

NORTHLAND REGIONAL COUNCIL

Agenda

For meeting to be held Parua Bay Tavern, Parua Bay,
on Tuesday 16 June 2015,
commencing at 1 pm

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

OPEN MEETING

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<p>ACC - Accident Compensation Corporation</p> <p>AHB - Animal Health Board</p> <p>ALGIM - Association of Local Government Information Management</p> <p>AMA - Aquaculture Management Area</p> <p>BOI - Bay of Islands</p> <p>BOPRC - Bay of Plenty Regional Council</p> <p>CAPEX - Capital Expenditure (budget to purchase assets)</p> <p>CBEC - Community, Business and Environment Centre</p> <p>CDEM - Civil Defence Emergency Management</p> <p>CEG - Co-ordinating Executive Group – Northland Civil Defence management team</p> <p>CEO - Chief Executive Officer</p> <p>CIMS - Co-ordinated Incident Management System (emergency management structure)</p> <p>CMA - Coastal Marine Area</p> <p>CPCA - Community Pest Control Areas</p> <p>CRI - Crown Research Institute</p> <p>DHB - District Health Board</p> <p>DOC - Department of Conservation</p> <p>DOL - Department of Labour</p> <p>DPMC - Department of Prime Minister and Cabinet</p> <p>ECA - Environmental Curriculum Award</p> <p>ECAN - Environment Canterbury</p> <p>EE - Environmental Education</p> <p>EECA - Energy Efficiency Conservation Authority</p> <p>EEZ - Exclusive Economic Zone</p> <p>EF - Environment Fund</p> <p>EMA - Employers and Manufacturers Association</p> <p>EMC - Environmental Management Committee</p> <p>EOC - Emergency Operations Centre</p> <p>EPA - Environmental Protection Authority</p> <p>FDE - Farm Dairy Effluent</p> <p>FNDC - Far North District Council</p> <p>FNHL - Far North Holdings Limited</p> <p>FPP - First Past the Post – voting system for NRC elections</p> <p>GE - Genetic Engineering</p> <p>GIS - Geographic Information System</p> <p>GMO - Genetically Modified Organism</p> <p>HASNO - Hazardous Substances & New Organisms Act</p> <p>HBRC - Hawke's Bay Regional Council</p> <p>HEMP - Hapū Environmental Management Plan</p> <p>Horizons - Brand name of Manawatu-Wanganui Regional Council</p> <p>HR - Human Resources</p> <p>IEMP - Iwi Environmental Management Plan</p> <p>IPPC - Invited Private Plan Change: a process to allow Aquaculture Management Areas to be established</p> <p>IRIS - Integrated Regional Information System: new computer system being developed collaboratively with other Regional Councils</p> <p>KDC - Kaipara District Council</p> <p>KPI - Key Performance Indicator</p> <p>LATE - Local Authority Trading Enterprise</p> <p>LGA - Local Government Act 2002</p> <p>LGNZ - Local Government New Zealand</p> <p>LGOIMA - Local Government Official Information and Meetings Act 1987</p> <p>LGOL - Local Government Online</p> <p>LTP - Long Term Plan</p> <p>LTFS - Long Term Financial Strategy</p> <p>MCDEM - Ministry of Civil Defence & Emergency Mgmnt</p> <p>MFE - Ministry for the Environment</p> <p>MHWS - Mean High Water Springs</p> <p>MNZ - Maritime New Zealand</p> <p>MOH - Ministry of Health</p> <p>MOT - Ministry of Transport</p>	<p>MPI – Ministry for Primary Industries</p> <p>MSD - Ministry of Social Development</p> <p>NCMC - National Crisis Management Centre</p> <p>NES – National Environmental Standards</p> <p>NDHB - Northland District Health Board</p> <p>NZRC - New Zealand Refining Company (Marsden Point)</p> <p>NGO - Non-Governmental Organisation</p> <p>NIF - Northland Intersectoral Forum</p> <p>NIWA - National Institute of Water and Atmosphere</p> <p>NORTEG - Northland Technical Advisory Group</p> <p>NPC - Northland Port Corporation</p> <p>NZCPS - New Zealand Coastal Policy Statement</p> <p>NZTA - New Zealand Transport Agency</p> <p>NZQA - New Zealand Qualifications Authority</p> <p>NZWWA - New Zealand Water and Wastes Association</p> <p>OFI - Opportunity for Improvement</p> <p>ORC - Otago Regional Council</p> <p>OSH - Occupational Safety & Health (now Ministry of Business, Innovation and Employment)</p> <p>PDF - Portable Document Format</p> <p>PPE - Personal Protective Equipment</p> <p>RAP - Response Action Plan</p> <p>RAQP - Regional Air Quality Plan</p> <p>RCP - Regional Coastal Plan</p> <p>RFI - Request for Information</p> <p>RFP - Request for Proposal</p> <p>RTC - Regional Transport Committee</p> <p>RLTS - Regional Land Transport Strategy</p> <p>RMA - Resource Management Act 1991</p> <p>RMG - Resource Managers Group (Regional Councils)</p> <p>RMZ - Riparian Management Zone</p> <p>ROI - Return on Investment</p> <p>RPMS - Regional Pest Management Strategy</p> <p>RPS - Regional Policy Statement</p> <p>RSG - Regional Sector Group</p> <p>RTO - Regional Tourism Organisation</p> <p>RWASP - Regional Water and Soil Plan</p> <p>SCAR - SmartStream Council Activity Reporting</p> <p>SITREP - Situation Report</p> <p>SMF - Sustainable Management Fund</p> <p>SOE - State of Environment (or) State Owned Enterprise</p> <p>SOLGM - Society of Local Government Managers</p> <p>SPARC - Sport & Recreation New Zealand</p> <p>SRC - Southland Regional Council (Environment Southland)</p> <p>STV - Single Transferable Vote</p> <p>SWAG - Surface Water Allocation Group</p> <p>SWPA - Sustainable Water Programme of Action</p> <p>TA - Territorial Authority: City & District Councils</p> <p>TAC - Technical Advisory Group</p> <p>Tier 1 - Site level plan or response for an oil spill</p> <p>Tier 2 - Regional level plan or response to an oil spill</p> <p>Tier 3 - National level plan or response to an oil spill</p> <p>TLA - Territorial Local Authority – City & District Councils</p> <p>TMP - Treasury Management Plan</p> <p>TOR - Terms of Reference</p> <p>TPK - Te Puni Kōkiri (Ministry of Maori Development)</p> <p>TRAION - Te Rūnanga a Iwi o Ngāpuhi</p> <p>TRC - Taranaki Regional Council</p> <p>TROTR - Te Rūnanga o Te Rarawa</p> <p>TUANZ - Telecommunications Users Association of NZ</p> <p>WCRC - West Coast Regional Council</p> <p>WDC - Whangarei District Council</p> <p>WHHIF - Whangarei Harbour Health Improvement Fund</p> <p>WRC - Waikato Regional Council</p> <p>WWTP - Wastewater Treatment Plant</p>
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9.0	RECEIPT OF COMMITTEE MINUTES	
9.1	Minutes of the Regional Transport Committee – 1 April 2015	255-262
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ITEM: 4.0

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ISSUE: Risk and Health and Safety Report**ID:** A754348**To:** Council Meeting, 16 June 2014**From:** Judy Macdonald, Human Resources Manager**Date:** 5 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

During April 2015 there were two accidents reported including a chemical burn to the arms from cross contamination when transferring chemicals. A back injury causing lost time occurred when an employee ruptured a disk in their back lifting chemicals onto a ute. This accident is currently being investigated and the employee has returned to work on a rehabilitation plan. One vehicle incident and accident were also reported. A vehicle got stuck while routine monitoring was being carried out and there was small damage to a rear wheel arch when a gate was blown shut while entering the gateway.

During May 2015 there was one incident reported where a staff member was squirted in the eye by a sea anemone while cleaning a buoy and despite having sunglasses on. Two vehicle accidents were reported. A cracked windscreen and front end damage when breaks failed – the vehicle rolled down the hill into a tree. This accident is currently being investigated. One early DPI (discomfort, pain, injury) for pain in right hand travelling up the arm was reported. Adjustments have been made to workstation set up and the employee has received physio.

In the main more minor incidents and accidents are being reported which is a positive change. Also more care and attention to detail is required in most instances.

Legal compliance and significance assessment:

The provision of information is part of the council's day to day operations and is in accordance with the council's decision making process and sections 76–82 of the Local Government Act 2002.

The information itself and the implications of the information being accepted are considered to be of low significance in terms of council's Significance Policy.

Recommendation:

That the report 'Risk and Health and Safety Report' by Judy Macdonald, Human Resources Manager, and dated 5 June 2015, be received.

ISSUE: Confirmation of Minutes – 21 April 2015**ID:** A746411**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date:** 5 June 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the council meeting held on 21 April 2015 (**attached**) for confirmation as a true and correct record.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the council meeting held on 21 April 2015 be confirmed as a true and correct record.

NORTHLAND REGIONAL COUNCIL

Minutes of the ordinary meeting of the council
held at the Turner Centre, Kerikeri,
on Tuesday 21 April 2015, commencing at 1 pm

Present:

Chairman, Bill Shepherd
Deputy Chairman, Graeme Ramsey
Councillors:
Craig Brown (*left meeting at 2.46 pm*)
Joe Carr
Paul Dimery
Monty Knight
Dover Samuels
David Sinclair

In Attendance:

Full Meeting
Chief Executive Officer
Strategy, Governance and Communications Manager
Transport Operations SPM
Consents/Monitoring SPM
Iwi Liaison Officer
Council Secretary

The Chairman declared the meeting open at 1 pm.

Apologies (Item 1.0)**Moved (Brown/Sinclair)**

That the apology from Councillor Bain for non-attendance be received.

Carried**Declarations of Conflicts of Interest (Item 2.0)**

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

Confidential Supplementary Items for the Council Agenda – 21 April 2015 (Item 2.0A)

ID: A739230

Report from Lisa Aubrey General Manager Finance.

Moved (Shepherd/Brown)

That as permitted under section 46A(7) of the Local Government Official Information and Meetings Act 1987:

- Confidential Supplementary Item 10.3: Request by Leaseholder to Acquire the Interest in their Leasehold Property; and
- Confidential Supplementary Item 10.4: Investment and Growth Reserve: Feasibility and Business Case Assessment – Regional Growth Study Action Plan Development

be received.

Carried

Presentations (Item 3.0)

There were no presentations.

Risk and Health and Safety Report (Item 4.0)

ID: A737762

Report from Human Resources Manager Judy Macdonald.

Moved (Ramsey/Sinclair)

That the report 'Risk and Health and Safety Report' by Judy Macdonald, Human Resources Manager, and dated 9 April 2015, be received.

Carried

Confirmation of Minutes – 17 March 2015 (Item 5.1)

ID: A737793

Report from Council Secretary Chris Taylor.

Moved (Brown/Carr)

That the minutes of the council meeting held on 17 March 2015 be confirmed as a true and correct record.

Carried

Receipt of Action Sheet (Item 5.2)

ID: A738678

Report from Council Secretary Chris Taylor.

Moved (Samuels/Dimery)

That the Council Action Sheet be received.

Carried**Matters arising from Item 5.2:**

It was requested that the Organisational Performance Committee discuss the development of a 'Pay Policy' before the next budgeting round [Action Point 892].

It was stressed that the report to the Te Taitokerau Māori Advisory Committee regarding deep sea drilling must be independent of any commercial interests [Action Point 931].

Financial Report to 31 March 2015 (Item 6.1)

ID: A737006

Report from Financial Accountant Angela Hobden.

Moved (Sinclair/Brown)

That the 'Financial Report to 31 March 2015' by Angela Hobden, Financial Accountant, and dated 7 April 2015, be received.

Carried**Council Bank Accounts – Cheque Signatory Delegations (Item 6.2)**

ID: A735941

Report from Financial Systems Administrator Kym Ace.

Moved (Ramsey/Sinclair)

1. That the report 'Council Bank Accounts – Cheque Signatory Delegations', from Kym Ace, Financial Systems Administrator, dated 31 March 2015, be received.
2. **Manual signing:**
That any two of the following signatories be authorised to countersign cheques for payments drawn on the council's bank account numbers:
 - i. 12-3115-0057000-00 Current Account operated at the ASB Bank Limited, Walton Street, Whāngārei Branch, and any other accounts, which the council may operate from time to time.
 - ii. Call and term deposit accounts with the ASB and other registered trading banks in New Zealand.

Approved signatories:

Malcolm Charles Nicolson
 Anthony Glenn Phipps
 Lisa Maree Aubrey
 Jonathan Charles Gibbard

Simon John Crabb
 Angela Elizabeth Hobden
 Steven Goddard

Chief Executive Officer
 Deputy CEO/Operations Director
 General Manager - Finance
 Strategy, Governance and
 Communications Manager
 Finance Manager
 Financial Accountant
 Management Accountant

3. That any two of the following signatories are authorised to operate the Bank of New Zealand bank account number 02-0492-00340027-00 at the Bank of New Zealand Limited, Bank Street, Whāngārei.

Approved signatories:

Malcolm Charles Nicolson
 Anthony Glenn Phipps
 Lisa Maree Aubrey
 Jonathan Charles Gibbard

Chief Executive Officer
 Deputy CEO/Operations Director
 General Manager - Finance
 Strategy, Governance and
 Communications Manager
 Finance Manager
 Financial Accountant
 Management Accountant

Simon John Crabb
 Angela Elizabeth Hobden
 Steven Goddard

4. That vouchers or documents authorising manual or electronic transactions be authorised by any two of the above approved signatories.
5. That electronic transactions may be prepared and uploaded by the Finance Systems Administrator and/or Accounts Officer (being the upload of creditor and payroll payment files) but these must be authorised by any two of the above approved signatories.
6. That these delegations, when approved, be notified to the ASB Bank Limited and the Bank of New Zealand Limited for implementation.

Carried

Northland Inc. Limited – Approval to Pay 2014–15 Quarter Four Funding (Item 6.3)

ID: A736646

Report from Finance Manager Simon Crabb.

Moved (Brown/Sinclair)

1. That the report 'Northland Inc. Limited - Approval to Pay 2014–15 Quarter Four Funding' by Simon Crabb, Finance Manager, and dated 2 April 2015, be received.
2. That council pay Northland Inc. Limited \$287,500 plus GST from the Northland Regional Council Investment and Growth Reserve as quarter four funding of the 2014–15 financial year, upon receipt of an invoice from Northland Inc. Limited.

Carried

Treaty Settlement Landscape in Northland (Item 7.1)

ID: A738221

Report from Iwi Liaison Officer Rachel Ropiha.

Moved (Samuels/Ramsey)

1. That the report 'Treaty Settlement Landscape in Northland' by Rachel Ropiha, Iwi Liaison Officer, and dated 8 April 2015, be received.
2. That council approach Far North District Council with the aim of establishing a relationship with Te Hiku iwi before settlement is enacted.
3. That council work with Far North District Council to establish processes in regards to the establishment of Te Oneroa-A-Tōhē Statutory Board.
4. That council participate in the pre-settlement negotiations for Kaipara Harbour.

Secretarial Note: As per Standing Order 3.9.3, with the agreement of the original mover and seconder the meeting allowed the original motion, which was subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion. The amendment was merely the inclusion of "Te Oneroa-A-Tōhē" into the third recommendation to provide clarity.

Carried

Matters arising from Item 7.1:

Concern was raised regarding council's potential on-going costs for the operation of Te Oneroa-A-Tohe Statutory Board and it was stressed that this arrangement would provide a template for future settlements. Chief Executive, Malcolm Nicolson, undertook to provide councillors with the documentation that detailed the agreed cost breakdown.

Review of the Membership of Council's Subordinate Decision Making Bodies and Councillor Appointments (Item 7.2)

ID: A732486

Report from Council Secretary Chris Taylor.

Moved (Shepherd/Sinclair)

1. That the report, 'Review of the Membership of Council's Subordinate Decision Making Bodies and Councillor Appointments', by Council Secretary, Chris Taylor, and dated 9 April 2015, be received.
2. That council confirms **Councillor Bain** as Chairperson and **Councillor Dimery** as Deputy Chairperson of the Regional Transport Committee.
3. That council confirms **all councillors** be members of the Finance Committee as well as independent member, **Mr Geoff Copstick**.
4. That council confirms **Councillor Sinclair** as Chairperson and **Councillor Dimery** as Deputy Chairperson of the Finance Committee.
5. That council confirms **Councillor Brown** as Chairperson, Councillor Samuels as **Deputy Chairperson** and **Councillors Dimery and Sinclair** be members of the Hearings Committee.

6. That council confirms **Councillor Carr** as Chairperson, **Councillor Brown** as Deputy Chairperson and **Councillors Dimery and Knight** and the **Chairman Bill Shepherd** (in an ex-officio capacity) be members of the Environmental Management Committee.
7. That council confirms **all councillors** be members of the Regional Policy Committee.
8. That council confirms **Councillor Ramsey** as Chairperson and **Councillor Brown** as Deputy Chairperson of the Regional Policy Committee.
9. That council confirms **Councillor Shepherd** as Chairperson and **Councillors Ramsey and Sinclair** as members of the Organisational Performance Committee.
10. That council confirms **Councillor Samuels** as Chairperson and **Councillors Shepherd, Dimery and Carr** be members of Te Taitokerau Māori Advisory Committee.
11. That the Terms of Reference pertaining to council's standing committees be amended to reflect recommendations 1 to 10.
12. That council confirms **Councillor Dimery** as its representative on the Civil Defence Emergency Management Group Joint Committee.
13. That council confirms **Councillor Sinclair** as Chairperson and **Councillors Brown, Carr and Knight** and **Mr Geoff Copstick** be members of the Economic Development Working Party.
14. That council confirms **Councillors Sinclair and Shepherd** and **Mr Geoff Copstick** be members of the Audit Working Group.
15. That council confirms **Councillors Sinclair and Bain** and **Mr Geoff Copstick** be members of the Treasury Management Working Group.
16. That council confirms that **Councillor Dimery** and an independent expert (yet to be appointed) be members of the Hazard Risk Management Working Group.
17. That council confirms that **Councillors Shepherd, Knight and Brown** and the **Chief Executive Officer** be members of the Appointed Members' Allowances Policy Assessment Working Party.
18. That council confirms the following councillor appointments to the Catchment Groups (of the Environmental Management Committee):

Catchment Group	Chairperson	Members
Waitangi Catchment Group Subcommittee		Cr Samuels (alternate Cr Carr)
Poutō Catchment Group Subcommittee	Cr Ramsey (co-Chairperson)	Cr Carr (ex officio EMC Chairperson)
Mangere Catchment Group Subcommittee		Cr Shepherd and Cr Carr (ex officio EMC Chairperson)
Whāngārei Harbour Catchment Group Subcommittee		Cr Dimery, Cr Carr (ex officio EMC Chairperson)
Doubtless Bay Catchment Working Group	Cr Knight	Cr Carr (ex officio EMC Chairperson)

19. That council confirms the following councillor appointments to the River Liaison subcommittees (of the Environmental Management Committee):

River Liaison Subcommittee	Chairperson	Members
Awanui River Liaison	Cr Carr (Chairperson – ex officio EMC Chairperson)	Cr Knight
Kaihū River Liaison	Cr Bain	Cr Carr (ex officio EMC Chairperson)
Kaeo-Whangaroa River Liaison	Cr Brown	Cr Samuels, Cr Carr (ex officio EMC Chairperson)
Kerikeri-Waipapa River Liaison	Cr Carr (ex officio EMC Chairperson)	Cr Samuels
Ruakaka River Liaison Committee	Cr Brown	Cr Carr (ex officio EMC Chairperson)
Waitangi River Liaison	Cr Carr (ex officio EMC Chairperson)	Cr Samuels
Urban Whāngārei Rivers Flood Management Liaison	Cr Brown	Cr Sinclair, Cr Carr (ex officio EMC Chairperson)

20. That council confirms the following councillor delegations/portfolios:

Portfolio/Delegation	Councillor
City Safe Governance Group	Councillor Dimery
Creative Northland Board	Councillor Sinclair
District Licensing Committee	Councillor Dimery
Economic Development portfolio and shareholder representative for Northland Inc. <i>(delegating all necessary authority to represent the council's interests including but not limited to exercising the council's vote at Annual General Meetings and giving effect to council's shareholder resolutions)</i>	Councillor Sinclair
Hātea River Dredging portfolio and Hātea River Channel Liaison Group	Councillor Brown
Inter council working party on genetically modified organisms risk evaluation and management	Councillor Dimery
Kaipara Harbour Joint Political Committee	Councillor Ramsey (Co-Chairperson)
Kawakawa Art Gallery Project Working Party	Councillor Carr
Media and communications portfolio	Chairman Shepherd and Deputy Chairman Ramsey
New Zealand Refinery Liaison Committee	Councillor Brown
Northland Chamber of Commerce council representative	Councillor Dimery
Northland Conservation Board	Councillor Brown
Northland Road Safety Forum and Northland Road Safety Trust	Councillor Bain (alternate Councillor Dimery)
Regional Road Safety portfolio	Councillor Bain

Northland Sports Facilities Plan (Sport Northland)	Councillor Dimery
Plan Change 4 (aquaculture) – resolution of appeals	Councillors Brown and Samuels
Sport Northland Board of Trustees	Councillor Bain
Shareholder Representative for Northland Port Corporation (<i>delegates all necessary authority to represent the council's interests including but not limited to exercising council's vote at Annual General Meetings and giving effect to council's shareholder resolutions</i>)	Chairman Shepherd
Steering group for review of Taharoa Domain Reserve Management Plan	Councillor Ramsey
Te Maruata to LGNZ's National Council	Councillor Samuels
Upper North Island Strategic Alliance (UNISA)	Chairman Shepherd
Zone One Representative	Chairman Shepherd

Secretarial Note: As per Standing Order 3.9.3, with the agreement of the original mover and seconder the meeting allowed the original motion, which was subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion. The amendment was strictly the clarification that Councillor Carr was the Chair of the Awanui River Liaison Committee [not Acting Chair].

Carried

Matters arising from Item 7.2:

It was stressed that council must set aside time to review its performance.

2015 Local Government New Zealand Conference (Item 7.3)

ID: A734627

Report from Council Chairman, Bill Shepherd.

Moved (Shepherd/Brown)

1. That the report '2015 Local Government New Zealand Conference' by Bill Shepherd, Chairman, dated 24 March 2014, be received.
2. That the Chairman, Deputy Chairman, Chief Executive and Councillors Sinclair, Dimery and Knight represent the Northland Regional Council at the 2015 LGNZ Conference.
3. That the Chief Executive advises the Bay of Plenty Regional Council as to which Northland Regional Council participants will join the pre-conference tour.

Secretarial Note: Councillor Samuels later advised he was available and keen to attend the LGNZ Conference. The Chairman approved this addition on the grounds that all interested councillors had been encouraged to attend when the matter was originally discussed.

Carried

Regional Land Transport Plan 2015–2021 (Item 7.4)**ID: A737677****Report from Transport Operations Senior Programme Manager Chris Powell, and Policy Analyst Jon Trewin.****Moved (Dimery/Shepherd)**

1. That the report 'Regional Land Transport Plan 2015–2021' by Chris Powell, Transport Operations Senior Programme Manager, and Jon Trewin, Policy Analyst, dated 7 April 2015, be received.
2. That the Regional Land Transport Plan 2015–2021 is acknowledged as being lodged with the Northland Regional Council by the Regional Transport Committee.
3. That the Northland Regional Council approve the Regional Land Transport Plan 2015–2021 and the submission of the Regional Land Transport Plan 2015–2021 to the New Zealand Transport Agency by 30 April 2015.

Secretarial Note: Councillor Carr requested a division by show of hands; the result being Councillors Shepherd, Brown, Sinclair and Dimery in favour of the motion and Councillors Samuels, Knight, Carr and Ramsey in opposition. As per Standing Order 3.14.2, the Chairman exercised his casting vote in favour of the motion.

Carried**Matters arising from Item 7.4:**

The late release of the Government Policy Statement on Land Transport 2015/16 to 2024/25, the national review of the Financial Assistance Rates and the ongoing implantation of the One Network Road Classification all contributed to the tight timeframes for the production of the RLTP.

It was suggested there would be merit in council meeting with the Northland Members of Parliament to discuss the key roading issues affecting the region and the process to develop the RLTP.

It was advised that if the RLTP was not submitted by the specified deadline (30 April 2015) there was the potential Northland would miss out on available funding as the plan would not be assessed alongside those submitted by other regions for inclusion in the National Land Transport Programme.

Regional Transport Committee Deputy Chairman, Paul Dimery, stressed the significant work undertaken to produce the RLTP and cited the plan as a good example of collaboration between the Northland councils. Appreciation was also extended to the council officers who had been integral in developing the RLTP.

Northland Regional Council 2015 Environmental Curriculum Awards (Item 7.5)

ID: A723941

Report from Environmental Education Officer Susan Botting.

Moved (Ramsey/Dimery)

1. That the report 'Northland Regional Council 2015 Environmental Curriculum Awards' by Susan Botting, Environmental Education Officer, dated 7 April 2015, be received.
2. That Chairman Bill Shepherd and Councillor Craig Brown be confirmed as members of the judging sub-committee for the Environmental Curriculum Awards 2015.

Carried

Chairman's Report to Council (Item 8.1)

ID: A735995

Report from Chairman Bill Shepherd.

Moved (Shepherd/Samuels)

That the Chairman's report dated 10 April 2015 be received.

Carried

Chief Executive's Report to Council (Item 8.2)

ID: A735695

Report from Chief Executive Officer Malcolm Nicolson.

Moved (Carr/Brown)

That the Chief Executive Officer's report dated 10 April 2015 be received.

Carried

Matters arising from Item 8.2:

Regional Transport Committee Deputy Chairman, Councillor Dimery, undertook to forward Councillor Carr's concern that the government had proposed funding 10 one-way bridges in Northland without consulting local representatives.

Councillor Ramsey extended appreciation to staff for the considerable progress made, in terms of biosecurity, at Kai Iwi Lakes.

It was requested that future reporting on fatigue stops include statistics to quantify feedback.

The Harbourmaster to provide confirmation that all navigation beacons were satisfactorily checked following Cyclone Pam (not just those reported out of position or damaged).

Puhipuhi Water Sediment Heavy Metal Testing Programme (Item 8.3)**ID: A737087****Report from Iwi Liaison Officer Rachel Ropiha, and Biodiversity Advisory Katrina Hansen.****Moved (Samuels/Carr)**

That the report 'Puhipuhi Water and Sediment Heavy Metal Testing Programme' by Rachel Ropiha, Iwi Liaison Officer, and Katrina Hansen, Biodiversity Advisor, dated 7 April 2015, be received.

Carried

Councillor Ramsey voted against the motion on the grounds the report was yet to be endorsed by Ngāti Hau.

Matters arising from Item 8.3:

It was requested that council be kept informed as to the on-going discussions with Ngāti Hau.

Northland Civil Defence and Emergency Management Group**3 March 2015 – Receipt of Minutes (Item 9.1)****ID: A738649****Report from CDEM Senior Programme Manager Graeme MacDonald.****Moved (Dimery/Brown)**

That the minutes of the Northland Civil Defence and Emergency Management Group meeting held on 3 March 2015 be received.

Carried**Matters arising from Item 9.1:**

It was requested that the minutes of Northland Civil Defence and Emergency Management Group include a more comprehensive record of the discussion.

Regional Policy Committee 23 March 2015 - Receipt of Minutes (Item 9.2)**ID: A738637****Report from Committee Secretary Evania Laybourn.****Moved (Ramsey/Shepherd)**

That the minutes of the Regional Policy Committee meeting held on 23 March 2015 be received.

Carried

Business with the Public Excluded (Item 10.0)

ID: A738700

Report from Council Secretary Chris Taylor.

Moved (Shepherd/Brown)

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

Item No.	Item Issue	Reason\Grounds
10.1	Confidential Minutes of the Council Meeting – 17 March 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
10.2	Human Resources Report	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons (section 7(2)(a)).
10.3 (supplementary item)	Request by Leaseholder to Acquire the Freehold Interest in their Leasehold Property	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, negotiations, including commercial and industrial negotiations (section 7(2)(i)).
10.4 (supplementary item)	Investment and Growth Reserve: Feasibility and Business Case Assessment – Regional Growth Study Action Plan Development	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, negotiations, including commercial and industrial negotiations (section 7(2)(i)).

Carried

The meeting adjourned at 2.46 pm, at which time Councillor Brown left the meeting, and reconvened at 2.56 pm.

Moved (Shepherd/Ramsey)

That Northland Inc. Limited GM Investment and Infrastructure, Vaughan Cooper, be permitted to remain following public exclusion to address Supplementary Item 10.4.

Carried

CONCLUSION

The meeting concluded at 3.35 pm.

**ISSUE: Confirmation of Long Term Plan Deliberations
Minutes – 18 May 2015****ID:** A753713**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date:** 5 June 2015

Report Type:	<input checked="" type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input type="checkbox"/>	Other
Significance Policy:	<input type="checkbox"/>	Triggered	<input checked="" type="checkbox"/>	Not Triggered		

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the long term plan deliberations meeting held on 18 May 2015 (**attached**) for confirmation as a true and correct record.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the long term plan deliberations meeting held on 18 May 2015 be confirmed as a true and correct record.

NORTHLAND REGIONAL COUNCIL

Minutes of the Long Term Plan Deliberations of the council
held in the Council Chamber, 36 Water Street, Whāngārei,
on Monday 18 May 2015, commencing at 9.00am

Present:

Chairman, Bill Shepherd
Deputy Chairman, Graeme Ramsey
Councillors:
John Bain (*left meeting 10.51am to 10.59am*)
Craig Brown
Joe Carr (*from 9.29am*)
Paul Dimery (*from 9.15am*)
Dover Samuels
David Sinclair

In Attendance:**Full Meeting**

Chief Executive Officer
Strategy, Governance and Communications Manager
Management Accountant
Council Secretary

Part Meeting

GM Finance
Land/Rivers SPM
Consents/Monitoring SPM
Communications Officer

The Chairman declared the meeting open at 9.06am.

Apologies (Item 1.0)**Moved (Shepherd/Sinclair)**

That the apologies from Councillor Knight for non-attendance and also Councillor Dimery for delayed arrival be received.

Carried**Declarations of Conflicts of Interest (Item 2.0)**

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

Supplementary Item for the Council Long Term Plan Deliberations Meeting Agenda – 18 May 2015 (Item 2.0A)

ID: A747191

Report from Council Secretary, Chris Taylor.

Moved (Shepherd/Samuels)

That as permitted under section 46A(7) of the Local Government Official Meetings Act 1987:

- Supplementary Item 3.3: Proposed Budget Adjustments on the Long Term Plan be received.

Carried

Council Deliberations on Long Term Plan 2015 – 2025 Consultation Document and Supporting Information (Item 3.1)

ID: A740020

Report from Chief Executive Officer, Malcolm Nicolson.

Moved (Bain/Brown)

That the motion, expressed in parts, be decided part by part.

Carried

Moved (Ramsey/Sinclair)

Long Term Plan Process:

1. That the Chief Executive Officer be given delegated authority to approve changes required to revise the financial statements and rating information within the final Long Term Plan 2015-2025.

Late Submissions:

2. That the report 'Council Deliberations on the Long Term Plan 2015-2025 Consultation Document and Supporting Information' by Malcolm Nicolson, Chief Executive Officer, and dated 13 May 2015, be received.
3. That the three late submissions received after the consultation period deadline which met council's late submissions policy and/or were able to be incorporated into the submission book be accepted for consideration by council.
4. That the two late submissions that fell outside the late submission policy and were not able to be incorporated into the submission book not be accepted or considered by council during deliberations. That staff write to these submitters explaining this decision and inform them of the outcome of the deliberations.
5. That the Chief Executive Officer be given delegated authority to approve any consequential amendments as a result of council decisions on submissions and any minor accuracy and grammatical amendments.

Carried

Moved (Ramsey/Sinclair)*Targeted region-wide rate increase:*

6. That council supports a 5% (an average \$8.70 per rateable unit) increase in the targeted region-wide rate in the first year of the Long Term Plan with projected increases of 2.5-3.3% (including inflation adjustments) each year for the next ten years, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Samuels/Ramsey)***Freshwater Management:*

7. That council supports the provision of \$74,900 a year to increase our capacity to work collaboratively with catchment groups to improve the way we manage freshwater, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Ramsey/Sinclair)***Freshwater Management:*

8. That council supports the provision of \$100,000 a year to expand our hydrological monitoring by increasing our ecological flow assessments and by adding extra recorder sites to our rivers and rainfall programme, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Ramsey/Shepherd)***Biodiversity and pest management:*

9. That council supports the provision of \$100,000 a year to manage pests which threaten Kai Iwi Lakes and to increase awareness of kauri dieback disease among private land owners, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Samuels/Sinclair)***Community projects fund:*

10. That council supports the provision of \$25,000 a year to enable Sea Cleaners to expand their clean-up work around Northland's coastline, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Sinclair/Bain)

Community projects fund:

11. That council supports the provision of \$6,000 a year to help the Whāngārei Native Bird Recovery Centre treat injured and ill native birds, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Ramsey/Sinclair)

Community projects fund:

12. That council supports the provision of \$59,000 a year to support economic growth and business capability in Northland's art sector, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Secretarial Note: Councillor Dimery arrived at 9.15am.

Moved (Bain/Sinclair)

13. That council supports a contestable allocation mechanism for the \$59,000 funding for the arts sector to enable council to work with relevant organisations to determine the most appropriate allocation of funding to meet councils desired objective of supporting economic growth and business capability in Northland's Art Sector.

Secretarial Note:

- *Councillor Carr arrived at 9.29am.*
- *The following discussion clarified council's intent with regard to funding the art sector. With the consent of the original mover and seconder, and as per Standing Order 3.9.17 (with the consent of 75% of the members present and voting), the previous resolution (12) was altered as follows:*

Moved (Ramsey/Sinclair)

Community projects fund:

12. That council supports the provision of \$59,000 a year to Creative Northland to support economic growth and business capability in Northland's art sector; subject to council's approval of Creative Northland's business plan.

Carried

(Councillors Carr and Dimery voted against the motion)

The Chairman proceeded to put recommendation 13:

Moved (Bain/Sinclair)

Community projects fund:

13. That council supports a contestable allocation mechanism for the \$59,000 funding for the arts sector to enable council to work with relevant organisations to determine the most appropriate allocation of funding to meet councils desired objective of supporting economic growth and business capability in Northland's Art Sector.

Lost

Moved (Shepherd/Brown)*Better digital services and customer research:*

14. That council supports the provision of \$161,000 a year to fast-track our planned projects for improving digital access, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Ramsey/Bain)***Better digital services and customer research:*

15. That council supports the provision of \$20,000 a year to enable the use of a new online platform to get feedback from the public, as proposed in the Long Term Plan 2015-2025 Consultation Document.
16. That council supports the provision of \$25,000 a year for customer research that will enable us to understand how we can better communicate and engage with our communities, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Shepherd/Carr)***Increased funding for Environment Fund:*

17. That council supports the provision of \$125,000 for each of the first three years of the plan, to the Environment Fund to accelerate the rate of environmental work with land owners, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Carr/Samuels)***Lake Monitoring:*

18. That council supports the provision of \$24,600 a year from the Land Management Reserve for the first three years of the plan, to expand our lake monitoring programme to help understand water quality and biodiversity in our lakes, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Dimery/Sinclair)***Soil Monitoring:*

19. That council supports the provision of \$5,400 a year from the Land Management Reserve for the first three years of the plan, to enable a better understanding and management of metal-contaminated sites in Northland, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Brown/Bain)*Flood hazard webcams:*

20. That council supports the provision of \$20,000 a year for the first three years of the plan, to install extra river webcams, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Carr/Dimery)***Land elevation data:*

21. That council supports the provision of \$100,000 a year for the first three years of the plan, to update our land elevation data, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Dimery/Sinclair)***Whāngārei Heads pest management:*

22. That council supports a new targeted rate of \$50.00 a year per rating unit on properties in the Whāngārei Heads, as proposed (Option 1) in the Long Term Plan 2015-2025 Consultation Document.

