



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Long Term Plan Briefing Agenda

Date: Wednesday 10 June 2020
Time: 1.00 pm
Location: Conference Room Northern
Wairoa War Memorial Hall
37 Hokianga Road
Dargaville

Elected Members: Mayor Dr Jason Smith (Chair)
Deputy Mayor Anna Curnow
Cr Victoria del la Varis-Woodcock
Cr Karen Joyce-Paki
Cr Jonathan Larsen
Cr Mark Vincent
Cr Peter Wethey
Cr David Wills
Cr Eryn Wilson-Collins

*For any queries regarding this meeting please contact
the Kaipara District Council on (09) 439 7059*

1. Long Term Plan progress update

This is a verbal report with a presentation.

2. Asset Management Plans

To be circulated separate to this agenda.

3. Draft Significance and Engagement Policy

1

4. Proposed Climate Change Strategy – Work Programme

30

5. Proposal for Long Term Plan engagement

77

6. Growth assumptions report

To be circulated separate to this agenda.

Draft Significance and Engagement Policy

Meeting: LTP Briefing
Date of meeting: 10 June 2020
Reporting officer: Shireen Munday, Senior Policy Analyst

Purpose/Ngā whāinga

To present the draft Significance and Engagement Policy (SEP).

Context/Horopaki

Council requested a review of the SEP. Presentations to Council in April and May have informed a draft Policy which is being presented for discussion, prior to finalising the proposal for consultation.

Discussion/Ngā kōrerorero

At the April LTP Briefing an overview of the content requirements of an SEP, together with a proposed revised approach was outlined to Councillors for discussion. The proposed list of strategic assets was presented to Council at the May LTP briefing for direction.

Based on the discussion and feedback received at these meetings, staff have now drafted a revised Significance and Engagement Policy (Attachment A).

The Local Government Act 2002 (LGA) (s76AA) requires four components to be addressed in an SEP:

1. Determining 'significance' (page 10)
2. How Council will engage on matters with a high degree of significance (page 11)
3. How Council will engage on other matters (page 12)
4. Which assets Council deems to be 'strategic assets' (page 13)

Best practice approaches have been reviewed and incorporated into the draft SEP, including the context for the SEP and an overview of the key statutory consultation requirements of the LGA. It also details Council's obligations to Māori as part of its decision-making process and how Council intends to meet those obligations.

The draft SEP further describes the key principles Council will adhere to, to support its understanding of the views and preferences of the community when making decisions. A flowchart is also provided as an attachment to provide a quick overview of how the policy works.

Key proposed changes

This section outlines the changes proposed to the four required components of the SEP. Council's current SEP is provided in Attachment B for comparison.

1. Determining Significance

Council's current SEP provides the framework for determining significance in clauses 2,3 and 4. How these three clauses are intended to interact is unclear. Financial matters are mentioned in all three clauses and it is also uncertain whether the financial thresholds are a yes/no proposition or should be considered as part of the overall assessment. Clause 2 includes three matters that are already subject to specific decision-making and engagement requirements under various provisions in the LGA.

The proposed changes retain the current judgement approach of the SEP, but combine all matters for consideration in one list, changes the financial criteria from dollars to percentages and clearly states that the degree of significance is determined through the degree of cumulative impact of the criteria. Some proposed amendments to the individual criteria are also made.

2. How Council will engage on matters with a high degree of significance

The current SEP makes a general statement that if a matter has been deemed to have a high level of significance, Council will undertake what it considers to be an appropriate form of engagement.

The draft SEP proposes to change this. It provides that for matters with a high level of significance, Council will consult in accordance with the requirements of S82 of the LGA. This is considered to provide clarity to both the community and Council regarding engagement expectations on matters of higher significance. Section 82 of the LGA provides the principles of consultation and is not highly prescriptive. This would then still allow Council to modify its engagement approach depending on the specifics of the matter.

3. How Council will engage on other matters

The proposed changes to this aspect are predominantly for clarification and now outline more clearly what Council will consider when determining what level of engagement is appropriate for matters that have less significance.

4. Strategic assets

The proposed changes were canvassed at the May LTP briefing and direction provided. The key proposed changes are the removal of pensioner housing and the inclusion of the stop bank network, as well as a rewording and grouping of existing strategic assets for clarification.

A presentation will be provided at the briefing to support the discussion.

Next steps/E whaiake nei

A final draft SEP is scheduled to be presented to Council at the July meeting to be adopted as part of a Statement of Proposal for community consultation.

Attachments/Ngā tapiritanga

	Title
A	Proposed Significance and Engagement Policy
B	Current Significance and Engagement Policy



Significance and Engagement Policy

Kaipara District Council 2020



How to read this document

This document is a statutory policy. This means it has some content that has to be included, but it also has lots of other content to help the reader understand the wider context of the document.

So it's quite long. This page provides you with a brief road map of how to read the Policy, depending on what you are looking for.

The statutory sections are:

- Determining Significance – skip to page 10
- How Council will engage on matters with a high level of significance – skip to page 11
- How Council will engage on other matters – skip to page 12
- Council's strategic assets – skip to page 13.

The Policy also provides you with other information on consultation and engagement matters to assist in your understanding of where the Policy fits, and what other engagement obligations Council has.

Here is an overview of these other parts of the Policy:

- Engaging with Maori – skip to page 8
- What is statutory consultation and how does it work? See pages 4 and 5
- What are the matters that Council has a statutory obligation to consult on before it makes a decision? See [Attachment 1](#) page 13
- What is the difference between consultation and engagement? - skip to page 6.

The flowchart ([Attachment 4](#)) on page 18 provides you with an overview of the process to determine how Council will engage.

He mihi

Toitū te mana o te Kaipara whenua, Kaipara tangata, Kaipara wānanga, Kaipara moana, taniwha e.

Stand permanent the integrity of Kaipara lands, Kaipara people, Kaipara narrative, Kaipara harbour and guardians forever.

Context

Introduction

For every decision Council makes, whether big or small, we need to consider how important that decision is to our communities and how it might impact them. Sometimes we are already aware of people's views on a matter or are very limited in our choices about a decision, but more often we need to hear your thoughts first before we decide what to do.

Often when Council is making an important, or significant decision, the way we engage with you is set by legislation and there is a process we must follow, but sometimes we can choose. When deciding how significant a decision is for our communities, we look at a number of factors, including:

- who is affected by, or interested in the decision
- what the costs will be
- what the overall likely impact of the decision will be.

These factors help us work out the best way to engage with our communities on the issue. Do we need to just tell you it's happening? Do we need to ask you for feedback on a draft proposal? Or do we need to involve you every step of the way?

This Significance and Engagement Policy (SEP) guides identifying the significance of certain matters and determining how and when our communities can expect us to engage, before making a final decision on both significant and not so significant matters.



The SEP outlines how we involve our community in decision-making.



Legislative framework

The key purpose of the SEP is to agree with the community on the approach Council should use when considering which decisions and actions of Council are 'significant'. At the same time, the SEP details how Council will engage with the community on matters identified as significant, before making a final decision.

The SEP is also required to outline how Council will engage with the community on matters that are not significant, as well as providing a list of assets that Council has decided are 'strategic assets' for the purposes of section 97 of the Local Government Act 2002 (LGA).



What is section 97 of the LGA about? If something is a strategic asset, either listed in this SEP or as provided in section 97, then if Council wants to buy or sell that type of asset, it must include that as a proposal in its draft Long Term Plan.

The LGA (section 76-81) provides some overarching requirements for Council to consider for every decision it makes, including the consideration of community views. Any decision-making processes included in the SEP must also meet those requirements.

Check out the Local Government Act for more information: www.legislation.govt.nz



Council's decision-making is further framed by other things, such as the requirements of Government policy, technical matters and financial implications. These matters can also influence engagement on an issue (e.g. if there is only one, or very limited viable options, such as a specific change required by new legislation).

Decisions of Council are often made under legislation with specific consultation processes for plans, policies or other matters. Examples of these are District Plans under the Resource Management Act 1991 and Reserve Management Plans under the Reserves Act 1977. For most other matters that have a prescribed consultation process, Council must follow the requirements of the LGA. These are explained in the following section.

Regardless of the level of significance, if the decision is about a matter that has a prescribed process, Council must follow that process. However this does not mean that Council is limited to only engaging in accordance with the legislation, Council can choose to undertake additional engagement activities to support the decision-making process if this is considered appropriate.



Attachment 1 provides an overview of the range of policies, plan and matters for which a prescribed consultation process is in place. In each of these cases, Council will develop a specific engagement plan designed to meet the legal requirements, and any other relevant matters.



Local Government Act 2002 consultation requirements

Consultation is one of the ways we engage to find out about community views and preferences before making a decision. We consult on certain decisions because we recognise how important they are to our communities, or because we are required to by statute, or both.

The LGA contains principles which guide consultation as well as some specific requirements. It refers to consultation in two different, but closely related ways: 'consultation' and the 'special consultative procedure' (SCP). As the name implies, the 'special consultative procedure' is a specific kind of consultation.

Section 82 and 82A Local Government Act

Section 82 of the LGA provides some overarching principles for consulting. This means when we consult, we will:

- identify people who will be affected by or have an interest in the decision
- provide them with reasonable access to relevant information in an
- appropriate format on the process and scope of the decision
- encourage people to give their views
- give people a reasonable opportunity to give their views in an appropriate way
- listen to, and consider those views, with an open mind
- after the decision, provide access to the decision and any other relevant material.

Section 82A details some additional obligations if the consultation is a specific requirement under the LGA. Where this section applies, we provide:

- a description of what we want to do, and why
- an analysis of the practical options (with advantages and disadvantages)
- a draft of the policy or relevant document (or details of the changes to any policy or document).



Attachment 1 shows which matters these sections apply to.

Section 83 – the Special consultative procedure (SCP)

The SCP builds on the principles of section 82 of the LGA as well as detailing additional requirements, including developing a 'statement of proposal' (SOP). An SOP is a document that provides detailed information on what the proposal is about and how people can provide their feedback. Depending on what the consultation is about, for example a long term plan or a bylaw, the exact content requirements are further prescribed in the LGA. In addition to meeting the principles of section 82, Council will:

- make the SOP publicly available
- allow feedback to be provided for a minimum of one month
- ensure people are given an opportunity to present their views to the council through spoken interaction (or using sign language).

What is ‘consultation’ and what is ‘engagement’?

Often the two terms ‘consultation’ and ‘engagement’ are used interchangeably, however this is not accurate. Most councils in New Zealand, including Kaipara District Council, apply the principles developed by the International Association of Public Participation (IAP2) when talking about these matters.

The IAP2 developed the Spectrum of Public Participation ([Attachment 2](#)) to assist with the selection of the appropriate level of participation, or ‘engagement’ for the issue or problem. The graph below provides a summarised version of the Spectrum.



This means that engagement can range from letting you know about the decision and why it was made, to supporting others to make their own decisions that Council then implements.

Consultation is just one of the engagement options available, depending on the matter.



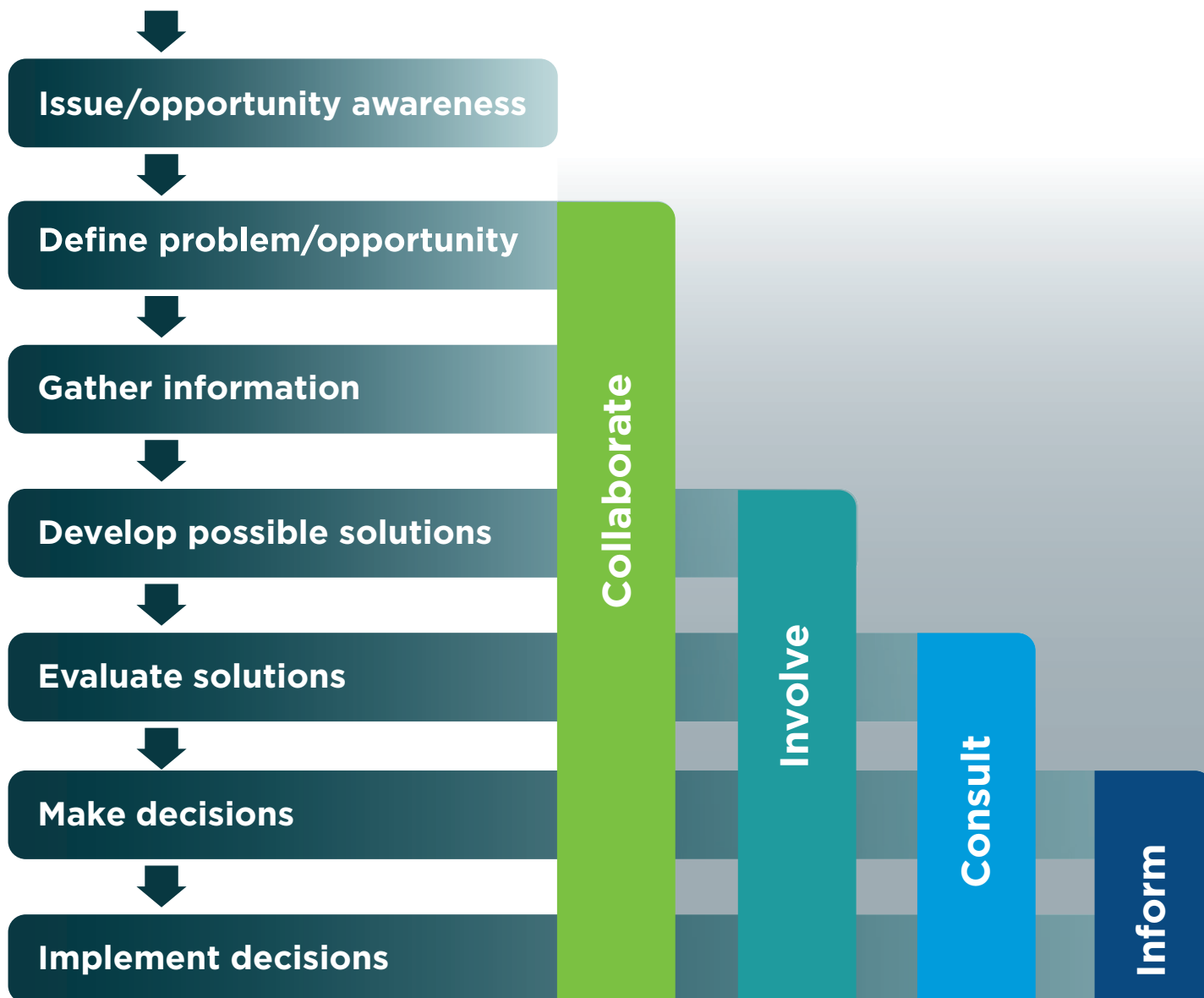
Consultation generally is when we develop a proposal, often a draft policy or plan, and then ask you for your views on the draft proposal. We consider your views before deciding on what the final policy or plan should say.



Another way of looking at the different types of engagement is to look at the steps in the decision-making process as an issue, proposal or decision progresses from development to final decision. **Diagram 1** below outlines at the steps and the associated types of opportunities for participation.

Council decision-making process

Opportunity for engagement



Attachment 3 provides an overview of the different types of tools and methods Council can use, depending on which level of engagement is appropriate and the specific issue or proposal.

Empowerment

The highest level of engagement ‘empowerment’ is not included in the graph above. This is because it is generally used in circumstances outside of the decision-making process where Council’s role is assisting others to make a decision. Often this kind of engagement is supported by Council through a framework of grants, advice and support.

Very occasionally and in certain circumstances, councils chose to empower the community to decide through a binding referendum. Councils can also delegate decisions to a group of people, for example a reserve management committee, made up of members of the community with an interest in the reserve.

Māori

Māori have a unique relationship with councils through the Treaty of Waitangi and supporting legislation. This relationship is reflected in the principles and requirements of the LGA to ensure participation by Māori in local authority decision-making processes.

In summary, the LGA requires local authorities to:

- take into account Māori interests where any significant decisions are to be made affecting 'land or a body of water'
- establish and maintain processes to provide opportunities for Māori to contribute to decision-making processes
- consider ways to foster the development of Māori capacity to contribute to decision-making processes
- put in place processes to consult with Māori
- assist Māori to better participate generally in decision-making.

To meet these duties, obligations, and commitments, Council will:

- recognise the enduring presence, aspirations, and cultural obligations of Mana Whenua (local iwi, hapū and Marae) as kaitiaki (stewards) in the Kaipara District
- actively consider the recognition and protection of Māori rights and interests within the Kaipara District, and how we contribute to the needs and aspirations of Māori
- where a significant decision relates to land or a body of water, take into account the relationship of Māori, and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga
- ensure all decision reports of Council consider impacts on Māori, and if any potential impacts are identified, how these have, or will be, addressed
- establish and maintain processes to provide opportunities for Māori to contribute to our decision-making processes, as provided for in Council's Long Term Plan.

In the Kaipara District, our Mana Whenua relationships are informed by our Mana Enhancing Agreement with Te Iwi o Te Roroa and our Memorandum of Understanding with Te Uri o Hau. Council's engagement processes are guided by these documents.

Mana Whenua by definition are Māori people from a specific location, region or geographical landscape who exercise territorial rights and authority over occupied tribal lands.

Council works with both Te Uri O Hau and Te Iwi o Te Roroa, supported by Te Kuihi as Mana Whenua, in acknowledgement of, and in accordance with, Treaty of Waitangi settlement processes and the associated legislative framework.

While supported and underpinned by this SEP, our commitments to working with Māori are broader than those matters the SEP addresses. Council will, in accordance with the above principles, engage or work with Mana Whenua and/or iwi/hapū on a specific matter, in advance of undertaking any engagement activity in accordance with this SEP.

The Policy

Policy Statement

Kaipara District Council aspires to actively and meaningfully engage with its communities as part of its decision-making processes. Genuine engagement will be encouraged in a manner that is consistent with the significance of the issue proposal or decision, is transparent and clearly communicated.

Principles

The LGA provides a range of matters we are expected to consider in making decisions and understanding the views and preferences of our community when making those decisions. The following principles guide Council in ensuring these requirements are met.

