēhia, Te Parawhau and Patuharakeke to discuss how we can support signatories to implement Mana Whakahono a Rohe agreements.
Level of satisfaction of tāngata whenua with council's relationships and partnerships with them	Satisfaction levels increase annually, up to 80% by 2034	On track to achieve Direction was received from Te Ruarangi that satisfaction is more appropriately reported through the Te Tiriti Health Check process. Q1 progress included the final Te Tiriti Health Check report and recommendations being received by council 23 September 2025. The next step is to discover levels of satisfaction for reporting, with the survey taking place by the end of June 2026.
Percentage of priority actions set out in Tāiki ē (council's Te Tiriti strategy and implementation plan), that are commenced within the timeframes identified in the plan (as endorsed by Te Taitokerau Māori and Council Working Party)	100% of actions	On track to achieve Q1 progress included all actions in the plan having commenced within timeframes as per Tāiki ē: ngā tino kaupa o te tau kua pahure Annual Report, which was signed off by Te Ruarangi chair.

Percentage of tangāta whenua environmental funding that is allocated to iwi and hapū to enhance and enable mātauranga Māori outcomes that inform council policy development and decision making	100% of funding allocated	No results This measure is not intended to be reported on until later in the financial year once it can be accurately calculated. However, the contestable fund will be promoted through our online communication channels and through marae hui being held throughout Te Taitokerau.

3.3 Economic development

3.3.1 Northland's economic wellbeing is made more resilient by the coordination and delivery of sustainable economic development activities and funding across the region, and is benefitting from well-established partnerships

Performance measure	Target	2025/26 result
Northland Incs annual statement of intent contains at least one KPI relating to supporting businesses transition to net zero-carbon	At least one a year	Not achieved Northland Inc SOI 2025/26 does not include a KPI relating to supporting businesses transition to net zero-carbon. The KPI in the previous SOI (2024/25) relating to net zero-carbon was removed upon direction of the Joint Regional Economic Development Committee (JREDC). There is limited opportunity to achieve this in 2025/26, however council could make a recommendation to the JREDC for the 2026/27 SOI to this effect.
Council is contributing to at least one big infrastructure project that supports economic development in the region each year	At least one a year	Unknown No contribution has been made to date. An opportunity may emerge upon completion of the Northland Infrastructure Plan in early 2026. Discussions are occurring with Te Tai Tokerau Water Trust as to how we can support private sector share take up in the water schemes.
Percentage of actions in the regional economic development strategy being implemented in accordance with the phasing schedule/plan each year	100% of actions	Unknown There is yet to be a conversation with Northland Inc to finalise the action plan. However, some actions are being implemented, such as the development of a Northland Infrastructure Plan. The team will meet with Northland Inc before the end of 2025 and bring the action plan to the JREDC meeting early 2026.

3.4 Community engagement

3.4.1 Communities are well informed about council's work, know how to get involved, and are engaged in council processes

Performance measure	Target	2025/26 result
Percentage of residents surveyed who are satisfied with overall communication and engagement	Maintain or increase	On track to achieve 46% for Q1 Progress for Q1 included 26 people responding to the question "How satisfied are you with how we communicate and engage with you?" Of those, 12 were either 'very satisfied' or 'satisfied'. The residents' survey is currently being updated, including a promotional strategy to raise the sample size ahead of next quarter's reporting.

		(Baseline is 39.2%)

3.5 Customer services

3.5.1 Quality service is provided, that is effective and informative

Performance measure	Target	2025/26 result
Percentage of customers surveyed who are satisfied with the quality of service received following an interaction with council	Maintain or increase	No results The customer enquiry/feedback form is currently being updated to accommodate this measure, with incentivized participation and a promotional strategy, including staff comms to encourage participation. (Baseline was not established in 2024/25 due to lack of data, therefore working to achieve a baseline this year)

3.6 Corporate services

3.6.1 The corporate systems and investments that support council activities are effective and future-focussed

Performance measure	Target	2025/26 result
Percentage of staff satisfied with the quality of internal systems and processes that support the delivery of council work	90% of staff satisfied	No results This measure relies on an annual staff survey scheduled for April/May 2026. It is noted that actions from the previous survey are currently being implemented.
Percentage return achieved across council's investment portfolio that is available to fund council activities	At least 7% net return per annum (as per the investment policy)	No results Reporting occurs at the end of the financial year after draft financial statements have been completed.

Attachments/Ngā tapirihanga

Nil

TITLE:	**Receipt of Committee Minutes**
From:	Meloney Tupou, Maori Governance and Engagement Support Admin
Authorised by Group Manager/s:	Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement, on 19 November 2025

Ngā mahi tūtohutia / Recommendation

That the unconfirmed minutes of the:

- Civil Defence Emergency Management Meeting – 2 September 2025.
- Joint Regional Economic Development Committee – 26 September 2025 and
- Te Oneroa-a-Tōhe Board Meeting – 3 October 2025

be received.