Carried**Matters arising from Recommendation 22:**

Council took into consideration the concern raised by submitters that the food chain could be disrupted through the use of poisoning (as a means of pest control).

Moved (Ramsey/Dimery)*Contestable fund for emergency services:*

That council supports the establishment of a contestable fund for emergency services.

Carried

(Councillor Brown voted against the motion and Councillor Bain abstained from voting.)

Moved (Brown/Sinclair)*Contestable Fund for emergency services:*

That the quantum of the contestable fund for emergency services be \$1.2 million.

Lost

(Councillor Bain abstained from voting.)

The meeting adjourned at 10.31am and reconvened at 10.51am. Councillor Bain left the meeting at this time and for the remainder of the discussion/voting on the funding of emergency services.

Moved (Brown/Sinclair)

Contestable Fund for emergency services:

That the quantum of the contestable fund for emergency services be \$1.1 million.

Lost

(The Chairman called for an expression of opinion by show of hands, the result being: Councillors Brown and Sinclair in favour and Councillors Samuels, Ramsey, Carr and Dimery opposed to the motion).

Moved (Dimery/Ramsey)

Contestable Fund for emergency services:

That the quantum of the contestable fund for emergency services be \$900,000 plus collection costs.

Carried

(The Chairman called for an expression of opinion by show of hands, the result being: Councillors Samuels, Ramsey, Dimery and Carr in favour and Councillors Brown and Sinclair opposed to the motion).

Secretarial Note: Councillor Bain returned to the meeting at 10.59am.

Moved (Carr/Samuels)

Buying land for environmental benefit:

That council maintains the status quo (of requiring consultation on purchases of land for environmental benefit exceeding a value of \$700,000) and requests the Chief Executive Officer develops a 'fast strategy' to apply the special consultative procedure for the purchase of such land if required. Any decision to purchase environmental land to be that of full council.

Carried**Moved (Carr/Ramsey)**

Flood protection infrastructure – Awanui Scheme:

23. That council supports the \$700,000 proposal to increase the capacity of the Whangatane spillway identified as the preferred option in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Carr/Samuels)**

Flood protection infrastructure – Kotuku Detention Dam:

24. That council supports the Option 1 rate increase of 40% on the current year, with the rate continuing for 25 years, as per the preferred option in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Brown/Ramsey)

Flood protection infrastructure – Kaeo-Whangaroa Scheme:

25. That council supports the postponement of Stage 2 of the Kaeo-Whangaroa flood protection works, as identified as the preferred option in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Samuels/Sinclair)

Flood protection infrastructure – Kerikeri-Waipapa Scheme:

26. That council supports the construction of the Kerikeri-Waipapa spillway (\$2.13M), as identified as the preferred option in the Long Term Plan 2015-2025 Consultation Document.

Secretarial Note: As per Standing Order 3.9.3, with the agreement of the mover and seconder the original motion was replaced by the amendment as the substantive motion:

Moved (Samuels/Sinclair)

Flood protection infrastructure – Kerikeri-Waipapa Scheme:

26. That council supports the construction of the Kerikeri-Waipapa spillway (\$2.13M), applying a 'x3 differential' to those areas classified as primary beneficiaries.

Carried

Moved (Carr/Samuels)

Mid-north bus service trial:

27. That council supports the proposed mid-north bus service trial and directs staff to refine the route and proposed targeted rating area and to consult further with affected parties. The trial will commence mid-2016.

Carried

Moved (Samuels/Brown)

Kaitiāia bus service:

28. That council supports the continued provision of the Kaitiāia bus service, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Shepherd/Dimery)

Regional Infrastructure Rate:

29. That council supports the continued regional infrastructure rate for up to two years, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Brown/Sinclair)*Total Mobility:*

30. That council supports an increase of the Whāngārei Bus Rate by \$0.90 a year per property and rename it the Whāngārei Transport Rate, as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried**Moved (Dimery/Ramsey)***Sporting infrastructure rate – extending the recreational facilities rate:*

31. That council supports the establishment of a new sporting infrastructure rate after the Events Centre debt has been serviced in the 2018/19 financial year and that this be further consulted on as part of the 2018-2028 Long Term Plan.

Carried**Moved (Ramsey/Bain)***Public Transport Options - Dargaville:*

32. That council does not support public transport in Dargaville at this time.

Carried**Moved (Carr/Sinclair)***Public transport options – Hokianga:*

33. That council supports continued financial support for the Hokianga/Kaikohe trial bus service.

Carried**Moved (Shepherd/Brown)***Fees and Charges:*

34. That council supports the fees and charges as included in the 2015-2025 Long Term Plan Supporting Information document.

Carried**Moved (Brown/Samuels)***Navigation, Water Transport and Maritime Safety Bylaw Charges:*

35. That council supports the Navigation, Water Transport and Maritime Safety Bylaw Charges as included in the 2015-2025 Long Term Plan Supporting Information document.

Carried

Moved (Ramsey/Samuels)

Community Outcomes, Council Values, Areas of Focus and Levels of Service:

36. That council adopts the Community Outcomes, Council Values and Areas of Focus as proposed in the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Samuels/Brown)

Community Outcomes, Council Values, Areas of Focus and Levels of Service:

37. That council develop appropriate levels of service, performance measures and targets around Māori engagement, capacity building and involvement in decision making through the Te Tai Tokerau Māori Advisory Committee.

Carried

Moved (Ramsey/Brown)

Economic initiatives and the Investment and Growth Reserve:

38. That council makes no change to the proposal to transfer a fixed annual amount of \$1.7M into the Investment and Growth Reserve with the balance of council's investment income used to fund council activities, as proposed in the Long Term Plan 2015-2025 Supporting Information document.

Carried

Moved (Samuels/Dimery)

Iwi and hapu engagement and involvement:

39. That council makes no changes to the proposals within the Long Term Plan 2015-2025 Consultation Document or Supporting Information document.

Carried

Moved (Samuels/Sinclair)

Revenue and Financing Policy – Statement of Proposal:

40. That council adopts the Revenue and Financing Policy as consulted on to be included in its ten year plan 2015-2025.

Carried

Moved (Carr/Ramsey)

Rate Remission and postponement Policies (including the policy on remission and postponement of rates on Māori freehold land) – Statement of Proposal:

41. That council adopts the rates Remission and Postponement Policies (including the policy on remission and postponement of rates on Māori freehold land) as consulted on and to be included in the 2015-2025 Long Term Plan.

Carried

Moved (Carr/Ramsey)*Financial contributions policy – Statement of Proposal:*

42. That council adopts the Financial Contributions Policy as consulted on and to be included in the 2015-2025 Long Term Plan.

Carried

Moved (Carr/Bain)*Ex-Countdown building, Kensington:*

43. That council does not progress the requests for a sports facility on the ex-Countdown site, Kensington, as proposed in the submissions to the Long Term Plan 2015-2025 Consultation Document.

Carried

Moved (Brown/Dimery)*Genetically modified organisms:*

44. That council does not include a precautionary approach statement about genetically modified organisms in the Long Term Plan 2015-2025.

Carried

Moved (Bain/Sinclair)*Deep sea oil drilling, toxic mining and climate change:*

45. That council does not include a statement about deep sea oil drilling, toxic mining or climate change in the Long Term Plan 2015-2025 but rather refer these matters to council's Regional Policy Committee for consideration as part of developing a new combined Regional Plan for Northland.

Carried

Moved (Ramsey/Brown)*General biosecurity and regional pest management plan:*

46. That council does not make any changes to the 2015-2025 Long Term Plan as it relates to pest management generally and that regional pest management matters are directed towards the review and development of a new Regional Pest Management Plan.

Carried

Moved (Shepherd/Brown)*Other issues:*

That council approves the comments on the Other Issues (included in Appendix One pertaining to Item 3.1 of the 18 May 2015 Long Term Plan Deliberations Agenda) subject to the amendments agreed at the Deliberations meeting.

Carried

*Secretarial Note:**The amendments were as follows:*

- *The comments related to submission 'LTP15-997' to be amended to reflect that NRC is the regulatory authority for coastal structures and at this time does not build structures in the marine area for recreational purposes.*
- *It was suggested that the comments related to submission 'LTP15-389' should be simplified to the effect: "Noted. Council is very supportive. Process in train."*
- *The comments related to submission 'LTP15-149' to include that council had resolved to meet with all Northland MPs to discuss the matters raised.*

The meeting adjourned for lunch at 12.30pm and reconvened at 1.06pm.

Moved (Shepherd/Bain)

That the minutes and tabled items pertaining to the Feedback meetings held in Kaitāia, Kerikeri, Kaikohe and Whāngārei be received.

Carried

Audit New Zealand's Management Report on the Long Term Plan Consultation Document for the Period 1 July 2015 to 30 June 2025 (Item 3.2)

ID: A746580

Report from General Manager Finance, Lisa Aubrey, and Finance Manager, Simon Crabb.

Moved (Ramsey/Sinclair)

That the report 'Audit New Zealand's Management Report on the Long Term Plan Consultation Document for the Period 1 July 2015 to 30 June 2025' by Lisa Aubrey, General Manager Finance, and Simon Crabb, Finance Manager, and dated 11 May 2015, be received.

Carried

Proposed budget adjustments on Long Term Plan (Supplementary Item 3.3)

ID: A746413

Report from Chief Executive Officer, Malcolm Nicolson.

Moved (Ramsey/Sinclair)

That the CEO be authorised to make the proposed budget adjustments (as detailed in Supplementary Item 3.3 of the 18 May 2015 Long Term Plan Deliberations agenda) to the draft Long Term Plan and any further minor (immaterial adjustments) that may be required.

Carried

CONCLUSION

The meeting concluded at 1.18pm.

ITEM: 5.3

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**ISSUE: Confirmation of Extraordinary Council Minutes –
19 May 2015****ID:** A753621**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date:** 5 June 2015

Report Type:	<input checked="" type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input type="checkbox"/>	Decision
Purpose:	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Public service	<input type="checkbox"/>	Regulatory function
	<input checked="" type="checkbox"/>	Legislative function	<input type="checkbox"/>	Annual\Long Term Plan	<input type="checkbox"/>	Other
Significance Policy:	<input type="checkbox"/>	Triggered	<input checked="" type="checkbox"/>	Not Triggered		

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the extraordinary council meeting held on 19 May 2015 (**attached**) for confirmation as a true and correct record.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the extraordinary council meeting held on 19 May 2015 be confirmed as a true and correct record.

NORTHLAND REGIONAL COUNCIL

Minutes of the extraordinary meeting of the council
held in the Council Chamber, 36 Water Street, Whāngārei,
on Tuesday 19 May 2015, commencing at 10.00 am

Present:

Chairman, Bill Shepherd
Deputy Chairman, Graeme Ramsey
Councillors:
John Bain
Joe Carr
Dover Samuels
David Sinclair

In Attendance:**Full Meeting**

Finance Committee Independent Member, Geoff Copstick
Chief Executive Officer
GM Finance
Finance Manager
Council Secretary

Part Meeting

Northland Inc. Limited Chairman
Northland Inc. Limited CEO
Northland Inc. Limited Financial Administrator
Strategy, Governance and Communications Manager
Economist

The Chairman declared the meeting open at 10.00 am.

Apologies (Item 1.0)**Moved (Carr/Ramsey)**

That the apologies from Councillors Brown, Dimery and Knight for non-attendance be received.

Carried**Declarations of Conflicts of Interest (Item 2.0)**

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

Tabled Items for the Extraordinary Council Meeting – 19 May 2015 (Item 2.0A)

ID: A747480

Report from Council Secretary, Chris Taylor.

Moved (Shepherd/Bain)

That as permitted under section 46(A) of the Local Government Official Information and Meetings Act 1987:

- Tabled Item 3.2: Marsden Maritime Holdings Limited – Appointment of Directors; and
- Tabled Confidential Item 4.2: Northland Inc. Limited – Appointment of Directors

be received.

Carried

Northland Inc. Limited Financial Reporting and Reporting Against Statement of Intent (SOI) for Quarter Three of 2014/15 (Item 3.1)

ID: A741761

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

Moved (Shepherd/Ramsey)

That the report 'Northland Inc. Limited Financial Reporting and Reporting Against Statement of Intent (SOI) for Quarter Three of 2014/2015' by Simon Crabb, Finance Manager, and Darryl Jones, Economist, and dated 5 May 2015 be received.

Carried

Secretarial Note:

- *The Northland Inc. Limited Chairman, Warren Moyes, and CEO, David Wilson, were in attendance to brief council on Item 3.1.*
- *Tabled Item 3.2 was addressed at such time council resumed in open meeting (following Confidential Items 4.1 and 4.2).*

Marsden Maritime Holdings Limited – Appointment of Directors (Tabled Item 3.2)

ID: A747340

Report from Chief Executive Officer, Malcolm Nicolson.

Moved (Shepherd/Bain)

1. That the report, 'Marsden Maritime Holdings Limited - Appointment of Directors', by Malcolm Nicolson, Chief Executive Officer, and dated 15 May 2015, be received.
2. That the Chief Executive Officer publicly notify the calling for candidates for appointment to the Marsden Maritime Holdings Limited Board and make necessary arrangements for interviewing interested preferred persons.
3. That Chairman Bill Shepherd and Councillors Brown and Samuels be appointed to the candidates' interview panel for Directors of Marsden Maritime Holdings Ltd.

4. That the interview panel make a recommendation by no later than the council meeting on 14 July 2015 in order that council's final shareholder nominations be made known to Marsden Maritime Holdings Ltd prior to the deadline of 28 August 2015.

Carried

Business with the Public Excluded (Item 4.0)

ID: A745309

Report from General Manager Finance, Lisa Aubrey.

Moved (Ramsey/Samuels)

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

Item No.	Item Issue	Reason\Grounds
4.1	Request by Leaseholders to Acquire the Freehold Interest in their Leasehold Properties	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, negotiations, including commercial and industrial negotiations (section 7(2)(i)).
4.2 (Tabled)	Northland Inc. Limited – Appointment of Directors	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons (section 7(2)(a)).

Carried

It was further moved (Shepherd/Sinclair)

That the extraordinary council meeting be adjourned until the completion of the Finance Committee meeting.

Carried

The meeting adjourned at 10.29 am and reconvened (in public exclusion) at 2.17 pm. Tabled Item 3.2 was addressed at such time council resumed in open meeting (following Confidential Items 4.1 and 4.2).

CONCLUSION

The meeting concluded at 2.27 pm.

ITEM: 5.4

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ISSUE: Receipt of Action Sheet**ID:** A753628**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date:** 5 June 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to enable the council to receive the current council action sheet (**attached**).

Legal compliance:

No decision is required.

Recommendation:

That the Council Action Sheet be received.

Council Actions

IRISID	Current Status	Request Date	Description	Request Details	Note Text	Date of Note	Requested By
REQ.577210	Open	27 Nov 2012	NF Fraser & Co Property	That the CEO negotiates the acquisition of the NF Fraser and Co property, including reviewing and negotiating any appropriate further terms of sale, subject to KiwiRail agreeing to honour the terms of the Rail Corridor Acquisition Agreement (RESO).	The final S & P agreement has been signed by the CEO. Waiting for the vendor to return the S & P agreement.	25 May 2015	Finance Committee
REQ.577211	Closed	24 Feb 2014	Awanui Flood Model	That GHD is commissioned to progress the identified scope of works to improve the Awanui flood model. Following consultation with the Awanui River Management Liaison Committee over the outcomes from the Tonkin and Taylor preliminary design, that GHD is commissioned to simulate the preliminary scheme design options utilising the Awanui flood model (RESO).	COMPLETE. Tender for the detailed design and specification for the Whangatane Spillway Weir Modification closed 26 March 2015. Tender has been awarded.	25 May 2015	Environmental Management Committee
REQ.577212	Open	15 Apr 2015	Health and Safety Reform Bill	That the implications of the Health and Safety Reform Bill on volunteers be investigated (REQUEST).	Update in the February 2015 Health and Safety Report. The new Act was due to come into force April 2015 but it looks more likely to be between July and November before it is ready. There are submissions currently before the Reform Panel. The Government's select committee report on the draft Health and Safety Reform Bill and the new draft regulations for implementing changing law on occupational health and safety (OH&S) is expected by the end of July.	29 May 2015	Council
REQ.577219	Open	06 Aug 2014	OPUS Report	That an update on the OPUS report regarding resilience be provided at the October 2014 RTC meeting (REQ).	The OPUS report has been completed but has not received approval for public release. A number of known resilience related sites have however been included in the RLTP 15/21 for remedial action.	09 Jun 2015	Regional Transport Committee
REQ.577220	Open	19 Aug 2014	Insurance Cover - Maritime	That the final pricing for increased insurance cover for Harbour Master and Removal of Wreck be confirmed with the Finance Committee (RESO).	Will be discussed with Paul at our insurance review meeting in April.	09 Apr 2015	
REQ.577223	Closed	02 Jun 2015	Forestry Opportunities	That potential forestry opportunities be provided to the Economic Development Working Party for consideration.	COMPLETE. This matter was discussed by the Economic Development Working Party on 2 June 2015.	02 Jun 2015	Finance Committee
REQ.577224	Open	19 Aug 2014	Internal Audits	That the internal audits over Support-Treasury and Democracy and Governance Reporting be undertaken (RESO).	Treasury Management Audit complete. With regard to audit of report writing: revised proposal has been received from an external supplier. Due to the heavy workload related to the LTP and AR, the CEO has requested this body of work be delayed until August/September 2015.	11 May 2015	Finance Committee
REQ.577226	Closed	13 Oct 2014	Water Presentation	That the EMC be provided with a presentation regarding water allocation and the security of supply for the farming industry (REQ)	COMPLETE. A presentation regarding water allocation was given to the April EMC meeting.	30 Apr 2015	Environmental Management Committee
REQ.577227	Open	02 Dec 2014	Pay Policy	The OPC Committee to discuss the development of a "Pay Policy" once analysis of Strategic Pay Reports/allowances is complete (REQ)	Council requested this be actioned before the next budgeting round (at the 21 April council meeting). This matter was discussed at OPC and further information circulated.	21 Apr 2015	Organisational Performance Committee
REQ.577228	Closed	09 Dec 2014	Consented FDE Charges	That a report be provided to council regarding the compliance of consented FDE discharges (REQ).	COMPLETE. A meeting of the industry was held on 1 April 2015 with a paper then presented to the April EMC meeting.	28 Apr 2015	
REQ.577229	Open	09 Dec 2014	Kerikeri Spillway	That the CEO proceeds to acquire the necessary interests in land to enable the Kerikeri spillway flood scheme works to proceed (RESO)	Formal s18 PWA 1981 notices have been served on land owners. s23 notices of intention to take land will be served on 9 June 2015. Negotiations are continuing.	22 May 2015	Council
REQ.577230	Closed	24 Jul 2014	Local Government Reform	That the TTMAC committee be kept informed of developments in respect of local government reform and provide opportunity for committee's views to be relayed to NRC (REQ)	COMPLETE/ON-GOING. The new Chief Executive of LGC advised the NRC CEO on 28 May 2015 that an announcement would be made "soon".	04 May 2015	Te Taitokerau Māori Advisory Committee
REQ.577231	Closed	15 Aug 2014	Maori Commissioners	That a report be prepared to NRC recommending: a. All independent commissioners selected by NRC be able to demonstrate training in tikanga and consultation with Maori., b. NRC encourages the selection of Maori Commissioners to its approved list, given the importance of cultural considerations in Te Tai Tokerau. c. Should there be insufficient trained and capable Maori Commissioners, then NRC should actively support training and development of independent Maori Commissioners. d. The training of all commissioners should include Te Tai Tokerau tikanga (REQ).	COMPLETE. Report received and recommendation to include this into their Draft Work Programme was accepted by TTMAC.	26 May 2015	Te Taitokerau Māori Advisory Committee
REQ.577232	Open	17 Feb 2015	Twin Coast Tourism Investment Project	That Northland Inc provides milestone and financial reports regarding the Twin Coast Tourism Investment Project (including contributions made by other parties) every 6 months to council, the first being for that ending August 2015 (RESO)	August 2015 and on-going.	26 May 2015	Council
REQ.577233	Closed	17 Feb 2015	Northland Inc. Limited SOI	That, in consultation with relevant NRC committees/working parties and other parties, be delegated authority to provide feedback to Northland Inc. Limited on its Draft SOI 2015/18 (RESO).	COMPLETE. Letter sent to Northland Inc. 28 April 2015.	26 May 2015	Council

IRISID	Current Status	Request Date	Description	Request Details	Note Text	Date of Note	Requested By
REQ.577234	Open	17 Feb 2015	City Link Whangarei Fare Prices	That the CEO continues discussions regarding the City Link Whangarei fare prices given the recent reduction in fuel costs.	This matter needs to be fully discussed with NZTA as any reduction in fare levels could potentially reduce the 'Farebox Recovery Ratio'. NZTA are trying to increase this ratio in an effort to reduce dependency on national subsidies and encourage a "user pays" approach. Further analysis has been conducted on the affects of reducing passenger numbers.	08 Jun 2015	Council
REQ.577235	Closed	12 Feb 2015	TTMAC Work Programme	That a draft TTMAC work programme be prepared and reported to the next meeting of the committee (RESO).	COMPLETE. Agenda item was presented to the May committee meeting.	29 May 2015	Te Taitokerau Māori Advisory Committee
REQ.577236	Open	12 Feb 2015	Maori Economic Development	That Northland Inc be invited to present its perspectives on Maori economic development (REQ).	The May committee meeting agenda did not provide sufficient time for this discussion. Northland Inc. will therefore be invited to the July formal meeting.	29 May 2015	Te Taitokerau Māori Advisory Committee
REQ.577237	Open	12 Feb 2015	Deep Sea Drilling	That a report be prepared regarding council's role in respect of deep sea drilling (REQ).	Staff have approached NZ Petroleum and Mineral (NZP&M) and Statoil to come and jointly present to TTMAC and the full council. Staff will also seek attendance from the Parliamentary Commissioner for the Environment. Staff will prepare a cover paper for this presentation outlining what we currently know and will advise members once a date has been confirmed. An invitation will also be extended to the Green Party and Greenpeace to present their views at a separate meeting.	29 May 2015	Te Taitokerau Māori Advisory Committee
REQ.577238	Open	17 Feb 2015	Contract Management System	That the CEO liaise with Audit to clarify the recommendations regarding a contract management system and report back to the Finance Committee (REQ).	The CEO is still unable to confirm an appointment with auditors. TechOne have demonstrated their contract offering. The GM to write a proposal for the CEO approval with a view to implementing the system prior to 30 June 2015.	25 May 2015	Finance Committee
REQ.577239	Open	17 Feb 2015	Procurement Policy	That the Finance Committee be provided with information regarding the procurement policy and the recommended threshold requiring a formal resolution of council (REQ).	This matter will be workshopped with council in due course.	11 May 2015	Finance Committee
REQ.577240	Open	17 Feb 2015	Project Management	That the issues relating to Project Management (as identified in the Audit Management Report) be addressed including, but not limited to the appropriate method, staff training and reporting (REQ)	Staff have started looking at options to discuss with the CEO and then refer to the Audit Working Group for further consideration and action.	25 May 2015	Finance Committee
REQ.577241	Open	17 Feb 2015	Staff Leave Balances	That the OPC address the policy for (and reporting of) staff leave balances (REQ).	In progress. The CEO has been supplied with the current policy as a starting point.	09 Mar 2015	Finance Committee
REQ.577243	Closed	17 Mar 2015	Heavy Metals Report	That the report regarding the testing for the presence of heavy metals in the Puhipuhi/Whakapara area be presented to the full council; ideally to the April 2015 meeting (REQ)	COMPLETE. Agenda item included in the April council agenda.	22 Apr 2015	Council
REQ.577244	Open	04 Jun 2015	RSHL SOI	That the Chairman provides any necessary feedback to Regional Software Holdings Limited on its draft Statement of Intent 2015/16 by 30 April 2015 and reports any feedback or the non-provision of feedback to the next council meeting (RESO).	COMPLETE. Mike Nield, Chairman RSHL Board, was advised on 30/04/2015 that council is comfortable with the contents of the SOI.	05 May 2015	Council
REQ.577246	Open	17 Mar 2015	Debenture Trust Deed	That a Debenture Trust Deed be set up; funded in first instance from the current year's surplus if there is one, or the equalisation reserve if there is no surplus (RESO).	In progress.	29 May 2015	Council
REQ.577247	Closed	17 Mar 2015	LTP Public Meetings	That councillors be provided with an agenda and "run sheet" for the LTP public meetings well in advance of the events (REQ)	COMPLETE.	29 May 2015	Council
REQ.577248	Closed	17 Mar 2015	Statoil Presentation	That the Chairman liaise with the EMC and TTMAC Chairs regarding a factual presentation from Statoil to the committee members and interested councillors (REQ)	COMPLETE. This action is surpassed and therefore will be replaced by REQ.577237.	29 May 2015	Council
REQ.577249	Closed	17 Mar 2015	Deep Sea Oil Drilling Report	That the report being prepared for the TTMAC regarding deep sea oil drilling activities be clear that council has a "neutral position" and that it was not a matter that council could influence (REQ)	COMPLETE. This action will be addressed through the cover paper for the NZP&M and Statoil presentation as outlined in REQ.577237.	29 May 2015	Council
REQ.577250	Closed	17 Mar 2015	Finance Committee minutes	That the minutes of the Finance Committee meeting on 17 February 2015 pertaining to Item 3.7 be reviewed (RESO).	COMPLETE. Minutes were reviewed and ratified at 19 May 2015 committee meeting.	27 May 2015	Council
REQ.577251	Closed	01 Apr 2015	Motorcycle statistics	That consideration be given to including statistics in the Regional Road Safety Update to highlight the dominance of motorcycle related injuries.	COMPLETE. Motorcycle death/injury statistics will be included in the Regional Road Safety Updates to the Regional Transport Committee from the June 2015 meeting onward.	04 May 2015	Regional Transport Committee
REQ.577252	Open	01 Apr 2015	RPTP	That the necessary changes be made to the RPTP 2015-2025 during April and May 2015 (RESO).	In progress. Following approval from the Chair of the RTC, who was delegated responsibility for approving the final document, the finalised RPTP will be forwarded to the June 2015 council meeting for formal approval.	04 May 2015	Regional Transport Committee
REQ.577253	Closed	01 Apr 2015	Public Transport Funding	That changes to the funding "instruments" for public transport be sought; to reflect that congestion should not be the over-riding mechanism (RESO).	COMPLETE. Letter approved by RTC Chair, Cr John Bain, forwarded to Ministry of Transport.	04 May 2015	Regional Transport Committee
REQ.577254	Closed	21 Apr 2015	Northland Inc Funding	That Northland Inc. be paid \$287,500 + GST from the NRC Investment and Growth Reserve as quarter four funding of the 2014-15 financial year, upon receipt of an invoice from Northland Inc. Limited (RESO).	COMPLETE.	23 Apr 2015	Council
REQ.577257	Open	21 Apr 2015	Te Hiku Iwi	That FNDC be approached with the aim of establishing a relationship with Te Hiku iwi before settlement is enacted (RESO).	Staff have commenced discussions with FNDC to progress this matter.	29 May 2015	Council

IRISID	Current Status	Request Date	Description	Request Details	Note Text	Date of Note	Requested By
REQ.577258	Open	21 Apr 2015	Te Oneroa-A-Tohe Statutory Board	The council work with FNDC to establish processes in regards to the establishment of Te Oneroa-A-Tohe Statutory Board (RESO)	Staff have commenced discussions with FNDC to progress this matter.	29 May 2015	Council
REQ.577259	Open	21 Apr 2015	Kaipara Harbour Settlement	That council participates in the pre-settlement negotiations for Kaipara Harbour (RESO)	In progress.	29 May 2015	Council
REQ.577260	Open	21 Apr 2015	Te Oneroa-a-Tohe Statutory Board	That council be provided with the documentation detailing the agreed cost breakdown for the ongoing costs of the Te Oneroa-a-Tohe Statutory Board (RESO)	OTS has been contacted and staff are awaiting further confirmation of costs.	25 May 2015	Council
REQ.577263	Closed	21 Apr 2015	Committee Terms of Reference	That the TOR pertaining to council's standing committees be amended to reflect the approved membership (as per Item 7.1 of the April 2015 council meeting) RESO.	COMPLETE.	11 May 2015	Council
REQ.577264	Open	21 Apr 2015	Performance Review	That time be set aside to enable council to review its performance.	To be confirmed.	29 May 2015	Council
REQ.577265	Closed	21 Apr 2015	LGNZ Conference Tour	That the Bay of Plenty Regional Council be advised which NRC participants will join the pre LGNZ Conference tour (RESO).	COMPLETE.	31 May 2015	Council
REQ.577266	Closed	21 Apr 2015	Fatigue Stop Reporting	That future reporting on fatigue stops include statistics to quantify feedback (REQ).	COMPLETE/ON-GOING. Will be included in future CEO reports and papers tabled at RTC meetings.	27 May 2015	Council
REQ.577268	Closed	21 Apr 2015	Navigation beacons	That it be confirmed all navigation beacons were satisfactorily checked following Cyclone Pam (not just those reported out of position or damaged) (REQ).	COMPLETE. Information sent to councillors 29 April 2015.	29 Apr 2015	Council
REQ.577269	Open	21 Apr 2015	Heavy Metal Testing Programme	That the council be kept informed as to the ongoing discussion with Ngati Hau regarding the Puhipuhi Water Sediment Heavy Metal Testing Programme (REQ).	Noted. No further progress to report.	29 May 2015	Council
REQ.577270	Closed	21 Apr 2015	CDEM Minutes	That the Northland Civil Defence and Emergency Management Group minutes include a more comprehensive record of the discussion (REQ)	COMPLETE/ON-GOING. The minutes of the meetings have been kept in this consistent format, in accordance with Standing Orders, since its inception in 2003. The NRC representative on Northland CDEM is Councillor Dimery. If there is a need to elaborate on the context of the CDEM minutes it is recommended that the appointed councillor provides that information. A solution may be for the representative to provide a report to the council on the meeting outcomes.	23 Apr 2015	
REQ.577272	Open	18 May 2015	Purchasing Land	That a 'fast strategy' be developed to undertake the special consultative procedure for the purchase of land for environmental benefit if required (RESO).	The appropriate staff member needs to be assigned this task.	04 Jun 2015	Council
REQ.577273	Open	18 May 2015	Dargaville Bus Service	That the logistics of establishing a bus service in Dargaville be discussed with Fullers (REQ).	In progress. Letter to be forwarded to Fullers on this matter.	27 May 2015	Council
REQ.577274	Closed	18 May 2015	Northland Marine Park Business Case	That Councillor Dimery be provided with the business case/cost benefit analysis sought by council to establish a Northland marine park (REQ).	COMPLETE. Report e-mailed to Councillor Dimery 22 May 2015.	22 May 2015	Council
REQ.577275	Open	18 May 2015	Northland Inc. Workshop	That council be provided with the opportunity to workshop Northland Inc; including but not limited to cost versus outcomes and the opportunity cost of what other activities council could use the funding for (REQ).	Tentative date scheduled - Tuesday 28 June 2015.	21 May 2015	Council
REQ.577276	Closed	18 May 2015	LTP Submissions	That council be informed as to the validity of concerns (raised through the LTP submissions) regarding the use of glyphosate in road side management (REQ).	COMPLETE (as follows) Some submissions may have confused the role of regional councils and were referring to the use of glyphosate on roadsides by district councils. The safe use of glyphosate is governed by the EPA and label instructions are followed in its application - staff have no reason to believe at this stage that the use of glyphosate is not safe. Regional council staff and their contractors use glyphosate to control willows, lantana and woolly nightshade in site led weed control programmes on private land and in conjunction with river works. The quantities are minimal and estimated less than 300L per annum across the whole region - glyphosate does not provide effective control for most of the environmental weeds managed under the Regional Pest Management Strategy.	31 May 2015	Council
REQ.577277	Closed	18 May 2015	Reconnecting Northland Presentation	That Reconnecting Northland (David Mules) be invited to provide a presentation to the EMC meeting. All councillors to be invited.	COMPLETE. David Mules has confirmed his attendance at the next EMC meeting on 29 June 2015 to provide a presentation on Reconnecting Northland. An email has been sent to all councillors inviting them to attend.	28 May 2015	Council
REQ.577278	Open	18 May 2015	Meeting with Northland MPs	That a meeting be scheduled with Northland MPs to discuss matters including but not limited to the importance of transport to economic development and the total investment in roadina (REQ)	A meeting was scheduled 14 July but due to the unavailability of Councillor Samuels the Northland MPs will be canvassed for other available dates.	08 Jun 2015	Council
REQ.577280	Closed	19 May 2015	Audit NZ Management Reports	That staff be requested to include greater detail in 'Progress and Status' statements within the Audit NZ Management Reports (REQ).	COMPLETE/ON-GOING. Will be provided at next Finance Committee meeting progress update.	19 May 2015	Finance Committee
REQ.577281	Open	19 May 2015	Audit Engagement Letter	That the Chairman sign the Audit Engagement Letter and also the Audit Arrangements Letter for the 30 June 2015 (the latter subject to Audit NZ agreeing to provide the Audit Opinion on 20 October 2015).	General Manager - Finance followed up with PA to the Chairman to see if this had been done.	25 May 2015	Finance Committee

IRISID	Current Status	Request Date	Description	Request Details	Note Text	Date of Note	Requested By
REQ.577282	Open	19 May 2015	Creative Northland KPI's	That a joint party of councillors, a Creative Northland representative and staff work together to further develop and agree the KPI's and associated work programmes to be delivered with funding provided by council (RESO).	CEO has directed staff to review Creative Northland's KPIs (as they related to NRC) and provide suggested amendments by 1 July 2015.	29 May 2015	Finance Committee
REQ.577284	Open	19 May 2015	Risk Profiling Assessment	That staff re-scope the 'Risk Profiling Assessment' to review the current risk register, with an emphasis on operational risk, and propose a development plan; including how it will be resourced (RESO)			Finance Committee
REQ.577285	Open	19 May 2015	Rates Policy	That a letter be drafted to the Mayor of FNDC outlining the council's disappointment about the lack of any involvement in the consultation prior to making rates policy announcements that have an impact on the Northland Regional Council (RESO).	In progress. The finance team has been preparing information for the Chairman and a letter has been drafted.	08 Jun 2015	Finance Committee
REQ.577286	Closed	19 May 2015	Financial Reports	That Financial Reports identify which variances are due to uncompleted works or alternatively where activities have been achieved more economically. Also, a separate line item to be included in the sub section 'Investment Property Income' to reflect that the money from properties sold was generating income (REQ).	COMPLETE/ON-GOING. Noted for future inclusion in financial variance reports.	25 May 2015	Finance Committee
REQ.577287	Closed	19 May 2015	Budget Transfer	That \$14,376 be transferred from the commercial activity budget to the river management activity budget to allow funding of such expenditure from the Targeted Whangarei Urban Rivers Management Rate (RESO).	COMPLETE. \$14,376 Budget transferred from the commercial activity budget to the river management activity budget.	25 May 2015	Council
REQ.577290	Closed	19 May 2015	Expenditure/Revenue Budget	That a \$10,995 expenditure budget be established in the Land and Biodiversity activity and corresponding revenue budget in the Commercial Activity to reflect the treatment of the rental expense relating to the Poplar Nursery (RESO).	COMPLETE. \$10,995 Expenditure budgets established in the Land and Biodiversity activity and a corresponding revenue budget established in the Commercial Activity.	25 May 2015	Finance Committee
REQ.577291	Closed	19 May 2015	Budget Transfer	That \$20,000 be transferred from the support activity budget to the Community Representation and Engagement activity budget to increase the budget supporting the administration of the Te Taitokerau Maori Advisory Committee (RESO).	COMPLETE. \$20,000 budget transferred from the support activity budget to the Community Representation and Engagement activity budget.	25 May 2015	Finance Committee
REQ.577292	Open	19 May 2015	Marsden Maritime Holdings Ltd Board	That the calling for candidates for appointment to the Marsden Maritime Holdings Limited Board be publicly notified and the necessary arrangements be made for interviewing interested preferred persons. (The interview panel to make a recommendation to council no later than the 14 July 2015 council meeting). (RESO)	Expressions of interest are being sought from persons interested in being nominated as a Director of Marsden Maritime Holdings Ltd to contest the upcoming elections in October 2015. These close on 10 June 2015.	08 Jun 2015	Council
REQ.577293	Closed	28 Apr 2015	Kotuku Dam	That a trip be organised for EMC members to visit the Kotuku Dam (REQ).	COMPLETE. The trip to Kotuku Sam was held on Tuesday 19 May 2015.	28 May 2015	Environmental Management Committee

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ISSUE: Financial Report to 27 May 2015**ID:** A752858**To:** Council Meeting, 16 June 2015**From:** Angela Hobden, Financial Accountant, and Helen Jelinek, Financial Management Accountant**Date:** 4 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the **Dashboard Results** for the 11 months ended 27 May 2015 for councillors' information.