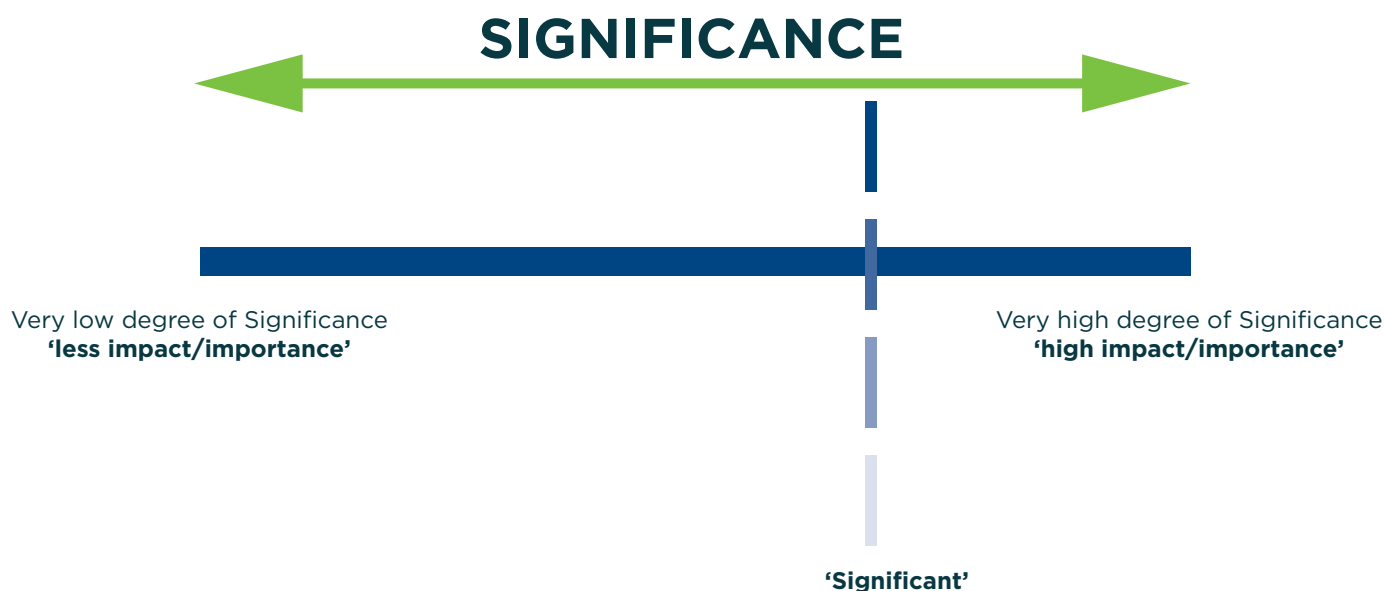
Council will:

- engage with an open mind and a willingness to listen
- provide information that is balanced, sufficient and in plain language
- be clear on the purpose of the engagement and the scope of the decision(s)
- allow time and make resources available, to ensure participants have fair opportunity to understand the matter and contribute their views
- make the engagement process inclusive and accessible
- value contributions made, time given, and local knowledge
- tailor engagements to be flexible and best meet the needs of those who are being engaged
- ensure good information sharing of community views and preferences within Council
- coordinate engagement across Council departments to minimise duplication and consultation fatigue
- ensure people can access and understand the rationale for the final decisions made.



Determining Significance

The terms significance and significant are defined in the LGA. Something is 'significant' that has a high degree of significance. This indicates that significance and significant are not a yes/no proposition, but that instead the consideration of significance, and what a significant decision is for Council, can be assessed on a continuum.



Council will consider the following criteria when determining the degree (very low to very high) of significance of an issue, proposal or decision:

- the impact on the community:
 - the number of people affected by, or with an interest in the matter
 - the degree to which they may be impacted by the decision
 - the level of community interest already apparent for the issue, proposal or decision
 - the potential to generate community interest
 - known divided community views on the matter
- whether the matter is subject to specific statutory requirements, including consultation
- Council's ability to deliver on the current Long Term Plan
- the financial consequences, including ongoing and consequential costs (including depreciation) to the community
- The impact on Council's direction
- the consistency of the proposed decision with existing policy and strategy
- unbudgeted capital expenditure of > 10% of total rates in year commenced
- unbudgeted operational expenditure of > 1% of total rates in year commenced.

The greater the cumulative impact of the decision as assessed by the criteria above, the more likely it will be to have a higher degree of significance.

Sometimes the nature and circumstances of a decision to be made may not provide an opportunity for engagement, regardless of the level of significance of the matter. This is generally in circumstances where an immediate or quick response is required and it is not reasonably practicable to engage, including if a delay in decision-making could result in:

- risk to people's health and safety
- unreasonable or significant damage to property
- the loss of a substantial opportunity to achieve Council's strategic objectives.

Other situations include circumstances where emergency works are required, or the matter relates to the operation and maintenance of a council asset and responsible management requires the works to take place immediately.

Where appropriate, reports to Council on these types of matters will include an assessment of the urgency of the matter in relation to an assessment of significance.

Engaging on matters with a high degree of significance

The significance of the issue, proposal or decision influences how much time, money and effort the Council will invest in exploring and evaluating options and engaging with the community before making a decision.

For any matter that has been determined to have a high degree of significance, a report to Council will include a detailed significance assessment and the final decision will be made by Council.

For matters determined to have a high degree of significance, Council will, at a minimum, consult with the community in accordance with the requirements of section 82 of the LGA, except for matters with a prescribed statutory consultation process. In those cases, Council will, at a minimum, consult in accordance with the relevant statutory requirements.



See **Attachment 3** for the tools and methods you can expect to see when Council engages on a significant matter.

Consideration of the significance criteria and the specific proposal or decision may indicate that a higher level of engagement than consultation under section 82, or the relevant legislative prescribed process, is appropriate.

For matters with a high degree of significance, an engagement plan will be prepared that will:

- detail the appropriate form and extent of engagement
- state the purpose of engagement and how any feedback can influence the final decision
- factor in the unique needs of each affected community
- consider the extent that Kaipara District Council is already aware of the views of potentially interested and affected people
- involve elected members throughout the engagement process.

Where a decision has district-wide implications, Council will endeavour to ensure that the locations selected for direct engagement with communities are spread across the district and are readily accessible to local residents and ratepayers.

Engaging on other matters

If a matter has been determined to have a lower degree of significance, Council must still decide what level of engagement with the community is appropriate. This decision will be informed by:

- what, if any, aspect of the decision can change as a result of engagement due to the legislative, technical and operational aspects of the matter
- the decision-making requirements of the LGA
- whether Council already has a sound understanding of the views and preferences of the interested or affected parties
- the need for confidentiality or commercial sensitivity
- whether the matter relates to a policy, strategy or plan that Council has already consulted on
- the level of impact on a smaller group of people (e.g. geographically, or by interest, age or activity)
- the length of time the matter relates to (e.g. is it a one-off decision or a ten year strategy).

While the above criteria will assist in determining the level of engagement and who to engage with, these details are also informed by the specific situation. Just because a matter has a higher level of significance compared to another matter, it does not mean that a higher level of engagement is necessarily appropriate and vice versa.

The following theoretical scenarios provide some examples of this.

Scenario 1: Very low significance/high level of targeted engagement

Council's Long Term Plan includes a small budgeted amount for playground upgrades. The decision to proceed with the upgrade to a specific playground is of lower significance. However, what the playground should look and feel like is of great importance to the local community. The best outcome for Council and the community is achieved through collaboration with the community to decide how the playground should be upgraded.

Scenario 2: Low to moderate significance/very low level of engagement

Council's streetlamps are being replaced with more energy efficient LED lights. The money for this has been allocated within existing operational budgets with savings expected to be achieved within three years of installation. Because of the nature of the works, there will be some disruption to traffic flows. The decision is largely operational with a lower level of significance; however the works will impact on a large proportion of the community. Therefore, a lower level of engagement, informing the community about the matters Council considered when making the decision and how the installation will be managed is appropriate.

For matters of lower significance that have a low impact on the general public as well as Council's diverse communities, Council will generally either engage at the 'inform' or 'consult' level.



See **Attachment 3** for 'inform' and 'consult' methods and tools.

Where an issue may be of greater interest to stakeholders or may impact on a distinct group of affected or particularly interested people, Council will consider engaging at the involve or collaborate level of engagement, depending on to which extent the matter has limited legal, technical, operational or financial constraints.



See **Attachment 4** for a flowchart on how to determine which type or level of engagement is appropriate.

Strategic Assets

This section provides a list of assets or group of assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

The LGA requires that any decision to transfer the ownership or control of a strategic asset to or from the local authority must be provided for in a Long Term Plan, which in turn requires community consultation using the special consultative procedure.

The following list provides the assets, or groups of assets that Council considers meet the above criteria:

- **The transportation networks**
- **Water supply schemes**
- **Wastewater schemes**
- **The open spaces (including reserves and cemeteries) network**
- **Stormwater schemes**
- **The stop bank network**

Council takes a group or whole-of-asset approach to the above assets. This means the group assets as a whole are considered the strategic asset, and not each individual asset within the group. For example:

The transportation network as a whole is the strategic asset, however the smaller parcels of land that make it up individually are not, and the purchase or sale of one or a few small parcels does not impact on Council's ability to maintain its capacity to achieve or promote an associated outcome.

The requirement to provide a transfer of a strategic asset through a Long Term Plan proposal would therefore only be required if the proposal relate to the whole asset or a substantial portion of the asset.





Attachment 1

Statutory consultations*

Type	What	Act	Type of consultation required
Bylaw	Health Act Bylaw	Health Act 1956	SCP or S82
Bylaw	Land Transport Act Bylaws	Land Transport Act 1998	SCP or S82
Bylaw	Local Government Act Bylaws	Local Government Act 2002	SCP or S82
Bylaw	Prostitution Reform Act Signage Bylaw	Prostitution Reform Act 2003	SCP or S82
Bylaw	Reserves Act Bylaws	Reserves Act 1977	SCP or S82
Bylaw	Waste Minimisation Act Bylaw	Waste Minimisation Act 2008	SCP or S82
Bylaw	Burial and Cremation Act Bylaw	Burial and Cremation Act 1964	SCP or S82
Bylaw	Dog Management Policy and Bylaw	Dog Control Act 1996	SCP
Policy	Easter Trading Policy	Shop Trading Hours Act 1990	SCP
Bylaw	Freedom Camping Bylaw	Freedom Camping Act 2011	SCP
Plan	LTP	Local Government Act 2002	SCP
Plan	Waste Management and Minimisation Plan	Waste Minimisation Act 2008	SCP
Policy	Dangerous and Insanitary Buildings Policy	Building Act 2004	SCP
Policy	Class 4 Gambling Venue Policy	Gambling Act 2003	SCP
Policy	Local Approved Products Policy	Psychoactive Substances Act 2013	SCP
Policy	Board Venue Policy	Racing Act 2003	SCP
Policy	Local Alcohol Policy	Sale and Supply of Alcohol Act 2012	SCP
Finance policy	Policy for early payment of rates in current financial year	Local Government (Rating) Act 2002	SCP
Other	Pedestrian malls	Local Government Act 1974	SCP
Bylaw	Litter Act Bylaw	Litter Act 1979	Other
Bylaw	Sale and Supply of Alcohol Act Fees Bylaw	Sale and Supply of Alcohol Act 2012	Other
Other	Stopping a road	Local Government Act 1974	Other
Other	Temporary road closure	Local Government Act 1974	Other
Other	Declare a private drain to be public	Local Government Act 1974	Other
Other	Erection of transport shelters	Local Government Act 1974	Other
Other	Leasing powers of council with respect to ferries	Local Government Act 1974	Other
Other	Conditions of fixing levels of roads	Local Government Act 1974	Other
Plan	Civil defence emergency management group plans	Civil Defence Emergency Management Act 2002	Other
Plan	Reserve Management Plans	Reserves Act 1977	Other
RMA	District Plan	RMA	Other
RMA	Plan changes	RMA	Other
RMA	Notified Resource Consent application	RMA	Other

**This table is indicative only; it does not provide a definitive list of every statutory consultation requirement of Council.*

Attachment 1

Statutory consultations* (continued)

Type	What	Act	Type of consultation required
Other	Alter significantly the intended level of service provision for any significant activity including the decision to commence or cease the activity	Local Government Act 2002	SCP (LTP)
Other	Transfer the ownership or control of a strategic asset to or from Council	Local Government Act 2002	SCP (LTP)
Plan	Annual Plan – subject to section 95 LGA	Local Government Act 2002	S82/S82A
Policy	Significance and Engagement Policy	Local Government Act 2002	S82/S82A
Finance policy	Revenue and Financing Policy	Local Government Act 2002	S82/S82A
Finance policy	Development Contributions Policy OR Financial Contributions Policy (or both)	Local Government Act 2002	S82/S82A
Finance policy	Rates Remissions Policy	Local Government Act 2002	S82/S82A
Finance policy	Rates Postponement Policy	Local Government Act 2002	S82/S82A
Finance policy	Policy on the remission and postponement of rates on Maori freehold land	Local Government Act 2002	S82/S82A
Other	Fees and Charges under s150 LGA	Local Government Act 2002	S82/S82A
Other	Transferring responsibilities to another Local Authority	Local Government Act 2002	S82/S82A
Other	Establishing or becoming a shareholder in a Council Controlled Organisation (includes a council controlled trading organisation)	Local Government Act 2002	S82/S82A

**This table is indicative only; it does not provide a definitive list of every statutory consultation requirement of Council.*



Attachment 2

IAP2 Spectrum of Public Participation



IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION				
PUBLIC PARTICIPATION GOAL	INFORM	CONSULT	INVOLVE	COLLABORATE
	EMPOWER			
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
	We will implement what you decide.			

Attachment 3

Methods and tools of engagement

There are many ways we engage with our communities. Most people who have been involved in engagement processes are familiar with reading about a Council consultation in the newspaper, filling in submission forms, attending public meetings and in some cases attending hearings. This is however not the only option, and depending on what the issue or proposal is, there are other ways to support effective public participation.

Over the time of a decision making process, Council may use a variety of engagement tools. The ones shown in the table below provide some examples. Some tools may be applicable across many levels of engagement. This applies especially to those tools listed in the 'inform' column. Often these tools are also used to create awareness of the engagement activities planned for the other levels of engagement.

Inform	Consult	Involve	Collaborate
Public Notices News Story Advertisements Email advisories People's Panel Information flyers Radio advertising Social media advisories KDC website Council agendas and reports	Written submissions Hearings Public meetings Social media Attendance at community group/RR meeting Information stands (field days, community markets etc) Surveys	Stakeholder workshops Seminars Exhibitions Open days Drop in days/sessions	Community/Stakeholder working groups Community advisory groups Partnership forums Citizens panels

Tools and methods for empowerment

Where Council has determined to empower the community or a specific geographical or interest group to make the final decision on a matter, generally Council's role is to support them in their engagement choices as part of the process.

Method selection

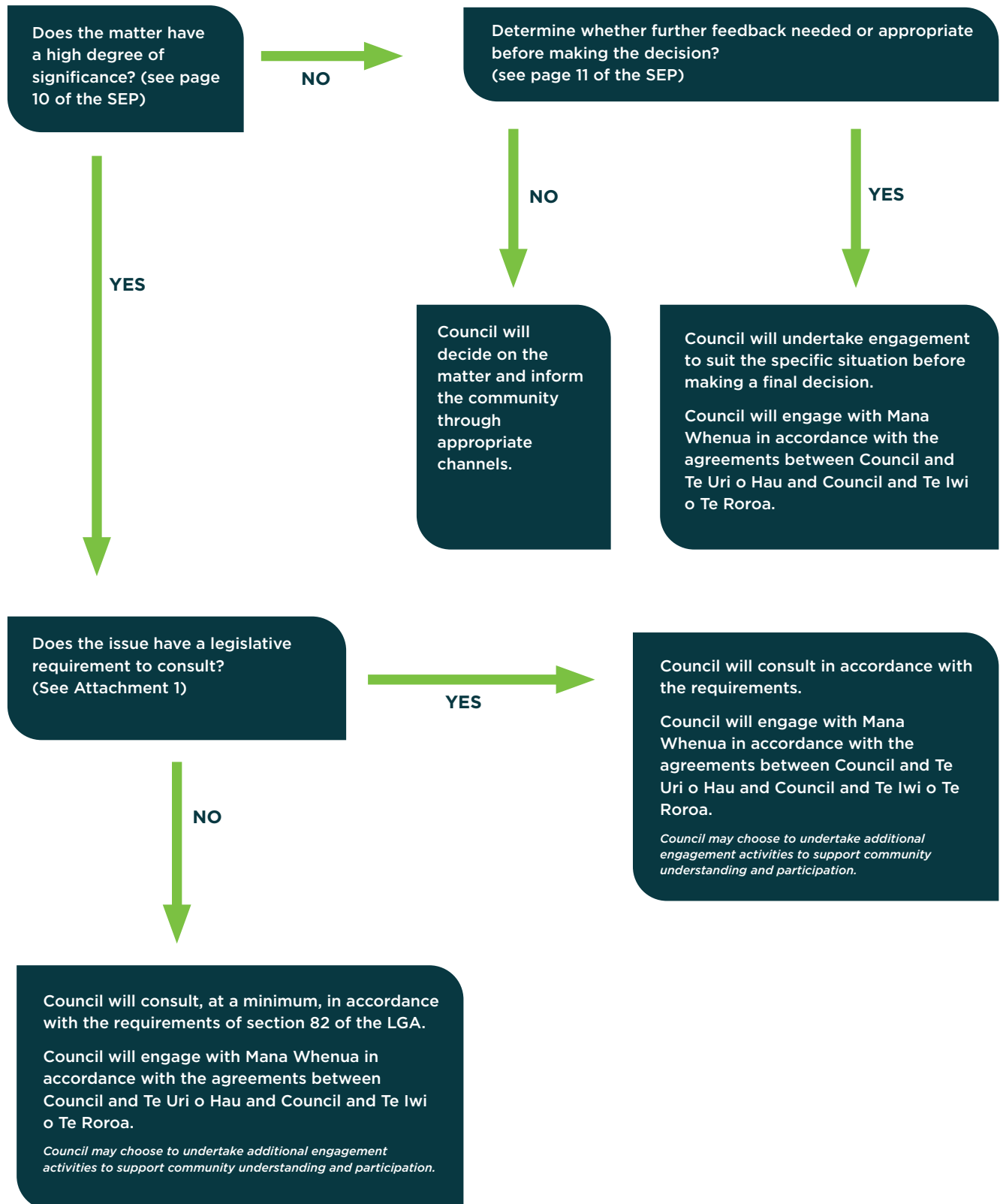
The type of methods chosen will depend on several factors. Consideration will be given to how many people Council needs to reach (is it the residents of one street or the entire District?), what period of time is needed to engage (is it the summer holidays where people are away?), and how complex the matter is (do we need to provide a lot of information first for people to understand the issue before we ask for feedback?).