Attachments/Ngā tapirihanga

Attachment 1: CDEM Minutes ⇩

Attachment 2: JREDC Minutes ⇩

Attachment 3: TOATB Minutes ⇩

Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 2 September 2025, commencing at 11:30 am - 1:00pm

Tuhinga/Present:

Chairperson, FNDC Deputy Mayor Kelly Stratford
Deputy Chairperson - WDC Mayor, Vincent Cocurullo
KDC Councillor, Gordon Lambeth
NRC Councillor, Rick Stolwerk
WDC alternate, Nicholas Connop
NEMA Representative Mike Gillooly
FENZ Representative Wipari Henwood
NZ Police alternate, Dean Robinson

I Tae Mai/In Attendance:

Full Meeting
NRC CDEM Emergency Manager, Damian Rio
NEMA Representative, Shona Morgan
NRC GM Community Resilience, Louisa Gritt
NRC Emergency Management Partnership Manager, Brendon Gray
FNDC GM Community & Engagement, Ruben Garcia
NRC Welfare Specialist, Kylie Cox
Emergency Management Specialist, Bill Hutchinson
Emergency Management Specialist, Kori Puckey
Emergency Management Specialist, James Harvey
Emergency Management Specialist, Tony Devanney
Emergency Management Response Specialist, Jenny Calder
NRC EA to the Chair, Rae Hetaraka – (online)
Emergency Management Iwi Engagement, Papanui Polamalu (online)
Emergency Management Specialist, Laura Exton (online)
Emergency Management Communications Specialist, Zach Woods – (online)

The Chair declared the meeting open at 11.30am with karakia.

Ngā Mahi Whakapai/Housekeeping (Item 1.0)

The chair informed that the meeting would be recorded for the purpose of minute taking support

Ngā whakapahā/Apologies (Item 2.0)

Moved (Stratford / Cocurullo)

un-confirmed

That the apologies from NRC Councillor Shortland, FNDC alternate Moko Tepania and NZ Police Representative Matthew Shroj for non-attendance be received.

Carried

Secretarial notes: Apologies were noted for the following attendees: Jason Marris, Simon Weston, Cr Robinson, Cr MacDonald, Guy Holroyd, Michael Day

Nga whakapuakanga/Declarations of Conflicts of Interest (Item 3.0)

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

Receipt of Supplementary Report (Item 4.0A)

Report from Haylee Labelle, Personal Assistant Community Resilience

Moved (Cocurullo / Stratford)

That as permitted under section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following supplementary report be received – Group Controller Appointment

Carried

Secretarial notes: Entered as item 7.4 on the agenda

Confirmation of Minutes - 3 June 2025 (Item 4.1)

Report from Haylee Labelle, Personal Assistant Community Resilience

Moved (Cocurullo / Lambeth)

That the minutes of the Civil Defence Emergency Management Group meeting held on 3 June 2025, and the be confirmed as a true and correct record and that these be duly authenticated by the Chair.

Carried

Receipt of Action Sheet (Item 5.1)

Report from Haylee Labelle, Personal Assistant Community Resilience

Moved (Stolwerk/ Cocurullo)

That the action sheet be received.

Carried

Secretarial notes: Discussed the development and implementation of a Community Resilience Induction Package to ensure all incoming and existing elected members receive civil defence and emergency management training, with staff tasked to create and share the package across councils.

Confirmed that all councils are required to include civil defence and emergency management training in the induction process for newly elected members, as outlined in the action sheet, with staff responsible for preparing the necessary materials.

The induction package aims to ensure elected members understand their roles and responsibilities in civil defence, especially given recent emergencies and the unique situation of having experienced members like the chair

un-confirmed

Staff are actively developing the induction package under the community resilience space with NRC, which will be shared with new elected members and included in council induction processes, covering not just civil defence but also adaptation and other relevant topics.

National Emergency Management Agency Update (Item 6.1)

Report from Shona Morgan, NEMA Representative - Senior Regional Emergency Management Advisor

Moved (Stratford/ Cocurullo)

That the report 'National Emergency Management Agency Update' by Shona Morgan, NEMA Representative - Senior Regional Emergency Management Advisor and dated 20 August 2025 be received.

Carried

Secretarial notes: Shona introduced herself. She will be attending CDEM in place of Mike Gillooly who has now taken a different position within NEMA.

Explained that new requirements for group plans include specific provisions for people effected disproportionately during emergencies, coordination of community assistance, and management of animals during emergencies. The CDEM group plan is up for review next year – it will be prudent to start planning soon.

A targeted consultation is underway regarding Section 33 of the National Plan, focusing on how financial support to local authorities is managed, and groups are encouraged to submit feedback to ensure local authorities understand available government support. CDEM group is invited to provide feedback during the process.