It concludes with the recommendation that this report be received.

Legal compliance and significance assessment:

The activities detailed in this report are provided for in the council's Long Term Plan 2012–2022 and 2014–2015 Annual Plan, and as such are in accordance with the council's decision making process and sections 76–82 of the Local Government Act 2002.

In relation to section 79 of the Local Government Act 2002, this issue is considered to be of low significance under council policy because it is part of normal day to day operations of council, and it does not require a council decision but is for information purposes only.

Recommendation:

That the 'Financial Report to 27 May 2015' by Angela Hobden, Financial Accountant, and Helen Jelinek, Financial Management Accountant, and dated 4 June 2015, be received.

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Report:

The council report for the year to date (YTD) shows a net operating surplus of \$1.911M against a budgeted net surplus of \$1.410M, resulting in an overall favourable variance for the year to date of \$501K after transfers (to) or from Special Reserves.

Before transfers (to) or from Reserves there is a net operating surplus of \$4.575M against a budgeted net surplus of \$3.477M, resulting in an overall favourable variance of \$1.097M. This variance arises from the total expenditure for the 11 months being behind budget by \$1.328M or 5%, and the total revenue being below budget by \$175K or 1%.

Revenue is below budget predominantly due to:

- Investment interest being \$135K less than anticipated due to the Countdown building not being sold and therefore \$5.75M not being invested at the 6.25% budgeted interest rate and due to the purchase of the Mitsubishi site.
 - This is offset in part from the sale proceeds from other leasehold properties at \$2.872M at a 6% gain on managed funds.
- Dividend income is less than budgeted by \$250K as it is not anticipated that we will receive the dividend from RSHL that was budgeted.
- Investment property income is less than budget by \$231K due to leasehold properties sold and vacant untenanted properties (BBS Timbers (sold), former Mitsubishi Motors site and 46 Hannah Street).
- Returns on the Community Investment Fund are greater than budget by \$298K, mainly due to the fund continuing to outperform against the target.
- Task Force Green revenue of \$200K, contract revenue of \$180K for aerial surveys, and sundry income of \$173K contribute to user fees being better than budget by \$36K.
- Items that detract from this surplus are application fees \$196K, management fees \$332K, monitoring and navigation fees \$91K, and bus fare box revenue of \$87K.
- Rates penalties of \$128K and additional properties being rated contribute to rates income being more than budget by \$180K.

Total expenditure is less than budget by \$1.328M. This net underspend comprises a number of under and overspends across council activities. The material under and overspends are summarised as follows:

- Resource Management group has a total underspend of \$1.135M due to:
 - \$189K - Biosecurity has an underspend due to delays with pest control contracts, poisons and fieldworks and fewer consultants being required.
 - \$281K - Consents applications being from labour and legal fee underspends due to fewer applications being received.
 - \$162K - State of the Environment Monitoring with lab testing and labour/consulting underspends.
 - \$407K - Policy and Planning being under budget with labour, consultants and share of overheads contributing to this.
 - Smaller unders and overs make up the difference.
- River Management has an underspend of \$207K due to less than anticipated expenditure on river clearance works, flood damage and use of consultants. The majority of this will be spent by year end although a small saving of up to \$30K is anticipated due to lack of flood damage work required.

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- Hazard Management group has an overspend of \$146K, mainly due to:
 - \$227K - Civil Defence and Emergency management costs which are cost neutral, these being Task Force Green costs of \$200K (covered by additional revenue as explained above) and additional staff costs, also covered by fees and charges.
- Transport has an underspend of \$206K with the majority of this, \$161K in passenger transport administration. This relates to an underspend in contracted services, the FIFA contingency and printing, promotions and labour.
- Support Services unfavourable variances of \$71K relates to commercial activities and include items such as additional valuations obtained for property negotiations, advertising, security, rates and utilities on the Kensington site.

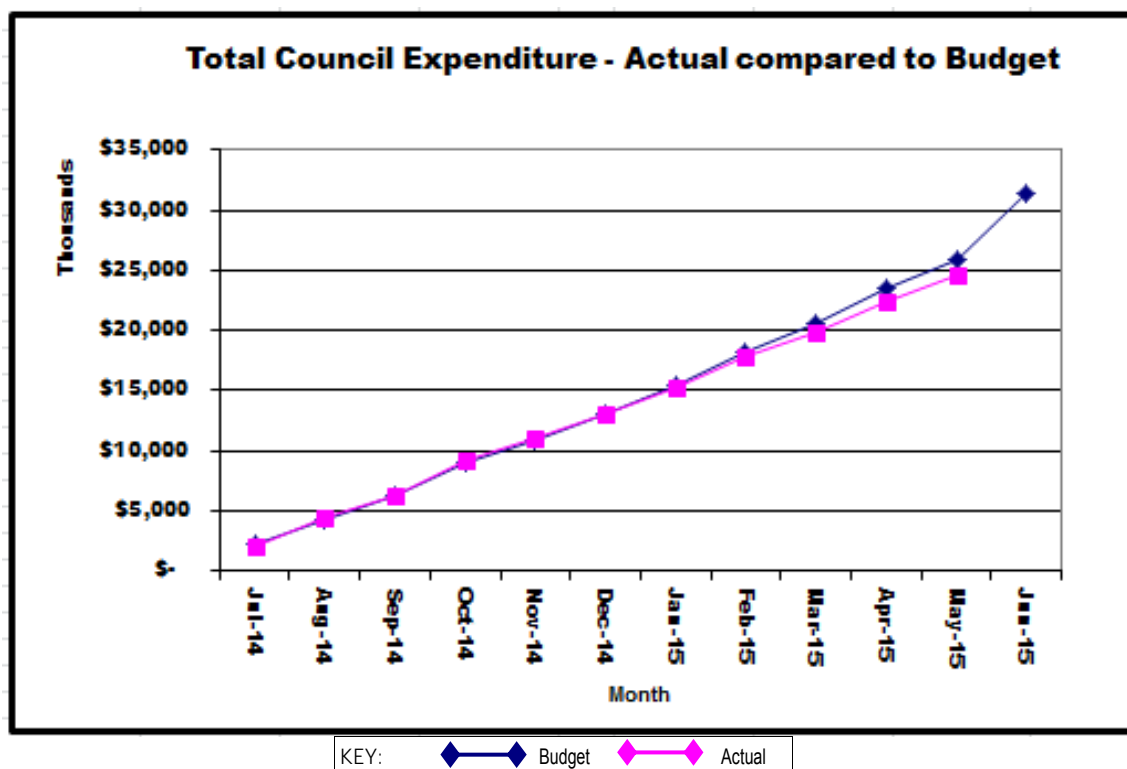
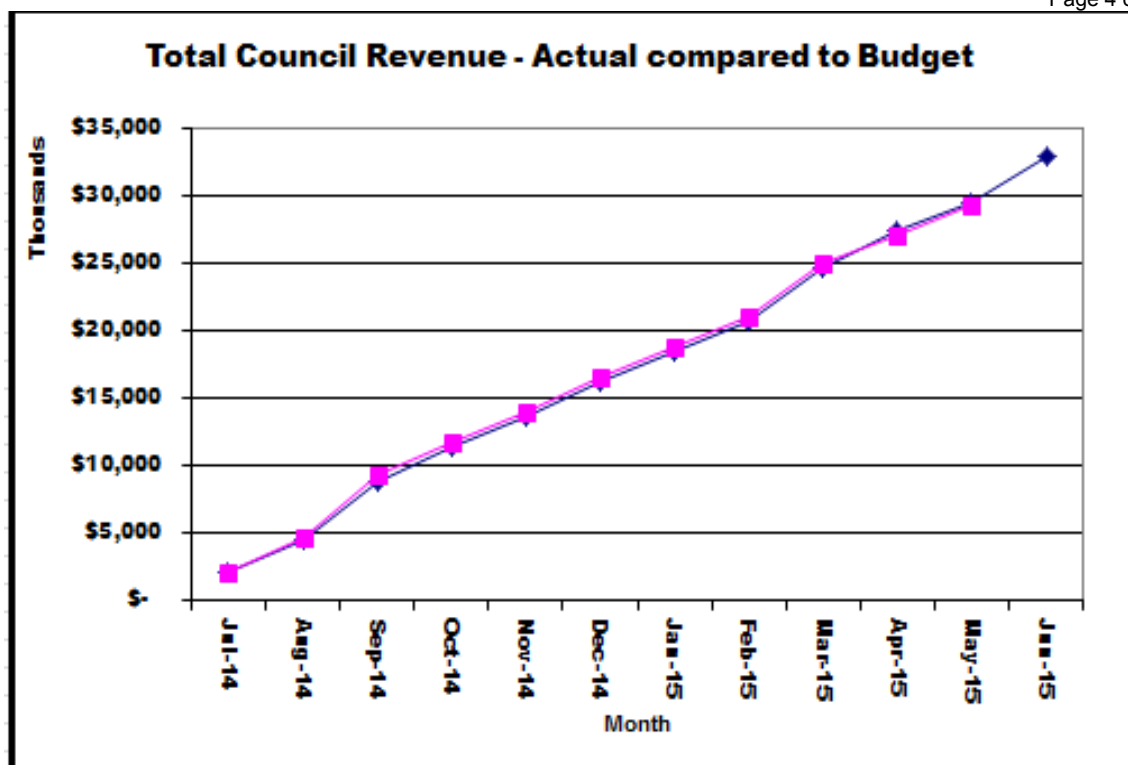
Capital expenditure for the year to date is \$6.946M compared to the full year budget of \$8.424M. Major expenditure of \$4.601M has occurred on River Management as more costs are being incurred for the Whāngārei detention dam (as budgeted) and there is unbudgeted expenditure of \$1.104M for the purchase of the Reyburn Street property.

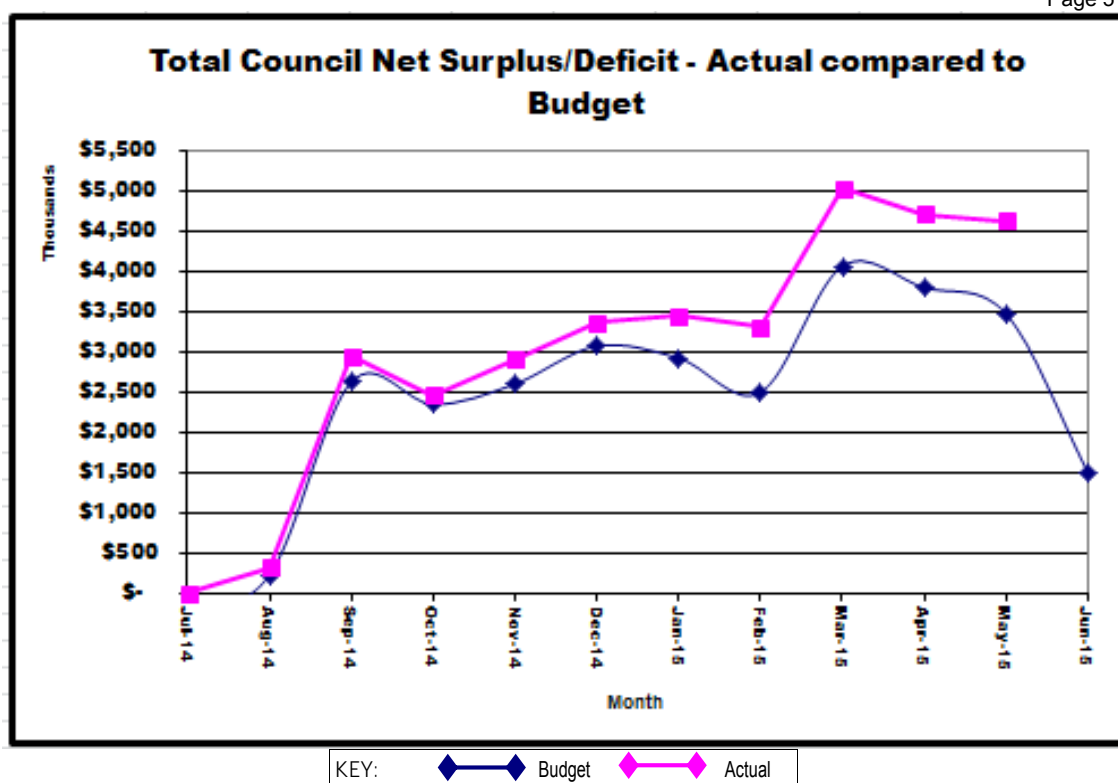
SUMMARY OPERATING RESULTS			
	000's ACTUAL YTD	000's BUDGET YTD	000's VARIANCE YTD
Revenue (including other gains)	\$ 29,301	\$ 29,476	\$ (175)
Expenditure (including other losses)	\$ 24,671	\$ 25,999	\$ 1,328
NET (COST)/SURPLUS BEFORE TRANSFERS FROM/(TO) RESERVES	\$ 4,630	\$ 3,477	\$ 1,153

INVESTMENT PORTFOLIO YEAR TO DATE PERFORMANCE			
At 27 May 2015 the investment portfolio excluding funds held in the CIF has made a return of \$6.662M against a budgeted return of \$7.278M.			

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YTD EXPENDITURE VARIANCE INDICATORS BY COUNCIL ACTIVITY			
⊗	= negative (unfavourable) variance over 10%		
⊙	= negative (unfavourable) variance under 10%		
✓	= positive (favourable) variance		
		Fav / Unfav	Fav / Unfav
Resource Management	✓	Transport	✓
River Management	✓	Community Representation and Engagement	⊙
Economic Development	✓	Support Services and Commercial	⊗
Hazard Management	⊗		

YTD CAPITAL EXPENDITURE BY COUNCIL ACTIVITY			
	Actual \$000's	Revised Budget	Brief Description of Major Items Purchased
Monitoring	\$ 183	\$ 215	2 Sondes \$39K, PM10 Monitor \$43K, YSI Meter \$8K, iPads \$11K, Other \$55K, GSM Modem \$4K, Software \$14K, BAM parts \$9K
Biosecurity		\$ 4	
Emergency Management			
Land & Biodiversity			Kotuku Dam \$4.516M, Awanui River \$36K, Kaeo River \$49K
River Management	\$ 4,601	\$ 6,605	
Commercial Investments	\$ 1,104	\$ 88	Reyburn Street Property
Harbour Safety & Navigation	\$ 135	\$ 224	Surtees Boat \$103K, Signage \$18K, Boat alterations \$5K
Oil Pollution response			Cisco switches \$70K, Enablement package \$16K, chambers upgrade \$10K, desktop PCs \$18K, Phone system \$92K, Smaller items \$66K, Butynol Roof \$46K, submission Sware \$14, iPhones \$29K, monitors \$3K
Information Systems	\$ 364	\$ 572	
Community representation			14 Vehicles \$407K, Glass wall \$14K, Council chairs \$8K, Air conditioning \$103K, Office layout \$21K, Locking doors \$5K
Support Services and Commercial			
	\$ 558	\$ 716	
TOTAL CAPITAL EXPENDITURE YEAR TO DATE	\$ 6,945	\$ 8,424	

ISSUE: Adoption of Final Long Term Plan 2015–2025**ID:** A753905**To:** Council Meeting, 16 June 2015**From:** Malcolm Nicolson, Chief Executive Officer**Date:** 4 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input checked="" type="checkbox"/> Triggered	<input type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to provide background on the revisions made to the draft plan, present the finalised 2015–2025 Long Term Plan and provide the resolutions to adopt the final Long Term Plan.

Legal compliance and significance assessment:

The adoption of a long term plan is a specific requirement of section 93 of the Local Government Act 2002 and the process to be followed and/or matters to be taken into account are covered by Part 6 of the Act which encompasses the council's decision making (sections 76 to 81), consultation processes (sections 82 to 90) and planning (sections 93 and 94).

Council has followed the necessary Special Consultative Procedure prescribed by the Local Government Act to enable it to adopt the policies as proposed.

The procedures for amending and adopting a bylaw follow the requirements of sections 83, 86 and 156 of the Local Government Act 2002. Section 684B of the Local Government Act 1974 authorises the council to fix fees and charges for navigation-related activities.

Officers recognise that the matters referenced in this report may have a high degree of importance to affected or interested parties and council has followed the correct legislative process to adopt the long term plan and policies and bylaw contained within this report.

Recommendations:

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1. That the report 'Adoption of Final Long Term Plan 2015–2025' by Malcolm Nicolson, Chief Executive Officer, and dated 16 June 2015, be received.
 2. That council amends the 18 May 2015 Long Term Plan 2015–2025 deliberations decision (Resolution 26), as it relates to the Kerikeri/Waipapa Flood Scheme, to read as follows:

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"That council supports the construction of the Kerikeri-Waipapa spillway (\$2.1 million), applying a uniform rate of \$80.04 (per SUIP), and that council clearly signal in the Long Term Plan that it intends to consult with those affected by the rate with the intention of reviewing the rate and the potential to establish a differential rating model for subsequent years."

3. That having undertaken the Special Consultative Procedure, in accordance with sections 82, 82A and 102 of the Local Government Act 2002, the council adopt the following policies (as included in the separately **attached** Long Term Plan 2015-2025):
 - a. Revenue and Financing Policy;
 - b. Rates Remission and Postponement Policies (including the policy on remission and postponement of rates on Māori freehold land); and
 - c. Financial Contributions Policy.
4. That in accordance with the requirements of sections 101A and 101B of the Local Government Act 2002, council adopts the Financial Strategy and Infrastructure Strategy as contained in the final Long Term Plan 2015–2025.
5. That the Charging Policy 2015–2016 included within the final Long Term Plan 2015–2025 be approved and adopted, and come into force on 1 July 2015.
6. That the Northland Regional Council Navigation, Water Transport and Maritime Safety Bylaw Charges 2015 made pursuant to section 684B of the Local Government Act 1974, and in accordance with sections 83, 86 and 156 of the Local Government Act 2002 as contained in the final Long Term Plan 2015–2025, be adopted and shall come into force on 1 July 2015.
7. That pursuant to section 93 of the Local Government Act 2002, the council adopts the final Long Term Plan 2015–2025 (separately **attached**).
8. That the Chief Executive Officer be given delegated authority to approve any minor accuracy, grammatical or formatting amendments prior to the Long Term Plan 2015-2025 going to print.

Report:

Since council's deliberations meeting on 18 May 2015 council officers have revised the text and financial statements to reflect the council's decisions and Audit New Zealand have conducted the final audit for the long term plan process.

The deliberations agenda included an account of the consultation process. The minutes of the deliberations meeting are included in this agenda and a summary of the outcomes of the major proposals after public consultation are provided below.

Once the final long term plan is adopted the document will be formatted in colour, printed, distributed and posted on the council's website. Media releases will be distributed on the outcomes of the major proposals, particularly focusing on the new targeted rates, for general awareness.

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Submitters will be contacted, within a week of council decision to adopt the Long Term Plan, and provided a summary of council's decisions and directed to council's website for more detailed information (in accordance with sections 82(1)(f)).

A debrief of the project will be conducted with staff and councillors in July/August 2015 to ensure we identify and capture improvements for future annual plans and long term plans.

Amendment to council deliberation decision

Council resolved during formal deliberation on submissions (18 May 2015), to set a 3:1 differential rate to pay for the Kerikeri-Waipapa Spillway flood mitigation scheme over a 10 year period. Specifically, council's decision during deliberations was (Resolution 26):

"That council supports the construction of the Kerikeri-Waipapa spillway (\$2.13M), applying a 'x3 differential' to those areas classified as primary beneficiaries."

Legal advice was sought following council deliberations to ensure this decision would not unduly expose the council to legal challenge.

Based on this advice, it is recommended that council amend the decision and proceed with the uniform rate of \$80.04 (per SUIP) and that council clearly signal in the Long Term Plan that it intends to consult with those affected by the rate with the intention of reviewing the rate and potentially establishing a differential rating model for subsequent years.

Summary of key decisions

Below is a summary of council decisions on submissions to the Long Term Plan 2015–2025.

General Rates

- To fund several important new initiatives beyond what council currently deliver on behalf of the community, council will proceed with a 5% increase in targeted region-wide rates (an average of \$8.68 per rateable unit) for 2015/16). The majority of those that submitted on this issue supported this approach. For subsequent years, projected increases would be held at around 2.5-3.3% to account for inflation adjustment levels.

Whāngārei Heads Pest Management

- Council has decided to establish a new targeted rate of \$50.00 a year per rating unit on properties in the Whāngārei Heads area to fund ongoing community pest control activities.

Contestable Emergency Services Fund

- Council has opted to proceed with creating a fully contestable fund, replacing the emergency services helicopter rate and all other funding from Northland's four councils. Public feedback was divided on whether to retain the helicopter rate, or open funding up to other life-saving organisations by making it fully contestable.

The feedback process highlighted that demand for funding will be higher than what was proposed (an \$800,000 fund at \$10.68 per household per year). In recognition of this, council has decided to increase the fund's size to \$900,000

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a year, or \$11.84 per household. Council will invite and assess applications to this fund through a separate process.

Buying Land for Environmental Benefit

- Council recognises the importance of transparency and public accountability and, following the public feedback process, has opted to retain its existing policy requirement for public consultation on proposed non-commercial land purchases over \$700,000.

Awanui Flood Mitigation Scheme

- A \$700,000 project to increase the capacity of Awanui scheme's Whangatane spillway will proceed as proposed in the Consultation Document. This is the more affordable option for the local community, and still leaves the door open for further improvements in future if the community wants it. The spillway improvements will increase the existing local river rate by about 45%.

Kotuku Dam Flood Mitigation Scheme

- To cover cost increases for construction of the Kotuku detention dam, council has decided to proceed as proposed in the Consultation Document - increasing the current rate by about 40% and continuing the rate for 25 years as planned. The cost increases are a result of ground condition issues, consequent design variations, and programme extension time-frames. Construction time-frames are now revised for completion during August 2015, so we may be able to consult on reducing the rate in our next Annual Plan once final project costs are confirmed.

Kaeo-Whangaroa Flood Mitigation Scheme

- As proposed in the Consultation Document, council will postpone going ahead with Stage 2 of the Kaeo-Whangaroa flood protection works at this stage. This will enable the performance of Stage 1, which was completed in 2013/14, to be monitored and assessed before further decisions are made.

Kerikeri-Waipapa Flood Mitigation Scheme

- Council has opted to proceed with construction of the \$2.13M Kerikeri-Waipapa spillway, which is designed to reduce flooding on properties downstream of State Highway 10. This will initially be funded through an annual rate of \$80.04 (including GST) per property over a 10 year period. However, council will likely consult further with those within the area of benefit to investigate the potential to establish a differential rating model based on the level of protection received from the flood protection works.

Mid-North Bus Trial

- Council will go ahead with a trial bus service for the mid-North area, with the trial expected to commence in mid-2016. The trial will link the communities of Kaikohe, Ōhaewai, Moerewa, Kawakawa, Paihia, Haruru, Kerikeri and Waipapa. It will be funded by a new targeted rate (to start from 2016/17) on properties near the route, with commercial properties to pay a higher rate than residential properties.

Prior to commencing the trial, council staff will refine the route and targeted rating area in consultation with affected communities. While the rate would not be introduced until 2016/17, an indication of the rating area and how much the

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rate might be is shown in Mid-North transport rate in Section Three of the Long Term Plan.

Several other proposals were highlighted in our Consultation Document, with council decisions as follows:

- Continue the Kaitāia bus service (which is funded partially by local ratepayers and partially through ticket sales).
- Continue the Regional Infrastructure Rate for up to two years, allowing time for KiwiRail to release its strategy setting out rail priorities so council is in a better position to consider options going forward.
- Increase the Whāngārei Bus Rate by \$0.90 cents a year to cover Total Mobility administration costs (instead of it coming from region-wide rates), and rename it the Whāngārei Transport Rate.
- Establish a new sporting infrastructure rate after Whāngārei's Events Centre has been paid off in 2018/19, in consultation with the community via the Long Term Plan 2018–2028 process.
- No further work on public transport options for Dargaville at this stage, as there appears to be little support for it in the local community.
- Continue to support a trial bus service linking Hokianga and Kaikohe.
- Adopt fees and charges as proposed in the supporting document to the Long Term Plan 2015–2025 consultation.
- Adopt the Navigation, Water Transport and Maritime Safety Bylaw charges as proposed in the supporting document to the Long Term Plan 2015–2025 consultation.
- Adopt the council objectives and vision as proposed in the Consultation Document and supporting information.
- Transfer \$1.7M a year of council's investment income into the Investment and Growth Reserve with the balance used to fund council activities, as proposed in the Consultation Document.

Adoption of policies

Council followed the special consultative procedure to consult on the following draft policies:

- Revenue and Financing Policy;
- Rates Remission and Postponement Policies (including the policy on remission and postponement of rates on Māori freehold land); and
- Financial Contributions Policy.

The consultation was undertaken concurrently with consultation on the Consultation Document and supporting information for the Long Term Plan.

Audit result

The last update from Audit New Zealand prior to the agenda being printed indicated there were no issues with the revisions to the plan. The final audit opinion will be released once the long term plan is adopted.

Conclusion

Having undertaken the Special Consultative Procedure, in accordance with section 83 of the Local Government Act 2002, it is recommended that, pursuant to section 93, council adopts the Long Term Plan 2015–2025, included as a separate attachment to this agenda.

ISSUE: Rates for the Year 1 July 2015 to 30 June 2016**ID:** A748593**To:** Council Meeting, 16 June 2015**From:** Simon Crabb, Finance Manager**Date:** 21 May 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Low

Executive summary:

This paper has been prepared in accordance with the revenue and financing policy and funding impact statement contained within the 2015–2025 Long Term Plan. It recommends that the council set the rates, due dates and penalties set out below in accordance with the Local Government (Rating) Act 2002. The background to this report is included as **Attachment 1**.

Legal compliance and significance assessment:

The council's 2015–2025 Long Term Plan has been developed in accordance with the special consultative procedure and council's significance and engagement policy, and contains details of the proposed rates. The setting of rates is an administrative decision that does not itself trigger the significance and engagement policy. The decisions in this report are in accordance with sections 76 to 82 of the Local Government Act 2002 and the Local Government (Rating) Act 2002.

Recommendations:

- 1) That the report 'Rates for the Year 1 July 2015 to 30 June 2016' by Simon Crabb, Finance Manager, and dated 21 May 2015, be received.
- 2) That the Northland Regional Council resolves to set the following rates under the Local Government (Rating) Act 2002 for the financial year commencing 1 July 2015 and ending 30 June 2016.

a) Targeted Council Services Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is calculated on the total projected capital value, as determined by the certificate of projected valuation, of each constituent district in the Northland region. An additional \$1.73 (including GST) per separately used or inhabited part (SUIP) of a rating unit is to be assessed across the Whāngārei constituency to provide funding for the ongoing maintenance of the Hātea River Channel. The rate is a targeted rate, differentiated by location in the Northland region, and assessed as a fixed amount per separately used or inhabited part (SUIP) of a

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rating unit in the Far North and Whāngārei Districts and on each rating unit (RU) in the Kaipara District. The rate will be set as follows:

	<u>Including GST</u>
Far North District	\$91.31 per SUIP
Kaipara District	\$116.00 per RU
Whāngārei District	\$113.89 per SUIP

The Whāngārei District Targeted Council Services Rate amount of \$113.89 (including GST) per SUIP **includes** the Hātea River Channel amount of \$1.73 (including GST) per SUIP.

b) Targeted Land Management Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is assessed on the land value of each rateable rating unit in the region. The rate is set per dollar of land value. The rate per dollar of land value is different for each constituent district, as the rate is allocated on the basis of projected land value, as provided for in section 131 of the Local Government (Rating) Act. The rate is set as follows:

	<u>Including GST</u>
Far North District	\$0.0003498 per dollar of land value
Kaipara District	\$0.0003563 per dollar of land value
Whāngārei District	\$0.0003696 per dollar of land value

c) Targeted Regional Recreational Facilities Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is a fixed amount, differentiated by location in the Northland region. The rate will be assessed on each rating unit (RU) in the Kaipara District and each separately used or inhabited part of a rating unit (SUIP) in the Far North and Whāngārei Districts. The rate will be set as follows:

	<u>Including GST</u>
Far North District	\$5.75 per SUIP
Kaipara District	\$5.75 per RU
Whāngārei District	\$28.75 per SUIP

d) Targeted Regional Infrastructure Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. This rate is assessed on the land value of each rateable rating unit in the region. The rate is set per dollar of land value. The rate per dollar of land value is different for each constituent district, as the rate is allocated on the basis of projected land value, as provided for in section 131 of the Local Government (Rating) Act 2002. The rate is set as follows:

	<u>Including GST</u>
Far North District	\$0.0000354 per dollar of land value
Kaipara District	\$0.0000361 per dollar of land value
Whāngārei District	\$0.0000372 per dollar of land value

e) Targeted Emergency Services Rate

A targeted Emergency Services rate as authorised by the Local Government (Rating) Act 2002. The rate is a fixed amount assessed on each separately used or inhabited part (SUIP) of a rating unit in the Far North and Whāngārei Districts and each rating unit (RU) in the Kaipara District. The rate is set as follows:

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Far North District
 Kaipara District
 Whāngārei District

Including GST
 \$11.84 per SUIP
 \$11.84 per RU
 \$11.84 per SUIP

f) Targeted Whāngārei Heads Pest Management Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is a fixed amount assessed on each separately used or inhabited part of a rating unit located in and around the Whāngārei Heads area. These rating units are identified in the map below:



The rate is set as follows:

Whāngārei District (identified Whangarei Heads area)

Including GST
 \$50.00 per SUIP

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g) Targeted Whāngārei Transport Rate

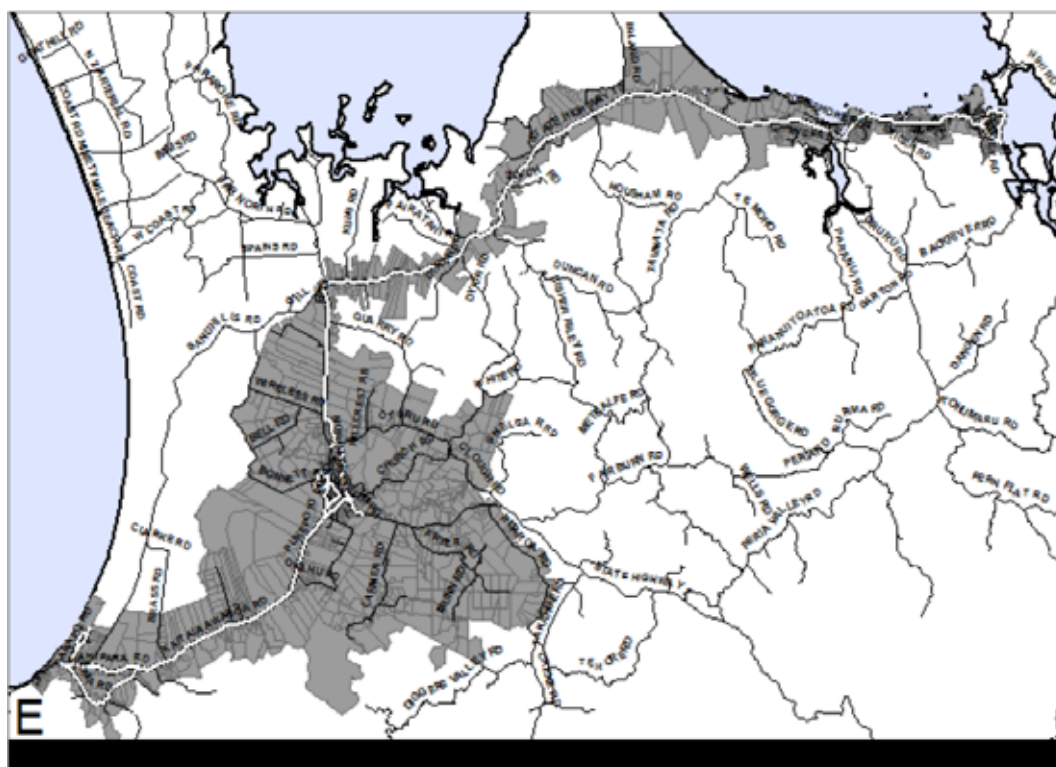
A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is a fixed amount assessed on each separately used or inhabited part of a rating unit in the Whāngārei District. The rate is set as follows:

Whāngārei District

Including GST
\$13.44 per SUIP

h) Targeted Kaitāia Transport Rate

A targeted rate as authorised by the Local Government (Rating) Act 2002. The rate is a fixed amount assessed on each separately used or inhabited part of a rating unit located near the Kaitāia bus route. These rating units are identified in the map below:



The rate is set as follows:

Far North District (Kaitāia only)

Including GST
\$15.69 per SUIP

i) Targeted Awanui River Flood Management Rate

A targeted rate set under the Local Government (Rating) Act 2002, set differentially by location and area of benefit as defined in the Awanui River Flood Management Plan, as follows:

- | | <u>Including GST</u> |
|---|-----------------------------|
| a) Urban rate class UA (floodplain location) \$185.23 direct benefit plus \$18.53 indirect benefit, total per separately used or inhabited part of a rating unit: | \$203.76 |
| b) Urban rate classes UF (higher ground) \$18.52 direct benefit plus \$18.53 indirect benefit, total per separately used or inhabited part of a rating unit: | \$37.05 |

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- c) Commercial differential factor applicable to urban rate classes UA and UF, and the rural hectare rate classes A1/A2, B1/B2, C, E, and F: 3.0
- d) Rural rate differentiated by class, \$11.39 per separately used or inhabited part of a rating unit of indirect benefit plus a rate per hectare for each of the following classes of land in the defined Kaitāia flood rating district as stated in the Awanui River Asset Management Plan: \$11.39

Class	Description	<u>Rate per Ha Including GST</u>
A1/A2	Maximum benefit; peat basins, low-lying reclaimed tidal areas and alluvial land at risk from frequent ponding and flooding:	\$23.48
B1/B2	High benefit land subject to floodwater flows but not ponding as floods recede:	\$17.61
C	Moderate benefit; land floods less frequently and water clears quickly:	\$11.74
E	Land in flood ways and ponding areas that receive no benefit and land in native bush that performs watershed protection function:	Nil
F	Contributes runoff waters and increases the need for flood protection:	\$0.94

j) Targeted Kaihu River Flood Management Rate

A targeted rate set under the Local Government (Rating) Act 2002, and set differentially by location and area of benefit and defined in the Kaihu River Management Plan as follows:

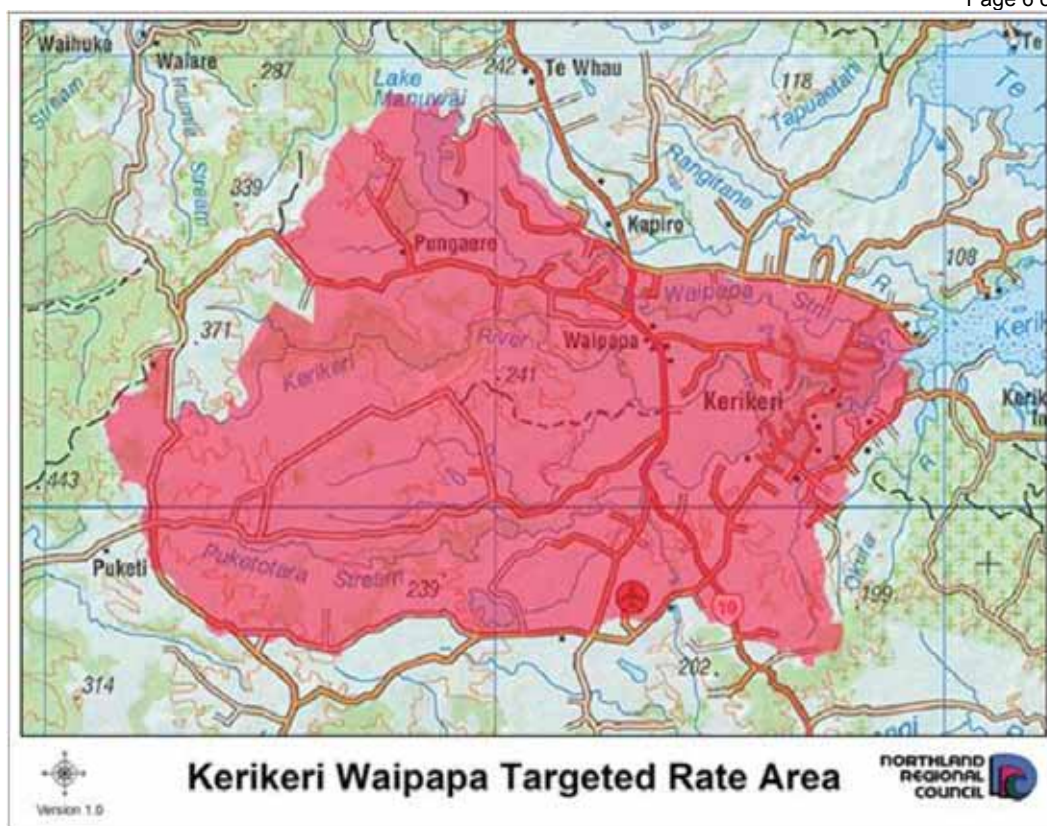
	<u>Including GST</u>
a) Class A - per hectare of land on the floodplain and side valleys downstream of Rotu Bottleneck:	\$25.62
b) Class B - per hectare of land on the floodplain and tributary side valleys between Ahikiwi and Rotu Bottleneck:	\$12.81
c) Catchment Rate – per hectare of land within the Kaihu River rating area:	\$1.92
d) Urban Contribution – annual contribution from the Kaipara District Council instead of a separate rate per property:	\$5,694.00pa

k) Targeted Kerikeri-Waipapa Rivers Management Rate

A targeted rate set under the Local Government (Rating) Act 2002, set on a uniform basis in respect of each separately used or inhabited part of a rating unit for properties identified in the following map as contributing catchments within the Kerikeri-Waipapa area.

