

Agenda

Rārangi Take

**Kaipara Moana Remediation Joint Committee
Monday 20 September 2021 at 09:30am**



Kaipara Moana Remediation Joint Committee Agenda

Meeting to be held in the remote capacity via Livestream
on Monday 20 September 2021, commencing at 09:30am

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

NGĀ MANA WHAKAHAERE (MEMBERSHIP OF THE KAIPARA MOANA REMEDIATION JOINT COMMITTEE)

Te Rūnanga o Ngāti Whātua Tame Te Rangī	Deputy Chair Penny Smart	NRC Councillor Amy Macdonald
Auckland Council Councillor Daniel Newman	Ngā Maunga Whakahī o Kaipara, Cherie Povey	Auckland Council Councillor Greg Sayers
Ngā Maunga Whakahī o Kaipara, Jane Sherard	Te Rūnanga o Ngāti Whātua Virginia Warriner	Te Uri o Hau Malcolm Welsh
Te Uri o Hau Willie Wright	NRC Councillor Joce Yeoman	Rodney Local Board Member Danielle Hancock

KARAKIA / WHAKATAU

RĪMITI (ITEM)	Page
1.0 HOUSEKEEPING	
2.0 NGĀ WHAKAPAHĀ (APOLOGIES)	
3.0 NGA WHAKAPUAKANGA (DECLARATIONS OF INTEREST)	
4.0 WHAKĀE NGĀ MINITI (CONFIRMATION OF MINUTES)	
4.1 Confirmation of Minutes - Kaipara Moana Remediation Joint Committee - 22 July 2021	3
5.0 NGĀ RĪMITI (ITEMS)	
5.1 Whenua Whānui Fund	8
5.2 In-Kind Contribution Process	16
5.3 Kaipara Moana Remediation Programme draft Annual Report	24
5.4 Progress Report by Acting Pou Tātaki	
<i>This report will be in the form of a presentation by Alan Wilcox, Acting Pou Tātaki which will be tabled at the meeting.</i>	

TITLE: **Confirmation of Minutes - Kaipara Moana Remediation
Joint Committee - 22 July 2021**


From: Sandra Harris, Administration Kaipara Moana Remediation Programme

Authorised by Alan Wilcox, Acting Pou Tātaki, on 14 September 2021
Group Manager/s:

Ngā mahi tūtohutia / Recommendation

That the minutes of the Kaipara Moana Remediation Joint Committee meeting held on 22 July 2021, be confirmed as a true and correct record.

Attachments/Ngā tapirihanga

Attachment 1: Kaipara Moana Remediation Joint Committee - 22 July 2021 [↓](#) 

Kaipara Moana Remediation Joint Committee
22 July 2021

Kaipara Moana Remediation Joint Committee Minutes

Meeting held in the Te Hana Te Ao Marama
Te Hana
on Thursday 22 July 2021, commencing at 09:30

Tuhinga (Present):

Te Rūnanga o Ngāti Whātua Tame Te Rangi
NRC Chair Penny Smart
NRC Councillor Amy Macdonald
Ngā Maunga Whakahiī o Kaipara, Cherie Povey
Auckland Council Greg Sayers
Ngā Maunga Whakahiī o Kaipara, Jane Sherard
Te Rūnanga o Ngāti Whātua Virginia Warriner
Te Uri o Hau Malcolm Welsh
Te Uri o Hau Willie Wright

I Tae Mai (In Attendance):

Jonathon Rishworth - Te Uri o Hau Settlement Trust	Lisette Rawson – Kaipara resident/Te Uri o Hau
Antony Thompson – Te Uri o Hau Settlement Trust	Winnie Clarke - Te Uri o Hau Settlement Trust
Marina Hetaraka – Ministry for Environment	Caleb Male – Auckland Council
Stewart Ruddell –Mangakāhia Farmer	Penny Pirrit – NRC
Jonathon Gibbard – NRC	Alan Wilcox – Interim Pou Tātaki KMR
John Hutton - Strategic Business Manager, KMR	Duncan Kervell - KMR
Sandra Harris – Administrator KMR	

The Chair declared the meeting open at 11.35am.