The current legislative proposal is for CEs to be appointed as controllers, with the ability to delegate, and council members were advised to provide feedback during the Select Committee process, with the timeline for submissions expected towards the end of the year. Feedback can be provided as individual councils but the CDEM group will do its own.

CEG Chair Report (Item 7.1)

Report from Damian Rio, CDEM Emergency Manager

Moved (Stratford/ Stolwerk)

That the report 'CEG Chair Report' by Damian Rio, CDEM Emergency Manager and dated 28 August 2025 be received.

Carried

Secretarial notes: Clarified that NRC has a core team of 13 staff, dedicated to civil defence, with additional council staff trained in incident management to support during events. KDC has one assigned civil defence staff member, but 50 council employees are trained and can be mobilised for emergency response, while still being paid by their respective councils. The number of trained staff fluctuates as personnel join or leave, and the council can provide updated figures on trained staff upon request.

Discussed the effectiveness of various communication channels for emergency messaging, emphasising a multi-channel approach that includes radio, social media, council websites, and phone trees, with radio remaining the most trusted source according to recent surveys. Outlined the main

un-confirmed

channels used: RNZ and local broadcasters, Facebook as the primary social media platform, and council websites for updates, with ongoing exploration of additional social media options. Mike highlighted that radio remains the most trusted source of information during emergencies, as confirmed by NEMA surveys and local feedback, though the council continues to use all available channels to ensure message consistency and accuracy. Noted the importance of tailoring communication to different demographics, ensuring accurate information is disseminated, and addressing misinformation, especially for rural and isolated communities.

Discussed the coverage and effectiveness of the Emergency Mobile Alert System, noting improvements in message delivery, ongoing network upgrades, and the impact of 3G network closure. Observed that nearly all phones now receive emergency alerts, with only a few exceptions, and Zach confirmed that network coverage is continually improving, though not yet at 100%. Zach participates in the EMA users group, which meets quarterly to discuss system updates, and noted that the closure of 3G is expected to improve coverage, with ongoing efforts to address connectivity gaps. Zach is in contact with the rural connectivity group to address issues related to network upgrades and vandalism, ensuring isolated communities remain connected during emergencies.

Discussed the status of the Tsunami Sirens project, clarifying the difference between constructed and completed sites, operational requirements, and ongoing efforts to secure funding for sites lacking mains power connectivity. Explained that a site is considered completed once it is constructed, connected to satellite, cell phone, and mains power, with some sites currently operational via solar power only. Sites lacking mains power are outside the existing budget, and the CES forum is exploring funding options to complete these installations, with 90 sites constructed and operational via satellite or cellular connectivity.

Discussed the near-completion of documentation for the Multi-Agency Coordination Centre, with the CEs forum monitoring progress and plans to provide a programme update once finalised. Early discussions are underway regarding future collaboration and co-location of agencies within the centre, aiming to enhance joint operations and resource sharing.

KDC asked to note that item 15: Wairoa River Model gives the impression that h whole river was cross sectioned, they believe only a very mall percentage was completed – wanted this noted for the record that it is misleading.

Actions:

1. **Confirm how long NRC has collected rates for the Multi-Agency Coordination Centre and the current amount held. (CDEM)**

2. **Share data on the percentage of people receiving Emergency Mobile Alerts following recent tests. –** Information provided in the chat by Zach at the meeting**:** The latest information on the EMA systems reach from NEMA In May 2025: John Price, Director, National Emergency Management Agency says NEMA's test of the system(28/05/2025) say the alert successfully transmitted to all parts of New Zealand with cell phone reception. "Our 2022 survey showed nine out of ten people received an alert or had been with someone who had. Given this year's transmission was successful, we can safely estimate between 5 and 6 million phones received the alert."

Membership and appointments – Northland CDEM Group (Item 7.2)

Report from Damian Rio, CDEM Emergency Manager and Kylie Cox, Welfare Coordination Group Representative

(Cocurullo/ Stratford)

Un-confirmed

1. That the report 'Membership and appointments – Northland CDEM Group' by Damian Rio, CDEM Emergency Manager and Kylie Cox, Welfare Coordination Group Representative and dated, 30 July 2025 be received.
2. That the CDEM Group notes the new iwi representative is Thomas Hohaia replacing JJ Ripikoi and Hone Dalton, effective 29 May 2025.
3. That the CDEM Group approves the removal of Shona Morgan, Joanne Tasker and Sian Leith and Paula Urlich from their appointed CDEM roles for Whangarei District Council.
4. That the CDEM Group notes the transition of John Burt, Local Controller appointment from Kaipara District Council to Whangārei District Council (replacing Shona Morgan) effective 1st September 2025; and
5. That the CDEM Group notes that John Burt will continue as a Group Controller on behalf of Whangārei District Council effective 1st September 2025.
6. That the CDEM Group approves the appointment of Tracey Deane, Kaipara District Council and Esther Powell, Far North District Council as Local Recovery Managers in accordance with CDEM Act 2002 s. 30 (1).