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The rate is set as follows:

Kerikeri–Waipapa catchment area

Including GST
\$80.04 per SUIP

l) Targeted Kaeo-Whangaroa Rivers Flood Management Rate

A targeted rate set under the Local Government (Rating) Act 2002, set on a uniform basis in respect of each separately used or inhabited part of a rating unit falling within the former Whangaroa Ward rating rolls of 100-199, as follows:

Former Whangaroa Ward

Including GST
\$74.53 per SUIP

m) Targeted Whāngārei Urban Rivers Management Rate

A targeted rate set under the Local Government (Rating) Act 2002, differentiated by location (see following maps) and category and set as a fixed amount per separately used or inhabited part of a rating unit.

Whāngārei CBD Flood area:



Contributing water catchments in Whāngārei Urban Rivers Management scheme:



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The rate is set as follows:

- | | <u>Including GST</u> |
|---|-----------------------------|
| a) Commercial properties located in the Whāngārei CBD flood area: | \$384.75 per SUIP |
| b) Residential properties located in the Whāngārei CBD flood area: | \$146.23 per SUIP |
| c) All properties located in the contributing water catchment area (includes all those properties falling in the Waiarohia, Raumanga, Kirikiri and Hātea River Catchments): | \$51.56 per SUIP |
- 3) **Rating powers delegated to constituent local authorities**
The Far North District Council, the Kaipara District Council and the Whangarei District Council are hereby delegated powers to discount, remit and add penalties to the regional rates resolved herein, as described in resolution 17, and to act as the authorised agent of the Northland Regional Council for approving rates relief under the separate policies included in the Northland Regional Council Rating Policies adopted for the year commencing 1 July 2015.
- 4) **Payment dates for rates, discount and additional charges**
The dates and methods for the payment of instalments of rates and any discount and/or penalties applied to the regional rates shall be the same as resolved by the Far North District Council, the Kaipara District Council and the Whangarei District Council and shall apply within those constituencies of the Northland region, as follows:

Far North District Constituency:

The due dates for the payment of instalments of rates within the Far North constituency are as follows:

Instalment	Due Date for payment
Instalment 1	20 August 2015
Instalment 2	20 November 2015
Instalment 3	20 February 2016
Instalment 4	20 May 2016

Where any due date falls on a weekend or public holiday, the due date will be the first working day following the due date.

The Northland Regional Council resolves to set the following penalties on unpaid Far North District Constituency rates (penalty rates are GST exclusive):

A penalty of ten percent (10%) will be added to any portion of each instalment of Far North District Council constituency rates assessed in the 2015/16 financial year that is not paid on or by the due date for payment as stated above. These penalties will be added on the following dates:

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Instalment	Date Far North District Penalty added
Instalment 1	27 August 2015
Instalment 2	27 November 2015
Instalment 3	27 February 2016
Instalment 4	27 May 2016

Kaipara District Constituency:

The due dates for the payment of instalments of rates within the Kaipara constituency are as follows:

Instalment	Due Date for payment
Instalment 1	20 August 2015
Instalment 2	20 November 2015
Instalment 3	20 February 2016
Instalment 4	20 May 2016

The Northland Regional Council resolves to set the following penalties on unpaid Kaipara District Constituency rates (penalty rates are GST exclusive):

A penalty of ten percent (10%) will be added to any portion of each instalment of Kaipara District Council constituency rates assessed in the 2015/16 financial year that is not paid on or by the due date for payment as stated above. These penalties will be added on the following dates.

Instalment	Date Kaipara District Penalty added
Instalment 1	21 August 2015
Instalment 2	23 November 2015
Instalment 3	22 February 2016
Instalment 4	23 May 2016

An additional ten per cent (10%) penalty will be applied to any Kaipara District Council constituency rates assessed in any financial year prior to 1 July 2015 that remain unpaid on 7 July 2015. This penalty will be added on 8 July 2015.

A further ten per cent (10%) penalty will be applied to any Kaipara District Council constituency rates assessed in any financial year prior to 1 July 2015 that remain unpaid on 7 January 2016. This penalty will be added on 8 January 2016.

Whāngārei District Constituency

The due dates for the payment of instalments of rates within the Whāngārei constituency are as follows:

Instalment	Due Date for payment
Instalment 1	20 August 2015
Instalment 2	20 November 2015
Instalment 3	22 February 2016
Instalment 4	20 May 2016

The Northland Regional Council resolves to set the following penalties on unpaid Whāngārei District Constituency rates (penalty rates are GST exclusive):

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A penalty of ten percent (10%) will be added to any portion of each instalment of Whangarei District Council constituency rates assessed in the 2015/16 financial year that is not paid on or by the due date for payment as stated above. These penalties will be added on the following dates:

Instalment	Date Whāngārei District Penalty added
Instalment 1	25 August 2015
Instalment 2	25 November 2015
Instalment 3	25 February 2016
Instalment 4	25 May 2016

A further ten per cent (10%) penalty will be applied to any Whangarei District Council constituency rates assessed in any financial year prior to 1 July 2015 that remain unpaid on 1 September 2015. This penalty will be added on 2 September 2015.

Pursuant to section 53 of the Local Government (Rating) Act 2002, the regional rates are collected by the territorial authority for the district in which the land is situated. The territorial authorities whose districts are in the district of the Northland Regional Council are the Far North District Council, the Kaipara District Council and the Whangarei District Council.

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ATTACHMENT 1

Background:

The Northland Regional Council is scheduled to adopt its 2015/25 Long Term Plan at the Council meeting to be held on 16 June 2015. Following the adoption of the 2015–2025 Long Term Plan, all formal requirements to resolve the rates for the year ended 30 June 2016 are in place and permit the following resolution to proceed.

The rating information database was made available for public inspection during May 2015.

The full details of the rates calculations and rates collected from each constituent district of the Northland region will be as set out in the tables below:

Table One: Valuations by district (including equalised values)

	Gross no. rating units (Kaipara or SUIP others)	Net no. rating units (Kaipara or SUIP others)	Capital value \$000's	Land value \$000's	Equalised capital value \$000s	Equalised land value \$000s	Equalised capital value %	Equalised land value %
Far North District	36,784	35,802	13,051,168	6,987,152	13,050,975	6,923,723	34.70%	34.86%
Kaipara District	14,190	13,328	6,172,125	3,646,748	6,172,126	3,646,748	16.41%	18.36%
Whangarei District	42,769	41,073	17,813,744	8,877,608	18,392,343	9,288,321	48.90%	46.78%
Total valuation - Northland	93,743	90,203	37,037,037	19,511,508	37,615,444	19,858,792	100.00%	100.00%

* SUIP = Separately used or inhabited part of a rating unit

Table Two: Northland Regional Council Rates for the 2015/2016 financial year

	Budgeted rates 2015-16 (Including GST)				
	Far North District	Kaipara District	Whangarei District	Total \$ (gross)	Total \$ (net)
Council service rate					
Rates per SUIP	\$91.31			\$ 3,358,801	\$ 3,269,177
Rates per RU		\$116.00		\$ 1,646,068	\$ 1,546,074
Rates per SUIP			\$113.89	\$ 4,871,169	\$ 4,678,003
				\$ 9,876,038	\$ 9,493,254
Land management rate					
Rate per \$ of actual LV	\$ 0.0003498			\$ 2,444,265	\$ 2,423,113
Rate per \$ of actual LV		\$ 0.0003563		\$ 1,299,358	\$ 1,276,262
Rate per \$ of actual LV			\$ 0.0003696	\$ 3,281,051	\$ 3,250,658
				\$ 7,024,674	\$ 6,950,033
Regional recreational facilities					
Rates per SUIP	\$ 5.75			\$ 211,505	\$ 205,862
Rates per RU		\$ 5.75		\$ 81,593	\$ 76,636
Rates per SUIP			\$ 28.75	\$ 1,229,609	\$ 1,180,849
				\$ 1,522,706	\$ 1,463,346
Regional infrastructure rate					
Rate per \$ of actual LV	\$0.00003540			\$ 247,370	\$ 245,118
Rate per \$ of actual LV		\$0.00003605		\$ 131,466	\$ 129,104
Rate per \$ of actual LV			\$0.00003724	\$ 330,640	\$ 328,831
				\$ 709,476	\$ 703,053
Emergency service rate					
Rates per SUIP	\$ 11.84			\$ 435,511	\$ 423,890
Rates per RU		\$ 11.84		\$ 168,007	\$ 157,802
Rates per SUIP			\$ 11.84	\$ 506,379	\$ 486,298
				\$ 1,109,897	\$ 1,067,990

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	Budgeted rates 2015-16 (Including GST)				
	Far North District	Kaipara District	Whangarei District	Total \$ (gross)	Total \$ (net)
Whangarei transport rate					
Rates per SUIP	-			-	-
Rates per RU		-		-	-
Rates per SUIP			\$ 13.44	\$ 574,815	\$ 552,021
				\$ 574,815	\$ 552,021
Whangarei Heads pest management					
Rates per SUIP	-			-	-
Rates per RU		-		-	-
Rates per SUIP			\$ 50.00	\$ 107,250	\$ 103,000
				\$ 107,250	\$ 103,000
Kaitaia transport rate					
Rates per SUIP	\$ 15.69			\$ 95,709	\$ 93,936
Rates per RU		-		-	-
Rates per SUIP			-	-	-
				\$ 95,709	\$ 93,936
Whangarei urban rivers management					
Rates per SUIP				-	-
Rates per RU				-	-
Rates per SUIP				\$ 1,311,299	\$ 1,291,362
				\$ 1,311,299	\$ 1,291,362
Awanui river management rate					
Far North District - Rural				\$ 174,041	\$ 172,194
Far North District - Urban				\$ 514,303	\$ 510,791
				\$ 688,344	\$ 682,985
Kaihu river management rate					
Kaipara				\$ 89,171	\$ 89,171
Kaeo-Waipapa river management rate					
Far North (Kaeo only)	\$ 74.53			\$ 172,425	\$ 159,867
Kerikeri-Waipapa rivers management					
Far North (Kerikeri-Waipapa only)	\$ 80.04			\$ 365,383	\$ 361,060
TOTAL RATES (including GST)					
Far North District				\$ 8,019,313	\$ 7,865,008
Kaipara District				\$ 3,415,663	\$ 3,275,049
Whangarei District				\$ 12,212,210	\$ 11,871,021
TOTAL				\$ 23,647,186	\$ 23,011,078

Where appropriate, all rates and the quantum of rates revenue are stated at their GST inclusive sums.

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ISSUE: Te Oneroa-a-Tōhē Beach Management Board**ID:** A752367**To:** Council Meeting, 16 June 2015**From:** Abraham Witana, Māori Policy Specialist/Programme Manager**Date:** 28 May 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to provide an update on the Te Hiku Claims Settlement Bill (the Bill) currently before Parliament, respond to councillor enquiries around long term financial support for the Te Oneroa-a-Tōhē Board¹(the Beach Board) and to confirm the two council representatives to sit on the Beach Board.

Legal compliance and significance assessment:

The activities detailed in this report are part of the council's day to day operations are in accordance with the council's decision making process and sections 76–82 of the Local Government Act 2002. The matter does not trigger the council's Significance Policy.

Recommendations:

-
1. That the report 'Te Oneroa-a-Tōhē Board' by Abraham Witana, Māori Policy Specialist/Programme Manager, and dated 28 May 2015, be received.
 2. That the Chairman, Bill Shepherd, and Te Hiku Councillor, Monty Knight, be confirmed as council's representatives on the Te Oneroa-a-Tōhē Board.
-

¹ Te Hiku Bill (2014) section 61 – interpretation - Te Oneroa-a-Tōhē Board and Board mean the Te Oneroa-a-Tōhē Board established by section 63(1)

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Report:**Background**

Council was provided with an agenda item 'Treaty Settlement Landscape Across Te Tai Tokerau' at its April 2015 council meeting. Further to that report, the Māori Affairs Select Committee heard submissions and reported their findings to Parliament on 4 May 2015 recommending that the Bill undergoes its second reading. At this stage it is envisaged that the second and third reading of the Bill will be in June/July with settlement date by October 2015, at which time the Beach Board will become operative and have statutory relevance.

Financial implications and long term funding

Councillors enquired, during the April council meeting, as to the long-term funding of the Beach Board, once the initial funding provided by government has been exhausted.

As previously outlined, following settlement the Crown will transfer the following funds to NRC to administer the expenditure of those funds as directed by the Beach Board. Crown funding will comprise of:

- \$150K to support the initial operation of the Beach Board; and
- \$250K to support the development of the Beach Management Plan.

As a joint committee, both council and the Far North District Council will share the administrative functions and support. A fair and reasonable process between councils would be to share the administration equally. In practical terms this may consist of a year on - year off regime or some form of similar arrangement that will be formalised by the respective council Chief Executive Officers. It is anticipated that council's initial administrative support will be met within existing staffing and budgets.

Staff have made further enquiries to the Office of Treaty Settlements (OTS) regarding the long term funding of the Board and are still awaiting a formal written response. Our initial interpretation is that the costs for the ongoing operation of the Board, once the initial Crown funding has been exhausted, will fall to the two local authorities. This will mean that council need to consider how to best provide for this through future Annual or Long Term Plans. Staff will continue to pursue a formal response from OTS and circulate this to councillors once received.

Council representation

Enactment of the Bill and subsequent establishment of the Beach Board is a significant milestone and will mark the beginning of a new relationship between council and Te Hiku iwi. This will require increased efforts for all involved to further build on our current relationships and understandings.

Initial discussions have begun between FNDC and Te Hiku representatives to find an appropriate setting for council and Te Hiku representatives to meet in an informal setting. The benefit of such a meeting is to enable an opportunity for both local authorities and Te Hiku representatives to meet and introduce one another prior to the first formal meeting of the Beach Board. This may also assist to ensure the limited Crown funding is used as efficiently as possible, and achieve the purpose of the Beach Board (i.e. the development of a Beach Management Plan), as initial introductory meetings have already been held.

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Prior to this meeting it is recommended that council considers and confirms its representatives to sit on the Beach Board. As previously outlined, it is expected that the Beach Board will consist of eight members², that being:

- Four iwi appointed members, from Ngāti Kuri, Te Aupōuri, Ngāi Takoto and Te Rarawa;
- Two Far North District Council representatives; and
- Two Northland Regional Council representatives.

Far North District Council's Strategy and Governance Committee has resolved to recommend to council the appointment of the Mayor, John Carter, and Te Hiku Councillor, Dave Collard, as their representatives to the Beach Board. This recommendation will be put to FNDC full council meeting for ratification on 5 June 2015.

It is important that council's representatives have the mana, knowledge, expertise and local constituent representation to participate effectively and contribute to achieving the Beach Board's purpose. Staff therefore recommend that council look to appoint the Chairman of Northland Regional Council, Bill Shepherd, and the Councillor for Te Hiku, Monty Knight, as council's representatives on the Beach Board.

Staff will continue to work with FNDC and Te Hiku representatives to identify a mutually convenient setting for a first informal introductory meeting. Councillors will be kept well informed as this discussion progresses.

² Please note that should Ngāti Kahu choose to participate then there will be a total of 10 members consisting of five iwi appointed members, two NRC representatives and three FNDC representatives (one of which will be a community board appointment).

ISSUE: Northland Regional Public Transport Plan 2015–2025**ID:** A753866**To:** Council Meeting, 16 June 2015**From:** Chris Powell, Transport Operations Senior Programme Manager, and Jon Trewin, Policy Analyst**Date:** 2 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

- The purpose of this report is to request that council approve the recommendation of the Regional Transport Committee (RTC) for the adoption of the Northland Regional Public Transport Plan (RPTP) 2015–2025. It concludes with the recommendation that council approves the adoption of the RPTP 2015–2025.
- **Attachment 1** contains a report detailing the reasons why the compilation of a new RPTP has been necessary and the required content of the new plan. This report is attached for information only.
- **Attachment 2** contains the final RPTP 2015–2025 for approval.

Legal compliance and significance assessment:

The activities detailed in this report are provided for in the council's 2012–2022 Long Term Plan, and as such are in accordance with the council's decision making process and sections 76–82 of the Local Government Act 2002. The report is therefore not considered to trigger the council's significance policy.

Recommendations:

-
1. That the report, 'Northland Regional Public Transport Plan 2015–2025' by Chris Powell, Transport Operations Senior Programme Manager, and Jon Trewin, Policy Analyst, dated 2 June 2015, be received.
 2. That the Northland Regional Public Transport Plan 2015–2025 is acknowledged as being lodged with the Northland Regional Council by the Regional Transport Committee.
 3. That the Northland Regional Council approve the Northland Regional Public Transport Plan 2015–2025 and the submission of the Northland Regional Public Transport Plan 2015–2025 to the New Zealand Transport Agency by 1 July 2015.
-

Attachment 1**Background:**

The council adopted its last Regional Public Transport Plan (RPTP) covering the period 2012–2018 on 17 April 2012. The document was made operative on 30 April 2012.

This document provided the strategic blueprint for the region's public transport for the six year period. It covered public passenger transport services and discounted taxi services such as the Total Mobility Scheme.

During the compilation of the 2012–2018 RPTP, both the government and the New Zealand Transport Agency (NZTA) were reviewing the legislative, contracting and operational aspects of public passenger transport nationally.

The Public Transport Operating Model (PTOM) was announced by government in April 2012. PTOM is a combination of planning, funding, procurement and contracting tools, which are designed to support regional councils and public transport operators to build stronger collaborative relationships in an effort to grow patronage with less reliance on public subsidy.

The legislative changes were enacted through the Land Transport Management Amendment Act 2013.

In addition to the above, NZTA has released their new 'Regional Public Transport Plan Guidelines' providing the new content and format requirements for an RPTP.

As the compilation of the 2012–2018 RPTP was undertaken during these reviews and amendments, this allowed for a number of the proposed changes to be included in this document. However, council is required to review the content of this RPTP to ensure it fully aligns with all statutory and NZTA requirements.

The compilation of the Northland RPTP 2015–2025 was undertaken under the direction of the Regional Transport Committee in conjunction with the Regional Land Transport Plan 2015–2021.

At their meeting held on Wednesday 1 April 2015, the Regional Transport Committee moved:

'That the Regional Transport Committee approves that the Chair of the Regional Transport Committee, Cr John Bain, be granted the authority to approve the changes and the release of the finalised Regional Public Transport Plan 2015–2025 to a full meeting of the Northland Regional Council with a recommendation for final endorsement for formal public release.'

Regional Public Transport Plan 2015–2025

As detailed in the section above, contained in the Land Transport Management Amendment Act 2013 were a number of legislative changes pertaining to contracted public transport services.

These changes were driven by the government's desire to reduce the dependency of government subsidies for the operation of contracted public transport services and to encourage approved authorities to strive toward the commercialisation of services where possible.

There is also a drive to have a more collaborative partnership type working arrangement with both approved authorities and the operators.

The main changes required to RPTP's include:

- Removing references to the now repealed Passenger Transport Management Act 2008;
- Reflecting the new purpose of RPTP's;
- Establishing operating/service units and the procurement approaches to be used;
- Inclusion of a new section relating to 'Exempt Services';
- Inclusion of a new section on management, monitoring and evaluating the performance of units; and
- Confirming accessibility, quality and performance standards.

It is important to note, that under section 116 of this Act, all public transport services must be provided under contract:

- (1) Any public transport service operated in a region must be provided under contract with a regional council as part of a unit unless it is an exempt service.*
- (2) A regional council must contract for the provision of every unit on an exclusive basis.*

The RPTP must be adopted by **1 July 2015**.

Consultation

The council must consult with certain parties when compiling an RPTP using section 82 principles of consultation as contained in the Local Government Act 2002. As there were similar requirements for the Regional Land Transport Plan (2015–2021) – the required adoption date for that document was the 30 April 2015 – council has run both consultation processes concurrently.

Consultation on both documents ran from 15 December 2014 – 30 January 2015.

The hearings committee for the RPTP consisted of the following:

Cr J Bain - Northland Regional Council;
Cr P Dimery - Northland Regional Council;
Cr A Court - Far North District Council;
Cr G Martin - Whangarei District Council;
Mr P Winder - Commissioner, Kaipara District Council; and
Mr E Zöllner - NZ Transport Agency.

A total of 163 submissions on the draft RPTP were received from across the region.

When analysing the submissions received in regard to the RLTP, 78% related to BusAbout Kaitia, seeking the continuation of a targeted transport rate for this service.

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Other submissions sought the establishment of a mid-north bus service and a local service from Kaikohe to Opononi/Omapere. With the exception of the Kaikohe-Opononi/Ōmāpere service, these other services form the basis of consultation in the Draft Long Term Plan 2015–2025. The Kaikohe-Opononi/Ōmāpere service is already being funded on a trial basis by council.

Other issues raised relate mainly to operational matters on the CityLink service. These will be considered by staff at the time of re-tendering the service.

Hearings on the draft RPTP were held at the Northland Regional Council on Wednesday 4 March 2015 and Thursday 5 March 2015.

An RPTP must be kept current for a period of not less than three years but not more than 10 years in advance. It is intended that the RPTP for Northland will have a 10 year horizon.

The RTC now seeks NRC approval for the Northland Regional Public Transport Plan 2015–2025 and its submission to the NZTA by the required date of 1 July 2015.

Please see **Attachment 2** for a copy of the Northland Regional Public Transport Plan 2015–2025.

ITEM: 7.4
Attachment 2

Regional Public Transport Plan for Northland 2015 – 2025

Foreword

This Regional Public Transport Plan for Northland is an important document as it provides the strategic blueprint for the region's public transport for the next ten years. It is an update of the previous plan, adopted in 2012. It takes into account new legislation and changes in the provision of public transport.

This plan covers public transport and discounted taxi services such as the Total Mobility Scheme. Among the challenges we collectively face in the coming years is how to maintain the affordability and quality of these services while continuing to grow patronage alongside investigating new services within the region.

The plan proposes investigating ways of improving user experience, including public transport information and ticketing options.

Both CityLink, which is Whāngārei's public transport network, and the Total Mobility Scheme have been successful and popular with Whāngārei's urban users. CityLink, now carries over 323,000 passengers each year; four times the 80,000 its predecessor did when it began operating in 2000.

However, the plan also recognises that providing access to public transport in other parts of Northland is of equal importance. It also acknowledges that achieving this poses a real challenge because so many of our communities are relatively small, rural-based and essentially car dependent.

It is recognised that other public transport services already exist elsewhere in the region and guidance on how their operators can enter into contract with us to help reduce their costs is provided in this plan.

The plan proposes helping those with a disability by maintaining the Total Mobility scheme in the Whāngārei urban area and also looking for opportunities to expand it to areas outside of Whāngārei.

We received 163 submissions that helped to shape the plan. I would like to thank all of those individuals and organisations who submitted and gave presentations in support of their submissions.

I look forward to implementing this plan over the coming years and developing affordable and quality public transport services within the region.

**Cr John Bain, Chairman,
Northland Regional Council Regional Transport Committee.**



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Introduction

This is the Regional Public Transport Plan (RPTP) for Northland 2015-2025.

It sets out how public transport and discounted taxi services like the Total Mobility Scheme are to be provided in Northland over the coming years.

The RPTP is prepared by the Northland Regional Council's Regional Transport Committee under the Land Transport Management Act 2003 (as amended in 2013). It replaces the current RPTP adopted in 2012 which was prepared under the repealed Public Transport Management Act (PTMA) 2008.

The plan is set out in three parts:

Part 1: Background and context

Describes:

- A profile of Northland
- Current public transport services operating in the region
- Drivers for public transport in the region
- The legal and wider policy framework the RPTP is written under.

Part 2: Strategic direction

Describes:

- Strategic direction for contracted units, total mobility and related council including objectives, policies and methods.

Part 3: Operating and funding public transport

Describes

- How the Public Transport Operating Model will apply in the Northland context
- Future direction for how we intend to fund public transport, including details on the Regional Farebox Recovery Ratio and support for rural units seeking to contract with the council
- How this plan has regard to the needs of the transport disadvantaged
- Monitoring and review.

Finally, there are a number of appendices which include information on:

- Compatibility with relevant national and regional plans and strategies
- Council's policy on significance
- Example of economic evaluation criteria for new public transport units
- Current fares and timetables for Whāngārei CityLink.

Part 1: Background and context

1.1 Overview of Northland

The Northland region borders Auckland to the south and stretches from just north of Wellsford to Cape Reinga, approximately 300km to the North.

It has one regional council, Northland Regional Council, and three district councils: Kaipara, Far North and Whāngārei.

The region has a population of about 151,000 ranking it eighth in population size out of the 16 regions in New Zealand. Whāngārei is by far the largest centre with a population of about 52,000 in 2013 or about 30% of the region's population. Other urban centres include Kerikeri, Kaikohe, Kaitāia and Dargaville, all containing populations fewer than 10,000 people.

Much of the region is characterised by large rural hinterlands, dispersed travel patterns, and relatively low population densities. This pattern of development presents a different set of challenges when considering the provision of public transport.

Figure 1: Northland region transport picture

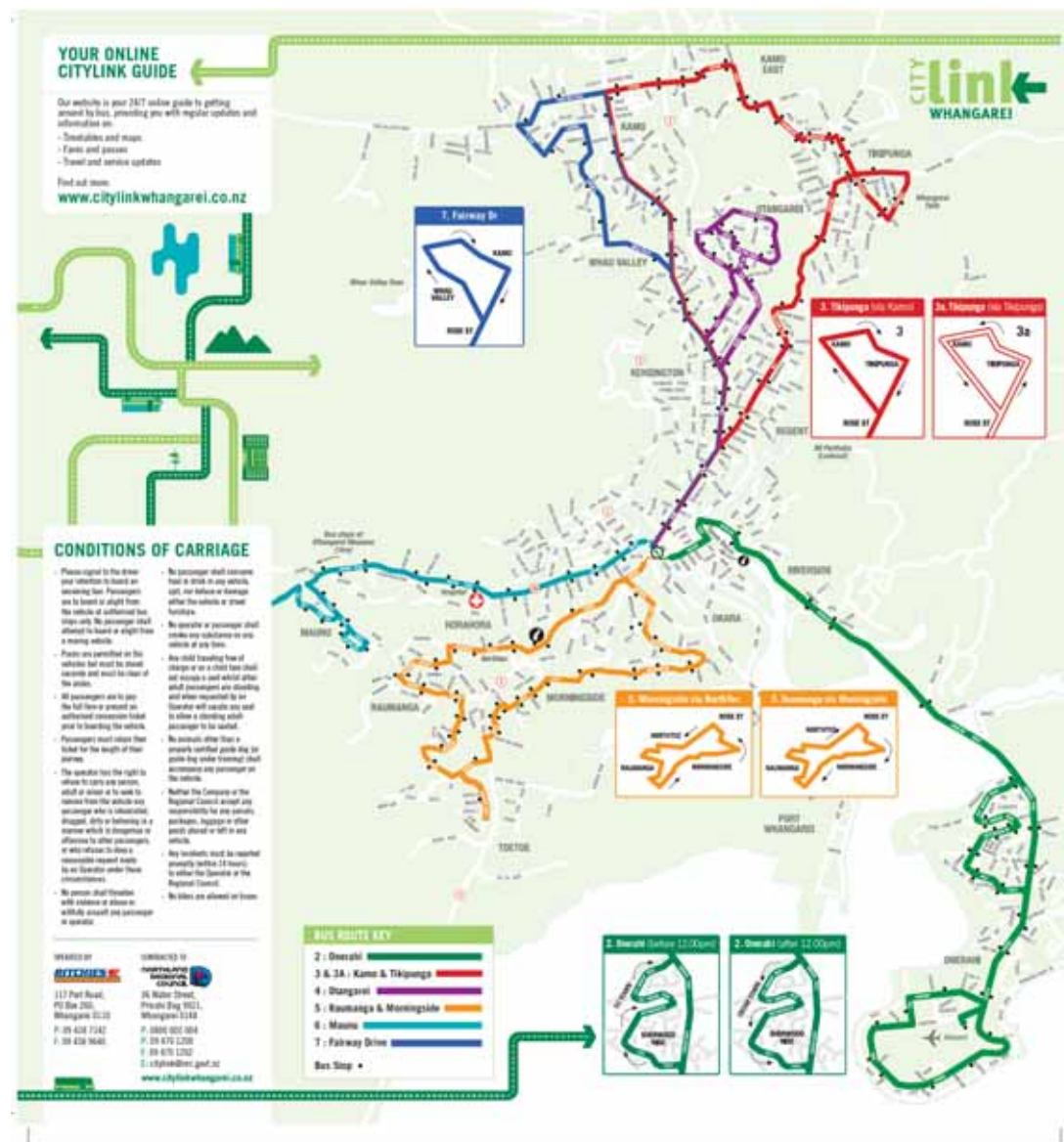


1.2 Background to public transport in Northland

CityLink Whāngārei

The key feature of the region's public transport system is the Whāngārei bus network, (branded as CityLink). It is a contracted bus network operating entirely within urban Whāngārei.

Figure 2: CityLink Whāngārei routes (as of 2015)



Features of CityLink:

- CityLink consists of five routes, operating on weekdays from as early as 6am and as late as 6pm on some routes, and on mornings and early afternoons on Saturday.. There is no public transport operating on Sunday.
- The buses in use are low floor models, which assist in meeting the needs of mobility restricted patrons, and are fitted with low emission Euro 4 motors. These meet the Requirement for Urban Buses in New Zealand.
- City Link presently operates on a flat-fare system (customers are charged a standard fare for each trip). In addition, City Link offers transfer tickets (allowing the passenger to transfer to another route within a period of one hour). SuperGold Card holders are able to travel for free under the scheme between 9am and 3pm.
- A smart card system was introduced in March 2014, replacing the old paper-based 10-trip concession cards. The present system enables faster loading of buses and quicker, more accurate transfers between routes. Other benefits include administrative efficiencies and a clearer picture of demand to assist officials in future planning. There will also be less cash carried on board, reducing potential security risks. Top-up options include a 'feeder' which allows passengers to carry out their own credit card top-ups through their home computer. The system can integrate with Android smartphones using an app that allows users to check their real-time balance and top up any card on the go¹.
- The current CityLink contract dates from 2009 (5+3 year contract). It is due for review in 2016.

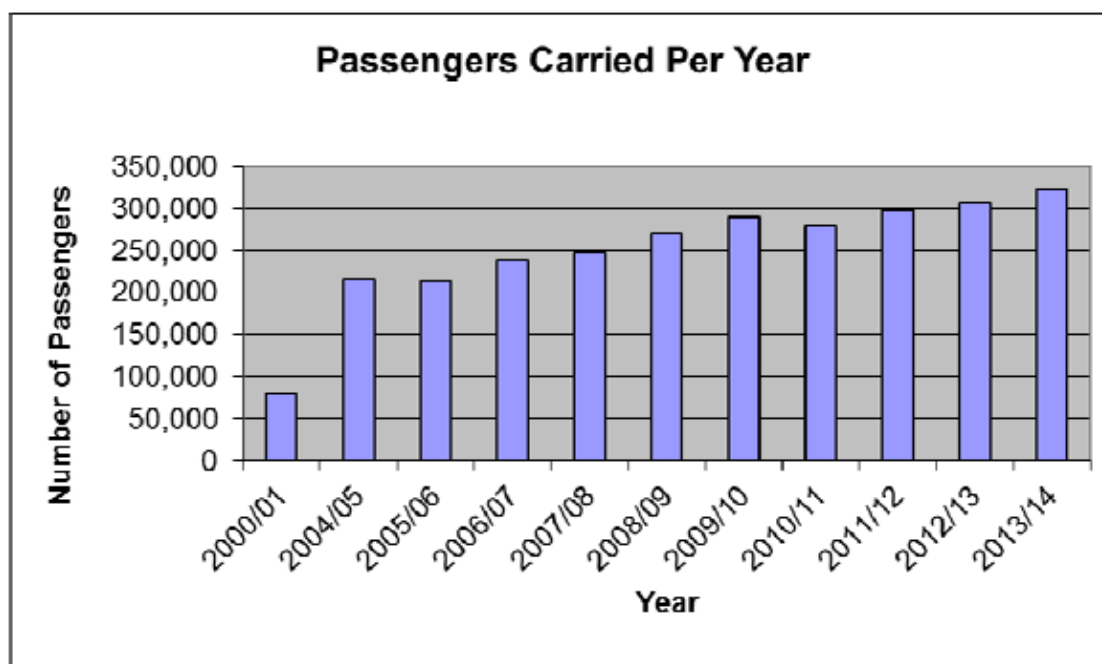
Appendix 6 includes full details on current fares and timetables.