Karakia Tīmatanga and Whakataua

Ngā whakapahā/Apologies (Item 1.0)

Moved (Sayer / Warriner)

That the apology from Auckland Council Councillor Newman, NRC Councillor Yeoman, NRC CEO Nicolson, Ngā Maunga Whakahiī o Kaipara Helen Woods and Wikitoria Wright for non-attendance be received.

Carried

Kaipara Moana Remediation Joint Committee
22 July 2021

Ngā whakapuakanga (Declarations of Conflicts of Interest)

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

Confirmation of Minutes - (Item 4.1)

ID:

Report from Sandra Harris, Administration Kaipara Moana Remediation Programme

Moved (Povey / Wright)

That the minutes of the Kaipara Moana Remediation joint Committee Minutes meeting held on Friday 25 June 2021 be confirmed as a true and correct record.

Carried

Secretarial Note: Amendments were noted on name corrections Tristram and Pirrit

Kaipara Moana Remediation Programme Identity and Brand (Item 5.1)

ID:

Report from Penny Pirrit, Northland Regional Council Management Representative

Moved (Macdonald / Welsh)

1. That the report 'Kaipara Moana Remediation Programme Identity and Brand' by Penny Pirrit, Northland Regional Council Management Representative and dated 15 July 2021, be received.
2. That the verbal update on the outcome of the Joint Committee's July workshop on brand and identity be received.
3. That the design elements of the concept of the four pou; the revised logo and colour palette (as tabled at the meeting) be approved.
 - a. That the existing communication working group (comprising members Welsh, Wright, Te Rangi and Yeoman) be delegated to work with Level to;
 - i. provide guidance on how the four pou are to be used on any communications material
 - ii. articulate and record the narrative behind the design elements,
 - iii. provide guidance on the imagery including patterns and photography that is appropriate to use in any Kaipara Moana Remediation communications.
 - iv. Approve the narrative and guidance documentation.
 - b. That member Cherie Povey be appointed to the communications working group.
 - c. That staff seek advice as to whether the logo needs to be registered to protect its use and integrity.

Moved (Smart / Povey)

4. That staff be requested to ensure the approved brand is used for future reports, correspondence and communication collateral.

Carried

Secretarial Note: Amendments were made to resolutions 3,3a,3ai, 3aii, 3aiv, 3b and 3c following conversation of the Joint Committee members.

ID:

2

TITLE: Whenua Whānui Fund

ID:

From: Emily Peng, Alan Wilcox Associates

Authorised by Group Manager: Alan Wilcox, Acting Pou Tātaki, on 14 September 2021

He Rāpopoto hautū / Executive summary

At its workshop on 16 August 2021, the Kaipara Moana Remediation Joint Committee (Joint Committee) considered an outline of the Iwi and Community Partnership Scheme. The Joint Committee considered the name for the fund scheme and proposed 'Whenua Whānui Fund'.

The scheme is designed to assist marae or community groups to engage in projects for the restoration of the Kaipara Moana. For example, some assistance could be provided to a marae that wants to plant the water margins on its whenua, or a land care group that wants to carry out significant planting on land in multiple ownership and whose owners may not be farming the land commercially. Land in public ownership could also be considered for the scheme.

In some cases, the applicant group may have their labour and resources and may need assistance with trees or fencing costs. In other cases, KMR staff can match landowners who would like projects undertaken on their land with community groups who can organise volunteer labour for the planned work, such as planting. KMR may pay for the plants and contribute towards the community group's costs of managing and organising volunteer labour.

KMR's monetary contributions will need to be matched with in-kind contributions from the hapū, marae or community groups. In most circumstances, the KMR can contribute to up to 50% of costs. However, in some circumstances, the in-kind cost might need to be more than 50%. This will be considered on a case-by-case basis.

Ngā tūtohu / Recommendation(s)

1. That the report 'Whenua Whānui Fund' by Emily Peng, Alan Wilcox Associates and dated 13 September 2021, be received.
 2. That the revised name for the grant scheme, 'Whenua Whānui Fund', be adopted.
 3. That the key principles and criteria for the Whenua Whānui Fund are adopted.
-

Horopaki / Context

At its workshop on 16 August 2021, the Joint Committee discussed the proposed approach to a grant scheme in which hapū, marae and community groups can be supported to undertake remediation works. This approach has been proposed within the relevant budget area in this year's Work Programme.