Carried

Declarations During Elections (Item 7.3)

Report from Damian Rio, CDEM Emergency Manager

(Stratford/ Cocurullo)

That the report 'Declarations During Elections' by Damian Rio, CDEM Emergency Manager and dated 20 August 2025, be received.

Carried

Secretarial notes: Presented on the authority to declare emergencies during the election period, clarifying the legislative process, the role of outgoing members, and the Minister for Emergency Management's authority during the transition, with council members seeking practical guidance. It is important for members to be aware of the gap and the process.

During a state of emergency, the chair of the CDEM group is the first to declare, followed by the deputy chair or another CDEM group member, and if unavailable, the mayor or a nominated council member of the affected district, with authority shifting to the Minister for Emergency Management during the post-election gap.

Outgoing council members retain authority to declare emergencies until official election results are announced, after which only the Minister can declare until new members are sworn in, as per the Local Government Act and emergency management legislation.

The Chief Executive Officer is responsible for convening the first council meeting to swear in new members, potentially creating a 10-15 day gap where only the Minister can act, with the group controller and CE coordinating with emergency services during this period

Group Controller Appointment (Item 7.4)

Report from Damian Rio, CDEM Emergency Manager

(Stolwerk/ Cocurullo)

Un-confirmed

1. That the report 'Group Controller Appointment' by Damian Rio, CDEM Emergency Manager and dated 27 August 2025, be received.
2. That the Civil Defence Emergency Management Group committee approve the appointment of Damian Rio as a Group Controller.
3. That the Civil Defence Emergency Management Group committee notes that Damian Rio continues with his Controller Development plan, due to be completed by mid-November 2025.

Carried

Community Response Planning and Marae Preparedness Planning (Item 8.1)

Report from Damian Rio, CDEM Emergency Manager; Papanui Polamalu, Emergency Management - Iwi/hapū Engagement Advisor; Laura Exton, Emergency Management Specialist – Kaipara and Kori Puckey, Emergency Management Specialist

(Stolwerk/ Cocurullo)

That the report 'Community Response Planning and Marae Preparedness Planning' by Damian Rio, CDEM Emergency Manager; Papanui Polamalu, Emergency Management - Iwi/hapū Engagement Advisor; Laura Exton, Emergency Management Specialist – Kaipara and Kori Puckey, Emergency Management Specialist and dated 30 July 2025, be received.

Carried

Secretarial notes: The CDEM Group has prioritised expanding community response planning and Marae fitness, resulting in improved resilience and more efficient resource allocation during emergencies. Staff efforts have been instrumental in increasing the number of prepared communities, with the benefits evident during recent emergency responses, particularly in remote areas.

Discussed the outcomes of the 35 Marae project, highlighting key messages around water, food, and safety, practical resilience measures in isolated communities, and ongoing efforts to secure funding and resources for vulnerable groups. Papanui reported that coastal Marae focus on high tide and tsunami risks, inland Marae on flooding and water supply, and forested areas on fire risk, with consistent emphasis on supporting vulnerable groups such as elders and disabled individuals. Isolated communities have increased their resilience by installing water tanks, acquiring generators, and establishing multiple response hubs for different hazards, with plans to implement solar arrays for alternative energy. Many communities struggle to afford emergency supplies and infrastructure, prompting efforts to concentrate resources at Marae and seek funding streams to support food and equipment for households. Desalination plants are being considered for isolated communities to ensure water supply during emergencies, though cost remains a barrier to widespread implementation.

The chair then opened the floor to Police and FENZ to share any updates we should be aware of.

- *Police: Despite vacancies, support from across the country ensures that frontline service delivery remains unaffected, with resources focused on operational needs.*
- *FENZ: Paid staff are undertaking low-level industrial action, which has not affected frontline operations, with ongoing negotiations aimed at resolution. Early discussions with CDEM Emergency Manager are exploring future collaboration and co-location within the Multi-Agency Coordination Centre to enhance joint emergency management efforts. Expecting a La Nina weather pattern this summer.*

Unconfirmed

Civil Defence Emergency Management Group Meeting
2 September 2025

Whakamutunga (Conclusion)

The meeting concluded at 12.27pm with karakia by the chair

un-confirmed

Joint Regional Economic Development Committee
26 September 2025

Joint Regional Economic Development Committee Minutes

Meeting held in the Mahinga Innovation Centre, 5449A State Highway 12, Kaikohe 0472
on Friday 26 September 2025, commencing at 10:00 am

Tuhinga/Present:

Chair (FNDC Councillor) John Vujcich
Deputy Chairperson (FNDC Councillor) Penetaui Kleskovic
KDC Mayor, Craig Jepson
NRC Chair Geoff Crawford
WDC Mayor Vince Cocurullo
WDC Councillor Phil Halse

I Tae Mai/In Attendance:

Full Meeting
(NRC) Economist
Economic Policy Advisor (NRC)
Administration (NRC)
NRC Councillor Joe Carr
NRC Chief Executive Officer
KDC Chief Executive Officer
FNDC Chief Executive Officer
Northland Inc Chief Executive
Northland Inc Chair
Northland Inc Head of Infrastructure and Investment
Northland Inc Investment Facilitator
FNDC GM Planning and Policy
WDC Chief Executive Officer
WDC Economic Development Facilitator

Part Meeting
KDC Economic Development Lead
WDC Councillor Carol Peters
Northland Inc Head of Finance & Corporate Services
Channel Infrastructure Business Development Manager

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The Chair declared the meeting open at 10.00am.

Karakia – Mayor Moko Tepania

Ngā Mahi Whakapai/Housekeeping (Item 1.0)

Ngā whakapahā/Apologies (Item 2.0)

Moved (Halse/Crawford)

That the apologies from KDC Deputy Mayor Jonathan Larsen and NRC Deputy Chair Tui Shortland for non-attendance be received.

Carried

Confirmation of Minutes - 25 July 2025 (Item 4.1)

Report from Meloney Tupou, Maori Governance and Engagement Support Admin

Moved (Jepson/Crawford)

That the minutes of the Joint Regional economic Development Committee meeting held on 25 July 2025, be confirmed.

Carried

Receipt of Action Sheet (Item 5.1)

Report from Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist

Moved (Cocurullo/Jepson)

That the action sheet be received.

Carried

Northland Inc Limited: WDC decision on shareholding and IGR funding contribution for 2026/27 (Item 6.1)

Report from Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor

Moved (Cocurullo/Crawford)

1. That the report 'Northland Inc Limited: WDC decision on shareholding and IGR funding contribution for 2026/27' by Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor and dated 15 September 2025, be received.
2. That staff be directed to prepare a benefit report on the Investment and Growth Reserve (IGR), including Northland Inc operational funding, before the end of November 2025.
3. That a letter be sent to Whangarei District Council acknowledging their decision and expressing a desire to continue good faith discussion on the level of funding for 2026/27 following council elections.

Moved (Vujcich/Kleskovic)

4. That the letter to Whangarei District Council also include a encourages them, as part of their Long Term Plan 2027-2037, they make an unqualified commitment to being a shareholder of Northland Inc and providing a funding contribution into the Investment and Growth Reserve (IGR) that conforms with the Northland Inc Shareholders' Agreement and is equitable in funding to that provided by the Far North and Kaipara district councils.

Carried

UNCONFIRMED

Northland Inc Limited: Statement of Intent 2026/27 - Letter of expectations (Item 6.2)

Report from Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor

Moved (Crawford/Cocurullo)

1. That the report 'Northland Inc Limited: Statement of Intent 2026/27 - Letter of expectations' by Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor and dated 15 September 2025, be received.
2. That a letter of expectations on the Statement of Intent 2026/27 be provided to Northland Inc Limited.
3. That the Chair be delegated authority to prepare and send a letter of expectations to Northland Inc Limited on its Statement of Intent 2026/27 in line with comments received on this report.

Carried

JREDC 2025-2028 Induction Programme: Governance Continuity and Induction (Item 6.3)

Report from Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist

Moved (Vujcich/Crawford)

1. That the report 'JREDC 2025-2028 Induction Programme: Governance Continuity and Induction' by Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist and dated 11 September 2025, be received.

That the Joint Regional Economic Development Committee:

2. Agree to the proposed Induction Programme as set out in Attachment One, noting that staff will further develop the detailed content ahead of the first formal meeting in March 2026.
3. Approve the supporting PowerPoint presentation included as Attachment Two, to be used as part of the induction process for incoming committee members.
4. Agree to the inclusion of a skills matrix for elected members of the incoming committee, included as Attachment Three, to support capability mapping and future development planning.
5. Agree to the provision of a governance handbook for the incoming committee, incorporating essential documents and guidance as outlined in this paper.
6. Endorses the refined key messages from the current Joint Committee, for staff to pass on to the incoming committee to ensure continuity and strategic alignment.

Carried

Northland Inc Limited: Annual Report for the year ending 30 June 2025 (Item 6.4)

Report from Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor

Moved (Cocurullo/Vujcich)

UNCONFIRMED

That the report 'Northland Inc Limited: Annual Report for the year ending 30 June 2025' by Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor and dated 11 September 2025, be received.