CityLink patronage

Passenger numbers have nearly quadrupled from 80,000 during City Link's first year in 2000/2001 to over 315,000 passengers in 2013/14. Factors influencing this growth could include rising motoring costs, the higher quality of facilities and buses, positive user feedback, more flexible payment options and effective marketing.

¹ The present smart card is an interim solution that may be replaced by a nationally-procured smart card system within the next two years, which will have enhanced functionality and allow the region greater access to public transport information. The regional council is currently working with NZTA and other councils to procure a nationally consistent smart card system.

Figure 3: CityLink patronage



Other public transport

BusAbout Kaitāia

BusAbout Kaitāia is currently contracted to run by the Northland Regional Council. Originally established with funding from the Ministry of the Environment's Sustainable Management Fund, BusAbout Kaitāia receives a small amount of funding from a local community group 'CBEC' (the colloquial name for the Community, Business and Environment Centre) in addition to funding received from Northland Regional Council. BusAbout Kaitāia does not receive any national subsidy. The daily service covers the Far North around Kaitāia, including Doubtless Bay, Ahipara and Pukenui. Patronage has generally been around 7,500 - 8000 passenger trips a year.

Total Mobility Scheme

The Total Mobility Scheme is a nationwide scheme designed to increase the mobility of people with disabilities. Assistance is provided in the form of a 50% discount on taxi fares and shuttle services.

For Northland, Total Mobility is only offered in the Whāngārei urban area to those aged 14 and over who meet the eligibility criteria. A definition of eligibility is:

Eligible people are those persons who for reasons of physical, sensory, intellectual or psychological disability, whether congenital, acquired or age related satisfy the following criteria:

Cannot unaided (or could not if a public passenger transport system were available) complete one or more of the component activities involved in making use of public passenger transport. The component parts of public passenger transport use are defined as:

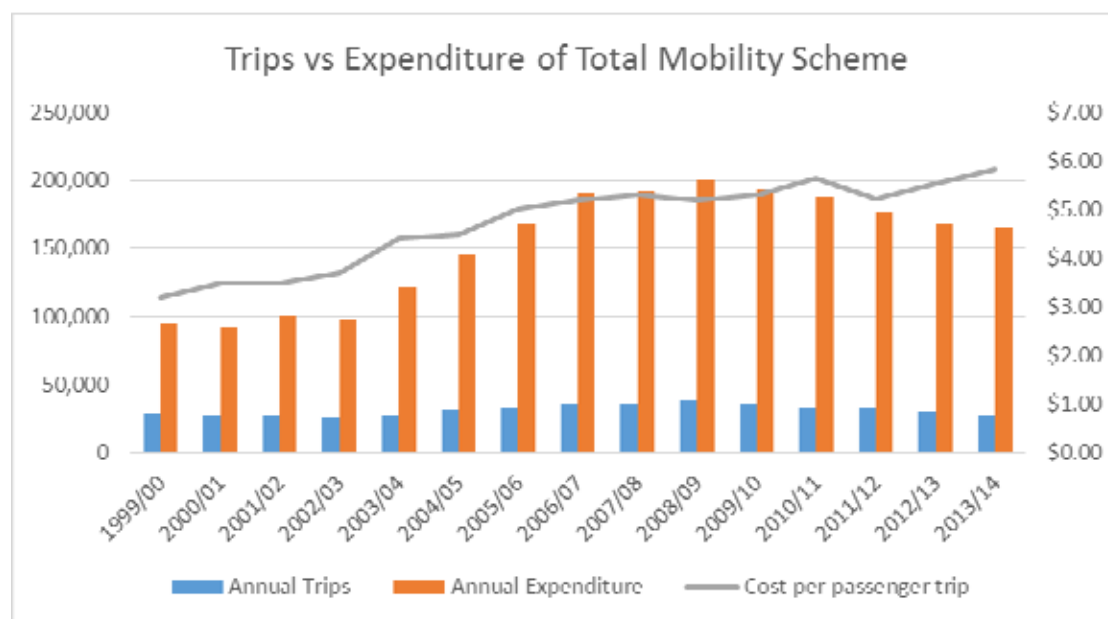
- *Proceeding to the nearest bus stop.*
- *Boarding, riding securely or alighting,*
- *Proceeding from the destination stop to the trip end.*

The Total Mobility Scheme is administered by Northland Regional Council and funded by the Whangarei District Council (60%) and the NZTA (40%). The regional council applies for a set funding allocation from these agencies each year based on anticipated demand to service the scheme.

After an initial rise in the cost of the scheme, directly attributable to increases in vehicle operating and compliance costs, expenditure has levelled off while patronage has stabilised and, most recently, declined slightly. Costs per trip however are still significantly higher than 13 years ago (\$3.20 per trip in 1999/00 vs \$5.82 in 2013/14) and this trend has generally had an upward trajectory.

Year	Annual Trips	Annual Expenditure	Cost per passenger trip
1999/00	29,325	\$94,808	\$3.20
2000/01	26,881	\$92,780	\$3.50
2001/02	28,488	\$100,135	\$3.50
2002/03	26,363	\$98,587	\$3.70
2003/04	27,943	\$122,245	\$4.40
2004/05	32,220	\$145,950	\$4.50
2005/06	33,929	\$169,044	\$5.00
2006/07	36,313	\$190,356	\$5.20
2007/08	36,500	\$192,489	\$5.30
2008/09	38,347	\$200,377	\$5.20
2009/10	36,262	\$192,731	\$5.30
2010/11	33,373	\$188,101	\$5.63
2011/12	33,778	\$176,863	\$5.23
2012/13	30,336	\$167,994	\$5.53
2013/14	28,453	\$165,691	\$5.82

The graph below shows the rise in costs per trip that has occurred over a 13 year period.

Figure 4: Trips vs Expenditure of Total Mobility

Although the scheme is currently limited to Whangarei, the regional council will investigate all applications for total mobility services in Northland. The implementation of any new or extended service is heavily dependent on available national and local funding and the availability of a service provider.

It is likely that nationally, a review of the total mobility scheme will be undertaken during the first three years of the RTP period. The regional council will work closely with NZTA and other agencies to assist the review process.

Non-contracted transport services

There are a number of other services in Northland that are not contracted by Northland Regional Council. Although the council has no direct involvement in these services, it does have an interest in ensuring they are maintained as they contribute towards the core objectives of the council's Long Term Plan and the Regional Land Transport Plan. These are:

- Commercial operators – including Intercity, Naked Bus and Northliner operate scheduled intercity coach services into and around the region from Auckland. Through the Intercity network, Kaitiāia, Doubtless Bay and the Bay of Islands can be reached and Naked Bus serves the Bay of Islands. Routes both cover Whāngārei and various settlements along State Highway 1. Connections are available in some instances to other destinations through local operators. At the time of writing there is only one non-contracted commercial service by a local operator serving communities in Northland outside of Whāngārei. This is a Dargaville - Whāngārei service called the 'Westcoaster' which runs twice a day in both directions.
- School bus operators – currently run either on a commercial basis or are subsidised by the Ministry of Education. There may also be opportunities for other fare paying passengers to be accommodated on these services at the discretion of the school and/or operator.

- Tour operators – catering for tourists, these services are non-scheduled and are concentrated around peak season.
- The following ferry services operate in Northland:
 - Passenger ferry in the Bay of Islands between Paihia and Russell;
 - Passenger/vehicular ferry in the Bay of Islands between Opua and Okato; and
 - Passenger/vehicular ferry in the Hokianga between Rawene and Kohukohu (this service is partially subsidised by Far North District Council).

Part Two contains details on how council contracts services and how other public transport in the region not contracted to the council will fit into the new Public Transport Operating Model structure.

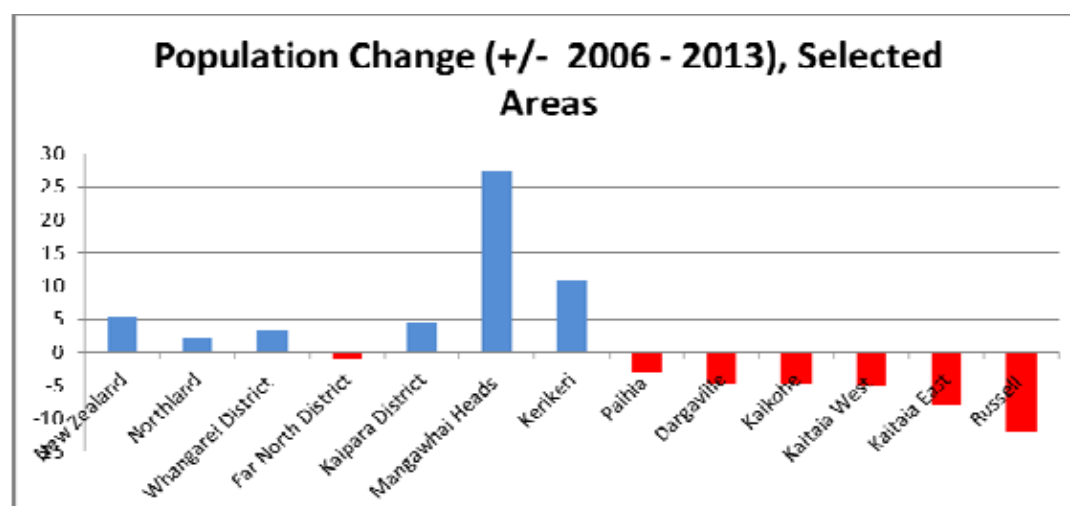
1.3 Key drivers for public transport demand

Population change

Northland's population is changing with patterns of both population growth and decline.

Figure 5 shows average rates of change in New Zealand, the Northland region and the three districts of Northland. It also shows rates of change for Northland's three largest rural towns – Dargaville, Kaikohe and Kaitiāia (due to census data being separated into 'meshblocks', Kaitiāia is represented as 'Kaitiāia West' and 'Kaitiāia East'). 'Lifestyle' communities are also included such as Kerikeri, Paihia, Mangawhai Heads and Russell.

Figure 5: Population change in Northland's communities



As can be seen, Whāngārei District and Kaipara District have seen an absolute population growth in recent years. In Whāngārei District growth of 3.4% between 2006 and 2013 (roughly 2,500 people) has been recorded. In Kaipara District growth

of 4.5% (equivalent to 825 people) has been recorded. In the Far North District however, the population has declined by 1% since 2006 (equivalent to 114 people).

Rural towns have seen a decline in population; for instance, Dargaville has recorded a decline of 4.6%, Kaikohe a 4.8% decline, Kaitiāia (East) an 8% decline and Kaitiāia (West) a 4.9% decline. This largely mirrors national trends for declining populations in small rural towns. Population growth nationally has, in general, favoured urban areas and areas of coastal lifestyle subdivision (such as around the Bay of Islands). Forecasts suggest that this trend is likely to continue in Northland with the main growth nodes being the Kerikeri-Waipapa area and Whāngārei city, including its immediate coastline. Population growth may drive the need for more public transport both in areas with an established network (Whāngārei) and without one (Kerikeri).

Fuel prices

Energy use in New Zealand is dominated by transport and the country is reliant on imported oil for almost half of our energy needs, making us vulnerable to international supply disruption and volatile oil prices.

The real price of oil has been subject to significant fluctuations in the past decade. Supplies are not expected to suddenly run out but are likely to become more expensive as demand grows and production costs rise. Forecasts indicate that in the medium term, oil prices are likely to plateau but remain at historically high levels, before increasing sharply beyond 2028 as accessible world supplies diminish².

Higher fuel prices will impact on the affordability of private car use for many people. Consequently, future fuel prices are likely to be an economic driver for the provision of public transport as a more affordable travel option.

Figure 6: Fuel prices (cents/per litre) New Zealand 1974-2012



Deprivation

Northland has high rates of relative deprivation compared to other regions of New Zealand. Drawing on results from the 2013 census, the following trends are apparent:

- Income has generally risen across Northland; however, it still falls below the national average. In this regard the future ability of the community to pay the local share for infrastructure and public transport is a significant issue.
- Unemployment is typically higher in Northland than the national average. Although national unemployment has increased since 2006, Northland has seen a more rapid increase. One driver of unemployment is a difficulty in accessing jobs and educational opportunities, particularly in more remote areas.
- Although Northland has a higher proportion of households with access to a motor vehicle than the national average, some parts of the region have areas with a lower rate of access. These areas also tend to suffer from higher unemployment and lower average incomes, implying there is a relationship between these different factors of deprivation.

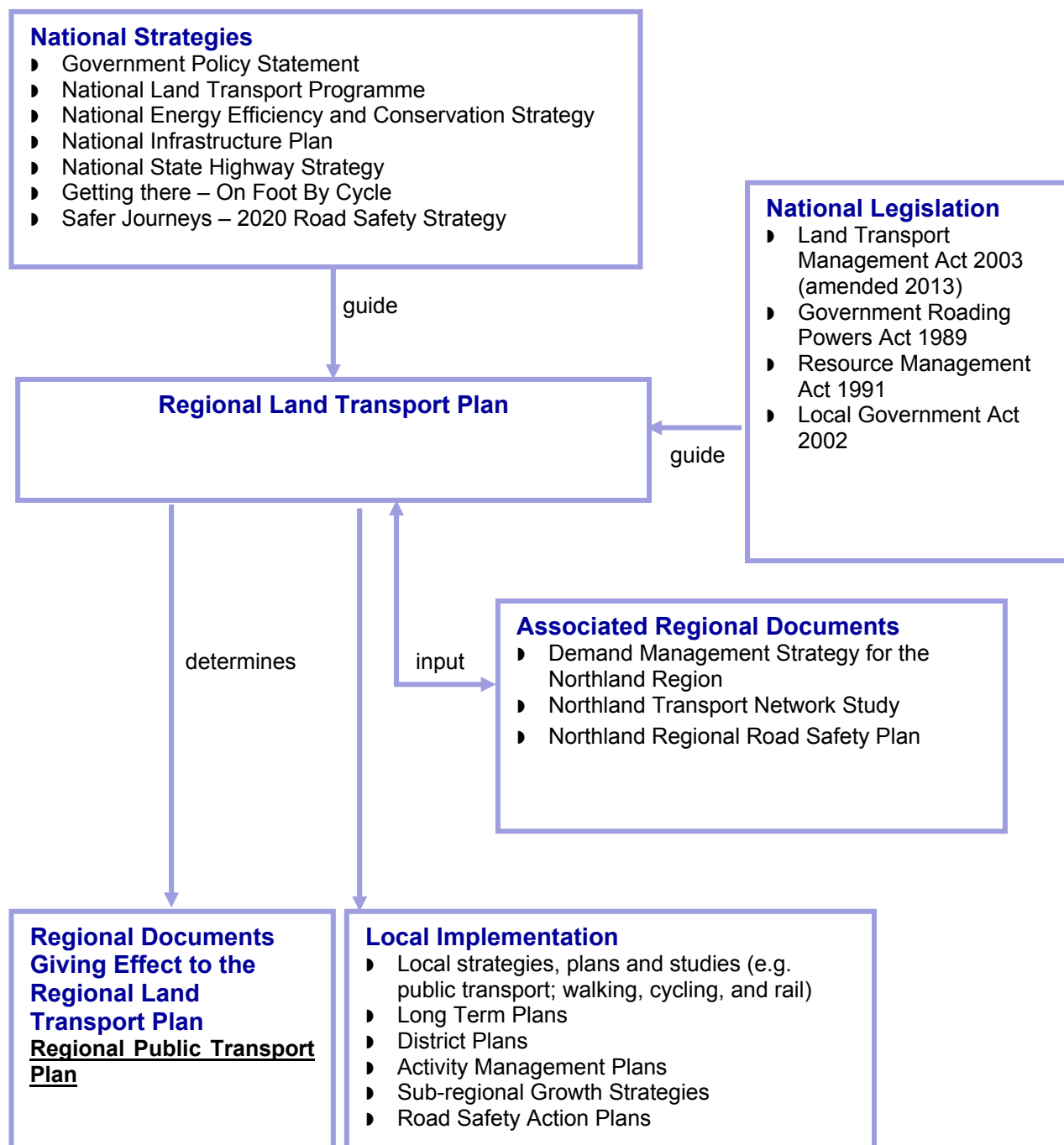
Aging population

Northland's population is ageing (mirroring national and international trends for most developed economies). A look at regional, district and selected communities shows that this trend is greater in Northland than the national average. As the population ages, demand for public transport and total mobility services is likely to increase. This will have issues for the planning and prioritising of public transport investment in the region.

Further details on these trends can be found in **Appendix 7**.

1.4 Legislative background

Figure 5: Regional Public Transport Plan fit in the wider policy environment



National legislation/strategies and plans

Land Transport Management Act 2003 (as amended 2013)

The Land Transport Management Act (LTMA) 2003 was amended in 2013, repealing the Public Transport Management Act 2008 and bringing the relevant provisions into the LTMA.

The amendments also legislated for a Public Transport Operating Model – a new framework for the planning, procurement and delivery of public transport. Under this framework there is a strong emphasis on early engagement and collaboration between regional councils, territorial authorities and public transport operators.

The government expects the sector to respond to the aim of growing patronage with less reliance on subsidy and to achieve the following two objectives:

- Grow the commerciality of public transport services and create incentives for services to become fully commercial.
- Grow confidence that services are priced efficiently and there is access to public transport markets for competitors.

The new purpose of the LTMA is to ‘contribute to an effective, efficient and safe land transport system in the public interest’.

The LTMA requires a regional council to adopt a Regional Public Transport Plan (RPTP) if it intends to:

- a) enter into any contract for the supply of any public transport service;
- b) provide any financial assistance to any operator or user of:
 - i. a taxi service;
 - ii. a shuttle service.

This means Northland Regional Council must prepare an RPTP because it contracts, administers and rates for Whāngārei’s ‘CityLink’, and it administers the Total Mobility Scheme, which gives the disabled and elderly access to discounted taxi trips.

The role of a RPTP is three-fold:

- A means for encouraging regional councils and public transport operators to work together in developing public transport services and infrastructure; and
- An instrument for engaging with the public in the region on the design and operation of the public transport network; and
- A statement of:
 - i. the public transport services that are integral to the public transport network; and
 - ii. the policies and procedures that apply to those services; and
 - iii. the information and infrastructure that support those services.

Adoption of the RPTP will enable the council to procure services required to deliver an integrated public transport network.

Legally, an RPTP must:

- (i) identify the public transport services that are integral to the public transport network that the regional council proposes to provide;
- (ii) provide an outline of the routes, frequency, and hours of operation of the services identified under subparagraph (i);
- (iii) arrange all of the public transport services identified in this way into units;
- (iv) indicate the date by which a unit is expected to start operating;
- (v) indicate the date by which any exempt service that is to be replaced by a unit is to be deregistered;
- (vi) identify any units for which the regional council intends to provide financial assistance;
- (vii) identify any taxi services or shuttle services for which the regional council intends to provide financial assistance;
- (viii) describe how the network of public transport services and the taxi/shuttles services will assist the transport-disadvantaged.

The RPTP must also specify any objectives and policies that are to apply to any units; and taxi/shuttle services. It may describe what are termed 'exempt services' but they cannot be subject to policies and objectives.

In relation to identified units, a regional council must include policies on:

- (i) accessibility, quality, and performance;
- (ii) fares and the method or formula or other basis for setting and reviewing those fares;
- (iii) the process for establishing units;
- (iv) the approach that will be taken to procuring the delivery of the service or services in a unit;
- (v) how the procurement of units will be phased in over time;
- (vi) managing, monitoring, and evaluating the performance of units.

The plan must also contain a policy on significance. Other actions can also be included in the plan (for example, actions to be taken by the Regional Transport Committee or a particular agency).

The RPTP must be current for a minimum of three years and a maximum of 10. It must be reviewed and, if necessary, renewed or varied at the same time as (or as soon as possible after) the public transport components of the Regional Land Transport Plan are adopted or varied.

In preparing a RPTP, we also have to prepare it in accordance with the Transport Agency Guidelines for the preparation of RPTPs², and take into account any national and regional strategies, plans, legislation and guidelines and the need to obtain best value for money in fair and open competition for tender. The council also has to consider the views of public transport operators, the NZTA, the transport disadvantaged and the general public.

Part Two and Part Three of this document fulfils the statutory requirements listed above.

Government Policy Statement on Land Transport Funding

² Under S124 of the LTMA

The Government Policy Statement on Land Transport Funding (2015) establishes the government's funding policy and priorities for land transport development on a three-yearly cycle with a 10 year outlook. The RPTP has been designed to align with the government's priorities described in the policy statement.

This latest policy statement continues the strategic direction found in the previous one, with a focus on economic growth and productivity, road safety and value for money.

Long-term public transport outcomes the government is seeking from the National Land Transport Fund include:

- A land transport system that addresses future and current demand
 - Support economic growth and productivity through provision of better access to markets, employment and business areas.
 - Improved returns from investment in public transport.
- A land transport system that provides appropriate transport choices
 - Enable access to economic and social activities particularly for those with limited access to a motor vehicle.
- A land transport system that appropriately mitigates the effect of land transport on the environment.

National Infrastructure Plan

The National Infrastructure Plan sets out the government's overall vision for infrastructure which is:

- Our markets will function smoothly and efficiently, unconstrained by over-congestion, poor asset quality, or other infrastructure deficiencies that inhibit economic activity.
- Our infrastructure will offer appropriate resilience to natural disaster and changing patterns of use caused by climate change, rising energy prices and social, technological and demographic trends.
- Our economic infrastructure will be sufficient to enable all who are willing to pay their fair share of the cost to use it for social and business activities without impediment, while our social infrastructure will be sufficient to deliver the services demanded by the community wherever the social and economic benefits exceed the costs.

For transport the government would like to see:

'A variety of transport options will make New Zealand an easy and safe country to move around in and visit. The full social cost of each transport mode will be transparent and priced accordingly, enabling people and firms to make the best choice about how they move themselves, their goods and their ideas'

Regional/local strategies and plans

Regional Land Transport Plan 2015-2021

The Regional Land Transport Plan 2015-2021 is the Regional Transport Committee's document (prepared on behalf of Northland Regional Council) setting out how we will optimise our land transport programme aspects outside the National Land Transport Programme.

The Regional Land Transport Plan looks at the entire land transport network including public transport, the interactions between the different modes to achieve the outcomes desired by the community, and addressing the needs of the transport disadvantaged.

The Regional Public Transport Plan is prepared within the scope of the Regional Land Transport Plan and must not be inconsistent with this higher level document. In this sense, the strategic direction and priorities for public transport have already been broadly set by the Regional Land Transport Plan.

The Regional Land Transport Plan's public transport outcomes are:

- Our people have transport choices to access jobs, recreation and community facilities.
- A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.
- The transport system enhances the environmental and cultural values of Northland.

Outcomes specific to public transport have been developed for this Regional Public Transport Plan - these give practical effect to the outcomes above in the Regional Land Transport Plan³.

Long Term Plan (2012 - 2022)

Legally, council is required to produce a Long Term Plan (LTP) every three years. A new plan is being consulted on in 2015 which provides details on key long term goals and funding priorities for the period 2015-2025. Relevant outcomes in LTP 2012 – 2022 that public transport can contribute include:

- Maintain and improve the quality of Northland's overall environment.
- Promote regionally significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the wider world.
- Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.

In addition, a public transport performance measure was included to increase bus patronage in Whāngārei on an annual basis. This has largely been met to date.

³ **Note:** *Appendix 1 of the RPTP contains a compatibility matrix of high level outcomes from certain national and regional high level policy documents.*

Part 2: Strategic direction

This section contains the objectives, policies and methods for public transport in the region.

2.1 Objectives, policies and methods for public transport

Objectives to support public transport in the region are designed to support relevant outcomes from the Regional Land Transport Plan 2015-2021 (see Appendix 1 for compatibility matrix between plans). They are as follows:

- 1) An effective and efficient bus network in main centres
- 2) People have access to shared transport options
- 3) Reliable travel times and transport choice for communities servicing employment areas, retail and public services
- 4) Public transport opportunities on appropriate corridors
- 5) Transport management is effectively incorporated into land use planning
- 6) A procurement system that supports the efficient delivery of public transport services.

With the exception of Objective 6 which has been added to support the Public Transport Operating Model, these objectives are similar to those objectives that were in the last Regional Public Transport Plan.

The following tables contain the key policies and methods proposed for public transport in the region, giving effect to the objectives above. The package also serves to give effect to the broader transport direction expressed in the Regional Land Transport Plan.

Objective 1: An effective and efficient bus network in main centres

This objective seeks to maintain and enhance the quality of Northland's public transport in main centres. This is relevant for Whangarei CityLink, being Northland's only urban bus network

Policy	Actions
Policy 1.1: Maintain (and enhance where practicable) existing service levels for CityLink	<p>Method i: Continue to provide and fund (according to the regional farebox recovery policy – urban services) a low floor, an accessible bus network in Whāngārei through competitive tender process. The buses used must meet the Requirement for Urban Buses in New Zealand 2011.</p> <p>Method ii: Continue to maintain current patterns of services and frequencies in Whāngārei, subject to levels of patronage, and optimise these services through regular</p>

	<p>network reviews.</p> <p>Method iii: Develop a network plan which focuses on the expansion of services and growth of bus patronage within Whāngārei.</p> <p>Method iv: Expand coverage of CityLink over the longer term to include areas of new growth and development (for instance Okara Park) where feasible and where there is demand.</p>
Policy 1.2: Maintain a fair and equitable funding approach to CityLink	<p>Method i: Maintain a fair and equitable farebox recovery policy for urban services in the region (refer to Part 3 for the detail of the ratio that is to be applied).</p> <p>Method ii: Maintain fares at a level that will help meet farebox recovery targets.</p> <p>Method iii: Review fares on an annual basis and the structure of fares on a six yearly basis (refer to Appendix 4). A fare structure review should be undertaken in 2015.</p> <p>Method iv: Maintain concessionary fares for children (aged 5-14 or those still attending a secondary school).</p> <p>Method v: Investigate extending the concessionary fare regime to other groups (for example tertiary students).</p> <p>Method vi: Investigate new ways of funding CityLink, for example funding partnerships with tertiary education providers, and commercial sponsorship.</p>
Policy 1.3: Improve public transport information for CityLink	<p>Method i: Investigate the feasibility of using smart phone technology to provide information on the timing of bus services.</p> <p>Method ii: Over the longer term of the plan period, investigate the viability of introducing real-time electronic messaging for key bus routes in Whāngārei. The order of priority</p>

	<p>should be 1. Rose Street Bus Station. 2. High patronage/frequency bus routes. 3. Other routes.</p> <p>Method iii: Improve the publicity and signage of CityLink including at key points (e.g. central business district, information centres at town basin and Otaika Road, Kamo and Onerahi).</p>
Policy 1.4: Improve payment options for CityLink	<p>Method i: Maintain a smart card system and investigate the feasibility of incentivised pricing to further encourage the use of smart card technology.</p> <p>Method ii: Develop locations to purchase or top up smartcards at appropriate locations.</p>
Policy 1.5: Regularly collate and monitor customer feedback on CityLink	<p>Method i: Regularly collect information (as it relates to customer experience) on:</p> <ul style="list-style-type: none"> - Timeliness of services within CityLink. - Customer satisfaction - Passenger facilities - Complaints, resolved and unresolved.
Policy 1.6: Improve bus infrastructure in Whāngārei	<p>Method i: Coordinate with the Whāngārei District Council on provision of new infrastructure in association with public transport. As a priority seek to fund improvement for:</p> <ul style="list-style-type: none"> - Accessibility, lighting and safety improvements at Rose Street Bus Station - Accessibility improvements at bus stops, especially for stops that serve those with restricted mobility - Accessibility, lighting and safety improvements at Okara Park - Bus priority measures. <p>Method ii: Investigate the potential for bicycle racks/ bicycle accommodation on buses.</p> <p>Method iii: Liaise with Whangarei District Council to develop general</p>

	opportunities to enhance infrastructure to improve security.
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Objective 2: People have access to shared transport options; and

Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services

These two objectives seek to improve modal choice and accessibility to employment opportunities and services. They are focussed region-wide.

Policy	Actions
Policy 2.1: Improve modal choice in the region	<p>Method i: Work with providers of rural public transport services where possible to promote and develop non-contracted services.</p> <p>Method ii: Submit on resource consents/plan changes for new hospitals, schools, retail and large business, promoting travel plans and encouraging integration with public transport options.</p> <p>Method iii: Support transport connections between significant population centres and centres of employment and review bus services to ensure employment areas are effectively serviced. Ensure links to main health facilities (hospitals) are prioritised.</p> <p>Method iv: Develop and enhance appropriate multimodal connections (e.g. an airport bus link).</p> <p>Method v: Investigate ways to better integrate cycling into bus travel (mixed mode).</p> <p>Method vi: Promote parking management strategies for urban areas.</p> <p>Method vii: Develop rideshare opportunities. This can include highlighting opportunities for car or van pooling.</p> <p>Method viii: Promote and submit on parking management strategies for urban areas.</p>
Policy 2.2: Reduce the affordability gap	Method i: Investigate potential to access funding from alternative funding sources

	<p>to support services in isolated areas.</p> <p>Method ii: Maintain support for the SuperGold Card scheme.</p> <p>Method iii: Maintain a fair and equitable Farebox Recovery Policy for rural areas (refer to Part 3 of this plan for details on the ration that is to be applied).</p>
Policy 2.3: Improve accessibility for those without access to a car	<p>Method i: Promote individual travel plans for town centres that lead to creating walkable, pleasant environments for communities and visitors.</p> <p>Method ii: Investigate the potential for accessibility to be mapped in Whāngārei and rural towns/areas.</p>
Policy 2.4: Maintain support for disabled users	<p>Method i: Provide ongoing administrative support for the Total Mobility Scheme. Work with Whāngārei District Council to review subsidy rates in consultation with stakeholders.</p> <p>Method ii: Investigate the viability of extending total mobility to other centres.</p> <p>Method iii: Support and liaise with district councils to improve infrastructure for greater accessibility.</p>

Objective 4: Public transport opportunities on appropriate corridors where economically viable

This objective is focussed on the investigation and where viable the development of region-wide public transport connections, both between centres and within centres in effort to promote economic development. These services will need to demonstrate long term economically viability (refer to **Part 3** below for more detail on this).

Policy	Actions
Policy 4.1: Develop and maintain public transport routes.	Method i: Investigate and develop public transport services opportunities in other centres or between other centres subject to long term economic viability.

Objective 5: Transport management is effectively incorporated into land use planning

This objective is focussed on ensuring joined-up land use and transport planning decision making.

Policy	Actions
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Policy 5.1: Integrated land use and transport decisions	<p>Method i: Ensure public transport considerations are effectively integrated into development proposals where appropriate.</p> <p>Method ii: Ensure demand management measures are effectively integrated into development proposals.</p>
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Objective 6: A procurement system that supports the efficient delivery of public transport services

This objective is focussed on implementing the Public Transport Operating Model (PTOM) approach to contracting and operating public transport services.

Policy	Actions
Policy 6.1: Establishing and operating contracted public transport units under PTOM	<p>Method i: Procurement arrangement for public transport services in Northland will implement PTOM. The procurement of public transport services will be undertaken in accordance with all the requirements of the LTMA 2003 and the NZTA procurement manual. Services integral to the network identified in Part 3, section 1 of the RTPP will form the basis for PTOM units.</p> <p>A contract can only be operated for the entire unit and must meet the specifications and contracting requirements in Part 3 of this document.</p> <p>Method ii: New PTOM units may be established during the course of the RTPP. These new units will be established using the following principles:</p> <ul style="list-style-type: none"> - The unit will be a marketable whole servicing key destinations, targeting certain demographics including the transport disadvantaged - Establishing units in a manner that maintains a competitive and attractive market with a range of unit sizes across the region - Emphasis on financial returns generated by services and innovation - Exclusivity of operation - Economic efficiency and operational efficiency.
Policy 6.2: Identify specific services that are not subject to PTOM contracting	Method i: Provide for exempt services to operate in the region outside PTOM.

	Method ii: Maintain a schedule of exempt services for the avoidance of doubt.
Policy 6.3: Require robust information from public transport operators under PTOM contracts	<p>Method i: The following information shall be required of public transport operators under contract to the regional council:</p> <ul style="list-style-type: none"> - Reliability (early running) - Reliability (cancellation) - Punctuality (late running) - Patronage and passenger kilometres. - Service inputs (in service kilometres and hours delivered). - Farebox revenue - Safety and security - Driver training. <p>These will be regularly monitored and reported on by the regional council where appropriate (refer to 'monitoring and review, Part 3).</p>

Part 3: Operating and funding public transport

The Public Transport Operating Model requires all services in a region to be segmented into units and provided for under exclusive contracts to the regional council. Services that do not form part of a region's core urban public transport network will be exempt from operating under contracts and will be identified as exempt services.

3.1 Allocation of services to units

One of the major components of the proposed operational framework is the allocation of services to operational units. Each unit is made up of a service route or group of service routes operating to a timetable that applies to the entire route or group of routes specified for that unit.

As described in **Part 1** above, the regional council currently contracts two bus services –Whāngārei CityLink and Busabout Kaitiāia.

Whāngārei CityLink

CityLink is considered to be integral to public transport in the region.

It is not proposed to split CityLink into individual units for the following reasons:

- A split would be unlikely to deliver two or more 'marketable wholes', as there is in fact considerable overlap of vehicles and drivers on the services. Operating two units may result in increased costs rather than efficiencies, and could struggle to find operators prepared to add them to an existing business.
- Tenderers would be likely to want to group the units anyway, subject to the regional council procurement policy.

CityLink is classed as 'urban' under the terms of the 'Requirement for Urban Buses'.

Unit	Service Level	Description	Commencement
Whāngārei CityLink	Urban	Operates between Mon-Sat excluding public holidays. Existing services and frequencies are outlined in Appendix 6 of the RTP.	New contracting period commences in 2016

Objectives, policies and methods on performance, quality and monitoring requirements for this unit are outlined in **Part 2** of this document.

Busabout Kaitaia

Busabout Kaitaia is considered to be a *rural* bus network as it begins or ends in a rural area. It provides an important function in the area in which it serves but it is unlikely to function as more than one operating unit due to its small scale nature and low patronage and turnover. Busabout Kaitaia is maintained on an annual renewable contract between CBEC and the regional council. The contract contains levels of service and other standards appropriate to its rural nature.

Unit	Service Level	Description	Commencement
Busabout Kaitaia	Rural	Operates mainly between Mon-Fri excluding public holidays. (some routes are less frequent)	Annually renewed contract

Potential Future Contracting Units

The following are identified as future potential contracting units. Provision of these units will be subject to rigorous investigation verifying demand and funding availability.