Tātari me ngā tūtohu / Analysis and advice

Key Principles

Overarching principles are recommended to help frame the criteria:

- i. KMR will consider applications from all landowners, hapū, marae and community groups.
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- ii. Communications need to be clear that in the case of limited funds over the programme, priority will be given to the best sediment reduction outcomes.
- iii. Landowner agreement will be needed before plants or other remediation works (i.e., fencing) are put on whenua.
- iv. Matched funding will need to come from the landowner or the community, either cash or in-kind.
- v. Projects will be considered that have a realistic chance of assuring outcomes on whenua.
- vi. KMR funding support for projects identified in a Sediment Reduction Plan will be for up to 50% of specified items and described as a 'contribution' - they will not cover 50% of all work the landowner or group may want to carry out.
- vii. The severity and the size of the sedimentation issues and the overall impacts will determine the level of support available for a project.
- viii. KMR Advisors can work with marae and community groups to identify what other funding schemes are available to assist, such as funds from the Ministry of Social Development, MPI and the Ministry of Business, Innovation and Employment.

Proposed approach

Groups could receive contributions for the following areas:

- **Management and engagement:** A modest management and engagement contribution which can be matched by volunteer time by the marae or community group (noting \$100,000 is set aside to support the development of projects under the 'Catchment Reference Group Projects Fund' budget)
- **Sediment Reduction Plans:** Engaging with landowners to agree on Sediment Reduction Plans if people are qualified and trained to do so (noting that between \$1000 and \$2000 is budgeted for each Sediment Reduction Plan).
- **Contribution to work on the whenua:** Financial contribution of up to 50% of the costs of land preparation, fencing, planting and the plant stock can also be made available. This will be made available at KMR standard rates. A community group can apply voluntary labour and meet the landowner share or possibly make some income on this.
- **Other funding sources:** Where the personnel and the programmes qualify, MSD, TPK, MPI or MBIE finance could also be available for defined purposes within the programme.

Criteria

The following criteria are recommended. Each project will need to:

- Fit with KMR's principles and objectives.
- Contribute to sediment reduction and be of long-term benefit to Kaipara Moana.
- Ensure there is sufficient In-kind contributions consistent with KMR principles.
- Enable community participation and awareness: the project's involvement with hapū, marae, land-care or equivalent groups, and the wider community.

Legal entities and non-legal entities that can partner with a fundholder can apply for this scheme. This includes marae, land care groups, land with fish & game purposes, trusts administering land with multiple ownership, trust boards, reserve boards and kaitiaki groups.

Projects must be based in the Kaipara catchment and on land such as public land, land held under Te Ture Whenua Māori Act 1993 and land with multiple ownership. Groups will need the written consent of the primary body or persons legally responsible for the land.

Groups that are already receiving funding for a project through the KMR's Landowner Grants Scheme in the current financial year will not be eligible to apply for the Hapū, Iwi and Community Partnership Scheme for the same project.

Contributions cannot be made to:

- Projects located outside the Kaipara Catchment.
- Projects that have no or limited sediment reduction outcomes.
- Purchase of capital items of equipment or infrastructure.
- Purchase of land for retirement.
- Education projects that are not related to outcomes on specific blocks of land.
- Retrospective costs: projects that have already been started or completed.
- Projects designed to generate personal or commercial profit.
- Projects that are required as a condition of a resource consent or simply to beautify a site.

Consultation

Consultation on the funding criteria has taken place with some community groups. These groups include the Waimā Waitai Waiora Project, a collaborative project engaged with landowners in the northern Wairoa with remediation efforts, and Whatitiri Resource Management Unit, established by the hapū of the Whatitiri dedicated to environmental management efforts. Information discussions have also taken place with other groups, such as with some hapū and marae within the catchment.

As there is increasing demand to accelerate the KMR program, and the funding allocation for this scheme is limited, it is recommended that the criteria be adopted and used as guide allocation.

Considerations

1. **Aromātai whāinga haumi mō te oranga / Wellbeing Investment objectives and assessment**

This scheme will provide opportunities for groups to carry out projects of benefit to the community and Mana Whenua as well as educational efforts to raise awareness on the environment protection of Kaipara Moana.