Council staff use internal checklists, templates and guidelines to assist in developing engagement plans that meet the principles outlined in this SEP.



Attachment 4

Process to determine how to engage





Kaipara te Orangakui

KAIPARA
DISTRICT

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Significance and Engagement Policy

December 2017

adopted

Document Control			
Version	Date	Author(s)	Comments
1.0	25/09/2014	S Mahoney	Periodic review, minor editing
1.1	November 2017	S Mahoney	Long Term Plan Briefing
1.2	February 2018	Linda Osborne	Additional sentence in 7.1 before adoption

1 Purpose

Kaipara District Council engages with its communities in a number of ways. Sometimes this is set in legislation and the steps we follow need to be clear and transparent. Council's Significance and Engagement Policy is required under the Local Government Act 2002 S76AA.

This policy details:

- how Council determines the significance of its proposals in relation to issues, assets and other matters;
- any criteria or procedures used to assess the effects and extent of significance; and
- how community views on engagement are responded to and how we engage with communities.

Where Council considers there to be doubt over the significance of a proposal or decisions, then it should err on the side of caution and offer to engage with the community of interest .

2 Determining significance

Significance is defined in the Local Government Act 2002 (Part 1 Schedule 5) as 'the degree of importance of the issue, proposal, decision or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for –

- the district or region;
- any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- the capacity of the local authority to perform its role, and the financial and other cost of doing so.'

In determining the degree of significance, Council should consider whether an issue, proposal, decision or matter will:

- 1) Impact negatively on Council's capability or capacity to carry out its role;
- 2) Reduce Council's level of service in a major or irreparable way;
- 3) Impact on Council's approved financial performance as agreed in the Long Term Plan and subsequent Annual Plans; or
- 4) impact on a community or area within the district in a way that may be considered major for that identified community of interest;
- 5) Impact on the cultural values of the district's Maori community and their relationship to land and water.

3 Assessing significance

Assessments of significance are always considered in context rather than in isolation. Significance is assessed on a continuum rather than as a binary. Issues may have low, medium or high significance for some communities and be different for others. Assessments of significance should reflect this

rather than just a simple significant/non-significant answer. Council will consider an issue to require special consultation where it is considered of 'high' significance. In addition, the impact of high significance must trigger more than one of the determining factors above.

Assessments of significance should consider:

- the number of individuals or groups impacted by the proposal or decision;
- the extent and timeframe of the impact of the proposal or decision on those individuals or groups;
- the financial impact (see below); and
- the levels of public interest.

4 Financial impact

While the financial impact of a proposal or decision is not the only consideration of significance, it is one which can be easily quantified.

Council uses a guide to these financial thresholds for measuring the impact on an annualised basis as:

- involving \$3,000,000 per annum or more budgeted expenditure;
 - involving \$300,000 per annum or more unbudgeted expenditure;
 - increasing annual rates or specific targeted rates by 10% or more;
- or
- involving a transfer of ownership or control of one of Council's strategic assets.

5 Strategic assets

In accordance with section 76AA(3) of the Local Government Act 2002, Council must list the assets it considers strategic assets. Strategic asset, *'in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes:*

- (a) *any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and*
- (b) *any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and*
- (c) *any equity securities held by the local authority in—*
 - (i) *a port company within the meaning of the Port Companies Act 1988;*
 - (ii) *an airport company within the meaning of the Airport Authorities Act 1966'.*

Kaipara District Council considers, for the purposes of the Act, the following classes of asset to be strategic assets:

- the roading network;
- water supply schemes;
- wastewater schemes;
- reserves;
- cemeteries;
- stormwater schemes; and
- pensioner housing.

Council will consider these assets as classes of assets, rather than individual assets within each class, when considering significance.

6 Procedure

Council officers are responsible in the first instance to assess whether engagement is required and, if so, the level of engagement necessary. The first test will be legislative requirements and the second will be the significance of the matter.

Council reporting on proposals and decisions will contain a clear statement of that assessment and a recommendation if appropriate. The statement needs to contain a clear explanation of why significance has been triggered (if it has) and its implications. It should also consider any previous engagement on this matter and the potential costs and benefits of engagement.

7 Engagement

Engagement provides an opportunity for the public to express its views on the decision or proposal being considered by Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice. Engagement should allow all relevant views and options to be identified and then considered before a decision is made.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made.

Engagement does not mean that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public's involvement.

7.1 Engaging with Maori

Council is committed to maintaining strong relationships with Maori communities in the Kaipara. When engaging with Māori, Council will reflect the agreements in place, such as the Memorandum of Understanding (MoU) with Te Uri o Hau Settlement Trust, as starting points. Council recognises the importance of its relationships with Te Uri o Hau and Te Iwi O Te Roroa. We recognise there are wider Māori groups within the district and will also seek to engage with them where this is needed. This will result in better quality decision-making and clearer processes.

Council also has an Iwi relationship plan and hosts a Tangata Whenua forum for engaging with the wider Maori community two or three times a year.

Council will comply with sections 58c-58u of the Resource Management Act 1991 relating to Mana Whakahono a Rohe.

7.2 When Council will engage

- a) When legislation requires that consultation be undertaken:

Council will consult when it has a legislative requirement to consult (for example, as set out by the Local Government Act 2002, Resource Management Act 1991, Reserves Act 1977, Land Transport Management Act 2003). Council will undertake these consultation processes in

accordance with the legislative requirements guiding them as the minimum. Council may choose to consult further depending on the level of significance of the matter being considered and notwithstanding the legislative requirements.

- b) When a significant proposal or decision is being considered:

Subject to consideration of factors under section 7.2 of this Policy, Council will look to undertake what it considers to be an appropriate form of engagement whenever a 'significant decision' needs to be made.

A significant decision is one which has been identified as such under this Policy.

Note: a 'significant' decision will not automatically trigger application of the Special Consultative Procedure (SCP). For more information about the SCP, refer to the Local Government Act 2002 sections 83, 86, 87 and 93A.

- c) For some matters that are not considered significant:

In general, where a matter is not considered significant under this Policy, consultation will not be undertaken. This is consistent with clauses 7.3a) and 7.3h) of this Policy.

7.3 When Council may not engage

Information is always necessary for the decision-making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. Council may also choose not to consult on a matter and, if so, will make this determination in accordance with the criteria below and notwithstanding any legislative requirements.

Council will not engage when:

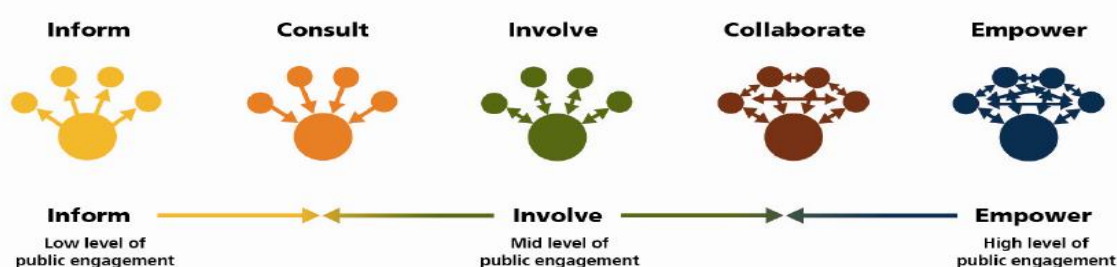
- a) the matter is not of a nature or significance that requires consultation (s82(4)(c), LGA 2002);
- b) Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b), LGA 2002);
- c) there is a need for confidentiality or commercial sensitivity (s82(4)(d), LGA 2002);
- d) the costs of consultation outweigh the benefits of it (s82(4)(e), LGA 2002);
- e) the matter has already been addressed by Council's policies or plans, which have previously been consulted on;
- f) an immediate or quick response or decision is needed or it is not reasonably practicable to engage;
- g) works are required unexpectedly or following further investigations on projects, already approved by Council;
- h) it is business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) when Council has consulted on the issue in the last 24 months.

Where the above-listed circumstances apply and consultation is not to be undertaken, Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (s78(1), LGA 2002). The Local Government Act 2002 requires that this consideration be in proportion to the significance of the matters affected by the decision (s79(1)).

7.4 Methods for engagement

This Policy sets out the engagement and decision-making principles which we will follow, our statutory consultation requirements and explains how we will go about determining significance.

All of these matters guide and inform the level and type of engagement that Council will undertake for any particular issue. Council follows the International Association of Public Participation (IAP2) approach (set out below) which indicates different engagement approaches on a spectrum from providing information through to community empowerment.



Council will seek opportunities to involve or collaborate with our communities, such as through Placemaking initiatives and community-led planning. The type and nature of the decision also guides how Council will go about communicating and engaging with our communities.

This table provides an indicative guide to this:

Type or nature of decision	Examples of how we may engage
<u>Small and simple</u> (low significance) (e.g. re-development community halls, minor park improvements, footpath and roadworks)	Localised promotion, through display boards, local papers, social media coverage and website updates. Targeted engagement through service users. Utilise local library space, Council offices or local noticeboards. Surveys, open days or informal information sessions may be appropriate.
<u>Medium</u> (e.g. walking and cycling portions, action plans, local area plans)	Targeted engagement, online engagement which may include a survey and social media. Hui or public information events. Information boards in libraries and service centres. Promotion through rates newsletters (if appropriate), the local media papers.
<u>Large or complex</u> (high significance) (e.g. new roads, bridges, Long Term Plan,	Large-scale publicity and promotion. There could be an informal engagement/discussion phase plus a formal phase of consultation. Likely to need consideration of different cultural styles and needs for engagement.

Type or nature of decision	Examples of how we may engage
Community/Town Plans and Local Alcohol Policy changes)	Likely to include a range of events and a focus on online activities including website, social media, surveys or e-newsletters.

7.5 Tools for community engagement

More than a third of our ratepayers are absentee owners. This fact is actively considered when Council engages with its residents and ratepayers. Where appropriate, more than one channel of communication is used to ensure a general awareness that Council is looking to engage and seeking feedback. We acknowledge that just as we have a responsibility to provide opportunities for people to engage with us, the community in turn has a responsibility to consider whether to accept them and engage with Council. We will respect every individual's right to choose or refrain from engagement with Council.

This table covers some of those tools and how they meet the aforementioned IAP2 scale:

Inform	Consult	Involve	Collaborate	Empower
<ul style="list-style-type: none"> • letter • letterbox drop • advertise in local papers • media releases • Council newsletters • open letters • community newsletters. 	<ul style="list-style-type: none"> • advertise in local papers • iwi, hui, community leaders • media • social media • open letters • committees. 	<ul style="list-style-type: none"> • iwi, hui, community leaders • media • social media • personal briefings • focus groups • committees • public meetings. 	<ul style="list-style-type: none"> • iwi, hui, community leaders • personal briefings • focus groups • committees • social media. 	<ul style="list-style-type: none"> • committees • advisory panels • public meetings.

In addition to the toolbox as outlined, additional methods of consultation and engagement can be potentially included such as:

- public meetings;
- resident and ratepayer survey;
- telephone survey;
- stakeholder contact lists;
- street survey (targeting demographic);
- texting;
- posters;
- rates notice;
- sports groups
- electronic newsletter;
- brochures;
- displays (e.g. pastoral shows);
- community roadshows;
- radio advertising;
- targeted education (e.g. schools);
- cinema advertising;
- editorial; and
- user interface

Appendix

Appendix 1 – Information requirements, Council-provided feedback and length of engagement.

Appendix 1 – Information requirements, Council-provided feedback and length of engagement

1.1 Information requirements

At a minimum, Council will provide the following information when conducting consultation or engagement activities:

- what is being proposed;
- why it is being proposed;
- what the options and consequences are for the proposal;
- if a plan or policy or similar document is proposed to be adopted – a draft of the proposed plan, policy or other document;
- if a plan or policy or similar document is proposed to be amended – details of the proposed changes to the plan, policy or other document;
- what impacts (if any) may occur if the proposal goes ahead;
- how submitters and participants can provide their views;
- the timeframe for consultation and engagement; and
- how submitters and participants will be informed about the outcome.

1.2 How Council will provide feedback to the community

Council will make available to submitters clear records, or descriptions of relevant decisions, made on an issue or matter. Explanatory material relating to the decision will be included e.g. references to reports used to reach a decision. Submitters will be notified of decisions or by letter, email, Council newsletter, media statement or public notice. Decisions and reports will be made available on the Council website, or hard copies supplied upon request, unless they contain confidential matters that are not able to be made available to the public.

1.3 Length of engagement

The length of engagement can and does differ. It will be directed by:

- The level of significance or timeframes, as determined by legislative obligations;
- The decision-making requirements and the possible effects of the decision that have not been deemed highly significant;
- The extent to which Council is already aware of the issue or views of the community;
- The level of community interest in proposed Council decisions; and/or
- The structure and demands of the decision-making process.

Proposed Climate Change Strategy – Work Programme

Meeting: Council Briefing
Date of meeting: 10 June 2020
Reporting officer: Katy Simon, Sustainability Policy Analyst

Purpose/Ngā whāinga

The purpose of this report is to introduce the work programme for the proposed Climate Change Strategy. The work programme aspect will review LTP integration, alignment and collaboration, general budgetary needs, and timelines. Included under collaboration, this briefing will also introduce Councillors to the Climate Adaptation Te Taitokerau (CATT) regional joint working group.

Context/Horopaki

This report is an extension of the previous June 3rd Council Briefing report. The previous report introduced projected climate change and connected natural hazards and risks for Kaipara. It provided a broad overview of key deliverables and core components to the proposed Climate Change Strategy. It also introduced a timeline and trajectory for Council leadership on the proposed Strategy.

Discussion/Ngā kōrerorero

The report discusses what strong climate change integration looks like in the LTP. It reviews the three main action plans in the proposed Climate Change Strategy, including an overview of two additional significant deliverables, a proposed Climate Smart Policy and a communications platform. Areas of alignment and collaboration across Council and the region, are both underway and identified as needed. The report provides a detailed introduction and update to CATT regional joint working group, followed by a review of timeframes, trajectories and budgetary needs of the proposed work programme. The report informs the development of a business case for the proposed Climate Change Strategy's LTP bid.

Climate change integration into LTP

Robust integration of climate change risks, opportunities, and action into the 2021-2031 LTP is a foundational step towards implementation of the proposed Climate Change Strategy. Review of 22 TAs across the country show two main approaches for climate change integration into LTPs. While this review is of 18/28 LTPs, it provides a good indication of how councils have understood and sought to address climate change.

The first method is to write climate change in primarily as a future risk, and as an infrastructure services issue. There is an assumption that the council is aware of climate change and acknowledges it is on the horizon. If climate change presents a specific risk to an activity, the risk is noted, and any attached projected costs identified. Risk identification is an important element to address climate change work¹. Limiting integration results in the absence of specific directives or commitments that contribute to strong, proactive climate change work. This approach focuses on climate change adaptation.

¹ Climate change "work" refers to adaptation, mitigation and sustainability actions.

Adaptation defaults to infrastructure services and the actions are limited to projected capital works projects and/or projected increased repair and maintenance to supply expected levels of service. Infrastructure plays an integral part towards adaptation, but it is only one tool of many required for effective climate change response. South Wairarapa District Council 2018-2028 LTP ² and Ashburton District Council 2018-2028 LTP ³ are examples of this approach.

The second approach for writing climate change into the LTP is more aligned with the proposed Climate Change Strategy and integrates adaptation, mitigation and sustainability streams of work. This is where there is evident strategic direction to the way in which climate change is addressed in the LTP. Climate change work is consistently integrated across the layers and subjects of an LTP, from community outcomes and across the activity groups, through to the Financial Strategy.

As the previous introductory and overview report discussed, climate change impacts, risks and opportunities cross economic, natural environmental, social wellbeing, infrastructure assets, and cultural domains. Therefore, the way in which climate change is 'talked' about [the specific aspect/s of climate change work emphasised] changes based on the function of that section of the LTP. Even across this variety and complexity, climate change language should be consistent throughout. The risks identified, actions identified, and costs and opportunities addressed, all to feed into a connected community outcome directly tied to climate change response.

In this approach there is also clear delineation of responsibility. For example, the Activity Group District Leadership may include strategy development and adaptive pathways planning, but responsibility to carry out assessments of climate scenarios and the risk to infrastructure assets (i.e. wastewater, stormwater, land drainage) sits across infrastructure-related Activity Groups. The delineation is evident, but alignment is also explicitly stated. In this example, the alignment could be applying the same climate scenarios for assessments, matching projected timeframes, and describing the ways adaptive pathways planning decisions will inform works prioritised. The Nelson City Council 2018-2028 LTP ⁴ and the Whakatāne District Council 2018-2028 LTP ⁵ provide examples of this approach.