Unit	Service Level	Description	Commencement
Mid North Service (Opononi – Kaikohe)	Rural	To be determined	To be determined
Mid North Service (Bay of Islands-Kerikeri-Kawakawa).	Rural	To be determined	To be determined

If successful, these services will need to be formally identified and approved as separate units in this plan in order to form a contracting agreement with the regional council and receive subsidy (from council, NZTA or both). This could potentially necessitate a variation to this plan under the significance policy – refer to **Appendix 3** – as well as alignment with Objective 6 and subsequent policies and methods in **Part 2** above.

In addition, other viable services may be identified during the course of the plan period. It is recommended that those wishing to access subsidy from the regional council and/or the NZTA refer to Section 3.6 below: (guidelines on establishing a trial bus service).

Total Mobility

The regional council will also continue to administer the Total Mobility service (policies and methods for Total Mobility are included in **Part 2** above).

Exempt services

The Land Transport Management Act (2003) requires all exempt services in a region to be registered before operation.

The following criteria are to be used to determine whether a service is to be exempt.

- Inter-regional public transport services;
- A public transport service that:
 - begins, or is to begin, operating after the plan is adopted;
 - is not identified in the plan as integral to the public transport network; and
 - operates without a subsidy for the provision of the service;
- Bus services registered with the council as a commercial public transport service before 30 June 2011 that did not offer fares in accordance with the fare schedule published by the regional council;
- A public transport service that began operating after 30 June 2011 that is not identified in the Plan and operates without a subsidy; and
- A public transport service that is specified as exempt by an Order in Council.

There are registered commercial services that operate without any financial support from the council. These are discussed in **Part 1** of this plan and include inter-regional bus services and school services. As these services operate independently, operators are able to set fares, timetables and routes as they see appropriate. Section 153 of the Land Transport Management Act (2003) states these services will be treated as registered exempt services.

In addition several ferry services operate in Northland:

The Rawene – Kohukohu (Hokianga) vehicle ferry is classed as an “exempt service” as it receives subsidy from the road funding budget as an alternative to a bridge.

The Opua – Okiato vehicle ferry service and Paihia – Russell pedestrian ferry service are classed as exempt services because they pre-exist the Land Transport Management Act and operate without subsidy.

Other than Whāngārei CityLink and BusAbout Kaitiaia therefore, all other public transport services in the region are currently considered exempt. For the avoidance of doubt, a register of exempt services will be maintained by the council. There are no exempt services that council intends to de-register and replace with a unit.

3.2 Sources of funding for contracted bus units

Funding for contracted public transport units comes from three main sources:

- Fare revenue from passengers (currently contribute slightly less than half of bus costs);
- The regional council, which raises most of its funds from local ratepayers via a targeted rate (currently contributes slightly more than 25% of costs); and
- The NZ Transport Agency, which matches the funding made available by the regional council (currently contributes slightly more than 25% of costs).

Other external funding sources may include but are not limited to:

- Paid partnerships with, for example, tertiary institutes;

- Partnerships with other government agencies (for example, the District Health Board);
- Commercial advertising in and on vehicles;
- Sponsorship.

These external funding opportunities will be investigated further during the 10-year period of the plan.

3.3 Affordability, best value and our approach to contracting public transport units

When considering contracted public transport units, the Regional Public Transport Plan must take into account affordability and value for money.

Affordability can relate to Northland's ability to source the required funding to operate contracted public transport units through:

- National subsidies;
- Local share funding; and
- Farebox revenue.

This type of affordability is addressed in 'Farebox Recovery Policy' (**Part 4**).

Affordability can also relate to users ability to pay. Council's Fare Review Policy (see **Appendix 4**) provides a framework for monitoring fare suitability against various criteria, including affordability.

Value for money looks at how the various policies in the Regional Public Transport Plan might impact on the desirability of encouraging public transport operators to compete in an efficient market. This is particularly important if we are planning to introduce a new contracting requirement for bus operators through the Regional Public Transport Plan.

Value for money is a key part of the overall direction of the Government Policy Statement on Land Transport Funding 2015.

A network review of CityLink was undertaken in 2014 prior to the completion of this plan. Patrons of the bus services were asked whether they would support new routes, changes to timetabling and an increase in a single ticket price. The network review findings included:

- Support for new services, including an Okara Park service and suggestions on route and timetabling changes.
- Support for a more sophisticated fare system, broader concessionary fare usage and suggestions a fare structure review should be undertaken. Some feedback suggested the council should explore a zoned fare system.
- Mixed views on a proposed fare increase greater than \$3 for a single trip.
- Support for later buses on Saturday and a service on Sunday.

The council will take into account the 2014 network review when determining fare reviews and fare structure reviews (refer to Appendix 4) and optimisation of service frequency, route patterns and timetabling.

Approach to contracting

In determining value for money for contracting activities, council takes into account the *'Procurement Strategy 2014 – 2017 for Activities Funded through the National Land Transport Programme'*. All contracts will be procured in accordance with the requirements of the Land Transport Management Act 2003 and the NZTA procurement manual.

The staged delivery model will be used for both the procurement of professional services and for the contracting of non-frequent single route bus services outside of a large urban area. This model is most appropriately used when there is a single service required (e.g. investigating a specific issue, developing a Regional Land Transport Plan, purchasing a low frequency single bus service such as a 'shopper' service). *Note: Busabout Kaitiaki uses a tailored contract due to the specific circumstances of this service and its lack of national subsidy.*

A partnering delivery model will be used for the procurement of urban bus services in Northland. The partnering delivery model is the main delivery model for the procurement of scheduled urban public transport services under the Public Transport Operating Model.

3.4 Expenditure on public transport

Northland Regional Council contributes financially to CityLink in Whāngārei through a targeted rate. The estimated total Targeted Transport Rate amounts to \$504,722 for the 2014/15 financial year. The fixed charge is currently set at \$12.54 for each separately used or inhabited parts of rating units in the Whāngārei district.

Projected figures in the Regional Land Transport Plan 2015-2021 show the total spending on public transport services in Northland up to 2024:

	2015/2018	2019/2021	2022/2024
Projected total spend	\$7,857,702	\$8,068,438	\$8,142,441

Figures are based on a combination of the national and regional share and based on current rates of inflation and a continuation of the current farebox recovery ratio (although see below for a discussion on how the regional council proposes to increase the farebox recovery ratio in Whāngārei). The regional council intends to seek NZTA funding through the standard assessment process.

Proposals for new contracted services by the regional council and NZTA will be assessed on the basis of relevant information supplied, (see **Section 3.6**).

3.5 Regional farebox recovery approach

The council has to show how it recoups from users a “fair and equitable” amount of what it costs to operate contracted public transport services. We do this through a “Farebox Recovery Policy” which shows how council collects revenue that isn’t subsidised.

How the policy contributes to key documents

A farebox recovery policy contributes to nationally and regionally important documents in the following ways:

Policy	Comment
Regional Land Transport Plan	This policy contributes to the objectives of the Regional Land Transport Plan particularly <i>‘a sustainable transport system that supports the growth and existing economic development of Northland and New Zealand’</i> .
Regional Public Transport Plan	<p>This policy contributes to the RPTP (which is reflective of the broad outcomes of the Regional Land Transport Plan including the development of a sustainable transport system) by ensuring an effective and efficient bus service can be run.</p> <p>Without a policy that is fair and equitable in spreading the cost of maintaining the service, the service would not be sustainable. Funding pressures mean that some element of user pays contribution is vital to supporting the service.</p>
Government Policy Statement on Land Transport Funding and Land Transport Management Act 2003	This policy contributes to national objectives in the Government Policy Statement and principles of the Land Transport Management Act in improving access and transport choices.

Linkages with Regional Public Transport Plan policy and objectives

The Farebox Recovery Policy is essentially embedded in objectives, policies and methods in the Regional Public Transport Plan. The urban component (below) of the Farebox Recovery Policy is supported by the following objectives, policies and methods in the Regional Public Transport Plan:

RPTP Objective	RPTP Policy	RPTP Method
Objective 1: An effective and efficient bus network in main centres.	Policy 1.2: Maintain a fair and equitable funding approach to the CityLink service.	Method i: Maintain a fair and equitable farebox recovery policy for urban services in the region.

The rural component (below) of the farebox recovery policy is supported by the following objectives, policies and methods in the Regional Public Transport Plan:

RPTP Objective	RPTP Policy	RPTP Method
Objective 2: People have access to shared transport options; <i>and</i> Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.	Policy 2.2: Reduce the affordability gap.	Method iii: Maintain a fair and equitable Farebox Recovery Policy for rural areas.

Regional farebox recovery ratio

The farebox ratio has reduced slightly in recent years due to continually rising costs related to the operation of the service. NZTA records suggest that it currently stands (as of 2013/14) at 44.7%. The regional council proposes the following measures in an effort to increase the fare box recovery ratio to the national target of 50%:

Method 1: Improve operating efficiencies

Improvements to operating efficiencies will reduce costs and therefore improve fare-box recovery. The regional council in association with the transport provider is constantly monitoring the costs and revenues of services and investigating how to improve operating efficiency. Services with poor passenger loading and results on farebox recovery will be identified and efforts made to improve their performance. Changes may include better coordination and integration of services, which may for example be achieved through small timetable changes and/or route optimisation.

Method 2: Increase patronage

Increasing patronage will increase revenues and therefore improve fare-box recovery. The regional council will look to increase patronage by undertaking general and targeted publicity as well as improving service quality through improving infrastructure, maintaining high vehicle quality standards and optimizing routes and service levels to increase accessibility.

Method 3: Review of fare products and fare levels

Increasing fares will lead to increases in revenue and therefore improve fare-box recovery however balance is required due to negative effects on bus patronage. Small increases in fares may be required occasionally to cover the increases in costs of providing bus service. Other options may include reviewing the availability and eligibility criteria for concession fares, reviewing the levels of discount available and

seeking supplementary sources of funding. The regional council undertook a network review in 2014 and is proposing to undertake a fare structure review in 2015.

The farebox recovery ratio is calculated using the following NZTA provided formula:

$$\text{FRR} = (\text{Ft} + \text{S3}) / (\text{Fn} + \text{St})$$

Where:

Farebox revenues

- Fn** = Farebox revenues – net contract + commercial services
- Fg** = Farebox revenues – gross contract services
- Ft** = Total farebox revenues (Fn + Fg)

Operating subsidies

- S1** = Contracted services
- S2** = Concession fare payment
- S3** = SuperGold card payments
- St** = Total subsidy payments (S1+S2+S3)

Urban and rural farebox recovery ratio

Council proposes to vary the regional farebox ratio across urban and rural areas in Northland to take into account the different circumstances in which they operate.

‘Urban’ – In Whāngārei, the regional council will strive to raise the current regional farebox recovery ratio for the duration of the RPTP to the national target of 50%. (Statistics New Zealand defines ‘urban’ as settlements of more than 30,000 people and ‘rural’ areas with less than 30,000. Under this definition, Whāngārei is the only Northland centre to be classed ‘urban’.)

‘Rural’ – Recognising that it may initially be difficult to achieve the regional ratio in areas outside of Whāngārei, we propose a staged approach over several years. This would see the following ratios applied to establishing rural services:

- 1 – 3 years 30% farebox recovery ratio (NZTA 35%, NRC 35%)
- 4 – 6 years 40% farebox recovery ratio (NZTA 30%, NRC 30%)
- 7 years + 50% farebox recovery ratio (NZTA 25%, NRC 25%)

This approach provides a fair and equitable method of accounting for the particular challenges of running a bus service in rural areas, which account for two-thirds of Northland’s population. It also contributes to the objective of establishing bus services outside of Whāngārei where they can be found to be economically viable.

At the time of compiling the RPTP, BusAbout Kaitia has a farebox recovery ratio below the rural farebox recovery target. This service operates at the request of the public and, as discussed earlier, does not receive a national subsidy.

All proposed new public transport services seeking subsidy should, however, follow the guidelines listed in **section 3.6** below. Anyone wanting to operate new services should contact the council as early as possible.

In Northland it is considered important to maintain an affordable passenger fare to maintain and grow patronage. Too high fares have been proven to result in a corresponding decrease in passenger numbers. This will be particularly relevant for socially and economically deprived communities in Northland. Similarly, councils in Northland have limited funding bases. Should there be a significant change in the price of oil, this has a direct correlation with changes in passenger numbers.

See **Appendix 4** for information on how the farebox recovery ratio will be used as part of the determination of fare structure reviews.

3.6 Guidelines on establishing a trial bus service

All proposed new public transport services seeking subsidy should follow the guidelines listed below:

- 1) Establish a need for the service through:
 - establishing demand
 - reviewing potential fares and routes
 - establishing a willingness to pay (for example via a survey)
 - reviewing social and economic factors in the applicable area (such as transport disadvantage).
- 2) Source a local share through the Annual Plan or Long Term Plan process.
- 3) The operator seeks to have the service recognised as a unit in the RPTP. The regional council can assist in this process.
- 4) Source other revenue (examples may include grants, advertising revenue, and utilising spare capacity to carry freight). The operator would be expected to undertake this work.
- 5) Economic evaluation (a link to current NZTA criteria is included in Appendix 5).
- 6) Apply for NZTA funding.
- 7) If national and/or local share funding approved, the unit will be put out for tender.
- 8) The successful tenderer must demonstrate vehicles meet national standards for bus travel as set out by the NZTA (the Requirement for Urban Buses or relevant legal requirements).
- 9) The successful tenderer operates the bus unit for approved trial period.

3.7 Meeting the needs of the transport disadvantaged

Northland Regional Council is legally required to consider the needs of the transport disadvantaged as part of the development of this public transport plan.

The legal definition of transport disadvantaged is *“people whom the regional council has reasonable grounds to believe are the least able to get to basic community activities and services (for example, work, education, health care, welfare and food shopping)”*. Section 5 (1) Land Transport Management Act 2003

Key factors that lead to disadvantage include: urban form designed around the private car (accessibility), lack of modal choice, affordability and disability. An additional factor relevant to many rural regions is isolation.

The following table includes the list of key factors above and an outline of the groups affected along with a cross-referencing of specific objectives, policies and methods in this plan to address these factors.

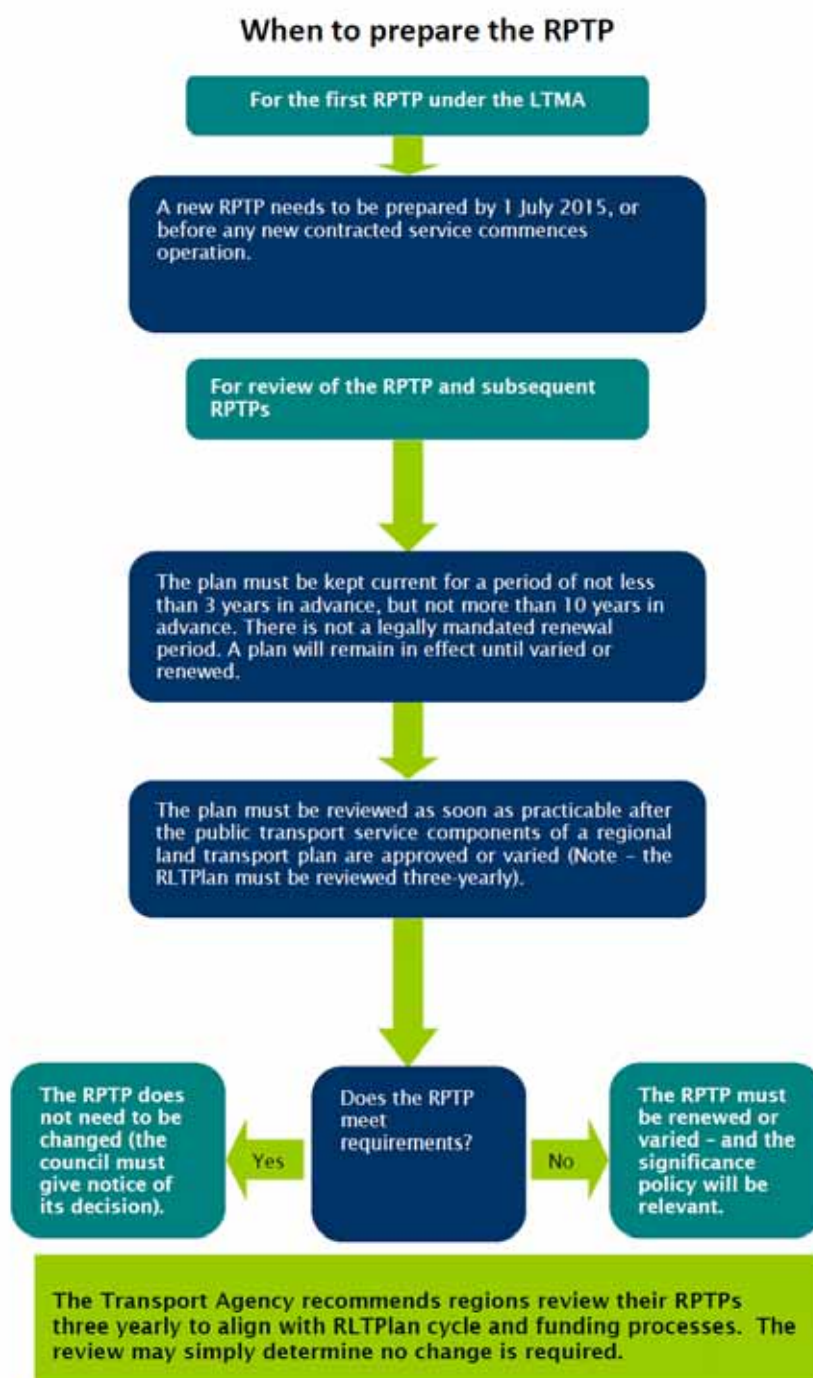
Transport disadvantage factor	Groups affected	Relevant Provisions in the RTP
Lack of modal choice	<p>Households that do not have access to a motor vehicle, which may include older people and youth, are the main groups affected by this. This is closely tied to accessibility in that lack of modal choice (i.e. restricted to public transport use, cycling or walking) can act as a barrier to accessing more remote services.</p> <p>Northland-wide the statistics suggests this has improved recently. In the 1996 census 87% of people had access to a motor vehicle; this had increased to 93% in the 2011 census. This can be broken down to 93% in Whāngārei district, 94% in Far North district and 95% in Kaipara district.</p> <p>These figures, however, mask considerable local variations. According to the 2011 census, Whāngārei's Otangarei suburb had 65% of people with access to a motor vehicle compared with 82% in Raumanga East and 97% in Maunu.</p>	<p>Objective 1: An effective and efficient bus network in main centres.</p> <p>Policy 1.6: Improve bus infrastructure in Whāngārei (Method ii).</p> <p>Objective 2: People have access to shared transport options; and Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.</p> <p>Policy 2.1: Improve modal choice in the region (Methods i – viii).</p>
Affordability	<p>Households with lower incomes, youth and older people are the main groups affected by this. Income can be a barrier to owning and maintaining a motor vehicle or being able to afford to use public transport.</p> <p>There are also considerable variations in income in Northland. According to the 2011 census, in Otangarei, the median income for over 15s is \$14,500. This compares with a median of \$23,400 for all of Northland region, \$20,900 in</p>	<p>Objective 1: An effective and efficient bus network in main centres.</p> <p>Policy 1.2: Maintain a fair and equitable funding approach to the CityLink service (Methods i – vi).</p> <p>Objective 2: People have access to shared transport options; and Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.</p>

	Whāngārei's Raumanga East and \$27,600 in Whāngārei's Maunu. In Whāngārei's Western Hills area, this is even higher at \$32,500.	Policy 2.2: Reduce the affordability gap (Methods i – iii).
Accessibility	Accessibility is closely linked to the other disadvantage factors, especially lack of modal choice. Urban areas have developed around widespread ownership and use of the private car. Many facilities may be inaccessible for those without the use of a motor vehicle. Bus services may not reach outlying areas and distances may be too far to walk and cycle.	<p>Objective 1: An effective and efficient bus network in main centres.</p> <p>Policy 1.6: Improve bus infrastructure in Whāngārei (Methods i –iii).</p> <p>Objective 2: People have access to shared transport options; and</p> <p>Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.</p> <p>Policy 2.3: Improve accessibility for those without access to a car (Methods i – ii).</p>
Disability	People with reduced mobility, including older people and those with a limiting long term illness that reduces mobility, are mainly affected by this. Disability is a barrier to owning and operating a motor vehicle, using public transport (if not designed for the disabled) and walking and cycling longer distances.	<p>Objective 1: An effective and efficient bus network in main centres.</p> <p>Policy 1.6: Improve bus infrastructure in Whāngārei (Method i).</p> <p>Objective 2: People have access to shared transport options; and</p> <p>Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.</p> <p>Policy 2.4: Maintain support for disabled users. (Methods i-iii). <i>Note: Methods relate to total mobility scheme</i></p>
Isolation	People who live in areas remote for infrastructure and services in rural areas and	Objective 2: People have access to shared transport options; and

	remote coastal townships.	<p>Objective 3: Reliable travel times and transport choice for communities servicing employment areas, retail and public services.</p> <p>Policy 2.1: Improve modal choice in the region (Method i). Policy 2.3: Improve accessibility for those without access to a car. (Method ii).</p>
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3.8 Monitoring and review

Northland Regional Council intends to monitor the implementation of this plan on an ongoing basis. A review will be undertaken three years after the plan's adoption. Further reviews will take place on three-year cycles until 2024 when a new plan will be prepared. Each review will be undertaken concurrently with reviews of the Regional Land Transport Plan. The review of the RTP may determine that no significant change to the plan is necessary (having regard to the significance policy in **Appendix 3** below).



Monitoring of the plan will be undertaken using the following key performance indicators.

Service delivery performance indicators

- Patronage – total public transport boardings and by category.
- Passenger km – total passenger kilometres travelled.
- Fare box revenue – fare box revenue by time period.
- Service reliability – scheduled trips completed in full.
- Service punctuality – trip start, en route and at destination.
- Customer satisfaction – for public transport users.
- Disability access - proportion of services with disability access.
- Patronage growth – total patronage growth on all services.

Public Transport Operating Model performance indicators

- Contract negotiations
- Average number of qualifying bids/tenderers
- % of tenders with only one bid
- Operator turnover of contracts

Procurement measure performance indicators

- Reporting timeliness – number of supplier reports delivered within timeframes.
- Service inputs – in-service bus hours and kilometres delivered.
- Safety and security – maintenance of an up-to-date incident register.
- Fleet composition – conformance with fleet composition in contract.
- Complaints – percentage cleared within 10 working days.
- Farebox Recovery Ratio

Appendix 1: Compatibility matrix between high-level outcomes of national and regional documents

The table below demonstrates how the Regional Public Transport Plan fits with the high level outcomes from key national and regional policy documents.

Regional Public Transport Plan	Regional Land Transport Plan (2015-2021)	Northland Regional Council Long Term Plan (2012-2022)	Public Transport Outcomes from the Government Policy Statement (2015/16-2024/25)
Effective and efficient bus network in main centres.	<p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p> <p>Our people have transport choices to access jobs, recreation and community facilities.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p> <p>Promote regionally significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the wider world.</p>	<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> Support economic growth and productivity through provision of better access to markets, employment and business areas.
People have access to shared transport options.	<p>Our people have transport choices to access jobs, recreation and community facilities.</p> <p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p> <p>Promote regionally significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the</p>	<p>A land transport system that provides appropriate transport choices:</p> <ul style="list-style-type: none"> Enable access to economic and social activities particularly for those with limited access to a motor vehicle.

		wider world.	
Reliable travel times and transport choice for communities servicing employment areas.	<p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p> <p>Our people have transport choices to access jobs, recreation and community facilities.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p> <p>Promote regionally significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the wider world.</p>	<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> • Support economic growth and productivity through provision of better access to markets, employment and business areas.
Public transport opportunities on appropriate corridors.	<p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p> <p>Our people have transport choices to access jobs, recreation and community facilities.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p> <p>Promote regionally significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the wider world.</p>	<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> • Support economic growth and productivity through provision of better access to markets, employment and business areas. <p>A land transport system that provides appropriate transport choices:</p> <ul style="list-style-type: none"> • Enable access to economic and social activities particularly for those with limited access to a motor vehicle.
Transport management is effectively incorporated into land use planning.	<p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p> <p>Promote regionally</p>	<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> • Support economic growth and productivity through provision of better access to markets,

	<p>Our people have transport choices to access jobs, recreation and community facilities.</p> <p>The transport system enhances the environmental and cultural values of Northland.</p>	<p>significant infrastructure and improvements that enable economic development, enhance the environment, and connect people and Northland to the wider world.</p> <p>Maintain and improve the quality of Northland's overall environment.</p>	<p>employment and business areas.</p> <p>A land transport system that provides appropriate transport choices:</p> <ul style="list-style-type: none"> • Enable access to economic and social activities particularly for those with limited access to a motor vehicle. <p>A land transport system that appropriately mitigates the effect of land transport on the environment.</p>
<p>A procurement system that supports the efficient delivery of public transport services</p>	<p>A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand.</p>	<p>Invest in Northland to increase all our communities' economic performance and quality of living and reduce disparities.</p>	<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> • Support economic growth and productivity through provision of better access to markets, employment and business areas. <p>A land transport system that provides appropriate transport choices:</p> <ul style="list-style-type: none"> • Enable access to economic and social activities particularly for those with limited access to a motor vehicle.

Appendix 2: Specific measures to meet objectives in the Government Policy Statement on Land Transport Funding 2014/15 – 2024/25

Public transport outcomes and results sought in GPS 2014/2015 – 2024/25	Regional Public Transport Plan for Northland (RPTP)
<p>A land transport system that addresses future and current demand:</p> <ul style="list-style-type: none"> Support economic growth and productivity through provision of better access to markets, employment and business areas. 	<p>The RPTP includes measures to ensure that links to key employment centres are prioritised. Services are kept under constant review and where demand exists; the council will develop or extend services to meet that demand.</p> <p>An additional service stop has been developed at Whāngārei airport, in collaboration with the district council, without significantly extending service time.</p> <p>Congestion is not a major problem in Whāngārei. However, it is an increasing issue especially in the CBD and around key junctions on SH1. Congestion is being addressed through road improvements around the city. The regional council will also work with the district council to identify opportunities for infrastructure improvements to improve bus services.</p> <p>The bus patronage on the contracted Whāngārei service has grown steadily since 2000. It is recognised that there is the possibility that higher fuel prices and additional population growth could potentially drive demand further.</p> <p>In Northland, population growth is expected to be around 12% between 2006-2031. There are however considerable differences between districts –Whāngārei district's estimated growth is 20%, Far North district's is 5% and Kaipara district's remains static. However, it is important to recognise that within districts, one part of the district may experience significant growth and another may experience a decline. It is therefore</p>

	<p>important to understand local pressures as well as regional trends. Growth is also being directed by sub-regional growth strategies.</p> <p>It is important that although Whāngārei is currently the focus for contracted public transport, services and service potential are kept under constant review to meet changing demands across the region.</p>
<p>A land transport system that provides appropriate transport choices:</p> <ul style="list-style-type: none"> • Enable access to economic and social activities particularly for those with limited access to a motor vehicle. 	<p>The RTPP will continue to promote Total Mobility, the Super Gold Card and bus links to key facilities such as hospitals for those with a disability or in vulnerable groups. Opportunities to expand these initiatives will be closely monitored.</p> <p>NZTA approved vehicle quality standards (which practically apply legislation) specify that bus services must be accessible to disabled patrons.</p> <p>In addition, Northland Regional Council will liaise with the three district councils and NZTA to improve infrastructure. Such opportunities might include kassel kerbs, sensory enhancements around bus stops, and information in Braille.</p> <p>In the longer term, accessibility to the transport network could be mapped, especially around areas of growth.</p> <p>The regional council is a member of the district council-run disability sector reference group and will continue its membership.</p>
<p>A land transport system that appropriately mitigates the effect of land transport on the environment.</p>	<p>The expansion of the bus network in Whāngārei has led to an increase in patronage and trips on the bus network. Further growth in patronage is possible as fuel prices continue to rise and the population grows. Bus engines are all fitted to Euro 4 low emissions standards which meet the current national standards. Bus travel can be beneficial for the environment as there are fewer greenhouse gas emissions per capita than from private motor vehicles. Northland Regional Council may also lend support to other commercial operators to follow suit.</p>

Appendix 3: Policy on significance

This plan can be varied at any time. However, consultation will be required in accordance with the special consultative procedure (i.e. section 83 of the Local Government Act (2002) in accordance with s20(1) and s125 of the Land Transport Management Amendment Act (2013) if the variation is found under this policy to be significant.

The approach to consultation will reflect the level of significance of any proposed variation. Consideration will be given to the costs and benefits of any consultative process or procedure and the extent to which consultation has already taken place.

The implication of not meeting the significance threshold is that the special consultative procedure required by the Local Government Act 2002 will not need to be followed.

However, the Northland Regional Council will undertake targeted consultation on matters affecting specific communities and stakeholders, even if the significance threshold outlined in this policy is not invoked.

General determination of significance

The significance of variations to this plan will be determined on a case by case basis. When determining the significance of a variation, consideration must be given to the extent to which the variation:

- Signals a significant material change to the planned level of investment in the public transport network
- Impacts on the purpose of the Land Transport Management Amendment Act 2013
- Affects residents (variations with a moderate impact on a large number of residents, or variations with a major impact on a small number of residents will have greater significance than those with a minor impact)
- Affects the integrity of this plan, including its overall affordability.

Significant and non-significant matters

Matters that will always be considered 'significant' are:

- Any variation that amends this policy on significance
- Any variation that introduces or amends a control or a contracting requirement.

Matters that will always be considered 'not significant' are:

- Minor editorial and typographical amendments to this plan
- Minor changes to fare levels in accordance with current policy and funding levels.

Matters that will usually be considered 'not significant' are:

- A matter that has already been consulted on, i.e. the addition, removal or amendment of any matter that has already been consulted on in accordance with the special consultative procedure
- Minor changes to the description of services following a service review, e.g. changes to the frequency and hours of a service which result in the same, or better, level of service
- Changes to the description of services or grouping of services as a result of an area wide service review, provided that there is no significant increase in cost.

Where Northland Regional Council determines that a proposed variation is not significant, Northland Regional Council will still undertake targeted consultation as follows:

Consultation for minor changes in the delivery of public transport services

Minor changes in service delivery that are required to improve efficiency, such as the addition or deletion of trips and minor route changes, have only a local impact. In these cases, consultation will generally be undertaken at a low level with the operator/s involved, the relevant territorial authority and passengers who use the services.

Other non-significant variations

Any proposals for changes that affect only a sector of the community or the industry (e.g., a change in Total Mobility provision, or a change to specific vehicle quality standards) will be worked through with those most likely to be affected, as well as other relevant stakeholders.

Appendix 4: Fare review policy

Northland Regional Council will undertake a fare review annually at the conclusion of each financial year. Such an approach will have regard to:

- The farebox recovery ratio, including the ability to meet the farebox share
- Affordability indicators such as the Consumer Price Index and other socio-economic indicators
- Service running costs including the price of fuel and indexation of contract prices
- Any other relevant factors.

Northland Regional Council will undertake a fare structure review every six years. Such an approach will review:

- The suitability of a flat fare model
- The suitability of different fare types (e.g. single, transfer, concession fares).

Appendix 5: NZTA economic evaluation criteria for new public transport services

The economic evaluation criteria for new public transport services can be viewed on the NZ Transport Agency's website at www.nzta.govt.nz/resources/economic-evaluation-manual/economic-evaluation-manual/index.html

The latest version (at the time of writing) was published in November 2013.

Appendix 6: Current fares and timetabling of Whāngārei CityLink

(Correct at October 2014)

Route 2: Onerahi

Mon-Fri: 6.05am then approx. every half hour at peak till 6.15pm

Sat: 7.15am then hourly till 1.15pm

Route 3 Tikipunga via Kamo

Mon-Fri: 6.30am to 5.15pm half hourly at peak

Sat: 8.15am to 12.15pm every two hours

Route 3A: Kamo via Tikipunga

Mon-Fri: - 6.05am to 6.00pm half hourly at peak

Sat: 7.15am to 1.15pm every two hours

Route 4: Otangarei

Mon-Fri: 7.00am to 5.40pm half hourly at peak.

Sat: 7.35am – 1.40pm every hour

Route 5: Raumanga via Morningside

Mon-Fri: 7.30am to 5.15pm hourly at peak

Sat: 8.30am to 12.30pm every 2 hours.

Route 5: Morningside via Northtec

Mon-Fri: 7.00am to 5.45pm hourly at peak

Sat: 7.30am to 1.30pm every 2 hours

Route 6: Maunu

Mon-Fri: 7.15am to 5.15pm every hour

Sat: 7.00am to 1.00pm every hour

Route 7: Fairway Drive

Mon-Fri: Twice daily at 10am and 3.10pm

Fares

Adult single - \$3.00

Child single - \$2.00

Under 5's free

Transfer fares

Adult - \$4.00

Child - \$2.50

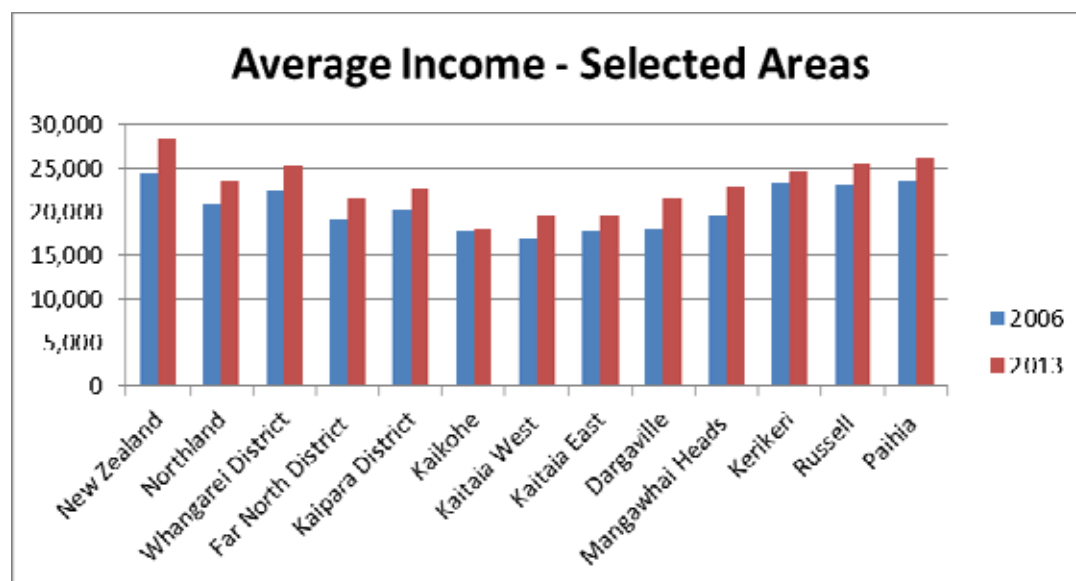
Under 5's free

Smartcard concessionary fares

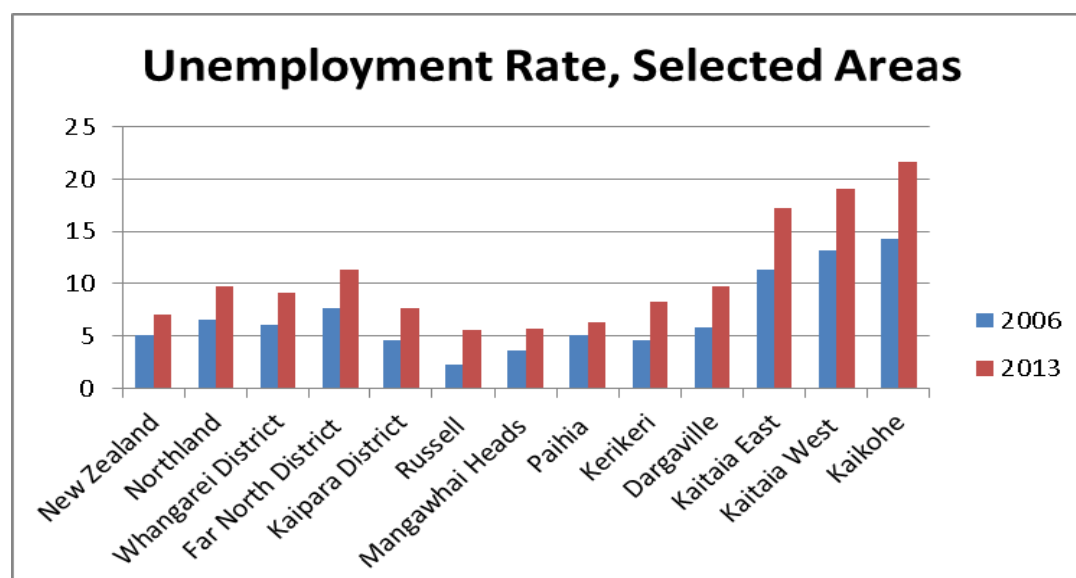
A child is someone aged 5-14 years of age (inclusive), or someone who is still attending a secondary school, and can produce a photo identification card as proof of attendance - \$1.60 per trip.