The criteria for allocation will assist with a fairer, more flexible, and more focused distribution of resources to where there is the most benefit and support a broad range of community groups with the limited allocated budget.

2. **Ngā ritenga take pūtea / Financial implications**

The projects will be considered in accordance with the approved budget and work plan of the Joint Committee.

3. **Ngā hiranga me ngā hononga / Significance and Engagement**

As mentioned above some consultation has already taken place with respect to this fund. It is proposed that once a few applications have been considered that broader consultation be, and the project scheme be reviewed in the light of experience.


4. **Ngā tūraru me ngā mauru / Risks and mitigation**

With a relatively limited budget allocated to support community groups, it is important to have clarity in communication on the criteria and extent KMR can support. It is also important to ensure that community groups match with in-kind contributions.

5. Ngā whāinga mō āmuri / Next steps

Once the Joint Committee approves the approach and name for the Whenua Whānui Fund, the KMR Programme can start sharing the funding criteria (Attachment 1) with the public and be open to considering applications. Once a few applications are in process the criteria can be reviewed and adjusted, if need be by the Committee

Ngā tapirihanga / Attachments

Attachment 1: Appendix One Whenua Whānui Fund Criteria [↓](#) 

TITLE: In-Kind Contribution Process

ID:

From: Sana Lavai Motlagh, Alan Wilcox Associates

Authorised by Alan Wilcox, Acting Pou Tātaki, on 14 September 2021
Group Manager:

He Rāpopoto hautū / Executive summary

The proposed in-kind contribution process will provide the Kaipara Moana Remediation programme (KMR) a means for recognising and quantifying in-kind contributions by different parties. This report outlines a mechanism for approval by Kaipara Moana Remediation Joint Committee on a provisional basis, with the ability to amend the approach later if required.

In-kind contributions can take the form of goods, services or labour. By recognising these contributions, the Kaipara Moana Remediation can support the wider community, including landowners, community groups, industry associations and philanthropic organisations, to achieve its funding goal of \$80 million over the first six years of the KMR programme. A clear approach is required to define which contributions can be considered 'in-kind' and how contributions should be quantified. Contributors have been divided across four groups – Kaipara Uri entities, community (including industry association and philanthropic), landowners, and councils.

The proposed approach involves parties determining what can be counted as an in-kind contributions at the outset of any remediation arrangement, and as part of grants contract negotiation processes where possible. Contributions by community groups and landowners will typically be recorded through the SmartyGrants platform as part of a grants funding contract, with a review taking place upon completion of the contract to ensure fulfilment. Where contributions are not captured through the grants contracting process, the recommended approach is a purpose-built in-kind contributions portal, accessible through the KMR website, in which parties can log their contributions. The approach for councils is covered by existing council accounting practices for staff time and under the service agreement with the Northland Regional Council.

The key issue is how the KMR defines qualifying contributions. As a general rule, it is proposed any in-kind contribution must be directly related to mitigation activities that occur on the ground. Appendix 1 ('Qualifying In-kind Contributions') identifies contributions that are considered acceptable and unacceptable.

The in-kind contribution process will benefit from consultation with representatives of the different contributing groups, to ensure it is responsive to the reality at the grassroots. As such, the approach outlined in this paper is recommended to be adopted provisionally, to allow for imminent in-kind contributions to be recorded, while the process is further refined.

Ngā tūtohu / Recommendation(s)

1. That the report 'In-Kind Contribution Process' by Sana Lavai Motlagh, Alan Wilcox Associates and dated 13 September 2021, be received.
2. That the 'Qualifying In-kind Contributions' under Appendix 1 be approved.
3. That a set of rules be developed for a graduated system to quantify in-kind contributions.
4. That the KMR consults representatives of contributor groups to ensure the in-kind contribution process is effective.

5. That the approach taken be submitted to the Ministry for the Environment for its consideration and feedback.
6. That approval by the Kaipara Moana Remediation Joint Committee to amend the in-kind contribution process will be sought if changes are proposed.