Kaipara District Council's 2018-2028 LTP sits more closely with the first approach than the second. While climate change appears in the LTP across the sections, it is addressed predominantly as a risk that will affect infrastructure assets and services. There is opportunity to apply a more strategic understanding of climate change into the 2021-2031 LTP. Opportunities include a linked Climate Smart Kaipara vision, risk assumptions that draw from the current regional risk assessment (due for completion by August), and supportive actions across Activity Groups and their specific services. Additionally, the proposed Climate Change Strategy and its work programme would be scheduled into Council business for the next 10 years.

The rest of this report will discuss the work programme for the proposed Climate Change Strategy.

Key aspects to work programme

The three main streams to the proposed Climate Change Strategy work programme are the Kaipara Adaptation Action Plan (KAAP), Kaipara Mitigation Action Plan (KMAP), and Kaipara Sustainability Action Plan (KSAP). As noted in the June 3rd Council Briefing, these action plans will set a series of objectives and action pathways for Council's adaptation, mitigation and sustainability work. It is currently proposed that KAAP and KSAP take shape through living documents, while KMAP is not a living document, but instead operational, GHG emissions target/s and emissions reductions pathways. KMAP's emissions reductions pathways will develop through internal staff engagement and through Council leadership and direction. KAAP and KSAP's living documents will develop through internal staff engagement and alignment, regional collaboration, Mana Whenua hui and wānanga, and external stakeholder discussions.

² https://www.swdc.govt.nz/sites/default/files/LTP%202018_2028%20%28for%20web%29.pdf

³ <https://www.ashburtondc.govt.nz/SiteCollectionDocuments/Long%20Term%20Plan/Long%20Term%20Plan%202018-28/LTP%202018-28%20Volume%201.pdf>

⁴ <http://www.nelson.govt.nz/assets/Our-council/Downloads/Plans-strategies-policies/strategies-plans-policies/long-term-plan-2018-28/Long-Term-Plan-2018-28-July19-single-pages.pdf>

⁵ <https://www.whakatane.govt.nz/sites/www.whakatane.govt.nz/files/documents/documents-section/council-plans/long-term-plan/ltp-2018-web-2.pdf>

In addition to these three action plans, the proposed Climate Change Strategy includes a communications platform and a proposed Climate Smart Policy. The communications platform will be housed in a new KDC climate change webpage. This webpage will provide a succinct review of what climate change means for Kaipara. It will include important links to other reports and climate change information. It will also summarise Council's action on climate change and sustainability and include any relevant links. The webpage is underway and will be completed in the 20/21 business year.

A possible Climate Smart Policy offers another mechanism for strong climate change action. It is an additional tool available to Council on *how* to carry out climate change work. It enables Council to set direction on the proposed Climate Change Strategy work programme. A clear policy ensures that the Strategy, and Council's meeting of statutory obligations, lives on through staff and elected member changes. FNDC and WDC have both indicated a need for climate change policy in their respective climate change programmes. There is opportunity to share resources and align policy development across the region. While review of TA's across the country shows increasing direction towards use of climate policy as a mechanism for action (see June 3rd report attachment), there are only a couple climate change policies currently adopted. Refer to Attachment A, Climate Policy Resources, for more detail, including direction from Simpson and Grierson on what an effective policy would entail.

Alignment

A key aim of the proposed Strategy work programme is alignment across Council. Alignment is critical for ongoing success of the proposed Strategy. It ensures the Strategy is pragmatic and able to be championed by staff and elected members. The following table outlines current and identified work needed to align the proposed Climate Change Strategy across Council business. The table identifies four areas of Council business and describes the kinds of alignment already underway and future direction for alignment. The four areas of business seek to cover all Council functions and responsibilities. Council feedback is asked for additional alignment work that needs to be included in the work programme.

Council Areas	"Our House" [operational]	Decision-Making	Projects	Mana Whenua Partnerships	Community Work
Happening now...	Procurement Process Review Emissions Inventory - Corporate	LTP Infrastructure Strategy and AMPs Procurement Strategy Financial Strategy District Plan Natural Hazards and Climate Change Chapters Review Spatial Planning Urban Design Guidelines NTA Resilience Strategy	Kaipara Kickstart [Kaipara Kai] PMO Internal Discussions	Work from MoU and MEA Identified Throughout Resource Needs and Commitments Written into Work Programme	Possible Engagement Activities Identified Resource Needs and Commitments Written into Work Programme

Where we're heading...	Business Case Process Council Travel and Accommodation	Climate-related financial risk disclosure and management plan Vulnerability and Risk Assessments, Identify Costings	Kaipara Wharves project Northland Water Storage Project Commitment to Ongoing alignment Embed Climate Change Consideration	Te Ao Māori framework creation Māori governance across action plans Koha Policy and Te Reo Policy	Forums, Draft Document Consultations, Community Panels Significance and Engagement Policy Communities Teams
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Regional alignment

In addition to Council business alignment, the work programme includes alignment with regional climate change work. Activities and deliverables in each of the respective Councils share similarities in terms of approaches and outcomes. Their work programmes also reflect the unique needs and context of the different districts. The table below shows areas of comparison and points of difference.

WDC	FNDC	KDC
<ul style="list-style-type: none"> • Climate Change Emergency • Sustainability Strategy • Climate Action Plan (underway) • Climate Change Policy in Climate Action Plan • Planning and Development Committee 	<ul style="list-style-type: none"> • LGNZ Declaration • Climate Change Roadmap and FTE (adopted) • Climate Change Policy in Roadmap • Committee Delegation • FNDC CE: Climate Change Roadmap in KPI 	<ul style="list-style-type: none"> • LGNZ Declaration • FTE • Proposed Climate Change Strategy (and embedded action plans) • Climate Smart Policy proposed • Whole of Council delegation

Regional Collaboration - Climate Adaptation Te Taitokerau - CATT

Introduction

CATT is a regional joint adaptation group that first formed in December 2018. The group's aim is to ensure regional consistency in adaptation planning while recognising the need for unique local approaches at the district and community level. The group is developing a series of core projects, including a communications plan, a climate change adaptation strategy for Northland, an associated 10-year work programme for Councils that identifies and addresses priority issues at both a regional and district level, and a Te Ao Māori Framework that applies a Māori world view to adaptation planning.

At the date of this Briefing, CATT will have officially met seven times. The group meets regularly on a monthly basis and NRC's Natural Hazards Advisor is the chair. Membership currently includes 16 staff from FNDC, WDC, NRC, and KDC. The Four Waters Advisory Group and Northland Transport Alliance are also represented. Te Taitokerau Māori and Council (TTMAC) and Te Huinga representatives have open invitations and have attended a meeting and a risk assessment workshop. In addition to the wider CATT group, a sub-group of six staff exists to progress the planning and delivery of shared adaptation strategy. A Māori climate change adaptation technical advisory group will be established using representatives from existing council Māori advisory groups – this is discussed in the governance section of this report.

Communication – Climate Change Key Messages

CATT seeks to promote consistent communication between councils and communities. With communications staff from the four councils, the group has now developed a list of proposed high-level statements that can be used in external communications by all Northland councils and elected representatives. These key messages have gone to both the CE Forum (February 2020) and Mayoral Forum (March 2020) for review and direction. Once review by respective Mana Whenua partners has occurred, Climate Change Key Messages will come to Council for adoption. This is set to occur at the August Council Meeting. See Attachment B, CATT Resources, for the Draft Climate Change Key Messages.

Adaptation Strategy and LTP – Shared Approach to Adaptation

The rest of this section will explain the shared adaptation strategy in more detail. Core foundational parts of the strategy include a risk screening, spatial risk assessment, adaptive pathways planning methodology, Te Ao Māori Framework, and a prioritised work programme for detailed adaptation planning.⁶

A key deliverable for the strategy will be a coordinated regional adaptation work program for the 2021-2031 LTP period, with aligned priority adaptive pathways planning under KAAP. CATT aims to deliver Part 1, 'What's Happening', and Part 2, 'What Can We Do About It', by August 2020.⁷ Part 1 of the strategy will provide results from the risk screening and spatial risk assessment to inform what adaptation work is prioritised. Part 2 will describe the regulatory and non-regulatory tools available to Council to enact adaptation action. Part 1 and Part 2 contributes to a fully scope adaptive pathways planning projects, ready in the works programme for Council's next LTP funding round. Additionally, a regional shared services funding model has been discussed and indicative costing is underway. This is set to be presented to Council at the August Briefing.

Governance Structure

CATT collaboration also involves the establishment of an inter-council joint standing committee. This would be a governance platform aimed to provide a focussed forum for discussing regional climate change planning with elected members from all councils and with Māori representatives. An inter-council joint standing committee would enable communication, coordination and collaboration between councils. Suggested membership will be elected members from the four Northland councils plus Hapū and Iwi representatives. The total number of members is yet to be determined. The proposed ratio would be half elected members and half Mana Whenua partners. Proposed adoption of this structure is set for the August Council Meeting. See Attachment B, CATT Resources, for the proposed CATT governance structure.

Mana Whenua Partnerships

CATT recognises the integral and critical importance of Mana Whenua participation, input and decisions throughout the development and implementation of the adaptation strategy. In addition to development of a Te Ao Māori Framework, CATT involves three levels of Iwi and Hapū involvement.

⁶ KDC's proposed Climate Change Strategy work programme incorporates this work into KAAP.

⁷ Note: This differs from the timeline in Attachment B, CATT Resources and is still pending approval at NRC.

At a staff level, CATT initially engaged with Māori relationship advisors from councils. The group has been working with existing advisory groups including Te Karearea and TTMAC. Māori relationships advisors from each council are included as members of the regional joint adaptation group and have an open invitation. As a possible extension of Te Ao Māori Framework, CATT is creating a research proposal with GNS and NIWA to develop a methodology for and adaptation planning toolkit for Māori communities isolated from towns and urban centres.

At a technical level, a new Māori adaptation technical advisory group will be established with the aim of providing technical advice and support in the development of the adaptation strategy. Existing Māori liaison groups from councils, TTMAC and Te Huinga, will mostly likely form the basis for membership. It has been agreed that remuneration for meetings and other work will be paid for by respective councils. This is accounted for under Mana Whenua Partnerships category in proposed new costs centres (see Budgetary Needs section below).

At the governance level, it is proposed that Iwi and Hapū representatives make up fifty percent of the proposed inter-council joint standing committee.

Hazards Mapping

NRC is undertaking several coastal hazard assessments to inform coastal flood and coastal erosion risks in adaptation planning. These assessments (and corresponding maps) will be made available end of June 2020. Updated maps will inform priority areas for adaptive pathways planning and will inform indicative costs for infrastructure assets and other Council services at risk. The following two paragraphs are direct quotes from *Northland Council's update report: Climate Change Adaptation* to the Northland CE Forum Meeting on February 3rd, 2020.

Ten new sites for coastal erosion will be assessed by Tonkin and Taylor over the next four months, and existing erosion sites updated. This will bring the total number of sites mapped with a detailed probabilistic methodology to 42, with sites in all districts. A separate research project is being undertaken by the University of Auckland to define coastal erosion hotspots across the region which will identify additional sites to be assessed in detail later.

New high-resolution topographic data (LiDAR) has been collected for the whole of Northland and is expected to be delivered to NRC by March 2020. This allows the calculation of coastal flooding including sea level rise projections for the entire coastline.

The Kaipara harbour is currently being assessed for coastal flood hazard and uses an existing model developed for Auckland Council to give a hydrodynamic model of the entire Kaipara harbour. coastal flooding mapping across the entire Northland coastline is expected to be completed by June 2020. These models will use the sea level rise scenarios recommended in the 2017 Ministry for the Environment "*Coastal Hazards and Climate Change*" guidance, namely 0.55m at 2080 and 1.18m at 2130. In line with the guidance, 1.52m at 2130 will be applied to 'category A' development (i.e. new Greenfield subdivisions and major infrastructure). These values were recommended by the group following legal advice and council staff workshops during 2019.

Updated hazards assessments are scheduled to be presented to Council at the August Briefing.

Why both CATT and KAAP?

Under the proposed Climate Change Strategy work programme, CATT is a work stream embedded into KAAP. Council's participation in CATT will be guided by district-wide adaptation objectives and actions that are adopted for KAAP. Both CATT and KAAP are required. CATT will establish a shared adaptive planning approach for coastal areas so Council will need to set adaptation processes for communities outside this scope (i.e. inland communities or farming communities).

Participation in CATT ensures that regional and district planning instruments are aligned, while KAAP enables Council to deal with district specific issues. Additionally, sharing of technical expertise will increase business efficiency and reduce costs.

Important to note is that current timelines do not match. CATT adaptation strategy development is already underway. This proposed strategy and work programme has yet to be adopted or accounted for in the 2021-2031 LTP. The primary aim is that the first instalment of KAAP as a living document (objectives, actions, indicators, etc) is ready before Council engages with community in the CATT-directed adaptive pathways planning process.

So far CATT has progressed well. There is growing interest to expand a collaboration to support a shared mitigation approach (GHG inventory processes, emissions timelines, etc).

Timeframes and trajectories

Another core aim of the work programme is to outline the trajectory of the Strategy and the main action plans. Each action plan follows a similar trajectory based on the follow five questions:

1. What is happening?
2. Where do we want to be?
3. What do can we do about it?
4. How are we going to do it?
5. How are we doing?

Work Programme Trajectory

KAAP	KMAP	KSAP
1. Identify what is happening	1. Identify our emissions	1. Assess our sustainability
2. Develop the approach / Set objectives	2. Decide targets	2. Decide objectives for phases
3. Decide with communities	3. Create pathways for reduction	3. Create action steps
4. Integrate across Council	4. Integrate across Council	4. Integrate across Council
5. Assess how it's working	5. Check our indicators	5. Assess our progress

The above trajectory is for years 2021-2024 (three business years) of the 2021-2031 LTP. The table below outlines the specific actions for each year to achieve works towards this trajectory. The upcoming business year 2020-2021 is included since there is climate change work already underway that will need to be included in the proposed Climate Change Strategy work programme (and thus in the LTP). As this is an evolving work programme, timeframes may change as the programme continues.

LTP Timeframes

	2020-2021 Adopt Strategy	2021-2022 Climate Smart Policy	2022-2023	2023-2024	2024-2031
KAAP	Living Document Outline and Research	Draft KAAP Living Document Adaptation Forums Technical Reports	KAAP Living Document Adopted	Action Steps Outlined and Integrated Across Council	Assess KAAP Living Document Objectives against Adaptive Pathways
CATT Specific	CATT Governance Hazards Mapping Regional Risk Assessment Adaptive Pathways Scoping Indicative Costings	Adaptive Pathways Process Te Ao Māori Framework Mana Whenua Partnership	Pilot Adaptive Pathways Planning Te Ao Māori Framework	Adaptive Pathways Planning with Communities	Adaptive Pathways Planning with Communities Decided Pathways Integration Begins
KMAP	First Annual Emissions Inventory and Footprints Establish Inventory Process	Annual Inventory Establish Emissions Targets Reduction Pathways	Annual Inventory Establish Indicators Community Initiatives	Annual Inventory Action Towards Indicators Community Initiatives	Annual Inventory Review Indicators and Pathways
KSAP	Feasibility and Scoping	Sustainability Assessment Begin Stakeholder Engagement	KSAP Living Document Outline Internal Engagement Across Topics	Set Phased Objectives Across Council Areas Establish Indicators Draft Living Document to Consultation	Final Living Document Transition Actions Implemented across Council Areas Monitor Indicators and Review Phased Objectives

Budgetary Needs

The majority of climate change work so far has been budgeted for through the District Plan Review, Infrastructure, or through CATT shared services. This work programme includes two proposed new cost centres in the *District Leadership Activity Group, Policy and District Planning Sub-Activity*. These cost centres are Climate Change Strategy Development and Adaptive Pathways Planning. This funding model proposal comes from finance engagement and from CATT collaboration and shared regional approaches to LTP bids.

The follow categories are the main areas that will need funding (in alphabetical order):

1. Communications
2. Community Engagement
3. Mana Whenua Partnerships
4. Science and Technical Reports (Professional Services)
5. Tool Development (Professional Services)

These areas are identified as projected BAU costs that do not currently have a budget. They are where ongoing work will be required. Each of the five areas is critical to meeting the statutory requirements and to carrying out the proposed Climate Change Strategy.

A business case is underway that will weigh costs and benefits in more detail. Following the past report's leadership trajectory, this can be presented to Council by October. This will develop as CATT shared process progresses and as continued in-house alignment and cost-sharing opportunities are identified.

Next steps/E whaiake nei

In this LTP Briefing, feedback is needed from elected members on the proposed Strategy's work programme and how it may be accounted for in the LTP. Specifically, what aspects of the work programme need further detail and development in order to be integrated into the 2021-2031 LTP?

The Policy Team would also like input on the recommended Climate Smart Policy and whether this mechanism for climate change action sits within Council's vision for Kaipara.

Additional content on the proposed Climate Change Strategy is due to come to Council at the August Briefing and August Council Meeting. This will include presentation on the updated hazards mapping, CATT climate change key messages and governance discussion, GHG emissions inventory results, and responses to any direction and feedback from these initial briefings.

Attachments/Ngā tapiritanga

	Title
A	Climate Change Policy Resources
B	CATT Resources (Terms of Reference, Proposed Governance, Strategy, Original Timeline, Key Messages)

Policy

CLIMATE CHANGE POLICY

TEAM:	Strategy and Policy
RESPONSIBILITY:	Chief Executive
ADOPTED:	30 May 2019
REVIEW:	In 2021 and then every five years or as required.
CONSULTATION:	Required.
RELATED DOCUMENTS:	Ashburton District Council Long-Term Plan 2018-28 Ashburton District Plan Resource Management Act 1991 Local Government Act 2002

Policy Objective

To enable the Council to respond in a more integrated manner to climate change to:

- Ensure the sustainability of Council assets and services for the present and future resilience and well-being of the Ashburton District; and
- Enhance the resilience and preparedness of present and future Ashburton District households and businesses; and
- Manage the carbon emissions of the Council to provide an example of effective climate change mitigation for the District, and offer support and encouragement to businesses and households in their mitigation efforts.