Appendix 7: Background census data

The following graph shows average income across some of Northland's largest communities (excluding Whāngārei which is a special case due to its size and difficulty in aggregating census data). Since 2006, income has generally risen across Northland (Kaikohe being the exception in the graph below) however still falls below the national average. The ability of the community to pay the local share for infrastructure is a significant and growing issue.

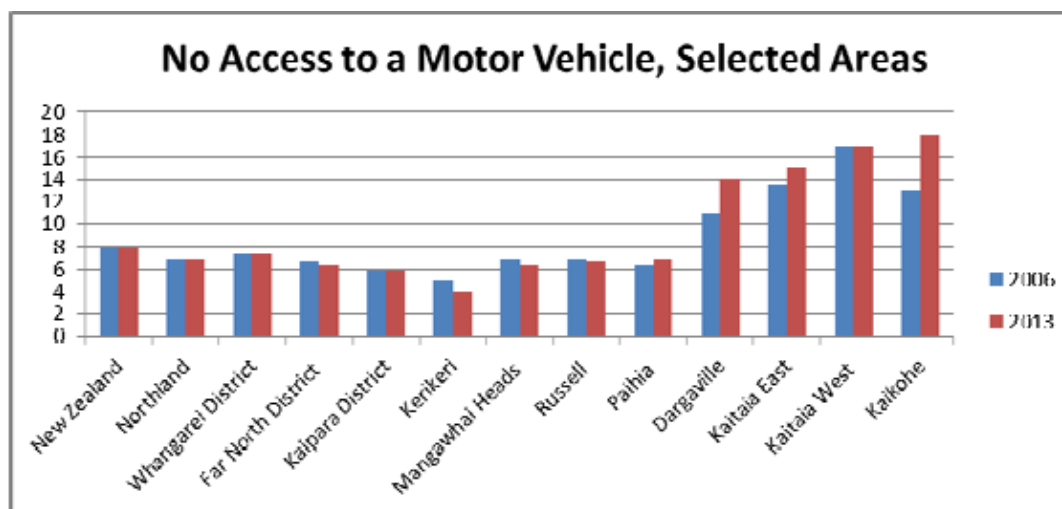


Unemployment is typically higher in Northland than the national average. Although national unemployment has increased since 2006, Northland has seen a more rapid increase. Areas that are particularly high and have increased markedly in recent years include Kaikohe and Kaitiāia.

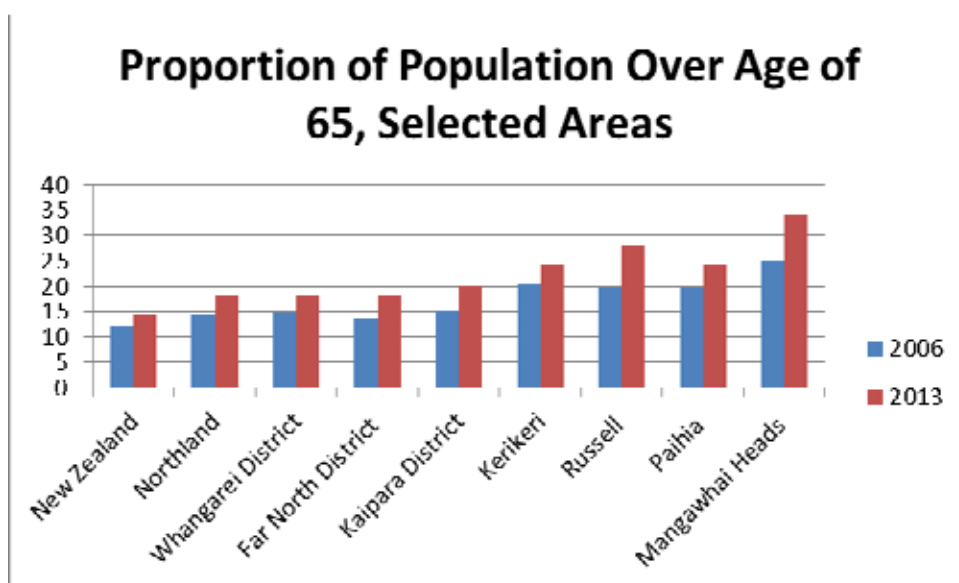


Although Northland has a lower proportion of households without access to a motor vehicle than the national average, some parts of the region do have some areas

where there is a lower rate of access. For those of working age, alternative modes of travel may include walking and cycling or sharing a ride with co-workers. As discussed above, Kaitiāia has a local bus service partially supported by the regional council.



Northland has a growing retirement community. The graph below shows the proportion of the population over the age of 65 in New Zealand, the Northland region and the three districts of Northland. Also shown are proportions for four of Northland's largest coastal communities, Kerikeri, Russell, Paihia and Mangawhai Heads.



Northland's east coast communities in particular have an older age profile than the national and regional average. The aging of the population is also happening at a faster rate than the national average, in some areas such as Mangawhai Heads and Russell, significantly faster. Those in this age group can have issues with reduced mobility which is a point to bear in mind when planning for public transport and total mobility services.

ITEM: 7.5

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ISSUE: Te Karearea Strategic Alliance**ID:** A753912**To:** Council Meeting, 16 June 2015**From:** Malcolm Nicolson, Chief Executive Officer**Date:** 4 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present an invitation from Whangarei District Council for the appointment of Chairman Shepherd and Councillor Dimery as members of the Te Karearea Strategic Alliance and to seek council confirmation of this appointment.

Legal compliance and significance assessment:

The activities detailed in this report are part of the council's day to day operations, are provided for in the council's 2012–2022 Long Term Plan, and are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. The matter does not trigger the council's Significance Policy.

Recommendations:

-
1. That the report 'Te Karearea Strategic Alliance' by Malcolm Nicolson, Chief Executive Officer, and dated 16 June 2015, be received.
 2. That council confirms the appointment of Chairman Shepherd and Councillor Dimery as council's representatives on the Te Karearea Strategic Alliance.
-

ITEM: 7.5

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Report:

At its meeting of 22 April 2015, Whangarei District Council (WDC) established the Te Karearea Strategic Alliance (Strategic Alliance). Please refer to the Whangarei District Council April 2015 agenda item (**Attachment 1**) which provides a brief overview of the purpose and intent of the Strategic Alliance and the staged work programme.

Whangarei District Council has extended an invitation to Chairman Shepherd and Councillor Dimery to be the Northland Regional Council representatives on the Strategic Alliance. Staff note that WDC has identified operational funds of \$50,000 to support the Strategic Alliance and that no financial support is sought from council at this stage.

Staff also note that the Te Tai Tokerau Māori Advisory Committee, at its May 2015 meeting, resolved to invite Te Karearea (WDC strategic partnerships forum) to attend the next committee meeting (July 2015) as a relationship building exercise and an opportunity to identify areas of mutual benefit. As it appears that the Strategic Alliance is an initiative proposed by Te Karearea, this meeting seems like an appropriate opportunity to seek further information and clarification on the purpose and outcomes the Strategic Alliance aims to achieve.

While the detail is light, on initial inspection it would appear that there are a number of synergies with the roles and functions of the regional council and the terms of reference of the Te Tai Tokerau Māori Advisory Committee. For these reasons it is recommended that council accept this invitation subject to further clarification of the role and purpose of the Strategic Alliance.

More Inclusive Decision Making

ITEM: 7.5
Attachment

Reporting officer Jude Thompson

Date of meeting Error! Reference source not found.

Vision, mission and values

This item is in accord with Council's vision, mission and values statement.

Introduction

In June 2014 Whangarei District Council (WDC) signed a Te Kārearea Strategic Relationship Agreement with Te Huinga as advocates of hapū of Whangarei. This agreement and partnership model sought to take the Council/hapū relationship to a level providing a more inclusive decision making forum.

Having agreed to collectively progress several strategic priorities, WDC and Te Huinga began discussions on Priority 1, Māori representation. Te Huinga recommended one hapū member be appointed to each of Council's Standing Committees and subsequently other sub-committees. Both partners have sought understanding from one another through numerous discussions over many months but no decisions have yet been made by WDC which has led to growing frustrations within the forum. A Te Huinga delegation recently initiated a meeting with Her Worship the Mayor to reiterate concerns on behalf of hapū and seek a positive way forward. Councillor Halse, a Te Huinga invitee to the meeting, recommended seeking a modified approach.

Being cognisant that the Council/hapū relationship would build to develop more robust partnership arrangements over time through learning conversations, a Working Party with representation from both partners set about developing a practical solution outlined below. The Working Party consisted of Cr Halse and Cr Innes (supported by Cr Morgan and Cr Williamson) and Huhana Seve and Mike Kake (supported by Pita Tipene). Her Worship the Mayor was kept informed and provided feedback along the way.

A practical solution

The proposal of a modified approach is two-fold and aims to enhance existing forums. It provides a pathway to address the issues raised which include a lack of progress on priorities, a need for a more strategic focus and a call for more inclusive decision making.

To progress in responding to and managing the range of high level strategic issues and opportunities, a 'spearhead' (see diagram 1) group from within Te Huinga and Councillor representatives would be formed. Given the nature of many of the significant district issues which have a regional reach and impact, such as transport (including roads and freight), land development (including CBD), economic development and water, it is also proposed to invite Northland Regional Council into the spearhead making a strategic alliance which primarily benefits Whangarei but has regard for the region. This would provide an enabling vehicle in the areas which we can collectively influence.

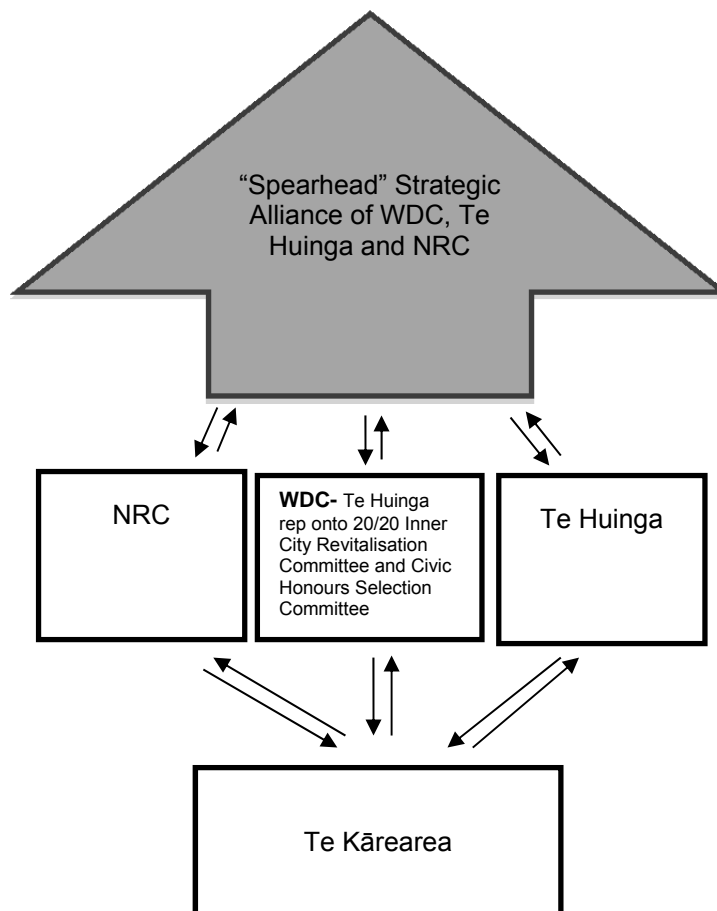
It is also proposed to co-opt a hapū representative, Mike Kake, onto the 20/20 Inner City Revitalisation Committee and Taipari Munro onto Civic Honours Selection Committee (see diagram 1) as a way to anchor the strategic alliance back into WDC in regards to revitalization of the inner city, planning, economic development and service to community. This provides hapū with input and insight into projects contained within the plan that covers 10 years of potential development of council and privately funded projects, alongside insight into the governance, operations, economic development opportunities, planning, and constraints of local government. The co-opted Te Huinga representative would be remunerated for their membership on the 20/20 Inner City Revitalisation and Civic Honours Committees. The Positive Growth Manager would manage budgetary details within current financial delegations.

Under section 41a of the Local Government Act 2002, Amendment Act 2012 Her Worship the Mayor has the powers to establish and appoint members to committees. Her Worship the Mayor has chosen to use her powers under section 41a to co-opt one Te Huinga member onto the 20/20 Inner City Revitalisation Committee and one Te Huinga member onto the Civic Honours Selection Committee. Terms of Reference for both Committees showing the changes are attached.

Linking to the Vision

The proposal is aimed at more inclusive decision making to achieve the Te Kārearea vision of He Whenua Rangatira - Whangarei, a district of prosperity, wellbeing and empowered communities. Te Huinga and Te Kārearea would remain in place.

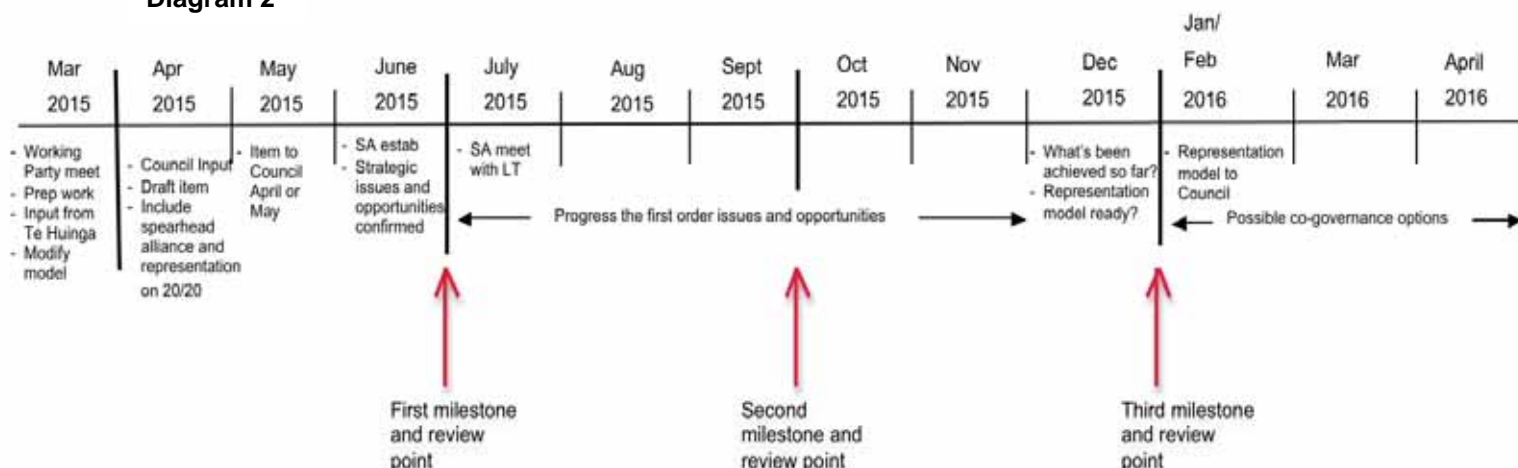
Diagram 1



A staged approach

It is recommended that a staged approach provides a pathway guiding the direction with milestones to meet and review points along the way as per diagram 2.

Diagram 2



First steps

This proposal was socialised at the recent Te Kārearea meeting then WDC and Te Huinga followed by this agenda item with a view to the immediate placement of a Te Huinga member to the 20/20 Inner City Revitalisation Committee as well as the Civic Honours Selection Committee and to other WDC consultation groups such as Positive Ageing and Youth Advisory Group, and to the establishment of the strategic alliance. In principle Te Huinga support this modified approach.

The strategic alliance would meet monthly, (or as often as is required) and agree on the direction that both parties need to follow on major issues and any background work which is then passed on to the Te Huinga and WDC partnership groups (staff) for further progress and to gain each others views with a final determination agreed upon at Te Kārearea meetings, and full Council if required.

From May to July strategic priorities would be reviewed and confirmed and a way forward with each agreed. Review points would be set for July, October and December (see diagram 2). Discussions regarding representation would be ongoing, aiming to present options to WDC early in 2016.

It has been identified that a review of strategic priorities is timely and a 'first order' list agreed. Current priorities include representation, proactive pathways and planning, hapū growth plan. Strategic issues raised in previous forums and for possible consideration include: Land Transport - roads, freight, logistics; connectivity and competitiveness - air transport (new airport project), broadband expansion; changing perceptions of Whangarei, representation, water, waste, land development and economic development linkages.

It is also recommended that Te Huinga chair the marae based Te Kārearea meetings with Her Worship chairing those meetings at WDC Council Chambers. This would allow each partner to follow protocols (e.g. standing orders and marae protocol) more fully and to provide clear direction and accountability.

Legislative Context

This modified approach is in line with the Local Government Act (2002) to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.

Parties

Whangarei District Council is a District Council as defined by the Local Government Act 2002. Northland Regional Council is a Regional Council as defined by the Local Government Act 2002. The activities undertaken by Whangarei District Council and Northland Regional Council are defined in legislation with the main Statutes governing the way they conduct their business being the Local Government Act 2002, the Resource Management Act 1991, the Biosecurity Act 1993, the Land Transport Management Act 2003, the Local Government Official Information and Meetings Act (LGOIMA) 1987 and the Privacy Act 1993. Te Huinga are hapū representatives in the role of advocating for hapū of Whangarei.

Significance and Engagement

Having considered the Significance and Engagement Policy this proposal or decision is not considered significant and the public will be informed via Agenda publication on the website.

Other considerations for the Strategic Alliance

The strategic alliance would be collaborative and may make recommendations to constituent councils, central government and hapū but have no decision-making authority. WDC and Te Huinga acknowledge their respective aspirations will not always be compatible but there is merit in cooperating in areas of mutual benefit and in inviting Northland Regional Council to the strategic alliance.

The proposed mode of operation would include WDC providing a secretariat for the strategic alliance meetings. Meeting would be held at times and in places set out in an agreed schedule although meetings may be called at short notice due to the nature of the issues.

WDC would identify operational funds of \$50,000 to support the strategic alliance. This budget would account for a secretariat and Te Huinga representation. Meetings would be attended by those representatives appointed to the strategic alliance by WDC and Te Huinga, with staff support as considered appropriate by each partner. The Positive Growth Group Manager and District Living Group Manager would be the primary WDC staff inputs to the strategic alliance. WDC and Te Huinga would agree on Northland Regional Council representatives and extend an invitation to them.

The strategic alliance would facilitate identification of key strategic issues, which would then be discussed at the respective forums of WDC, Te Huinga and Te Kārearea particularly where there is high interconnectivity. External speakers and participants may from time to time be invited to attend meetings.

All formal public communications from these meetings will be approved by all parties prior to their release. Representatives of WDC, Te Huinga, and the Northland Regional Council that are members of the strategic alliance will engage with stakeholders in their area on strategic issues agreed yet maintain their own operational inter-relationships as normal.

Recommendation

1. That Council approves the planned process as outlined in the agenda item.
2. That Council approves the operational budget of \$50,000 per annum.
3. That Council representatives to the strategic alliance are Her Worship the Mayor Sheryl Mai (or in her absence the Deputy Mayor Councillor S L Morgan), Councillors P R Halse and G C Innes.
4. That Council acknowledge Her Worship the Mayor's recommendation to co-opt Mike Kake onto the 20/20 Inner City Revitalisation Committee.
5. That Council acknowledge Her Worship the Mayor's recommendation to co-opt Taipari Munro onto the Civic Honours Selection Committee.

Attachments

1. Updated Terms of Reference of the 20/20 Inner City Revitalisation Committee
2. Updated Terms of Reference of the Civic Honours Selection Committee

ISSUE: Alternative ROSC Appointments and Update on Oil Spill Response Capability**ID:** A735160**To:** Council Meeting, 16 June 2015**From:** Jim Lyle, Regional Harbourmaster**Date:** 2 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input checked="" type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to seek the council's approval for the appointment of alternative Regional on Scene Commanders (ROSC) and to provide the council with a general update on the region's improved oil spill response capability.

Legal compliance and significance assessment:

The activities detailed in this report are provided for in the council's Long Term Plan 2012–2022 and as such are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. With reference to section 79 of the Local Government Act 2002, this matter is considered to be of low significance under council's Significance Policy.

Recommendations:

-
1. That the report 'Alternative ROSC Appointments and Update on Oil Spill Response Capability' by Jim Lyle, Regional Harbourmaster, and dated 2 June 2015, be received.
 2. That council approves the proposed appointment of staff members Chidambaram Surendran and Peter Thomas as 'alternative ROSC's'.
-

Report:**Background**

The Regional Harbourmaster, who also executes the statutory function of Regional on Scene Commander (ROSC), maintains an ongoing training and exercise programme for the upkeep of the council's oil spill response capability in case any oil spills occur in our region. The current pool of about 60 'regional responders' includes council staff as well as qualified staff from regional stakeholders such as Refining NZ (RNZ), North Tugz and Northport. The costs for training and exercises are borne by Maritime New Zealand (MNZ), which in turn maintains the national oil spill response system through levies collected from shipping and associated industry sources.

Improving Northland's response capabilities

Recent improvements to the national oil spill response system by MNZ have placed increased focus on training of National Response Team (NRT) members, whilst also aiming to maintain robust regional capabilities. Northland has been fortunate to have 14 of the regional response team also appointed as members of the NRT. These members include the Regional Harbourmaster, several council staff and staff from RNZ and North Tugz. A revalidation training exercise in April will bring the region up-to-date with national training.

The Regional Harbourmaster has recently been appointed by the Director of MNZ as a deemed National on Scene Commander (NOSC), one of five in the country, following a selection and training regime over the last year. The NOSC and NRT members may be called upon to respond to oil spill incidents of a nationally significant scale (a Tier 3 response) anywhere in the country. Participation in the NOSC and NRT functions by our region's responders significantly bolsters our region's response capability due to the increased training, experience and exposure that results. This participation comes at no financial cost to council (other than facilitating the release of staff from their regular duties) as the costs are met by MNZ or by the spiller in the event of an actual response.

The Regional Harbourmaster and Iwi Liaison Officer recently met with a representative from Patuharakeke based around Bream Bay to apprise them of council's oil spill response system and capabilities. Opportunities for training and participation in exercises by suitable group members were also explored during this meeting. Further wider consultation with other groups having a cultural interest in the region's well-being is also being planned for the next financial year; including a marae based presentation and workshop working with a number of iwi and coast care groups. The focus here will be on how to integrate volunteer groups into a major response.

The Harbourmaster and Deputy met at the beginning of the year with Refining NZ operations staff, and Maritime Pollution Response Services personnel for a day's workshop on improving local response, training systems and equipment stores. Improved facilities and customised local training at the refinery were the focus.

Other avenues for training local stakeholders, such as marina staff, have been trialled and will be rolled out to further organisations. Training is also scheduled for council media staff that may be involved in an oil spill response, with a focus on the role and use of social media being added to our communications toolbox.

ITEM: 7.6

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Appointments

Recently maritime team members Chidambaram Surendran and Peter Thomas have received approvals for appointment as ROSCs from the Director of MNZ following completion of a rigorous training and examination programme. These approvals have increased the total number of ROSC's in the region to four (in addition to Jim Lyle and Peter Weissing). Council's approval is now sought to confirm appointments of these two staff members as alternative Regional on Scene Commanders to further strengthen council's response capabilities.

**ISSUE: Digital Registrations of Interest – Support:
A Joint Northland Response**

ID: A753879

To: Council Meeting, 16 June 2015

From: Darryl Jones, Economist

Date: 4 June 2015

Executive summary:

This document acts as a 'placeholder' for the report 'Digital Registrations of Interest – Support: A Joint Northland Response' which was unable to be completed in time for the circulation of the council agenda as the drafting of the ROI is still being undertaken. The report will be sent out to councillors under separate cover.

ISSUE: Investment and Growth Reserve: Feasibility and Business Case Assessment – Further Development of the Orchard Collaborative Workspace Concept

ID: A753901

To: Council Meeting, 16 June 2015

From: Darryl Jones, Economist

Date: 8 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to seek council's approval to provide \$25,000 from the Investment and Growth Reserve (IGR) to Northland Inc. (NINC) to fund a feasibility and business case assessment that further investigates the development of Orchard collaborative workspaces in three Northland centres: Kaitiāia, Kaikohe and Whāngārei. The request was received on 4 June 2015 (**Attachment 1**). As the annual total allocated funding of \$200,000 for feasibility and business case assessments has been used up for the 2014/15 financial year, funding for this assessment will come from the 2015/16 allocation. It is recommended that council approve this distribution.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the IGR criteria, the Long Term Plan 2012–2022, and council's decision making process as prescribed in the Local Government Act 2002. This matter has been assessed according to the council's Significance Policy and deemed to be of low significance.

Recommendations:

-
1. That the report 'Investment and Growth Reserve: Feasibility and Business Case Assessment – Further Development of the Orchard Collaborative Workspace Concept' by Darryl Jones, Economist, and dated 8 June 2015, be received.
 2. That council agrees to provide \$25,000 from the Investment and Growth Reserve to carry out the feasibility and business case assessment for the Orchard collaborative workspace concept outlined in **Attachment 1**.
 3. That this funding comes from the 2015/16 feasibility and business case allocation and be provided after 1 July 2015.
-

ITEM: 7.8

Page 2 of 2

Report:

- At the Audit and Risk Committee meeting of 18 February 2014, council established a separate annual funding category of \$200,000 to support NINC carry out feasibility and business case assessments.
- The allocations made to date from this funding category are detailed in the following table.

Table 1: Allocations from the IGR made for feasibility and business case assessments

Financial Year	Council meeting date	Description	Allocation
2013/14	17 June 2014	Market demand for kingfish	\$10,000
		Totara and kauri research	\$10,000
		Twin coast touring route	\$14,000
		Cruise ship industry opportunities	\$20,000
		Innovation centre for Northland	\$15,000
2014/15	4 August 2014	REL sawmill at Marsden Point	\$17,200
	16 September 2014	Ngāwhā forestry opportunity	\$20,000
		Orchard co-working network investigation	\$33,000
	17 February 2015	Waipoua Forest Experience	\$40,000
		Totara research opportunity	\$15,000
		Kingfish commercialisation opportunity	\$12,500
	21 April 2015	Digital Registration of Interest and Regional Economic Action Plan	\$62,300

- Officers have reviewed the current assessment contained in **Attachment 1** and concur that they relate to feasibility analysis or business case development and therefore are eligible for this funding category.
- The report from the initial investigation, which was funded from an allocation from the IGR in September 2014, was completed in February 2015 (**Attachment 2**).
- That report was presented to the Economic Development Working Party at its meeting on Tuesday 23 March 2015 where it received a favourable response.
- The proposal looks to provide additional funds to assist the development of collaborative workspaces in three centres: Kaitiāia, Kaikohe and Whāngārei. This work involves detailed site assessment, market validation, advice on appropriate governance and funding structures, and confirmation of other funding partners.
- If the further investigation indicates that the development of the sites are worthwhile, then an investment from the IGR of up to \$0.5M over three years may be sort.

ITEM: 7.8
Attachment 1

Please Quote Reference:
VC:

4 June 2015

Malcolm Nicolson
Chief Executive
Northland Regional Council
Private Bag 9021
Whangarei 0148

Dear Malcolm

Investment and Growth Reserve Funding Applications for Feasibility and Business Case Assessment

At the May 2015 Northland Inc Board meeting, further work on the Orchard co-working space concept was presented to the Board for further funding through the Feasibility and Business Case Assessment category.

The Board resolved to support further work on the Orchard project through the Feasibility and Business Case category of the Investment and Growth Reserve. A copy of the application document is attached.

Council already has an electronic copy of the Orchard report.

It is requested that this project be presented to council for approval for funding at the June Council meeting, in order to allow the work to be commenced straight away in the new financial year.

We look forward to Council's consideration and support of this project.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'David Wilson', with a long horizontal stroke extending to the right.

David Wilson
Chief Executive

Feasibility and Business Case Funding Application: The Orchard Building the Business Case

Northland Inc Staff Responsible: Vaughan Cooper

Commercial in Confidence? No

Date: May 2015

Background to Project:

1. What is the overall Project:

To confirm the business case for the establishment of collaborative work spaces in Kaitaia, Kaikohe and Whangarei. This will include:

- Detailed assessment of two sites each in Kaitaia, Kaikohe and Whangarei.
- Market validation
- Advice on appropriate governance and funding structure.
- Confirmation of other funding partners

2. Where is it:

Scope of initial study identified that the first two sites are to be developed in Kaitaia and Whangarei (HQ). The Orchard concept initially looked at a roll out to 2 sites and then onto an additional third site for Kaikohe or Kerikeri. During the investigation of the Orchard sites, a clear potential partner has emerged (Akau) who has the community support and a number of external partners from Central and local government to support the rollout into Kaikohe, for minimal additional cost and within the feasibility amount identified. Due to the potentially enhanced returns of a triple site launch and the resulting ability to get a true regional coverage, the third site of Kaikohe has been added into the mix for the initial business case investigation.

3. When will it begin (and end):

Project will take 8 weeks to complete and can begin as soon as funding is available.

4. Who are the parties involved (background, experience):

- Derryn Williamson – background in economic development projects and strategy development for crown and local government. Founder of the 'The Orchard'
- ARCO Workshops – interior design specialist

5. What is the potential total investment into the project and potential I&GR investment: (if possible include central government and or private sector contributions)

Estimated at \$500,000 over three years (as per the previous 'Orchard Report').

6. What are the projects outcomes and how are they consistent with the Investment & Growth Reserve Criteria? (High Level (Infometrics), GDP, Jobs, Household Income)

The establishment of a co-working space is intended to achieve the following:

- Create a highly visible and active project to show things are happening
- Show commitment to a project focused on small and emerging business
- Show the regional response to creating jobs beyond the primary sector offer

- Enable the growth of small business from within rather than trying to attract inward investment from competing centres
- Provide a regionally focus project to create a robust support and growth structure.
- Make the cost of establishing start up business cheaper.

Feasibility and Business Case Application:

7. What part is the feasibility and or business case funding application for:

Provide detailed business case for the establishment of collaborative workspaces in Kaitaia and Whangarei, including:

- Selection of two sites in Kaitaia and Whangarei (HQ)
- Rent / Lease negotiations
- Full design specifications for each site
- Detailed cost estimate for building fit-out
- IT specifications, design and cost (including any training requirements)
- Validation of market demand
- Legal advice on proposed governance and funding structure
- Identification and engagement with potential funding partners

8. Estimate of project costs and timeframes:

Total cost of the project is \$25,000 (+GST) – made up of \$20,000 for the consultant's work and a \$5,000 for contingency (including the ability to undertake one or more rental valuations if required)

Expected completion time is an eight week period.

Admin

9. What is the current available allocation of feasibility and business case funding?

This would be the first funding application within the 2015/16 financial year. Therefore the potential funding available is \$200,000.

Recommendation:

Recommend that \$25,000 for feasibility and business case funding be approved for The Orchard Co-Working Space Business Case from the Investment and Growth Reserve.



COLLABORATIVE WORKSPACES

An Activation Framework for Northland Region

February 2015

Report prepared by:



EXECUTIVE SUMMARY:

Value Proposition

- Coworking spaces are growing at an exponential rate due to the role they perform as connectors for entrepreneurs
- There are examples that can be drawn on to learn from, and with help, the Northland region could sustain a coworking network

Location

- Northland as a region has significant potential for micro-enterprises, but the population is dispersed over a large area
- The greatest density of 'knowledge workers' resides in Whangarei, but Far North has a comparable number of self-employed and from home workers
- The preferred solution is a 2 centered model with space in Te Hiku and Whangarei.

Configuration

- Membership of the network should be curated to achieve a balance of residents from a variety of industries at all stages of the business life cycle
- The space should be both flexible and adaptable in its use, layout and furnishing to enable a range of activities and work styles to be accommodated.

Business Model

- The membership models and pricing structure will enable a mix of residents, and broaden the market appeal for the coworking space
- The revenue forecast is based on pricing structures that are competitive in the office rental market, and in line with other coworking spaces
- The impact of investments made in one coworking network has a direct benefit on a significant number of businesses
- There will be flow-on benefits to the region by accelerating the knowledge economy and higher wage jobs that result

Financials

- The total capital cost of fitting out the two sites in Te Hiku and Whangarei is \$210,000
- The conservative 'break even' point will be in approximately 3 years
- The strength of the regional network comes from the 'depth' of talent over a larger geographic area

Community & Culture

- The community can (& should) be formed prior to the opening of the coworking space
- The space is designed to be dynamic, so it needs to be operated in that manner as well
- Physical presence should be replicated digitally, and both tied together in terms of branding for events and sponsorship
- The community & culture of the coworking space, together with the wider business & entrepreneurial network are critical to success
- The 'community activator' role needs to be filled by a person with the required energy & communication skills on a full time basis

Market Validation

- Prospective users come from a variety of industries and business maturity
- They confirmed that the workplace culture & environment was more important than the facilities or equipment provided
- The planned pricing structure is well within the limits of the customers' 'willingness to pay'
- A small community of 6 people have expressed an interest in actively participating in the establishment of the coworking space

Project Execution

- A council controlled organisation is best placed to oversee the establishment of the two centers
- The day to day operational management of each space could be equally serviced within a Council Controlled Organisation or via a service level agreement reporting back to the CCO
- Once established and achieving results, the impact of the network can be increased by adding locations and services
- The growth of the regional network & the development of programs needs to be managed by a person dedicated to that role within each of the two centres

Total Investment Required

- Year 1: \$365,000
- Year 2: \$110,000
- Year 3: \$25,000

Total = \$500,000

Revenue (predicted)

- Year 1: \$260,000
- Year 2: \$306,000
- Year 3: \$396,000

Time to break even

- 3 years

Opening date

- 3 months from decision

Area to be leased

- Te Hiku - 250m²
- Whangarei - 460m²

Capital costs

- Fit-out (both centers): \$210,000

Operational costs

- \$415,000
- Inc 4 staff of \$225,000

Seating Capacity

- Te Hiku 20
- Whangarei 35

Number of members

	Full-Time	Part-Time
• Year 1:	16	38
• Year 2:	19	43
• Year 3:	23	54

Daily Membership prices

Te Hiku

- Tiered rates from \$25 - \$33
- Flat rate \$26

Whangarei

- Tiered rates from \$31 - \$39
- Flat rate \$34



THE PROBLEM:

The business networks in Northland need to be strengthened to remain competitive in today's rapidly changing world

Smaller provincial towns are struggling to retain or attract talent and grow the high value and high knowledge and digital service sector. A significant number of freelancers and micro-enterprises within these regions are working in silo "home-offices" disconnected from the wider business community. Their disconnection impacts not only on the potential sustainability and growth of those businesses but also on the lost opportunity for the wider business network to benefit from the shared knowledge, skills and tools that these new service sector enterprises can offer.