Horopaki / Context

The first six years of the Kaipara Moana Remediation programme (KMR) is underpinned by a joint funding approach. Crown funding of \$100 million must be matched by funding from other sources. The Northland Regional Council (NRC) and Auckland Council have both committed \$10 million under their respective Long-term Plans, which will be provided as a mixture of cash, staff time and other services to the programme.

The balance of \$80 million needs to come from other sources, including from community groups, industry associations, philanthropic, and landowners in particular. While a proportion of contributions will be directly financial, a significant amount will take the form of in-kind contributions. This is also true of contributions by Kaipara Uri entities and the two councils, whose provision of staff, guidance and facilities will be an important aspect of their contributions.

In-kind contributions can broadly take the form of goods, services, or labour. The KMR programme is required to define the nature of in-kind contributions in the context of this programme and develop a mechanism for recognising and quantifying these contributions. This will help the KMR to accurately track the valuable contributions made by various groups, in light of the goal of \$100 million, and provide participants with a clear understanding as to how these contributions will be accounted for.

Tātari me ngā tūtohu / Analysis and advice

Proposed Approach

The proposed in-kind contribution process divides contributors into four general groups – Kaipara Uri, Councils, Community Groups, and Landowners. The in-kind contributions of Kaipara Uri, Community Groups and Landowners account towards the \$80 million target set for the community, while the in-kind contributions of the Councils will come under their financial commitment of \$20 million.

The contributions will broadly fall under the categories of labour, time and other material resources. Labour will typically be accounted for at either a fixed rate or an hourly or daily rate, depending on the nature of the contribution. These rates will be based on industry-assessed rates¹, or alternatively on the actual and reasonable expenses incurred. Appendix 1 provides a list of qualifying activities to better illustrate the scope of the proposed in-kind contribution process.

For greater clarity, in-kind activities are broadly categorised as acceptable or unacceptable under Appendix 1 ('Qualifying In-kind Contributions'). The degree to which acceptable contributions are accepted is to be determined on a case-by-case basis by the relevant advisor. Should these classifications require modification following implementation of the in-kind contribution process, approval of the Joint Committee will be sought. The submission of in-kind contributions will depend on the nature of the work and the contributor.

Contributions for projects recorded in Sediment Reduction Plans

¹ GWE has been contracted to provide an assessment of standard rates; this work is nearing completion.

To a large extent, contributions, particularly from landowners and community groups, will be recorded through the grants contract negotiation process required for Sediment Reduction Plans. For the KMR, this will typically be led by either a Catchment Remediation Advisor or a Hapū and Community Advisor.

These contributions may be categorised under administration and on-the-ground labour, and an amount will be agreed upon and recorded under each category. In some circumstances a group might be able to contribute materials (i.e., plants or fenceposts). These contributions will then be recorded into SmartyGrants by the relevant advisor, as part of the general recording of the cost of the project.

In this way, the magnitude of contributions is agreed upon at the outset between the contributor and the advisor.

Following the completion of the contract, the relevant KMR advisor will then review the actual in-kind contributions made and ensure that this is consistent with the contributions recorded in the contract, making amendments where necessary.

This process will benefit from the development of a graduated system, using formulas or rules, to provide the advisor with guidance on the degree of in-kind contribution that is acceptable. For example, administration costs for projects that are \$100,000 or less should not exceed 10% of the total project cost.

The aim, particularly with the community groups in mind, is to ensure projects balance KMR cash contributions (which will mostly draw on Crown funding) and community contributions. What is meant by this is that 50% of the cost is covered by the KMR programme, and the other 50% is achieved entirely by in-kind contributions, meaning that no cost incurred by the community group is unaccounted for. Recognizing these contributions as in-kind, as opposed to funding them, also allows the KMR programme to make money available from within the agreed Sediment Reduction Plan contract to dedicate to quality assurance.

Contributions recorded in other ways

For contributions that are not captured through the grants contract process, such as the contribution of facilities for KMR hui and the contribution of meeting time, it is proposed contributions will be submitted by the contributor(s), into a portal on the KMR website which will record contributions and make them accessible to Maurikura staff for review and approval.

These contributions will be agreed to in principle prior to their occurrence. Contributors will then be provided with a job number that will act as an identifier for their submission to the in-kind contribution platform. Once the contribution has been made, the contributor can submit the costs associated with their contribution into the platform to be recognized as an in-kind contribution.