Carried

Regional Deals Light Touch Proposal: DIA Response to Northland's Submission (Item 6.5)

Report from Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist

Moved (Crawford/Cocurullo)

That the report 'Regional Deals Light Touch Proposal: DIA Response to Northland's Submission' by Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist and dated 11 September 2025, be received.

Carried

Channel Infrastructure: Update on Marsden Point Energy Precinct Concept (Item 6.6)

Report from Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor

Moved (Cocurullo/Halse)

That the report 'Channel Infrastructure: Update on Marsden Point Energy Precinct Concept' by Darryl Jones, Economist and Emmanouela Galanou, Economic Policy Advisor and dated 22 September 2025, be received.

Carried

Northland Inc Limited: Tuputupu Grow Northland - Programme Update (Item 6.7)

Report from Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist

Moved (Crawford/Kleskovic)

That the report 'Northland Inc Limited: Tuputupu Grow Northland - Programme Update' by Emmanouela Galanou, Economic Policy Advisor and Darryl Jones, Economist and dated 11 September 2025, be received.

Carried

Kaupapa ā Roto/Business with Public Excluded (Item 7.0)

Moved (Cocurullo/Kleskovic)

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

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Joint Regional Economic Development Committee
26 September 2025

7.1	Confirmation of Confidential Minutes - 25 July 2025	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting -.
7.2	Regional Infrastructure Fund (RIF): Update on projects	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(c)(i).

Whakamutunga (Conclusion)

The meeting concluded at 11.56am.

Confirmed as a true and correct record:



Chair Geoff Crawford



Chief Executive Officer Jonathan Gibbard

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Te Oneroa-a-Tōhe Board
3 October 2025

Ngā Miniti o Te Poari o Te Oneroa-a-Tōhe
Te Oneroa-A-Tōhē Board Minutes

Meeting held in the Banquet Room, Te Ahu Centre
cnr State Highway 1 & Matthews Ave, Kaitaia
on Friday 3 October 2025, commencing at 10.00am

Tuhinga (Present):

Chairperson, Lisa McNab	Te Rūnanga o Te Rarawa
Deputy Chair Hilda Halkyard-Harawira	Far North District Council
Graeme Neho	Ngāti Kuri Trust Board *(via audio visual link)*
Harata Brown	Te Aupōuri
Mayor Moko Tepania	Far North District Council
Cr Joe Carr	Northland Regional Council
Cr Marty Robinson	Northland Regional Council

I Tae Mai (In Attendance):

Huihuinga i te katoa (Full Meeting)

Auriole Ruka	NRC Pou Manawhakahaere - Strategic Partnerships and Engagement
Jonathan Gibbard	NRC CEO
Kim Peita	NRC Te Tiriti Partnerships and Engagement Manager
Ruben Wylie	NRC Pou GM Environmental Services (via audio visual link)
Sheila Taylor	Tehuiaconsulting (via audio visual link)
Meloney Tupou	NRC Te Tiriti Partnerships and Engagement kaiawhina
Sandra Harris	NRC Personal Assistant - Environmental Services
Louise Mischeweski	Te Rarawa *(via audio visual link)*
Marlema Baker	FNDC *(via audio visual link)*
George Riley	Te Rūnanga o Te Rarawa
Abbey Brown	Ngāti Kuri
Guy Holroyd	FNDC CEO
Tammy Wooster	FNDC
Louise Mischeweski	Te Rarawa (via audio visual link)
Marlema Baker	FNDC (via audio visual link)

The Chair declared the meeting open at 10am.

Karakia Whakamoemiti Timatanga -

At the final Board meeting of the triennium, Board members paid their respects to the Board, acknowledging the collective contributions, leadership, and commitment demonstrated throughout the term.

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Te Oneroa-a-Tōhe Board
3 October 2025

Ngā Mahi Whakapai/Housekeeping (Item 1.0) nil

Ngā whakapahā/Apologies (Item 2.0)

Moved Joe Carr/Harata Brown

That the apologies from *Wallace Rivers and Theresa Bhurhardt* for non-attendance be received.

Carried

Nga whakapuakanga (Declarations of Conflicts of Interest)

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

- *Beach Board Chair and George Riley – Ngā Puāwaitanga o Te Oneroa-a-Tōhe.*
- *Harata Brown – Te Aupōuri Committee of Management Waka Te Hāua-Taiāpure*

Confirmation of Minutes - 18 July 2025 (Item 4.1)

Report from Meloney Tupou, Maori Governance and Engagement Support Admin

Moved Hilda/Neho

That the unconfirmed minutes of the Te Oneroa-a-Tōhe Board meeting held on 18 July 2025, be confirmed as a true and correct record.

carried

Financial Report (Item 5.1)

Report from Meloney Tupou, Maori Governance and Engagement Support Admin

Moved McNab/Hilda

That the report 'Financial Report' by Meloney Tupou, Maori Governance and Engagement Support Admin and dated 19 September 2025, be received.