Definitions

Adaptation means:

- in human systems, the process of adjustment to actual or expected climate and its effects, to moderate harm or exploit beneficial opportunities.
- In natural systems, the process of adjustment to actual climate and its effects

Climate Change means a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.

Council means Ashburton District Council.

Mitigation means a human intervention to reduce greenhouse gas emissions or enhance the sinks of greenhouse gases.

Resilience means the capacity of social, economic and environmental systems to cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity and structure while also maintaining the capacity for adaptation, learning, and transformation.

Policy Statement

1. Scope

- 1.1 This policy is intended to guide the actions and decisions of Ashburton District Council.
- 1.2 This policy does not apply to Ashburton District Council council-controlled organisations or private households and businesses except to the extent those organisations, households, and businesses are users of Council services and assets.

2. Current Position

Climate change and its impacts

- 2.1 Climate change has the definition contained in this Policy.
- 2.2 The likely impacts of climate change in New Zealand include higher temperatures, flooding, water shortages, and sea-level rise. These impacts will affect many parts of our economy, environment, and society including agriculture, business, and finance, transport, biodiversity, and public health. For example:
 - a. Agricultural productivity is expected to be impacted. There are risks of drought and spreading of pests and diseases. There are likely to be costs from changing land-use activities to suit a new climate. Climate change is likely to drive greater innovation in efficient water use as well as constraints on water usage in, and methane and carbon emissions from, agriculture. Combined with concerns about water quality and nutrient discharges to land and water from farms, the economic and social impact on the farming community, and in turn on the wider Ashburton District community, could be substantial.
 - b. Households may find it more difficult to access adequate insurance cover for flood risk. Growers may find it more expensive to insure against weather related damage (e.g. from hail).
 - c. Hotter summers may damage transport infrastructure (buckled railway lines and damaged roads), with associated disruption and repair costs.
 - d. Our District may face increased biodiversity risks under climate change, as warmer temperatures alter habitats that are critical to some species. Council recognises that the Ashburton District community values and cares for biodiversity and accepts the shared responsibility to work together to ensure it is sustained and enhanced, both now and into the future.
 - e. Higher levels of heat-related human mortality in summer and a possible reduction in winter related mortality and illnesses such as colds and flu are two human health impacts from climate change. Climate change will have impacts on other social determinants of health such as extreme weather events causing reduced mental health and wellbeing, housing, food security, and clean recreational and drinking water which pose significant risks to human health.
 - f. Increased temperatures may reduce the comfort of occupants in domestic, commercial and public buildings and lead to business disruptions.

- g. The future likelihood of greater drought and smaller snowmelt will place greater importance on the use of water for the benefit of the surface water resources of the district, including its lakes, rivers, springs, and wetlands. These surface water resources support a range of ecosystems and indigenous biodiversity and enable agricultural, cultural and recreational activities. Finding the best future use of water resources for the long-term economic, environmental, social and cultural well-being of the Ashburton District will be a significant challenge for the whole community.
- 2.3 From an Ashburton perspective, the greatest of these risks appear to be those related to drought (as discussed in 2.2 a & g) and the increased severity and frequency of extreme weather events. Extreme weather events represent a threat to people and property, including both public and private infrastructure. Flooding and storm damage is a major risk given the proximity of many urban settlements to rivers and waterways. Sea-level rise is less significant for Council-owned public infrastructure, as the Council has no assets in the area up to 1.5 metres above mean high water springs. There will be other public infrastructure, such as electricity supply infrastructure, in affected areas. There is private infrastructure in this area that could be affected, particularly the hut sites at Rangitata, Hakatere, and Rakaia. Council will strive to protect all its communities through its asset management, civil defence emergency management, and district planning activities.
- 2.4 Reduction in emissions from landfill operations requires the capture of methane. Ashburton waste goes to Kate Valley Landfill where methane capture systems are already in place.
- 2.5 The impacts of climate change in Ashburton District, New Zealand (and globally) are expected to be more pronounced as time goes on. At the same time, those impacts are not expected to be distributed equally across communities. Some populations and communities (for example, communities situated near the coast or rivers, rural communities who are reliant on food production for income, those who may not be able to afford alternative housing should theirs be at risk) are more likely to experience the adverse effects of climate change disproportionately and require assistance to mitigate and adapt.

Council duties and responsibilities

- 2.6 Council has a range of statutory duties and responsibilities that can impact on, or are impacted by, climate change. These statutory and associated duties include land use planning, corporate planning, relationships with Māori, land transport, water supply, wastewater treatment, and disposal, stormwater treatment and disposal, waste management, civil defence emergency management, public health, building control, resource consenting and environmental monitoring. This list is not exhaustive. Few, if any, Council activities will be unaffected.
- 2.7 The 2018-28 Long-Term Plan records that Council responses to climate change will include:
 - a. Monitoring and planning for the provision of drinking water to address reduced water availability from groundwater and variable river flows
 - b. Investigating major rain events and their impact on wastewater and stormwater capacity and performance. Increased inflow from intense rainfall may result in overflows or other service failures.
 - c. Planning for the effects of increased demand, decreased river flows and lower groundwater availability on our water race network.
 - d. Planning for impacts on the road network, such as the effects of drought on the efficiency of roadside swale drainage, the impact of flooding on road assets, and increase drying of unsealed roads leading to surface material wind erosion.

- e. Continuing to build relationships with tangata whenua and foster Maori contribution to decision-making. Mana whenua will be affected by the impact of climate change on Māori customary rights due to rising sea levels inundating customary lands, including mahinga kai and sacred sites (wahi tapu and urupā).
 - f. Continuously improving our Biodiversity Action Plan, Civil Defence Emergency Management Plan and District Plan to ensure that land use development, biodiversity enhancement and community resilience are appropriate for a changing climate including increased extreme weather events.
- 2.8 Future operational activities also offer scope for new climate change response. Reviewing the District Plan and Development Contributions Policy offers the opportunity to build environmental and economic resilience by enabling, promoting and supporting climate-appropriate economic development. So too does Council-led developments (such as the Ashburton Industrial Park, the Ashburton CBD Project, and the Library and Civic Centre) and planned investment in economic development. Council projects also enable modelling of sustainable development, such as water harvesting.
- 2.9 The range and potential scale of climate impacts on Council's statutory duties, roles and responsibilities (and the potential for Council to lessen the adverse effects) show that climate change response is essential local government work. Council's approach to climate change adaptation and mitigation will benefit from more consistency and alignment as this will be more effective and efficient than ad hoc approaches.

Response from Central Government

- 2.10 Government is developing and implementing a work programme for long-term management of climate change response in New Zealand. These initiatives include:
- a) Legislation:
 - i. A Zero Carbon Bill
 - ii. Amendments to the Climate Change Response Act 2002
 - iii. Two-stage reform of the resource management system. Stage Two will address climate change and is planned to commence in 2019.
 - b) Response to the recommendations of the Climate Change Adaptation Technical Working Group.
 - c) Consultation on a proposed *National Disaster Resilience Strategy*.
- 2.11 The unfolding of these initiatives over 2019 and beyond will provide more certainty about the roles and responsibilities of local authorities (and may increase them). They will also provide better information, support and (potentially) funding for local authorities as they manage local climate change response.

Response from Council

- 2.12 Council puts most of its climate change effort into adaptation, as will many territorial authorities. Government and local communities expect that local government will pay increasing attention to all aspects of climate change.
- 2.13 Council currently governs its climate change adaptation work through the corporate planning and reporting systems. These mechanisms provide for some consistency and integration and there is potential for continuous improvement.
- 2.14 Council proposes to establish a benchmark for its carbon emissions and strive to reduce these emissions.

3. Policy Goals

- 3.1 Council will strive to understand climate change and what it means for the Ashburton District now and in the future, and create opportunities to share that knowledge with the wider community.
- 3.2 Council will respond to climate change in ways that:
 - a. Ensure the sustainability of Council assets and services for the present and future well-being of the Ashburton District; and
 - b. Enhance the resilience and preparedness of Ashburton households and businesses in the present and for the future; and
 - c. Reduce carbon emissions from its own activities.

4. Principles

- 4.1 In making decisions that can impact on (or are impacted by) climate change, Council will consider the following principles, alongside other decision-making considerations:
 - a. **Kaitiakitanga/Stewardship** – Council shares in a collective duty of care to safeguard the natural environment. Policies and decisions on climate change need to be flexible and enabling to allow for local decisions and empower organisations and individuals to reduce emissions.
 - b. **Anticipatory Governance** – Council will think and act with the long-term in mind to provide clear and consistent plans towards a low emissions economy.
 - c. **Equity/Justice** – Council will consider the needs of the most vulnerable and those without a voice – including future generations – as it responds to climate change. This includes recognising and advocating for the needs of communities and individuals disproportionately affected by climate change.
 - d. **Informed decision-making** – Council will use the best available information to understand the potential impacts of climate change and available options for responding to those impacts – including their costs and benefits. Council will make this information available to engage in meaningful conversations with communities.
 - e. **Work as one** – Wherever practicable, Council will work co-operatively and collaboratively with partner organisations and communities in the District. Council will also strive to ensure greater alignment and integration of its activities relating to climate change.
 - f. **Resilience** – Some impacts of climate change are already inevitable. Council will work with communities and businesses to improve their understanding of climate change risks and what they can do to avoid and mitigate climate change risk so that they can continue to thrive.

5. Decision-making and resource allocation

- 5.1 Council will have appropriate regard for climate change adaptation and mitigation in its decision-making and resource allocation.
- 5.2 Council will continue to develop its people, processes and tools to ensure that decision-making and resource allocation that can impact on (or is impacted by) climate change is integrated, effective and efficient.

Co-Benefits in Climate Policy and Key Insights

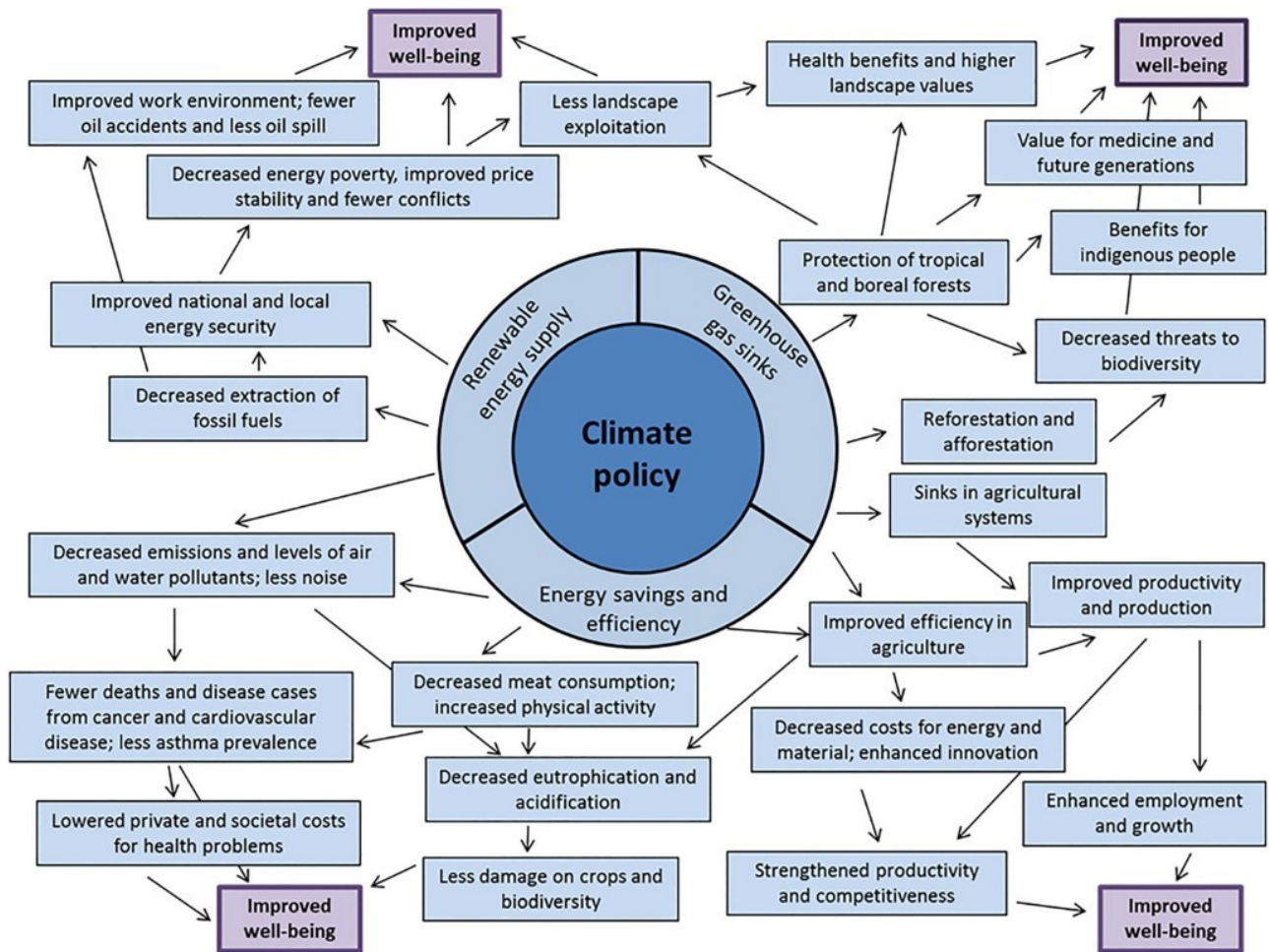


Figure 1. Co-benefit categories in climate policy. The three main components of climate policy in the circle may result in chains of potential positive effects, which – as examples – eventually may improve well-being. Developed after Alfredsson and Karlsson (2016).

Figure 1 is from an academic article, Climate policy co-benefits: a review (2020), which reviews co-benefits in climate policy. Figure summarises the main co-benefits and their connections. This article additionally found the following insights to climate policy:

- Climate policy co-benefits in well-researched fields such as air quality and health are large, often equalling or exceeding mitigation costs.
- Despite their significance, co-benefits are seldom considered in decision-making, leading to biased policies and goal failures.
- In several areas, such as diet and energy security, co-benefits are sparsely researched, but emerging evidence points to high values.
- More research is needed, including on how to describe the total value of different co-benefits.

- Improved processes, documentation requirements and criteria in decision-making are needed, in order to ensure that political decision-makers consider co-benefits

Article Reference:

Mikael Karlsson, Eva Alfredsson & Nils Westling (2020) Climate policy co-benefits: a review, *Climate Policy*, 20:3, 292-316, DOI: [10.1080/14693062.2020.1724070](https://doi.org/10.1080/14693062.2020.1724070)

Preparing a Climate Change Policy for Local Authorities

Summary and Insights from Workshops

FEBRUARY 2020



WORKSHOP OVERVIEW

Simpson Grierson, Climate Planning and CLIMSystems, with contributions from Toitu Envirocare, Victoria University, Waikato Regional Council, and Watercare, held workshops on 10 - 12 February 2020 with 27 local authorities from across New Zealand.

The workshops provided attendees with a practical guide to preparing a climate change policy that addresses both physical and transitional risks arising from adjusting to a low-carbon and climate resilient economy. Among other essential considerations, the workshops covered:

- Essential **elements of a climate policy**
- How to undertake **climate scenario analysis**, and its importance in a climate policy
- Embedding climate informed decision-making into existing **core governance mechanisms** (long term plans; financial and infrastructure planning)
- Quantifying a local authority's **exposure to climate risk**, including financial, economic, legal, environmental risks
- Tackling **capability and capacity issues**
- How to pre-empt issues arising from impending **climate risk disclosure obligations**.

KEY MESSAGES

The first key message for local authorities was that the Policy sets the rules, whereas the Strategy is the game plan. As such, it is essential that the Policy comes first.

The second key message was that the growing global pressure on financial institutions (banks, investors, insurers, etc) to internalise the cost of climate change-related financial risk is already affecting the cost of lending and allocation of capital. Coupled with the Government proposal to introduce mandatory disclosure of climate related financial risk for certain

organisations, climate change-related financial risk must be taken into account when developing local authority policies, strategies and plans. For this reason, the CFO must be at the table when responses to climate change are being considered.

The third key message is that we are now in a time of rapid transition from a high to low carbon global economy. Local authorities must be managing the transition of their organisations and communities, now.

RISK EXPOSURE ASSESSMENT

We highly recommend that, before developing a response framework (policies, strategies and any deep dives into TCFD type risk disclosure) local authorities carry out an initial risk exposure assessment. This will allow the organisation to set essential parameters and direction for any subsequent climate change related risk identification and management. Simpson Grierson is a leader in the provision of advice on climate change-related legal risk. We have a number of tools to identify and size exposure to key climate related risks; tools specifically designed to mitigate climate related liability risk exposure to decision makers.

Workshop attendees were surveyed on a range of relevant matters. Disaggregated results from this survey are attached to this report and provide valuable insights in to the level of progress being made on climate-related risk at the local authority level.

Powerpoint slides from the workshops are also attached.