To prevent unauthorised submissions, a valid job number will be required to submit an in-kind contribution. These submissions will then be reviewed by a relevant member of the Maurikura to ensure the submission is consistent with the contribution. Job identification numbers will only be provided for acceptable activities, and internal review by a relevant Maurikura staff member will ensure that the submission is consistent with the contribution that was provided.

Contributions by councils

Council contributions, as is currently the practice, will be captured through their internal systems such as time-sheeting. Councils record their hours against individual KMR projects on a monthly basis. Additionally, the service agreement between the KMR Joint Committee and the Northland Regional Council covers a large portion of the Northland Regional Council's in-kind contributions (i.e., back-office costs, accommodation, IT services etc.)

KMR will only recognise time spent on specific tasks as requested by the Kaipara Maurikura or through secondment arrangements. In calculating the contributions of staff time, it will be important for the KMR programme to clarify an appropriate rate, as the Councils themselves may include their overhead expenses in this rate, which may not be entirely appropriate in the context of the KMR programme.

These contributions may be periodically added to the portal, by a relevant member of the Maurikura, so that the entirety of the programme's in-kind contributions can be monitored internally. Additionally, ensuring that all in-kind contributions made to the KMR programme are entered into the KMR portal will be helpful for accurate oversight and auditing purposes.

Typically, all costs for a secondment including salaries, leave, PPE, training, or development will be borne by the Council as part of its commitment to the Kaipara Moana Remediation Programme. The recording of this contribution will default to the 'parent' organisations recording processes and be provided for eventual entry into the in-kind contribution portal.

Issues

The primary issue that will require attention is how the KMR programme can distinguish legitimate contributions, from unrelated costs. It will be equally important for contributors to have a clear understanding of this.

As a general rule, governance, management, and administration activities will not qualify as in-kind contributions unless they are directly related to sediment reduction work that is occurring on the ground. Where deemed acceptable, these contributions must be time-bound and agreed upon prior to their occurrence, for example, a 4-hour board meeting during which a KMR project is to be discussed will not be accounted for in its entirety, rather, a portion of that meeting may qualify as a contribution. This amount will be agreed upon prior to any contribution taking place, as contracts are discussed between KMR advisors and contributors.

This issue also extends to the number of individuals involved in governance, management, and administration activities. The KMR programme must decide whether such contributions will be accounted for on the basis of time spent, as a collective, or time spent per person. Again, this presents a challenge as it requires KMR to ascertain the degree to which individuals within a collective are contributing value towards the accomplishment of sediment reduction work.

Consultation

The approach outlined in this paper is suggested to be adopted on a provisional basis, so that the KMR programme has a system for recognizing in-kind contributions arising from contracts that are currently underway or are to be commenced imminently.

With this approach as the foundation, it will be beneficial to engage relevant representatives to consult on the in-kind contribution process and how it may be refined to provide a process that is in alignment with the experience of potential contributors. This will be particularly important in the context of Kaipara Uri entities and community groups, who will have valuable insight into the real cost of managing, organizing and executing community projects. The Ministry for the Environment will also need to be consulted and ultimately an agreement with the Ministry will be needed.

Implicit in this is that the in-kind contribution process is not final, nor rigid, and can be modified to best meet the needs on the ground. This refinement will also occur organically through its implementation, and as the SmartyGrants platform and forms develop.

Considerations

1. Aromātai whāinga haumi mō te oranga / Wellbeing Investment objectives and assessment

Ōhanga – Physical and Financial Capital:	The in-kind contribution process helps to increase the effectiveness of land management by encouraging a variety of contributions, resulting in greater involvement in the programme. It also helps to support a just transition by recognizing, in monetary terms, the various contributions that are made towards achieving the mitigation goals.
Manaaki Tangata – Human Capital:	The in-kind contribution process will provide a valuable example of how non-financial contributions can be recognized in pursuit of financial targets set for remediation activities and is expected to encourage the utilization of local skills to meet these targets.
Tātai Hononga – Social Capital:	Recognizing the various dimensions of the contributions made by local communities is expected to enable more meaningful local participation.
Tiaki Taiao – Natural Capital	The in-kind contribution process supports the restoration of Mauri to Kaipara Moana by encouraging contribution to mitigation activities, through recognizing the value of those contributions and ensuring they are directly linked to mitigation activities.