carried
Secretarial Note:

- *Joint Standing Committee for Council therefore why do costs need to come from settlement money it should come from council budgets.*
- *Beach Board funding remains unresolved, with no clear direction once the current allocation is exhausted. The NRC CEO acknowledged the need for a dedicated discussion to explore the pathway forward, including what the funding model could look like and how it might be structured to ensure sustainability.*

Action –

The Technical Advisory Group (TAG) review the operational costs of administration and remuneration and submit them for the councils to budget as part of the financial sustainability work programme of Te Oneroa-a-Tōhe Board. (NRC, FNDC and Technical Advisory Group).

Moved: Tepania/Brown

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Carried

Secretarial Note:

- *Secretariat - review the last 3 years of costs and pull together the budget.*
- *Importance of securing long-term operational sustainability for the Board. Councils were urged to allocate adequate budget to support the ongoing costs of Board meetings.*

Re-establishment of the Technical Advisory Group (Item 5.2)

Report from Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement and Ruben Wylie, Pou Tiaki Taiao

Recommendation(s)

1. That the report 'Re-establishment of the Technical Advisory Group ' by Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement and Ruben Wylie, Pou Tiaki Taiao and dated 19 September 2025, be received.
2. That the Board endorse the terms of reference attached to this report.

Secretarial Note:

Additions to add to the Work Programme

- *Budgets and forward planning*
- *Strengthening relationship and accountability with Central Government*
- *Communications, plan and support for the Board*

The initial planning phase of the Workplan will focus on identifying required resources. The report presented today can be re-phased at the next meeting to align with evolving discussions and priorities. TAG provides the mechanism to progress work and report on priorities.

Wāhi Tapu is included in the Workplan and should remain a strong focus, as it may support future legislative developments.

Iwi members are divided regarding processes and Workplan. Ngāti Kuri and Te Aupōuri would like to be given time to discuss outside of Board meeting before proceeding. A decision by November 2025.

Suggestion TAG could bring pros and cons of advancing or not advancing and identifying the risks and challenges to the December meeting and what it will achieve.

Ngā Puāwai o Te Oneroa-a-Tōhe (Item 5.3)

Report from Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement

Recommendation(s)

1. That the report 'Ngā Puāwai o Te Oneroa-a-Tōhe' by Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement and dated 19 September 2025, be received.
2. That Ngā Puawai o te Oneroa ā Tōhe be included as a priority in the work programme so that the Board endorse any future projects and funding related to Te Puawaitanga.

Secretarial Note:

- ***Technical Advisory Members***
  - *Te Aupōuri - Tipene Kapa-Kingi/Nicky Conrad*

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- *Ngāti Kuri- Theresa Bhurhardt /Sheila Taylor*
- *Te Rarawa George Riley/Sheena Penward*
- *NgaiTakoto – require update from Wallace Rivers. NRC to follow this up.*
- *Theresa Bhurhardt, NRC and FNDC to begin discussions to ensure the right technical staff are involved. This should include the Chief Executive or a delegated representative from each council, to support informed and effective decision-making.*

Additional Report - *Ngā Puāwaitanga o Te Oneroa-a-Tōhe report be received and included in the workplan so it comes in the jurisdiction of the Board.*

The operational arm of Ngā Puāwai currently falls under one iwi. Given this structure, it is recommended that a transparent and formal entity be established to manage operations.

To enhance transparency and operational clarity, it is suggested that Ngā Puāwai establish a Management Team.

Recommendations 1 and 2 – Board received

Further recommendations suggested

i) Support Ngā Puāwai in a new Foundation North application and fundraising initiatives to restore waterways

ii) Support Ngā Puāwai using the Te Oneroa-a-Tōhe Beach Board website and logo for Ngā Puāwai initiatives

iii) To continue to be the governance structure for Ngā Puāwai

iv) To agree that Te Rarawa is the administration body for the new Foundation North application if successful

v) That the work programme for any funding is approved by Te Oneroa-a-Tōhe and includes all iwi

The Board received the report and will workshop the matter prior to the December meeting, with the intention of returning to the table with agreed recommendations for consideration

1. *The report be received*
Moved: Carr/Brown

Carried.

2. Ngā Puāwaitanga o Te Oneroa-a-Tōhe be endorsed
Moved: McNab/Moko *(not carried sit on the table)*

3. Beach Board - workshop the supplementary paper to prepare a recommendation regarding Nga Puawai to the December 2025 Board meeting.
Moved: Brown/Halkyard-Harawira

Carried.