If you would like further information or assistance on any matters related to climate risk, please contact:

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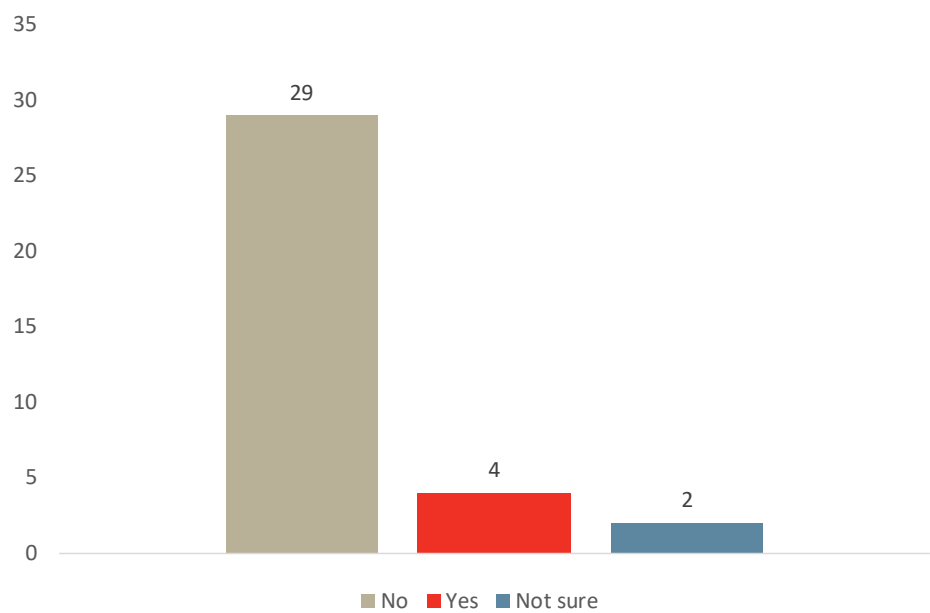
SURVEY RESULTS

LEVEL OF PREPAREDNESS OF LOCAL AUTHORITY ATTENDEES AT CLIMATE WORKSHOPS

The majority of workshop attendees (approximately 70%) were from district or city councils, with the remainder representing regional councils (20%), Unitary Authorities (8%) and Council-controlled organisations (2%).

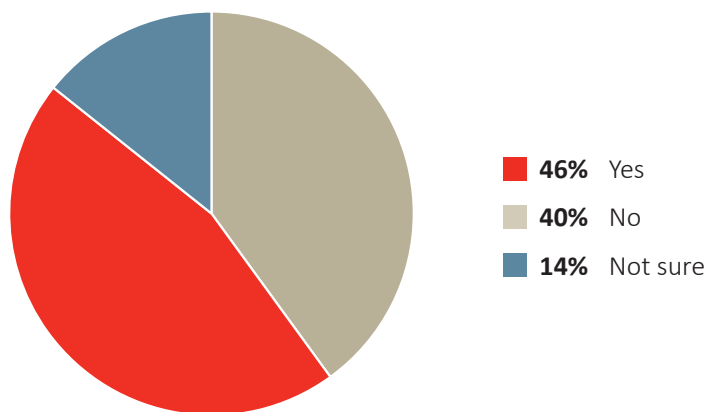
Q1. DOES YOUR LOCAL AUTHORITY CURRENTLY HAVE A CLIMATE CHANGE POLICY, AND IF SO, DOES IT ADDRESS SOME OR ALL OF THE MATTERS THAT HAVE BEEN DISCUSSED TODAY

Attendees were asked whether their local authority has a climate change policy. The results are stark, indicating that local authorities are only recently starting to think about climate change risks and future planning:



Q2. HAS YOUR LOCAL AUTHORITY CONSIDERED CLIMATE CHANGE IN TERMS OF THE FINANCIAL RISK IT POSES TO YOUR ORGANISATION?

Attendees were also asked if their local authority had considered climate change in terms of the financial risk it posed to the organisation. The majority of local authorities in attendance had considered this:

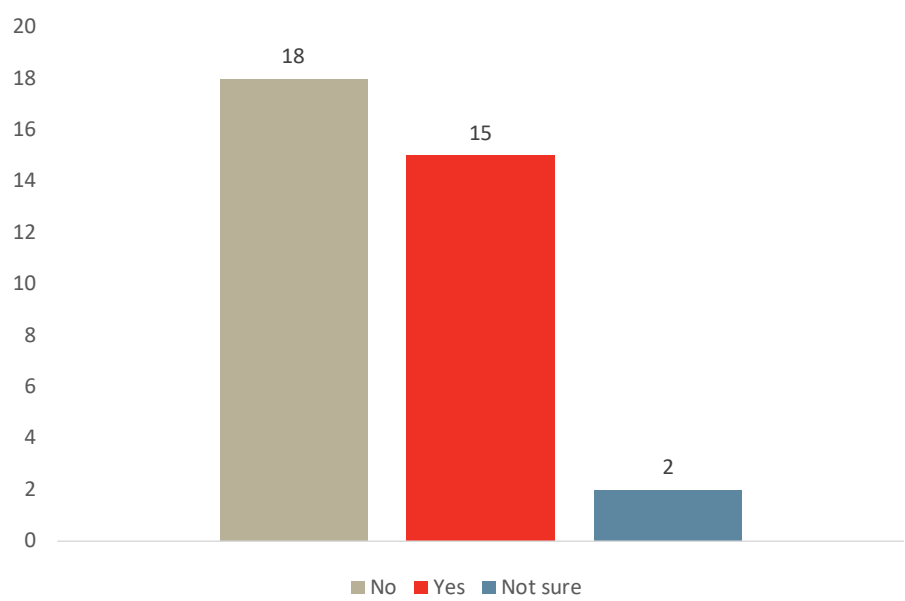


Attendees were then asked the follow up question, who in your organisation do you need to talk to in order to better understand this? Answers included:

- Environmental planners;
- Asset management team;
- Finance department
- Commercial & Corporate Services Group Manager;
- CFO and CEO;
- Senior leadership team;
- Level 2 managers;
- LTP consideration;
- Auditors; and
- Treasurer.

Q3. HAS YOUR LOCAL AUTHORITY CARRIED OUT A SCENARIO ANALYSIS TO BETTER UNDERSTAND THE POTENTIAL EFFECTS OF CLIMATE CHANGE ON THE ORGANISATION AND COMMUNITY, AND TO HELP IT DETERMINE THE BEST PATHS FORWARD IN A RANGE OF DIFFERENT FUTURE SCENARIOS?

Attendees were also surveyed as to whether their local authority had carried out a scenario analysis to better understand the potential effects of climate change on the organisation and community, and to help it determine the best paths forward in a range of different future scenarios. The results indicate that the majority of local authorities had not carried out a scenario analysis, with some noting that this was about to be undertaken by their respective local authorities:



Q4. WHAT DO YOU SEE AS THE TOP THREE BARRIERS THAT YOU NEED HELP WITH TO OVERCOME CHALLENGES TO MAINSTREAM THE CONSIDERATION OF CLIMATE CHANGE INTO YOUR ORGANISATION?

- 1** Resources/capability/cost
- 2** Lack of expertise, guidance and understanding
- 3** Political will

Other significant barriers included:

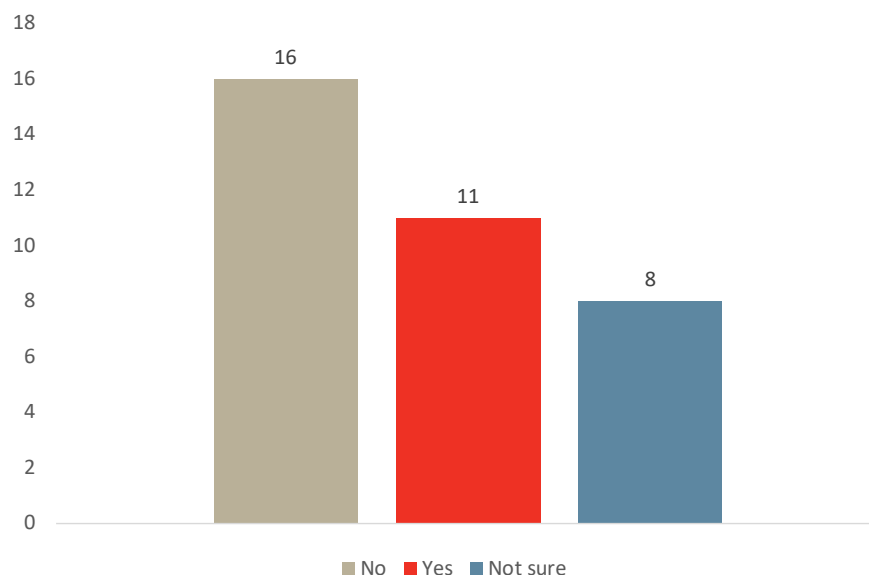
- Lack of leadership
- Difficulty prioritising the issue/keeping to the status quo
- Size and scope of local authority
- Knowing where to get the best information
- Waiting for climate change policies and strategies to be prepared/implemented
- Getting elected members on board
- Lack of central government support/legislation
- Novelty of the issue
- Competing agendas
- Short electoral cycles

Q5. WHAT IS YOUR LOCAL AUTHORITY DOING, IF ANYTHING, TO ENSURE THAT IT IS MANAGING THE TRANSITION RISK TO THE ORGANISATION AND THE COMMUNITY?

Attendees were also asked what their local authority is doing, if anything, to ensure that it is managing the transition risk to the organisation and the community. While some respondents said their local authority wasn't doing anything or was doing very little, other answers included:

- Discussions with the community about the development suitability of land;
- Understanding changes in stormwater management and water availability;
- Natural hazards programme e.g. Regional Natural Hazard Management Strategy;
- Coastal Erosion Response Policy;
- Start up for Māori environmental projects office;
- Developing a Climate Change Strategy and Action Plan;
- Engaging with the Mana Whenua Kaitiaki Forum;
- Working with the relevant parent council (from a CCO perspective);
- Developing working groups in specific areas e.g. Climate Change Working Group;
- Emissions reduction targets;
- Declaring a climate emergency;
- Carbon neutrality resolution;
- Working with the community to develop a Project Plan, Communication & Engagement Plan, and Community Assessment Panels;
- 30-Year Infrastructure Plan;
- Asset Management Programme;
- Sustainability Strategy;
- Emissions stocktake;
- Undertaking a risk assessment;
- Flood modelling work/management planning;
- Establishing a Climate Change Communicator position;
- Collaborating with other councils;
- Incorporating climate change into decision-making;
- Looking at reporting requirements;
- Recognising M&A through the Regional Plan;
- Ensuring infrastructure meets the specifications for extreme weather events;
- Using a web-based sea level rise tool;
- Recognising Sustainable Development Goals (including Goal 13 – climate action);
- Contributing to the Ministry's National Climate Change Risk Assessment;
- Working with a technical advising group of university, science, communication, and community groups;
- Building internal capability;
- Investing in PD;
- Recognising climate change as a key theme in the Infrastructure Strategy;
- Community initiatives e.g. flood network initiative;
- Reviewing the district plan; and
- Preparing a climate change road map.

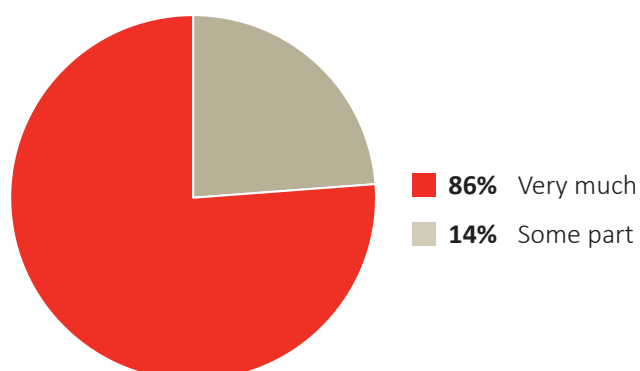
Q6. HAS YOUR LOCAL AUTHORITY TAKEN ANY STEPS IN PREPARING TO MAKE DISCLOSURE OF ITS CLIMATE-RELATED RISK?



IF SO, WHAT IS IT DOING?

- City risk analysis
- Joined with CDP
- Regional Emissions Inventory
- Corporate Emissions Inventory
- LTP assumptions e.g. sea level rise and other indicators
- Preparing draft disclosure
- Coastal hazards information
- Coastal Structures Policy
- Including climate change in LTP
- Undertaking GHG emissions accounting
- Toitū Envirocare verification
- Conversations among finance/legal/policy teams

Q7. WAS THIS WORKSHOP HELPFUL FOR YOU TO UNDERSTAND THE ESSENTIAL ELEMENTS OF A CLIMATE CHANGE POLICY?



WORKSHOP POWERPOINT SLIDES



PRACTICAL WORKSHOP: Preparing a Local Authority Climate Change Policy

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Caveat Please Read

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Local Governments Responding to Climate Change

Climate change is a pressing issue for local government that is already manifesting as a legal, social, economic and environmental risk. Local governments make decisions that span generations (e.g. roll-out of infrastructure, planning for future settlements) and as such need to be actively assessing and responding to the direct and indirect risks that climate change presents. However, since climate change presents a plethora of direct and indirect challenges that are likely to change over time, it will be impossible to effectively manage the issue in an ad-hoc and reactive manner.

Climate change requires a focus on both mitigation and adaptation activities. Mitigation limits the long-term contribution of greenhouse gas emissions to global environmental change and adaptation responds to the impacts that will already be locked into the climate system. The integration of mitigation and adaptation activities act as drivers for a low carbon economy, accessing economic and social opportunities.

Robust decision-making frameworks minimise future uncertainty as issues and information emerge and become important. In fact, this has been identified as the priority for Australian local governments:

Local governments will better respond to the challenges of climate change in an environment where adaptive responsibilities are clear, response and evaluation frameworks are consistent across jurisdictions, approaches to mainstreaming climate change adaptation are implemented, and decisions are made on the basis of the best data and information. (National Climate Change Adaptation Research Facility (NCCARF), 2013)

NCCARF. (2013). Challenges of adaptation for local governments: Guidance Policy Brief Number 5. Retrieved June 5, 2017, from http://www.nccarf.edu.au/sites/default/files/attached_files_publications/GOVERNMENT_070313_A4.pdf



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Why Have a Climate Policy?



An internal climate change policy (or corporate standard) allows the organisation to place a **climate change lens** over all of council's activities and use the existing system to drive adaptation and mitigation.

Staff members in local government have a range of viewpoints and approaches.

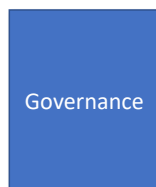
It can allow for the **consistent application** of standards, agreed use of information sources and specific **triggers for change**.

Adopting a formal policy places limitations on the extent that personal viewpoints affect the professional judgments of people who may be sceptical or deny the existence of climate change.



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Climate Policy Feeds into the Core Governance Framework



Long Term Plan
Financial Planning
Infrastructure Plans
Emergency Management
Development planning



Quantifying exposure

- Council
- Community
- Businesses
- Environment



Response Plan

- Actions
- Roles & Responsibilities
- Timing
- Opportunities
- Adaptation + Mitigation
- Community responses



Regulatory
Market
Community
Internal



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Climate Policy Components



Context

- Objectives
- Where things are at

Climate change scenarios

- Mitigation
- Adaptation

Governance

- Core mechanisms

Capability / Capacity

- Skills
- Working groups
- Networks

Monitoring and Review

- Metrics
- Review points

Disclosure

- What to disclose
- Who to disclose to

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Policy Context: Objectives



Example Components of Context Section

- Support long term financial planning, asset management, strategic planning, emergency management and other key Council processes with consistent, timely and scientifically sound information related to climate change.
- Ensure that climate change adaptation is a core component of planning for a more resilient Council and is therefore mainstreamed into council's functions and activities.
- Commit Council to becoming a leader in climate change innovation and community resilience planning.
- Acknowledgement that a focus must be placed on the significant impacts that climate change will have on the natural assets and ecosystems in the Council area.
- Ensure that Council is well placed to benefit from economic development opportunities that may eventuate due to its proactive climate change adaptation and community resilience commitment

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Policy Context: General Context



Minimal Elements of a Context Section

- International issues and trends (e.g. Paris Agreement)
- Central Government Regulation
- Council's risk summary
- Market forces
- Other issues



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Climate Change Scenarios

- Scenario analysis is a tool to enhance critical strategic thinking
- Policy context:
 - What physical climate scenarios?
 - What carbon price?
 - What regulations to track?
 - What complex scenarios will be used to stress-test or use as outliers?



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Scenarios

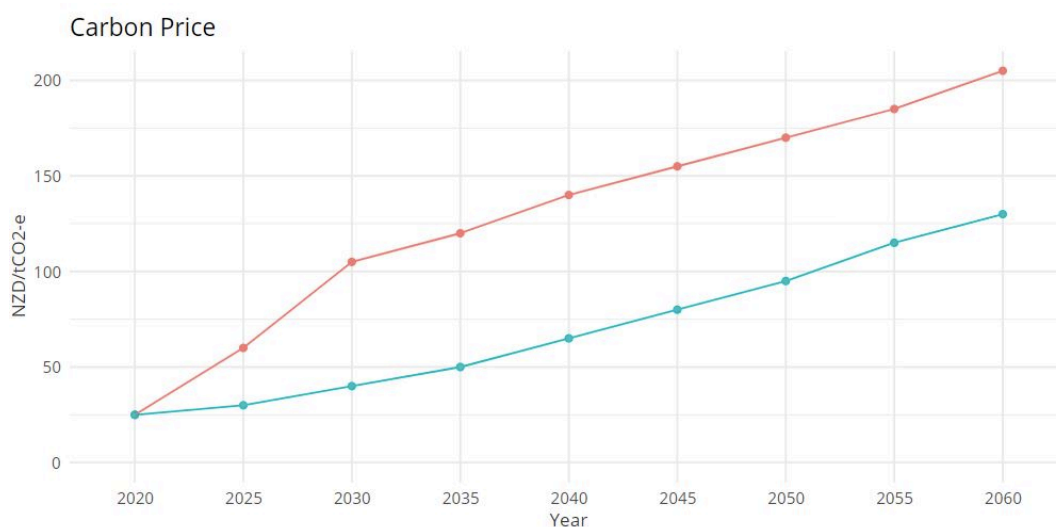
- What information will you use?
- What time period/s will you choose?
 - Minimum outlook (e.g. 2050)
 - Multiple outlook (2030, 2050, 2070)
- Where will you get information from?
- What will be used for quantitative analysis
 - Specific values, and/or
 - Scenario testing



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Policy Scenarios

Quantify the price of carbon into all financial modelling. Have more than one price range.



https://www.bec2060.org.nz/_data/assets/image/0005/182453/1-carbon-price.jpg

Policy Scenarios

- Emissions reduction target
 - Align to Central Government
 - Or more progressive..?
 - What scope? (Scope 1, 2, 3)
 - Any stepping stone targets (e.g. 2030, 2035, etc.)
 - Any stepping stone actions (e.g. all council vehicles 100% electric by 2025)
 - Where are the stubborn emissions..?
- What is the current value of Council's carbon exposure (with future carbon prices)
- What is Council's policy on carbon offsets (where from)?