2. Ngā ritenga take pūtea / Financial implications

Financial implications will likely arise from the cost of developing the in-kind contributions portal. The other aspects of the process can be accommodated by existing Maurikura staff and systems. Maurikura staff time will be required for the implementation and development of this approach, while discussing and recording in-kind contributions naturally forms a part of the role of Catchment Remediation Advisors and the Hapū and Community Advisor.

3. Ngā hiranga me ngā hononga / Significance and Engagement

The decisions sought in this report aim to establish a provisional framework for recognizing and quantifying in-kind contributions, to be implemented and refined. This will assist the KMR programme to record the contributions of partners in light of their respective funding goals and, as outlined above, this process is consistent with the investment objectives of the KMR programme.

The key risk is that in-kind contributions can dilute the progress of groups towards their respective funding goals by misrepresenting the amount of mitigation activities being achieved. This is mitigated by ensuring all in-kind contributions are directly linked to mitigation activities on the round and providing clarity around which contributions are accepted as 'in-kind' through the use of clear classifications (refer to Appendix 1) and communication of the approach with contributors.

4. Ngā tūraru me ngā mauru / Risks and mitigation

In relation to section 79 of the Local Government Act 2002, the decisions arising from this report are considered to be of moderate significance when assessed against Northland Regional Council's significance and engagement policy. Engagement in the form of involving and collaborating with representatives of contributor groups, as provided under Recommendation 4 of this memo, will help to produce a better in-kind contribution process that is more clearly understood by contributors.

5. Ngā whāinga mō āmuri / Next steps

Following approval of the provisional in-kind contribution process, work should commence to establish the online portal. This initial stage should include the allocation and recording of job identification numbers, as well as the nature and volume of any contributions, for later addition into the KMR portal. At the same time, SmartyGrants forms should be adapted to also record in-kind contributions. It is expected that this can be assigned to the Catchment Remediation Advisors and the Hapū and Community Advisor, as the collection and recording of this information is a natural part of their role.

Ngā tapirihanga / Attachments

Attachment 1: In-kind Suggested Qualifying Contributions [↓](#) 

TITLE: **Kaipara Moana Remediation Programme draft Annual Report**

ID:

From: John Hutton, Strategic Business Manager, Kaipara Maurikura

Authorised by Group Manager: Alan Wilcox, Acting Pou Tātaki, on 14 September 2021

He Rāpopoto hautū / Executive summary

The Kaipara Moana Remediation Deed of Funding requires the preparation of an Annual Report and provision of it to the Ministry for the Environment by 31 October 2021.

A draft Annual Report will be tabled on 20 September 2021. It is recommended the Joint Committee approve the draft in principle and delegate to the Chair and Deputy Chair final approval of the Annual Report. This will enable the Joint Committee to discuss a final draft, including formatting and illustrations, at the workshop scheduled for 18 October 2021. It also provides time for the required independent audit to be completed, and for adjustments to the draft Annual Report to be made if required.

Ngā tūtohu / Recommendation(s)

1. That the report 'Kaipara Moana Remediation Programme draft Annual Report' by John Hutton, Strategic Business Manager, Kaipara Maurikura and dated 13 September 2021, be received.
2. That the 'Draft Annual Report' document, tabled on 20 September 2021, be approved in principle.
3. Delegate to the Chair and Deputy Chair power to approve a final draft of the Annual Report for provision to the Ministry for the Environment, with the ability of the Pou Tātaki to make minor editorial changes prior to publication if required.

Horopaki / Context

Under the Kaipara Moana Remediation Deed of Funding, signed with the Ministry for the Environment on 9 February 2021, the Joint Committee must submit an annual report to the Ministry for the previous financial year by four months following the end of each financial year (i.e., by 31 October), or by such other later date to be agreed in writing by the parties.

A draft Annual Report, covering the first nine months of the Kaipara Moana Remediation programme (KMR), will be tabled with the Joint Committee on 20 September 2021. This draft contains text only, without the formatting and illustrations anticipated for the final report. An outline of proposed formatting will also be provided to enable the Joint Committee to consider the look and feel of the report, noting that the intention is for production values to be modest.