Report received will lie on the table

UNCONFIRMED

Te Oneroa-a-Tōhe Board
3 October 2025

Action - *The Technical Advisory Group (TAG) review the operational costs of administration and remuneration and submit them for the councils to budget as part of the financial sustainability work programme of Te Oneroa-a-Tōhe Board.* ***(NRC, FNDC and Technical Advisory Group).***

Action - *NRC secretariat to book workshop prior to December 2025 meeting to consider recommendations regarding for Ngā Puāwaitanga o Te Oneroa-a-Tōhe report.* ***(NRC secretariat)***

ACTIONS:

1.	The Technical Advisory Group (TAG) review the operational costs of administration and remuneration and submit them for the councils to budget as part of the financial sustainability work programme of Te Oneroa-a-Tōhe Board.	NRC, FNDC and Technical Advisory Group.
2.	Book workshop prior to December 2025 meeting to consider recommendations regarding for Ngā Puāwaitanga o Te Oneroa-a-Tōhe report.	NRC secretariat
3.	Review the operational costs of administration and remuneration and submit them for the councils to budget as part of the financial sustainability work programme of Te Oneroa-a-Tōhe Board.	NRC, FNDC and Technical Advisory Group

As this was the final meeting of the triennium, well wishes were extended to all members moving forward.

Whakamoemiti whakamutunga: **The meeting concluded at 12.45pm.**

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TITLE: Working Party Updates Report

From:	Meloney Tupou, Maori Governance and Engagement Support Admin
Authorised by Group Manager/s:	Auriole Ruka, Pou Manawhakahaere - Strategic Partnerships and Engagement, on date 19 November 2025

Ngā mahi tūtohutia / Recommendation

That the report 'Working Party Updates Report' be received.

Kāeo - Whangaroa Catchment Working Group (Cr Marty Robinson)

The Kāeo – Whangaroa Catchment Working Group met on 4 September 2025. The topics for discussion included:

- Stage 2 Update
- Ecological Impact Assessment
- Sediment

Following discussion, the Kāeo – Whangaroa Catchment Working Group provided advice on the following next steps:

- NRC Rivers Manager to clarify with the finance team why the depreciation figure for infrastructure assets is not aligning with expectations and ensure the correct number is reflected in the accounts.
- Working party members to be informed by email when the tender is live on GETS

Whangarei River Working Group (Cr Jack Craw)

The Whangarei River Working Group met on 12 September 2025. The topics for discussion included:

- Works Update
- WDC Projects Update
- Joint NRC/WDC Whangarei Urba Flood Management Strategy

Following discussion, the Whangarei River Working Group provided advice on the following next steps:

- Confirmed the intent is to reestablish this working group for the next Council with a view to extend the TOR to have more oversight
- NRC Rivers Asset Management Officer to investigate the missing or internal floodgate mechanism at Woods Rd and reinstate appropriate support under the floodwall.
- NRC Rivers Manager to liaise with the hydrology team (including Allen) to address discrepancies in river flow modelling and explore options for more accurate gauging at Whareora.

Kaihu River Working Group (Cr John Blackwell)

The Kaihu River Working Group met on 24 September 2025. The topics for discussion included:

- Northern Wairoa Model
- Kaihu cross sectional survey
- Wairoa and Kaihu Flood Hazard Maps

Following discussion, the Kaihu River Working Group provided advice on the following next steps:

- NRC to review additional work that could be undertaken if a higher targeted rate was charged.
- NRC to improve communication with landowners regarding the timing and scope of machine cleaning and other works, ensuring they are informed before contractors arrive.
- NRC to assign a dedicated supervisor for the catchment to oversee machine cleaning operations and ensure accountability, with costs charged to the catchment budget.

Taumarere Flood Management Working Group (Cr Geoff Crawford)

The Taumarere Flood Management Working Group met on 6 September 2025. The topics for discussion included:

- Taumarere Business Case Update
- CIP – Otiria further works
- Kawakawa Deflection Bank

Following discussion, the Taumarere Flood Management Working Group provided advice on the following next steps:

- Investigate if the stormwater culvert next to the Hundertwasser would benefit from having a flood gate.
- Investigate if the overland flow paths behind the Bowling Club can be opened.
- Investigate if some protection upstream of the Bridges could help reduce slash and trees from catching and blocking on the bridges.

TITLE: Business with the Public Excluded

Whakarāpopototanga / 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.

Ngā mahi tūtohutia / 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
10.1	Receipt of confidential council minutes - 23 September 2025	The public conduct of the proceedings would be likely to result in disclosure of information, as stated in the open section of the meeting -.
10.2	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 -.
10.3	Managed Funds Investment Management Agreement	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information where the making available of the information would disclose a trade secret s7(2)(b)(i).
10.4	Property Reinvestment Funding for Subdivision Project Due Diligence	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(b)(ii), 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 Advisors be permitted to stay during business with the public excluded.

Considerations

1. Significance and Engagement

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

2. 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.

3. Other Considerations

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