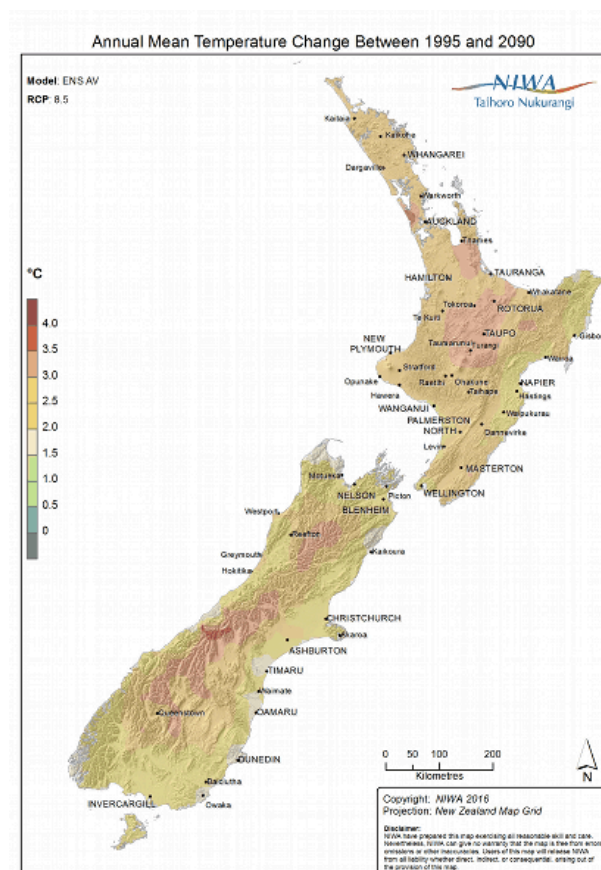


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Remember – climate models have differing results.

Have policy refer to technical manual.

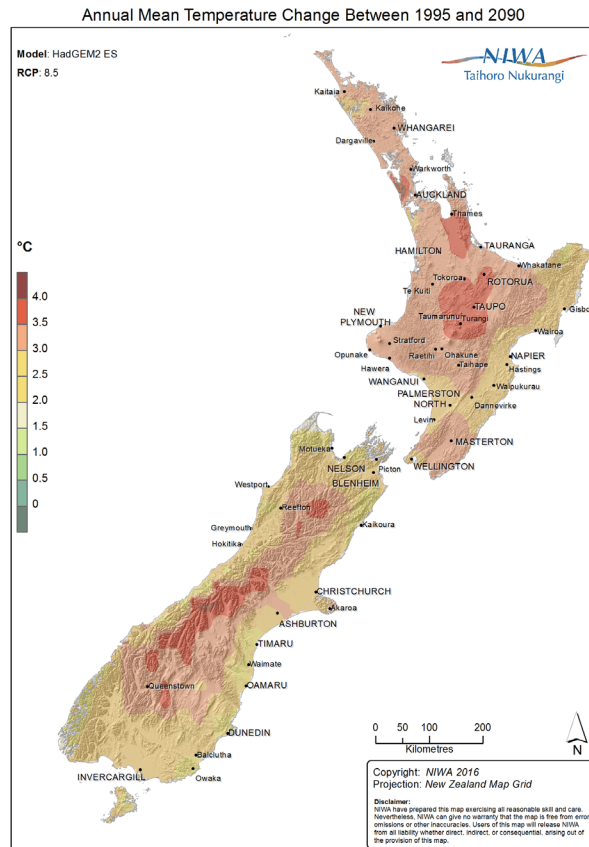
Use policy to set the meta framing of the modelling (e.g. IPCC scenario, timeframe etc.).



**Remember –
climate
models have
differing
results.**

**Have policy
refer to
technical
manual.**

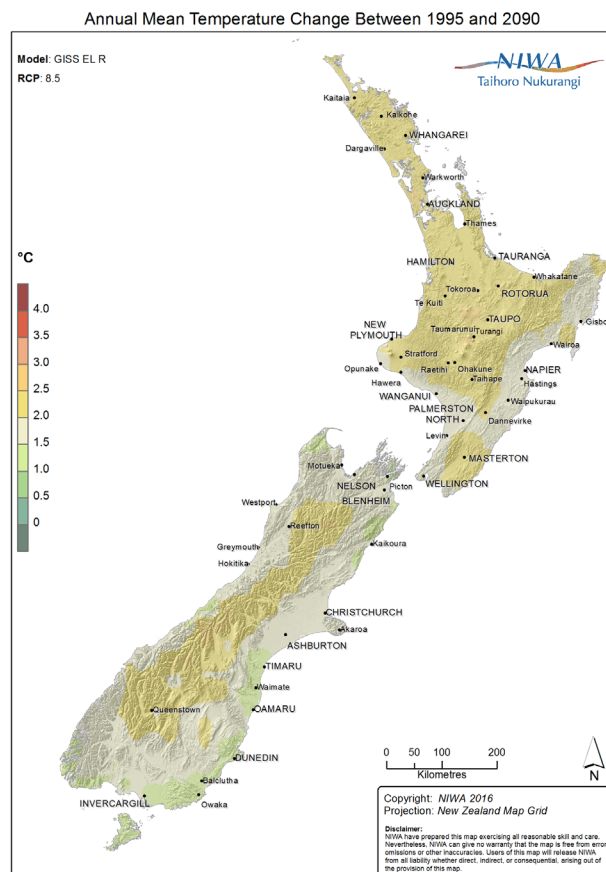
**Use policy to
set the meta
framing of the
modelling (e.g.
IPCC scenario,
timeframe
etc.).**



**Remember –
climate
models have
differing
results.**

**Have policy
refer to
technical
manual.**

**Use policy to
set the meta
framing of the
modelling (e.g.
IPCC scenario,
timeframe
etc.).**



Climate Variables

Mean temperature (absolute change C)	Very cold nights
Maximum temperature (absolute change C)	Maximum 1-day precipitation (absolute change mm)
Minimum temperature (absolute change C)	Extremely wet day precipitation
Precipitation (percentage change)	Simple daily intensity (absolute change mm/hr)
Pan evaporation (percentage change)	Consecutive dry days
Relative humidity (percentage change)	Consecutive wet days
Solar radiation (percentage change)	Duration of Droughts
Surface wind (percentage change)	Frequency of Moderate Droughts
Temperature of Heatwave Amplitude	Frequency of Severe Droughts
Heatwave Frequency	Frequency of Extreme Droughts
Heatwave Duration	Duration of Floods
Days in year > 40°C	Frequency of Moderate Floods
Hot days	Frequency of Severe Floods
Hot nights	Frequency of Extreme Floods
Warm spell duration	
Cold spell duration	

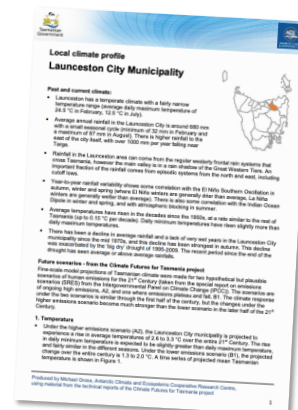


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Scenario Examples

- **General** – that refer to local technical guidelines, which will at a minimum include RCP 8.5 or worst case modelled IPCC GCMs:

“For climate change projections Council will use the Council technical guideline on climate change.”



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Scenario Examples

- **Explicit (detailed)** – that embed the scenarios / variables into the policy itself.

“Council will use at a minimum IPCC 8.5 and as a minimum include changes to average and extreme annual and seasonal projections for 2030, 2050, 2070 and 2100”

- Also has to consider timing with RMA (e.g. 100 years)



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Other Scenarios

- Litigation
- Insurance
- Lending risk
 - Council
 - Community
- Food security
- Water security
- Energy security
- Health (e.g. Pandemics, vectors)
- Environmental (e.g. invasive species)



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Governance

- List the core mechanisms that will drive decision-making
- Describe what you want by when..?
- Prioritise what you want to focus on first

- Corporate Plan
- Financial Management
- Public Risk Register
- Asset Management
- Land Use Planning
- Disaster Management
- GHG Emissions
- Climate Risk Management
- Adaptation Planning
- Climate Change Policy



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Additional components

- Community engagement
- Cultural considerations
- Procurement
- Definitions of “suitably qualified” climate change experts (for consulting)



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Capability / Capacity



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Capability / Capacity

- Establish capability assessments (staff surveys)
- Defining skills required – for each department / area – link to professional development in position descriptions Identify key conferences
- Working groups
 - Make up of the working group
 - When they meet etc.
- Networks
 - Defining key stakeholders
 - Regional / national working groups
- Resourcing
 - Align to budget planning



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Monitoring and Review

RELEVANCE	The indicator should have a strong link to the adaptation goals
FAMILIARITY	The indicators should be easy to understand by the users
DATA AVAILABILITY	Data for the indicators should be easily available and be gathered at reasonable costs
MEASURABILITY	The identified indicators should be capable of being measured, preferably as objectively as possible
RELIABILITY	The results of the indicators should have a limited degree of uncertainty and margin of error. Factors that increase reliability are; good quality of the underlying data, clear and specific definition of the indicator and a transparent and direct calculation methodology.
NON-REDUNDANCY	Indicators within a framework should not measure the same aspect
COMPLETENESS	The total set of indicators should consider all aspects that affect the adaptation goals



Adapted from: (Rooijen and Nesterova, 2013)

Monitoring and Review

- Requirements under financial and/or non financial reporting
- TA assets
 - Exposed units or length (total and by area)
 - Value of the above (replacement)
 - Damage curves
- TA changes to income
- Residential properties (number, damages, exposed \$)
- Business properties (number, damages, exposed \$)
- When to Review
- Science based targets



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Indicator tracking summary for Asset Management (#4)

Select council:
Kingborough CouncilSelect indicator:
Asset Management (#4)

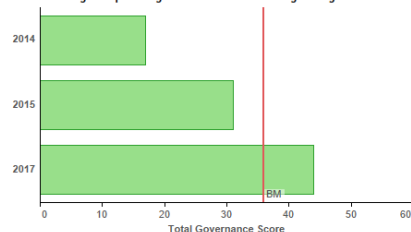
Click on an Year to filter the indicator scores for a specific Assessment Year

Asset Management (#4) indicator score for each assessment year
Asset management documents were reviewed for words associated with managing climate change (e.g. "climate", "climate change", "sea level rise", "greenhouse gas", and "adaptation")

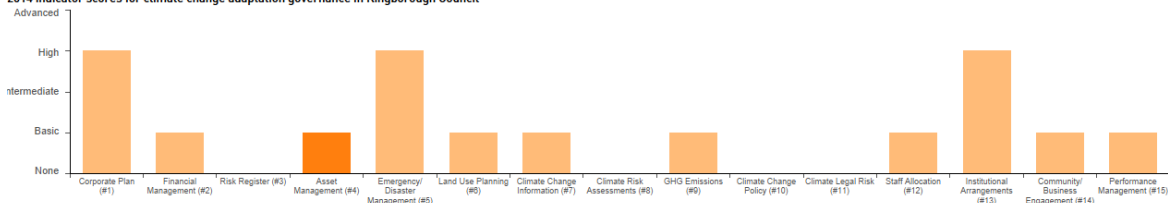
	2014	2015	2017
None	None	None	None
Basic	Basic	Basic	Basic
Intermediate	Intermediate	Intermediate	Intermediate
High	High	High	High
Advanced	Advanced	Advanced	Advanced

Information removed
commercial in confidence

Total climate change adaptation governance score for Kingborough Council



2014 indicator scores for climate change adaptation governance in Kingborough Council



© Climate Planning Version 1.1 13 March 2017

<http://www.climateplanning.com.au/about-informedcity>

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Indicator tracking summary for Asset Management (#4)

Select council:
Kingborough CouncilSelect indicator:
Asset Management (#4)

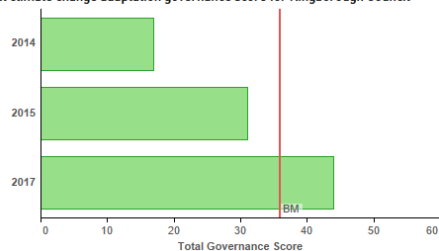
Click on an Year to filter the indicator scores for a specific Assessment Year

Asset Management (#4) indicator score for each assessment year
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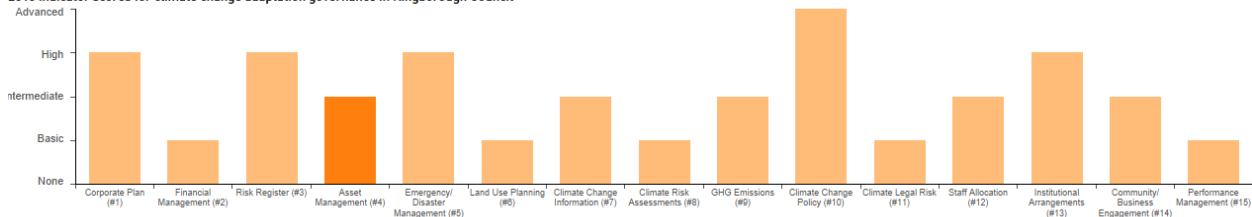
	2014	2015	2017
None	None	None	None
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Asset Management (#4)

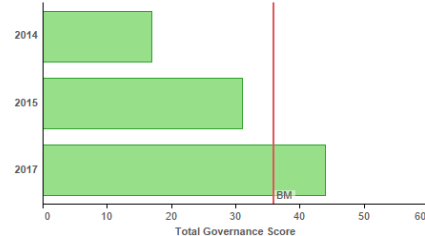
Asset Management (#4) indicator score for each assessment year

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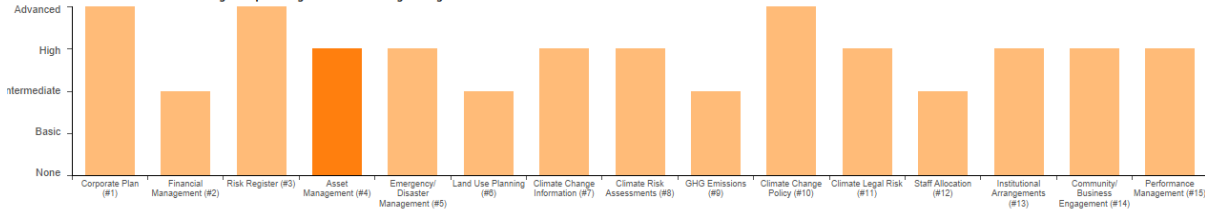
	2014	2015	2017
None	None	None	None
Basic	Basic	Basic	Basic
Intermediate	Intermediate	Intermediate	Intermediate
High	High	High	High
Advanced	Advanced	Advanced	Advanced

Information removed
commercial in confidenceClick on an Year to filter the indicator
scores for a specific Assessment Year

Total climate change adaptation governance score for Kingborough Council



2017 indicator scores for climate change adaptation governance in Kingborough Council



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Monitoring and Review

- Set a baseline (may be various baselines) e.g. carbon recording may have patchy earlier than set date
- Ensure systems to gather the information are establish and someone has ownership of collecting then
- Set key performance indicators
- Link to other reporting (e.g. Sustainable Development Goals, LTP etc.)
- Data visuals



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Review Points

- Set review times (e.g. in line with existing policy), and
- Set review triggers
 - IPCC Assessment Report (AR6 is next)
 - Litigation (council or precedents)
 - Regulatory change
 - Market triggers (e.g. trouble getting finance, insurance, etc.)
 - Significant extreme event (outside, say, 1% return rate)
 - Increase in exposure (e.g. number of houses exposed to x event increasing)
 - After an audit



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Please Reach Out

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donovan@climateplanning.com.au



[@climateplanning](https://twitter.com/climateplanning)



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BARRISTERS AND SOLICITORS

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WELLINGTON: Level 24, HSBC Tower, 195 Lambton Quay, PO Box 2402, Wellington 6140, New Zealand. T +64 4 499 4599

CHRISTCHURCH: Level 1, 151 Cambridge Terrace, West End, PO Box 874, Christchurch 8140, New Zealand. T +64 3 365 9914

www.simpsongrierson.com

Climate Change Working Group

[now CATT]

Terms of Reference

Membership

Members:

Northland Regional Council (NRC):

Justin Murfitt, Manager, Resource Management Planning & Policy

Toby Kay, Natural Hazards Advisor, Rivers and Natural Hazards

Far North District Council (FNDC):

Melissa Parlane, Team Leader, Infrastructure Planning

Roger Ackers, Manager, Strategy Development

Whangarei District Council (WDC):

Matthew de Boer, Waste and Drainage Asset Engineer

Bernadette Aperahama, Senior Strategic Planner

Kaipara District Council (KDC):

Matthew Smith, Planning and Design Engineer.

Jessica Hollis, Manager, Planning and Policy

Four Waters Advisory Group

Andrew Carvell, Manager Waste and Drainage

Northland Transport Alliance

Greg Monteith, Roothing Asset Engineer

Project Leader – TBC

Project Sponsor - TBC

Background

Climate change and central government's regulatory and policy responses to it, will present significant challenges and opportunities for Northland. Potential impacts on social, economic, cultural and environmental well-being in the region will depend to a large degree on how well communities and industry are able to adapt. Local government will play a critical role in this area.

It is therefore important that all four Tai Tokerau councils collaborate to ensure an effective and coordinated response to the challenges of climate change. To ensure this occurs, Far North District Council (FNDC), Whangarei District Council (WDC), Kaipara District Council (KDC) and Northland Regional Council (NRC) have established a collaborative Climate Change Working Group made up of staff from each council.

Purpose

The purpose of the Climate Change Working Group is to develop a regional collaborative approach to climate change adaptation planning for local government in Northland. This will include a draft climate change strategy for Northland and associated work programme that identifies and addresses priority issues at both a regional and district level.