Tātari me ngā tūtohu / Analysis and advice

Annual Report requirements

Section 4.2 of the Kaipara Moana Remediation Deed of Funding sets out what is required in each Annual Report, including:

- i. a comparison of the project activities undertaken for the previous financial year against those set out in the applicable Annual Work Plan
- ii. a comparison of project activities undertaken (including deliverables and project activities achieved and not achieved) for the previous financial year against those in the applicable Annual Work Plan
- iii. the amount spent on project activities and a breakdown of expenditure
- iv. confirmation and details of contributions made by member parties
- v. the amount of Crown grant funding received from the Ministry under the deed for the financial year, the activities to which grant funding was applied, and any amount not spent
- vi. the amount and details of funding contributions from any other sources
- vii. a reconciliation of the grant monies received from the Ministry and expenses paid with the grant monies during the period covered by the report and any interest received on the grant
- viii. address any issues raised and provides any additional information reasonably requested by the Ministry
- ix. provides an update of health and safety in relation to project activities

The Deed of Funding provides for unspent funding in a financial year to be held and spent in the following financial year.

The Annual Report also provides an opportunity to communicate key messages about the Kaipara Moana Remediation Programme. For this first Annual Report, the focus of the KMR programme over its first nine months of operation can be described: building capacity to provide for remediation works at pace and scale, while also achieving early wins on the ground. The various successes of the programme can also be celebrated, and challenges acknowledged.

Audit Report

An Audit Report is also required to be submitted to the Ministry. Work on that is currently underway by an independent auditor and will be available in mid-October 2021 for consideration.

Finalising the draft Annual Report and delegations to the Chair and Deputy Chair

It is proposed the draft Annual Report is approved in principle only. The Joint Committee has a workshop scheduled on Monday 18 October 2021 and the final draft of the Annual Report can be discussed then. Because there is no business meeting for the Joint Committee in October, it is recommended the Chair and Deputy Chair are delegated the power to approve the Annual Report for submission to the Ministry for the Environment, thus avoiding the need for a specially constituted business meeting in October.

It is also recommended the Pou Tātaki is given the ability to make minor editorial changes to the Annual Report before publication. This is to avoid the need for the Chair and Deputy Chair to approve the report a second time if typographical and other minor matters need attention.

Annual Report formatting and look

It is proposed the Annual Report is formatted in a manner consistent with the KMR brand and identity, with appropriate illustrations, and with modest production values.

Considerations

1. Aromātai whāinga haumi mō te oranga / Wellbeing Investment objectives and assessment

Provision of an Annual Report to the Ministry for the Environment is a requirement under the Kaipara Moana Remediation Deed of Funding. The continuation of Crown funding, which is used to achieve the wellbeing objects of the KMR among other things, is contingent on meeting obligations under the Deed.

2. Ngā ritenga take pūtea / Financial implications

There are no financial implications in approving the Annual Report – budget for its preparation is covered by the general operating budget of the Kaipara Maurikura business unit. Audit costs are also provided for.

3. Ngā tūraru me ngā mauru / Significance, risk and mitigation

The Annual Report provides accountability and transparency to the work of the KMR programme, and assurance to programme partners on performance.

4. Significance and Engagement

In relation to section 79 of the Local Government Act 2002, the decisions arising from this report are considered to be of low significance when assessed against Northland Regional Council's significance and engagement policy. This does not mean that this matter is not of significance to tangata whenua and/or individual communities, but that the joint committee is able to make these decisions without undertaking further consultation or engagement.²

5. Ngā whāinga mō āmuri / Next steps

If supported, a final draft of the Annual Report will be provided to the Joint Committee for discussion at its workshop on 18 October, with finalisation under delegation by the Chair and Deputy Chair.

Ngā tapirihanga / Attachments

Attachment 1: Annual Report [↓](#) 

² This joint committee operating under the Local Government Act which requires a significance and engagement policy (which identifies when matters require special consultation with tangata whenua and the community) and to have regard to that policy when making decisions. As the administrative support for the joint committee is provided by the Northland Regional Council, it's that councils Significant and Engagement Policy that will apply to joint committee decision making.