Justification

Scientific evidence shows that the effects of climate change are already occurring across the country, and are expected to have increasingly significant impacts on services provided by local government. It is important that infrastructure and planning decisions made today by Councils take into account the expected climate changes, to ensure their long-term viability. Having a regionally consistent approach to climate change adaptation will enable us to make effective planning choices while ensuring broad buy-in by our communities.

Key Responsibilities

Data & modelling

- 1) Identify and prioritise data / science needs relating to both climate change adaptation and resilience including mitigation.
- 2) Identify associated resourcing / funding needs.
- 3) Develop an agreed approach to modelling.

Planning

- 4) Identify priority actions / programmes at a district and regional scale over the short, medium and long term.
- 5) Where possible, align timeframes, deliverables and a consistent approach to implementation across the councils.
- 6) Identify our available approaches to adaptation and resilience - resilience to both the effects of climate change and how we respond to central government direction.
- 7) Adaptation Planning Methodology: Agree on a suitable and robust planning methodology to help develop key trigger points which determine when we take certain actions.
- 8) Identify resourcing and funding for deliverables (not implementation).
- 9) Develop a draft climate change strategy for Northland that addresses priority climate change issues at a district and regional scale.
- 10) Recommend and present the draft strategy to each council and Chief Executives forum.
- 11) Assist councils in financial and operational planning to implement the strategy (following relevant approval/adoption), including development of Long Term Plans.

Engagement

- 12) Support any engagement processes on the strategy as needed (following relevant approvals/adoption). This may include developing an agreed set of terminology and key messages for the Elected Members and the community.

Project leader and sponsor

A Chief Executive from one of the participating councils shall be nominated as project leader, with a General Manager from the same council nominated as project sponsor. The project leader will be responsible for reporting on the group's progress to the CEO's of the other participating councils. The project sponsor shall be a member of the group and attend meetings as needed and with the Chair will be responsible for reporting progress to the project leader.

Chair

Chair of the group to be elected from members. The Chair will be responsible for distributing meeting notes, recommendations and actions to the group and project sponsor.

Reporting

The Climate Change Working Group through the sponsor and Chair, will report progress to the project leader every six months or more frequently as required. An action sheet shall be used to record progress.

Meetings

Meetings will be held monthly or otherwise as needed.

Decision making

A credible commitment to the collaborative process by the individuals and organisations involved is required.

A quorum of at least 1 representative from each of the councils is required for all decisions and recommendations.

The group shall endeavour to achieve consensus. If consensus cannot be reached, decision making will be based on the majority. Members differing opinions (and the reasons for this) shall be recorded and reported.

Delegations

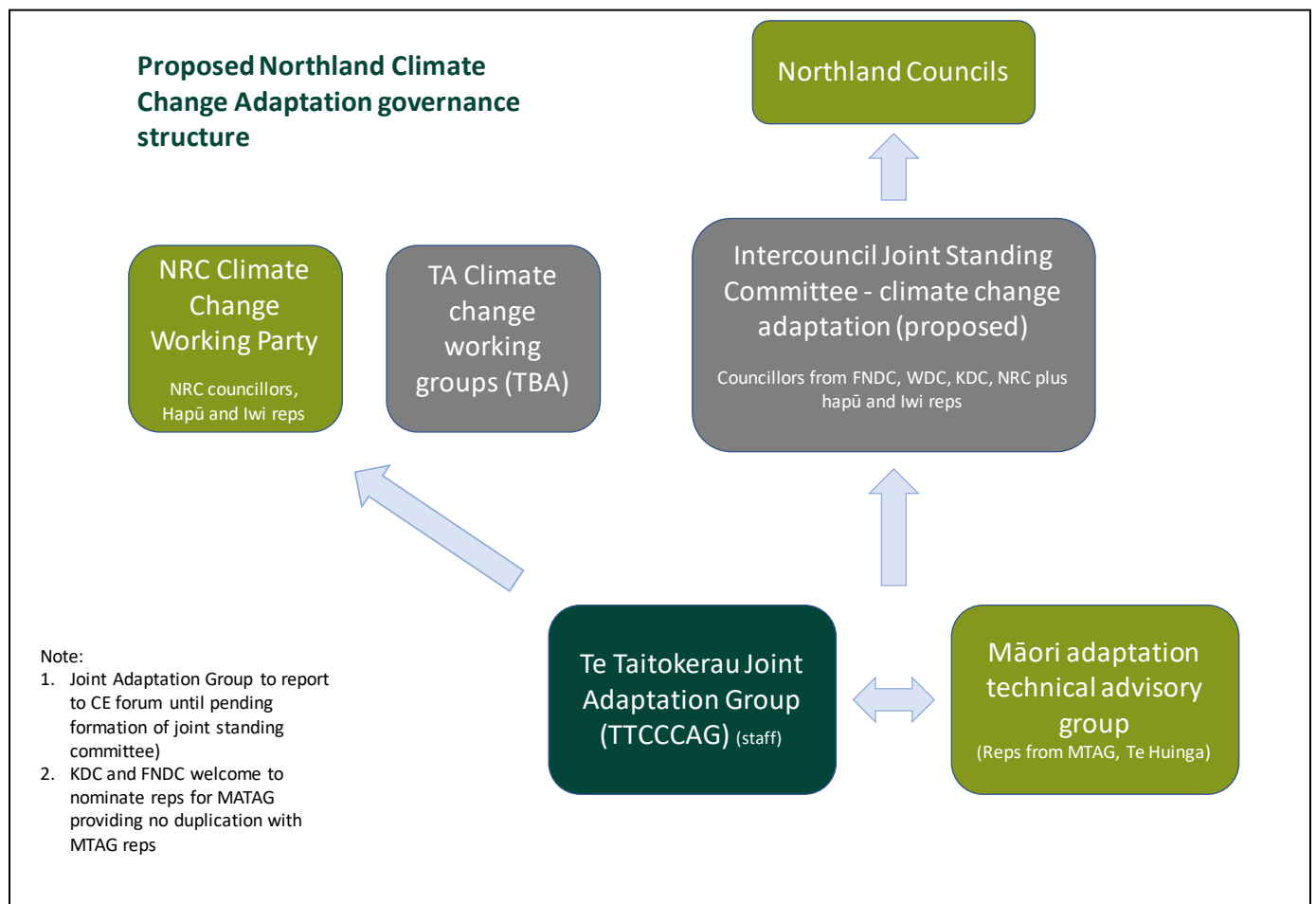
The Working Party will have no delegated authority. Recommendations of the group must be approved by the relevant council(s) prior to implementation or adoption.

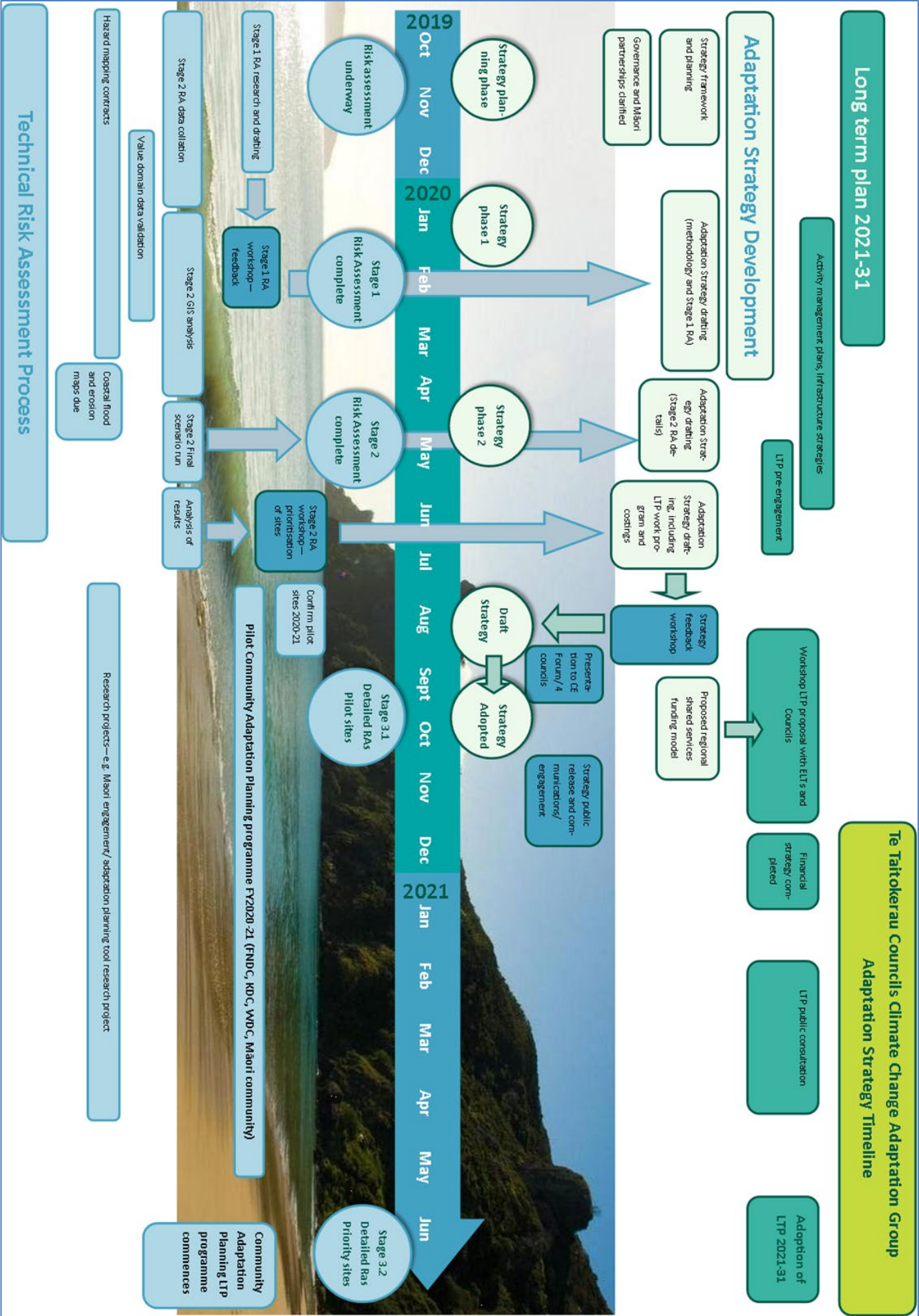
Proposed key climate change messages – abridged version

- Climate change poses a real risk to Northland and local government actions are necessary
- Emissions reduction (i.e. mitigation) is largely central government's responsibility, although councils should reduce their organisation's emissions
- Reducing the impact of climate change (i.e. adaptation) is largely local government's responsibility
- Northland councils are working together on a collaborative approach to adaptation, initially via an adaptation strategy
- We need to work with our communities and Treaty partners on long-term outcomes

Proposed key climate change messages

1. **Climate change represents one of the greatest risks to our communities, biodiversity, economy and the life-supporting capacity of our planet. The effects of climate change are already being felt across Aotearoa New Zealand. Here in Te Tai Tokerau Northland, our communities are already experiencing real changes.**
 2. **The future physical impacts of climate change are likely to be significant and wide-ranging, and will affect our diverse communities, industries and natural environments differently.**
 3. **Urgent action is required at all levels of government to reduce the risk of further harm. Firstly by reducing emissions that cause climate change (known as climate change mitigation) and secondly by building capacity within our communities to adapt to the effects of climate change (known as climate change adaptation).**
 4. **Local government have an obligation to reduce their organisational greenhouse gas emissions, and central government is responsible for measures to reduce emissions of all sectors, via the Zero Carbon Act.**
 5. **Local Government Authorities have an important role to play in climate change adaptation, including providing education and advice, as well as planning and implementing adaptation responses at a local and regional level.**
- A flexible, dynamic response is required as there is uncertainty about the timing and scale of impacts and what solutions are appropriate.
 - This is a new, challenging space for councils and communities. Northland councils are continuously working to improve our information and approaches. (insert links to what each Council is doing).
 - Approaches to adaptation such as plans and strategies need to be collaborative between councils to ensure processes are aligned and resources and knowledge shared, while acknowledging the local needs of communities.
6. **A collaborative approach is underway to ensure an effective and coordinated response to the challenges of climate change in Te Tai Tokerau; the main output in 2020 will be a climate change adaptation strategy.**
- The four Northland councils, hapū and iwi partners, the Northland Transport Alliance and the Four Waters Advisory Group are coordinating the strategy. This strategy will create a roadmap for funding, community planning and implementation and will adopt a community-based adaptation approach.
 - The main aims of the strategy are:
 - to describe adaptation measures and approaches to building resilience;
 - to identify priority areas for action, based on an assessment of risks to our environment, economy, infrastructure and social and cultural wellbeing;
 - and to identify the resourcing required to implement the strategy through council's long term plans.
 - The strategy will be reviewed and updated as we learn more about climate change impacts and risks.
7. **Together with hapū and iwi partners, our communities and central government councils need to plan for and manage impacts on the things we value and to help local communities to become more resilient.**
- Iwi, hapū and community groups around Tai Tokerau and Aotearoa New Zealand hold much knowledge and are already doing adaptation work. We need to work with and build upon this resource.
 - Engagement with communities can help identify issues that need to be addressed nationally vs locally, and create long-term solutions
8. **For our communities to thrive into the future, we must gear up for change.**





Proposal for LTP engagement

Meeting: Council Briefing
Date of meeting: 10 June 2020
Reporting officer: Gillian Bruce, Communications and Engagement Manager

Purpose/Ngā whāinga

This paper sets out a draft approach to:

- Pre-engaging with the Long Term Plan and
- LTP consultation

Context/Horopaki

There appears to be a low understanding within the community about the role of the LTP. Requests for the Council to take on additional, unplanned work out of cycle indicates the lack of awareness within the community about how work programmes and funding are planned.

No pre-engagement was carried out for the previous LTP. This year we hope to establish an approach that we can improve on in future years. These are our draft ideas.

A large portion of Council work must be done, and there is little opportunity for influence by the community. We will seek to be transparent about what we are doing and the reason why.

Currently, the Council is finalising what will be in the LTP and which decisions we may need additional input into prior to consultation. The pre-consultation shown may change, or be expanded.

Discussion/Ngā kōrerorero

Pre-engagement

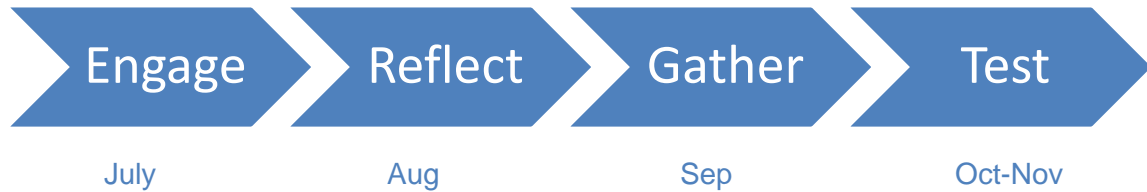
Objectives of pre-engagement are to:

- educate the community on the LTP process
- reflect our priorities back to the community to acknowledge what they have said, and be transparent about our plans
- gather new community ideas for work programmes LTP
- gather preliminary feedback on specific topics to improve the quality of the LTP proposals
- raise potential issues early, so community is not caught unaware by consultation
- build support for initiatives and trust in the Council

Our engagement plan needs to address the following:

- Trust is diminished when the Council repeatedly asks what the community wants without acting on it.
- Broad blue-sky engagement can set high expectations the Council cannot meet
- Time required to engage with the community
- Need for transparency about work the Council is not consulting on
- Over consultation.

A phased approach is proposed to achieve our objectives



Phase 1: Engage

When: July

Activity: Explain the purpose of the LTP and the plan for when and how the community can contribute.

Outcomes: Customers understand the importance of engaging and expect to be involved

Phase 2: Reflect

Timing: August

Activity: Reflects projects the community has already asked for through spatial planning, community meetings etc, and ask communities to prioritise.

Outcomes:

- Community feels their previous input has been heard
- Community understands the need for trade-offs.

Phase 3: Gather

Timing: August-September

Activity: Community may submit new, well-formed ideas and discuss them with Elected Members. This could be in an engaging format such as an 'ideas café' style session. Elected members ask questions. Options around public involvement.

Outcomes:

- The strongest, most robust ideas are put forward
- Ideas go through a robust assessment.

Phase 4: Test

Timing: October-November (tbc)

Activity: Pre-consultations on complex issues introduce topics prior to consultation

- Water rates equalisation (Oct)
- Kerbside collection (Nov)
- Others to be determined.

Outcomes:

- People understand and focus on specific issues before formal consultation.
- Council staff have information needed to develop the consultation proposals.

Consultation (March)

- Experience with consultation during Covid 19 lockdown found most people were willing and able to engage online
- The ease of online engagement increased community participation and made it easier for staff to coordinate
- Digital surveys are easier to analyse and compile responses

Proposal for consultation is to:

- Consult predominantly online, with hard copies available by exception
- Establish live virtual question and answer sessions to resolve issues and enable people to interact with elected members

Next steps/E whaiake nei

1. Confirm proposed approach and timing
2. Prepare detailed action plan



Kaipara te Orangahui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

LTP communications

Pre-engagement for 2021-2031 LTP

Engagement schedule

July

Aug

Sep

Oct-Nov

Mar

Engage

Reflect

Gather

Test

Consult



Engage

Tell the story

- Awareness and understanding
- Create focus on activity
 - Relatable
 - Visual cues
- What to expect - timeline
- Invite participation

Iwi engagement

- Engage leaders directly
- Engage early, give time
- Empower and equip to lead conversation
- Receive feedback
- Assess and improve





Reflect

- Acknowledge what the community has said in the past
- Prioritise



Gather

Invite contribution

- Strong, well-developed ideas
- Format options?



Test

Have your say

- Online
- Face to face community meetings
- Your involvement?



Consult

Have your say

Consult

- Online
- Concurrent f2f engagement

Discussion

Feedback?

Format

- Reflect priorities – feedback?
- Gather new ideas – format?

Topics

- Pre-consultation – further topics?
- Consult - topics?

Your involvement?