Technology advancement has increased the opportunities to work remotely and across both land and time zones creating a new way of doing business that never existed 10 years ago. Areas that are experiencing growth are within the service sector and primarily through new technology and digital solutions leading to an economy based on innovation and entrepreneurial tendencies.

This is a global trend and over the past 9 years there has been a shift in the way businesses work together, and co-location through a variety of shared space types has emerged, established and grown. This has also occurred in New Zealand but predominately in our five major cities (Auckland, Hamilton, Tauranga, Wellington and Christchurch).

Over the past 12 months smaller centres are starting to see coworking spaces opening up such as, Rotorua, Wanaka, Rangiora, Queenstown, Dunedin, Waipukurau, Palmerston North, Napier and Nelson. Presently New Plymouth and Whakatane are also exploring the opportunities for establishing coworking spaces in their districts.

Northland's latent potential needs **ACTIVATION**
by creating the conditions for micro enterprises
to work together strategically

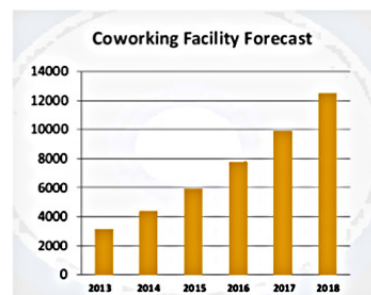
If this could happen on its own, it would have happened by now.

It hasn't, which is why we need:



GLOBAL TRENDS

Since 2005 collaborative workspaces or "coworking spaces" have been doubling every year around the world



We have looked at the existing coworking spaces around New Zealand and elsewhere in the world to find a model that would be suitable for Northland. The examples in New Zealand are mainly found in larger and more concentrated centers. Whangarei has a large enough population base to sustain a coworking space in its own right, but the opportunities could be far greater.

Although it has a dispersed population, Northland has a climate and lifestyle that attracts people to the area. It has traditionally been a popular destination for artists and creatives, but it is also seen as a 'getaway' place for 'corporate refugees' who have been successful in business & enterprise, and have the ability to work remotely on their established client base.

The optimal solution for Northland is to create a network of collaborative workspaces, to leverage off the existing talented and connected Northlanders, and to grow the market for service providers in our region.

THE SOLUTION:

Community :: Collaboration :: Flexibility

Optimal Sites

It is not just simply about having a CBD location. Factors such as connection to cafes, reserves, parking and support services are important. It is also important to think about the potential impact a coworking space can have on surrounding businesses. For example additional footfall to an area can impact on the success of local cafes and retail shops. The space could be a regeneration project for vacant spaces within a village or city center. Coworking spaces generate people activity with an associated 'buzz'. They can lead the creation of a 'pipeline' of businesses for empty surrounding shops or a focal point for co-location of complementary businesses that self-create an industry or market focused hub.

To take advantage of new ways of doing business, provinces need to create networks of innovation and entrepreneurial hubs, coworking or collaborative work environments that meet the needs of a new generation of entrepreneurs. These hubs need to be in locations that best take advantage of the existing skill base in terms of both density and diversity. Innovation and growth requires diversity, so in areas like Northland where the population is dispersed, the density needs to be captured digitally through connected networks of people.

Why is coworking so popular?

2013 - Deskmag - Global Coworking Survey

As of October 2012 there were 2,072 coworking spaces around the globe with an increased of over 500% since 2010 experienced in Australia, South America and Europe. Coworkers who participated in the survey reported experiencing a positive impact on their business once moving into a coworking environment with the following four areas being the highest impact.



Coworkers shared their reason for moving into a coworking space with the top five reasons being:



Travel Times



Strategic Vision:

- Create a local and regional focal point for micro-enterprises and startups
- Establish and promote an innovation and entrepreneurial culture within the region
- Create a regional network of collaborative and connected coworking spaces
- Provide entrepreneurs, independent workers, startups and micro-enterprises an inspirational and vibrant place to work
- Build an inclusive, creative, passionate and open-minded enterprise community
- Provide a mechanism for both personal and collective growth through mentoring, knowledge sharing, events, and capacity building
- Enable easy access and growth through flexible and affordable memberships

Values:

Residents of coworking spaces generally subscribe to these common values:

- Collaboration over competition
- Community over agendas
- Boldness over assurance
- Learning over expertise
- Participation over observation
- People over personalities
- Friendship over formality
- Doing over saying

Configuration *The layout of the coworking spaces adds to their culture, and is critical to their success*

Accessibility

This takes into account more than simply geographical distance or if the building has a ramp or other accessible design features. The accessibility of a coworking space is more about the ease at which a person can enter and exit the space, the flexibility of the terms and hours of operation.

Pooling of Resources

When workers transition to freelancing they somewhat forgo or have limited access to high spec machinery. One of the many benefits to collaborative workspaces is the collaborative consumption principle which allows many to fund a shared resource thereby reducing the overall cost and increasing access to machinery or tools that would normally be too expensive to own outright.

Shared Energies

This is what makes collaborative workspaces different from share offices or shared workshops. The overarching philosophy is that people who choose to work in a collaborative environment have a genuine desire to pool their energies, skills and good ideas for the betterment of all who share the space. This can be achieved by the configuration of the furniture, events and networking opportunities, skill of the host or facilitator in connecting people.

Proximity

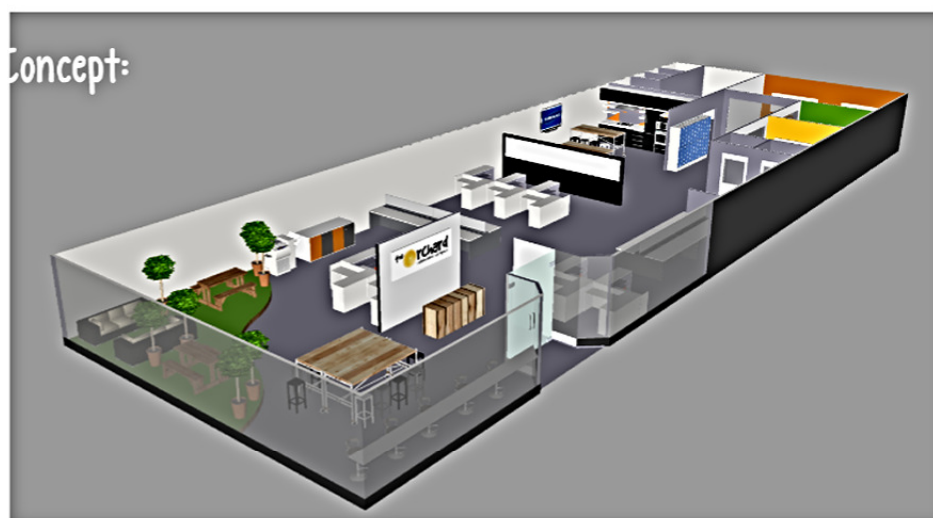
Where shared energies is about capacity building, upskilling, and improving projects and connections, proximity is about connectedness of members through the building of trust, openness and ultimately friendship. This is driven by working close together, social events, shared celebration in individual or team success and support of failure.

Permission

Permissive space is one that can be used and transformed for each person's needs. This is the use of moveable furniture, ability to bring personal items to the space, the freedom to share ideas, and ability to introduce new members. The space is likely to be seen as being creative, always changing and innovative.

Privacy

This covers not only data security and confidentiality but also personal privacy like calm areas to focus, sound proof rooms for calls or meetings, low turnover rate of members, protection of personal belongings.



There are four main steps in building an innovation or technology based ecosystem;

1. Identify and boost the visibility of key people
2. Build a community via a well connected network of entrepreneurs and service providers
3. Develop support structures
4. Build a buzz and a profile for the region

Optimal Space Ratios:

Open coworking space	50%
Meeting	20%
Common	20%
Circulation	10%

SIZE OF MARKET:

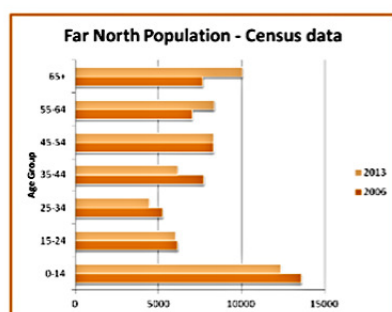
The Capacity for Micro Enterprise in Northland

The likely market in Northland varies considerably. This is one of the significant difficulties for establishing businesses in the region, but is also a significant advantage when added together due to the resilience that can be achieved through this diversity. Most centers curate their resident memberships to achieve a mix of people and businesses that share common values and visions. This may (but not necessarily) require the businesses to be focused around a particular industry or vocational sector.

Because coworking is new to the region, care will need to be taken to get the right balance when recruiting residents. Adopting a 'take anything' approach, which might undermine the 'value' and impact of the space. Being too selective may be seen as too 'niche' or elitist, creating a barrier to businesses and people that might have ideas & talents that would not otherwise emerge.

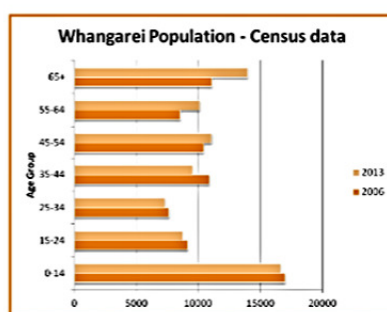
If you don't have a target market in mind then you have a high risk of becoming a shared office instead of a community built on consistent values and philosophies that keeps members connected and invested in the space and their coworkers.

Regional Demographic Profile:



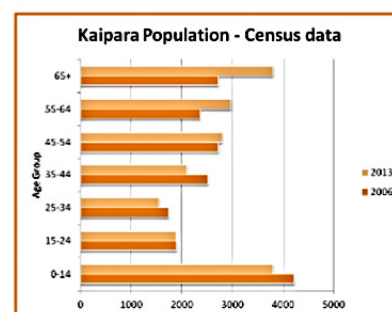
Far North Population Trends

- -0.2% decrease in population 2006 - 2013
- Median age increase from 39.1- 43.3
- Decline of 2,538 within the 15-44 age group
- Increase of 3,642 over 45 age group



Whangarei Population Trends





- 3.4% increase in population 2006 - 2013
- Median age increase from 38.4 - 41.8
- Decline of 2,133 within the 15-44 age group
- Increase of 5,049 over 45 age group



Kaipara Population Trends





- 4.5% increase in population 2006 - 2013
- Median age increase from 40.3- 45.3
- Decline of 619 within the 15-44 age group
- Increase of 1,761 over 45 age group

Regional Workforce Profile:

	Far North	Whangarei	Kaipara
 Workforce	23,607	35,550	8,799
 Work from home	3,246 (14%)	3,117 (9%)	1,629 (19%)
 Self-employed (no staff)	3,774 (16%)	4,437 (12%)	1,686 (19%)
 Knowledge Workers	2,088 (9%)	3,903 (11%)	558 (7%)

Data taken from the 2013 Census - <http://stats.govt.nz/Census/2013-census/data-tables/meshblock-dataset.aspx>

Snap shot of Te Hiku:

	Te Hiku
 Workforce	7,107
 Work from home	810 (11%)
 Self-employed (no staff)	1,026 (14%)
 Knowledge Workers	639 (9%)

Five Generations within the workforce (by 2020):

There is an increasing desire amongst generation's X and Y to work away from a traditional office. The use of mobile devices for work is on the rise along with the ever growing suite of online collaboration and sharing platforms to help connect people and businesses.

The Mobile Workforce:

Digital Nomad

These are people who use digital technology to work and can work from any location, city and even country. They travel around with no fixed abode. Some sail from port to port others simply travel and set up office at the local wifi hotspot or collaborative workspace.

Remote Worker

These are employees of a larger corporation who work at home or out of remote offices around the country, or global. They are connected via the internet and cloud to a larger corporation but don't travel to the office each day and in some case they might visit the office only once or twice a year.

Freelancer

A person who works for themselves having complete autonomy over who their clients are, what hours they work, when and where they work.

What this means?

- The over 45 age group can bring a wealth of life experience, business connections, leadership and mentoring to younger business owners.
- Ongoing, need for a strong pathway for long term work, new career opportunities, innovation and new enterprises for the youth market.
- Create an creative and entrepreneurial environment which appeals to the 25 – 44 year old's in the region, this age group is the most likely to demand alternative work spaces such as the Orchard Collaborative space.

Membership Mix:

Businesses at the comparable stages of the business lifecycle will experience similar growing pains, and working side by side will allow for shared insights and collaboration. On the other hand a cross section of businesses at different stages of the business lifecycle can enable internal mentoring or coaching for growing businesses.

To achieve the outcomes sought from the space the most appropriate membership model would be a tiered membership. This provides maximum flexibility, affordability and accessibility by providing a number of membership options to suit the customers needs and budget. It enables the provision of both individual and team membership to suit startup enterprises and micro-enterprises. This allows companies to grow within the space to a point where they are best to set up their own space creating a pipeline of tenants for surrounding property vacancies.

The mix of both full-time and part-time members creates a highly dynamic and diverse community allowing more connections to occur and opportunities for exchanging knowledge, skills and ideas.

Drop-in membership should be provided but with a limit as this provides higher daily rates which supports the sustainability of the space. The daily drop-in option also provides a low risk 'try before you buy' option which can lead to more part-time or full-time members.

LOCATION SELECTION:

Property selection assessment criteria:

	Weighting multiplier	Not Ideal -1	Neutral/ Don't Know 0	Ideal +1	Score
Access & Location					
• Building has 24/7 access	5.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• There is full day parking within suitable walking distance	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Is within walking distance to food outlets	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Is within walking distance to public open space	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Adjoins an active pedestrian area	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Opportunity for co-location of complementary organizations or businesses	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Ability to connect to the fastest internet possible for the business center	5.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Design					
• Is fitted out appropriately (fit for purpose and readiness level)	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Has branding opportunities	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Ability to adapt space as need be	5.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Ability for growth	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Large enough to host events or be located near a suitable hosting premises	5.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amenity					
• Has access to natural light	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Has access to natural ventilation	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Has direct access to open space (private or public)	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Strategy					
• Aligns with town centre, growth and economic strategies (e.g WDC 20/20 Momentum, Far North Future Plan 2006/2016, Kaitia draft Community Plan)	3.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Finance & Contracts					
• Affordability of lease and outgoings	5.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Length and flexibility of Lease Term	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Cost of fit out and alterations	4.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
General requirements					
• Compliance with the District Plan	2.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Landlord willingness	2.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

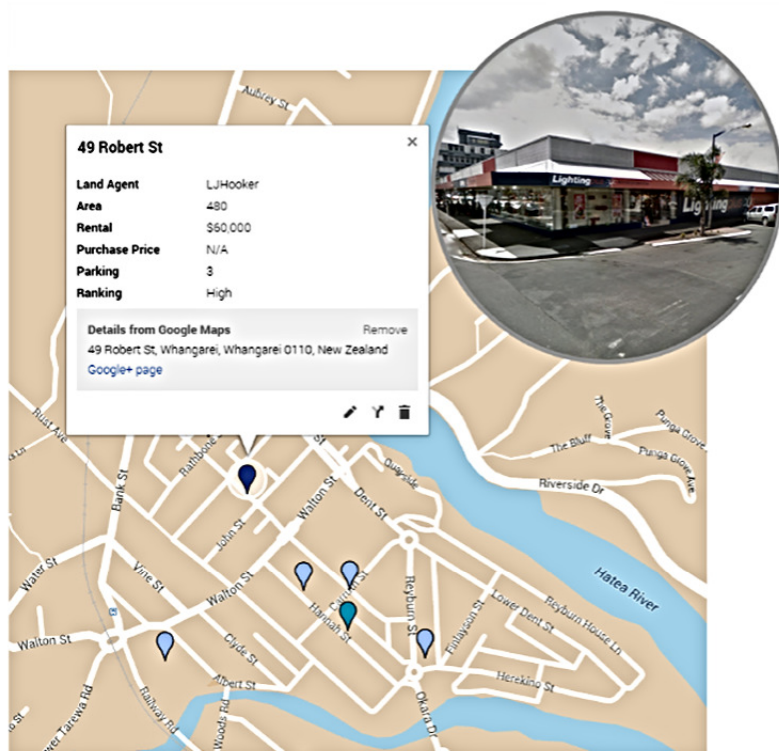
In scoring the properties we used a -1, 0 and +1 score system to establish a general ranking. Each statement was allocated a weighting based on it's value of necessity in relation to the projects sustainability, speed of delivery and overall desirability for member attraction and retention.

Whangarei Office Space

To achieve maximum impact The Orchard should be located at street level with passing vehicular and pedestrian traffic which would quickly identify with the new space on offer. It would make an immediate and definite impact on the CBD and be self publicising from its retail frontage position.

The benefits of a location such as this:

1. Prime frontage to two streets
2. Ground floor
3. Accessible access
4. Retail frontage
5. Own front door
6. Showroom style frontage
7. Highly visible working environment
8. Close proximity to the CBD
9. Adjacent to the multi-storey car parking
10. Minimal fit out works
11. Good logo & brand opportunity frontages



Example of a Suitable Site:

49 ROBERT STREET

The unit would provide for the exclusive use of The Orchard and in that respect it is self-contained.

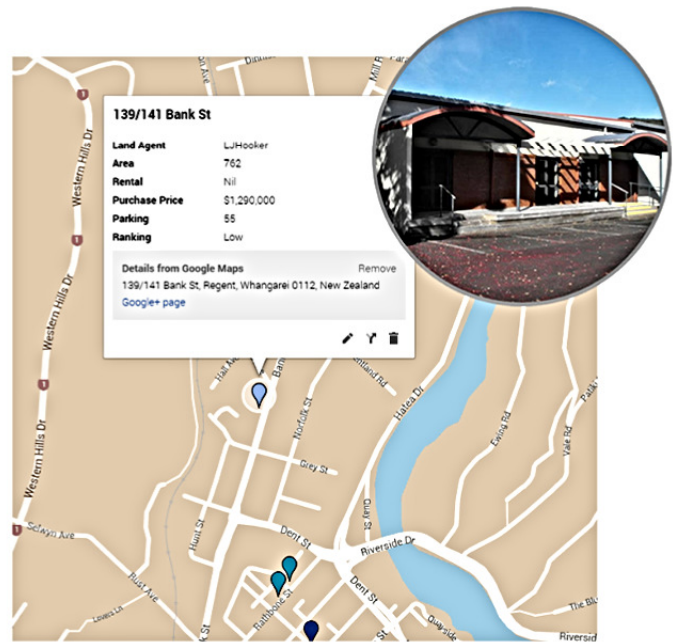
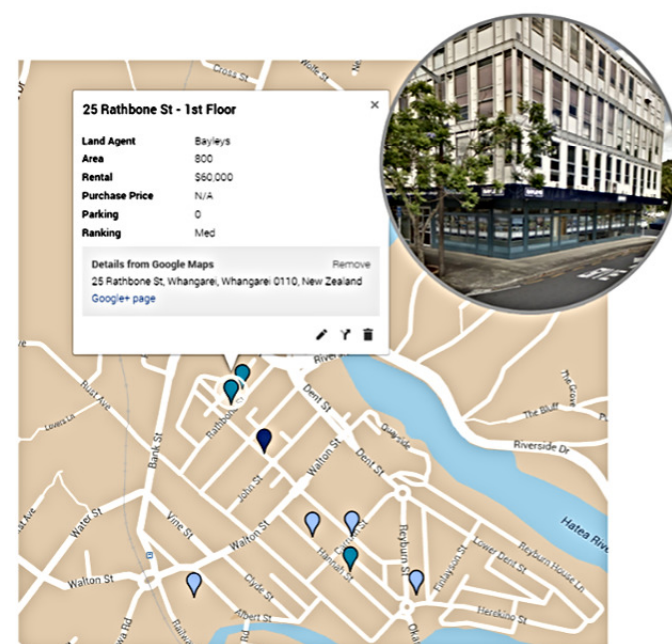
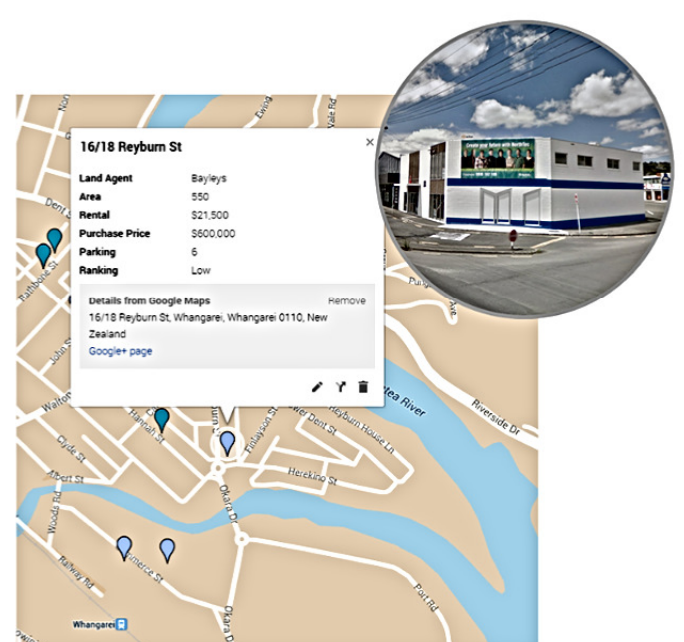
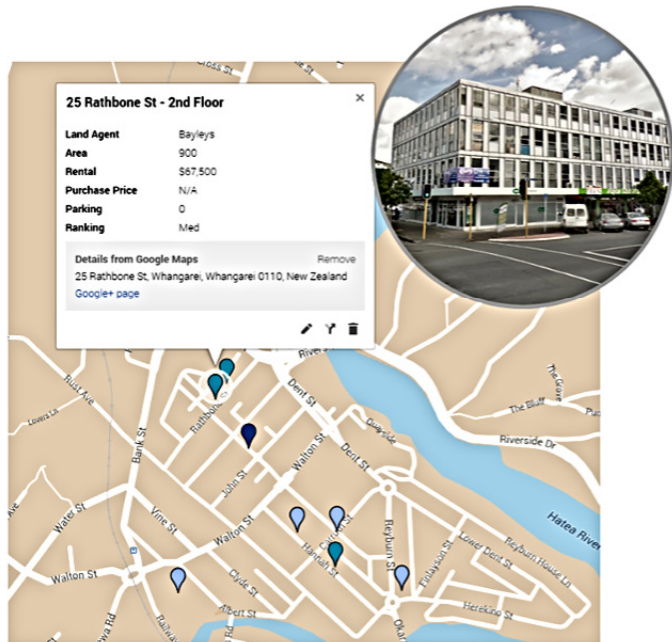
This allows for the space to be established in a very short time frame as it is not dependent on discussions with third parties.

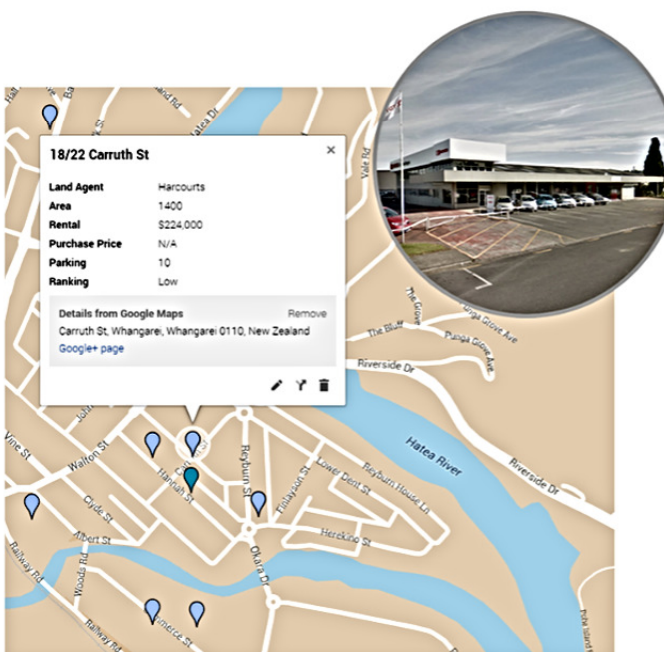
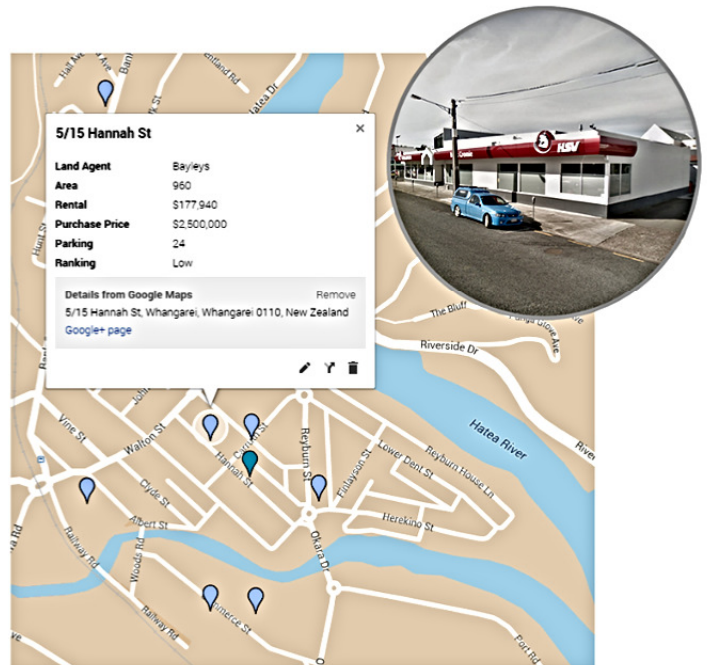
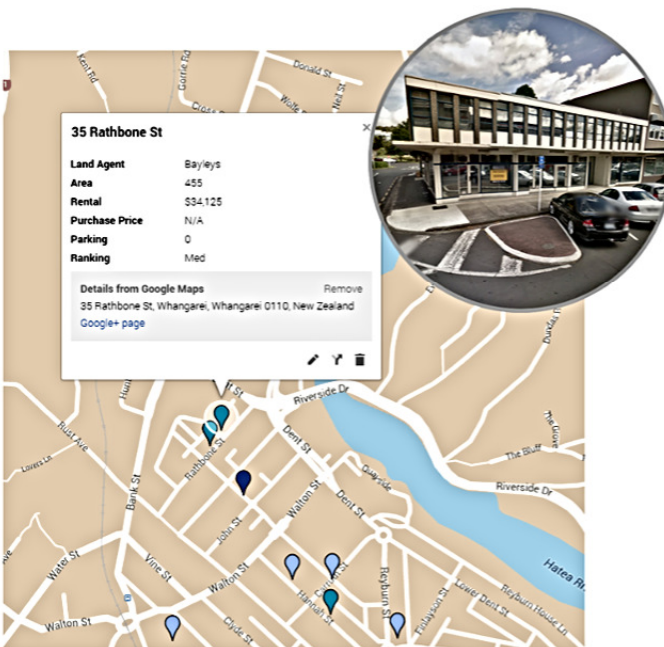
SITE COMPARISON

A number of office spaces were identified as having potential for The Orchard project.

There is a wide cross section of space available within the CBD, although most is in need of considerable upgrade and improvement to get them to a suitable specification for coworking. The major office space within the CBD is on the upper levels and for the most part lacks presence. Many are approached by poor communal entrance lobbies and below par common circulation areas which lack any form of identity. There is the opportunity to improve this situation in relation to some of the lobby areas but in general this will require the agreement of the landlord or body corporate group.

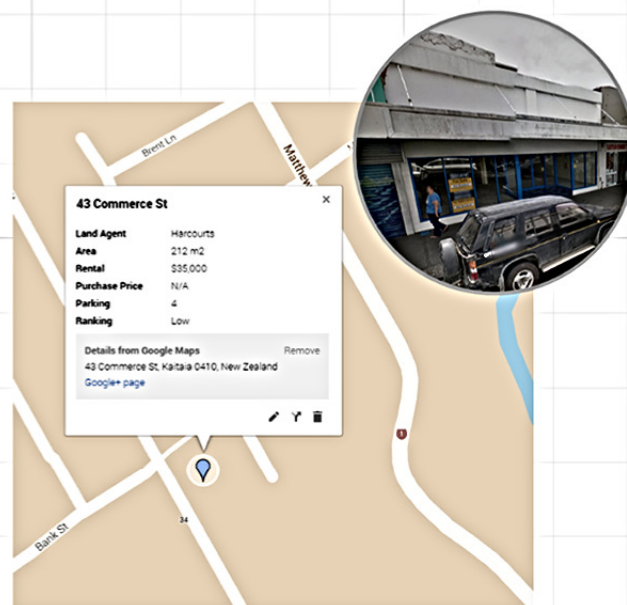
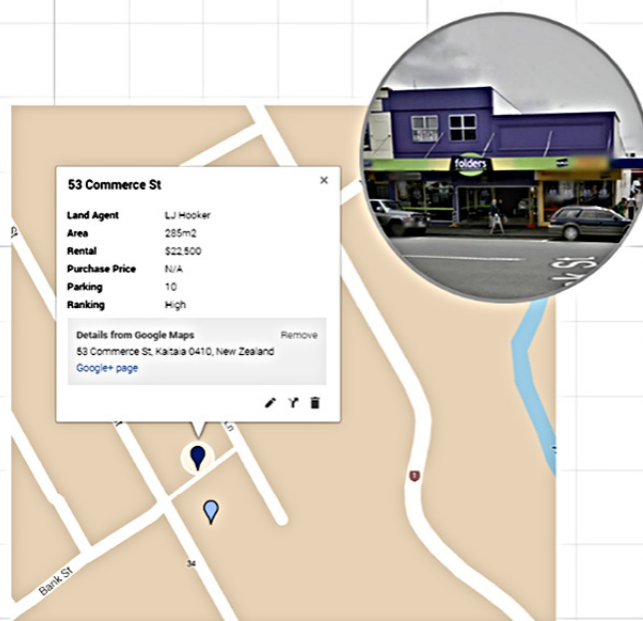
There is a general lack of car parking available with all of the buildings and as such there is no one property that stands out above the rest.





Te Hiku Office Space

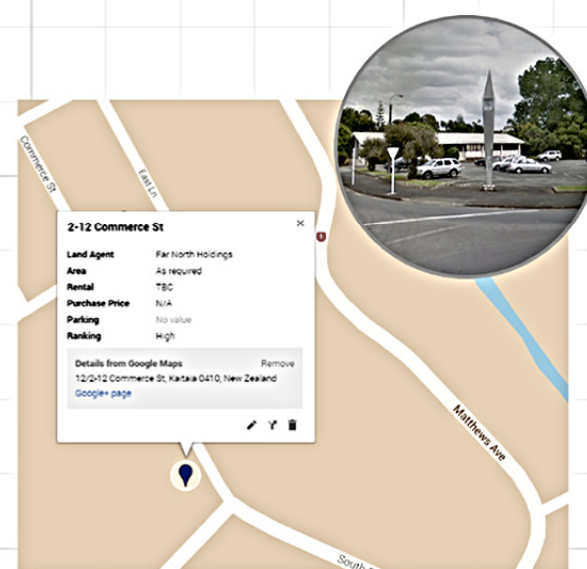
There are a number of existing buildings available along Kaitia's main street (Commerce Street) which are available to lease. Most of these are ground floor shop premises that have a street frontage and come with rear car parking and servicing. Many do not have the benefit of natural light coming into the main part of the workspace area. Due to the current market vendors/landlords are prepared to look at any reasonable offers and considerable concessions and contributions to fit outs can be secured will require considerable refurbishment work to get them to a standard which is compatible with the environment that needs to be created for the Orchard. The delivery of these projects could take as little as 3 months with The Orchard being up and operational.



POSSIBLE FUTURE OPPORTUNITIES

The former Far North District Council office site on the corner of Commerce Street and Redan Road currently houses the offices of Kiwidotcom and classrooms of Northtec. The site has been identified for an education campus. The precise location is yet to be agreed and further discussions need to take place regarding possible alternative leasing arrangements.

Taking into consideration the development management required for this type of project it is likely that the delivery of a space suitable for coworking could be closer to a timeframe of 9 months from when the project has achieved funding. This makes allowance for all site due diligence, design planning and consents to be achieved.



FUNCTIONAL REQUIREMENTS:

The Design Culture

This is probably the most important factor for attracting members is the feeling they get when they enter the coworking space. The fit out is critical in reflecting the space's core principle and matching the target market's values. You may want to consider if your market is high-end, creative, startup bootstrapping, technology, team or freelancer focused.

Interior design also affects the mood, creativity, interactions and energy that members have within a space. It has the potential to be either drab and office-like or a dynamic and energetic environment where people foster friendships that lead to a self-supportive, collaborative and inclusive community based on shared values.

The internal space should provide a variety of work types such as team desks, quiet focusing spaces, brainstorming spots, informal and formal meeting spaces, and collective space for informal networking (ie the kitchen area).

Other factors to consider is acoustics, wall art, space flow, space uses, desk space needs from low cloud base technology enabled businesses to paper-based businesses.

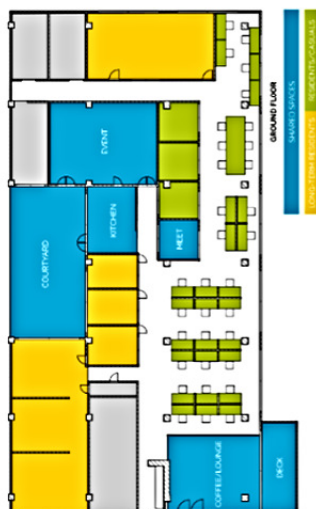
EXAMPLES:

Collaborative Workspaces from Around NZ



Location:	Tauranaga
Opened:	November 2014
Size:	750m2
Occupancy:	70
Business Model:	Private Company
Type of space:	Coworking - ICT focused
Membership type:	Freelancers - Small Business Teams
Staffing:	1 x FTE - community manager 1 x PTE - general manager

Part-time support via the business owners is also provided in terms of social media, event management, space management and business operations.



Hot Tips

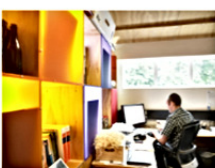
- Reception
- Relaxing communal space to facilitate collaboration
- Flexible space for various organisational sizes
- Facilitate community events to invite in range of locals
- Involve wider community in design/look and feel
- Collaborative software to support community connections (forum, essential doc's, profiles etc)
- Maintained social media



Location	Tauranga
Opened:	2012
Size:	330m2
Occupancy:	24 Desks & 5 Tech-bar Seats
Business Model:	Part of Priority One (Tauranga's Economic Development Group)
Type of space:	Coworking
Membership type:	Freelancers - Micro Teams
Staffing:	1 x FTE - community manager
Operational functions such as, HR, Finance, IT and marketing are completed as part of the Priority One functions using their existing staff.	

Hot Tips

- Use lightweight or wheel based furnishing so it can be moved around easily
- Focus early on events both professional and social to build a reputation and buzz around the space
- Invite the surrounding business community into the space for events
- Drop-ins don't happen often, but the tech bar is a good use of space to allow for overflow or breakout space
- Separate quiet and loud workspace areas
- Natural light is important
- 15GB data limit was too small for most users
- Hold casual events to enable better relationship between members
- Use whiteboard in the meeting rooms rather than blackboards
- Use of a ½ height back divider between the desk to stop computers backing on to each other and work encroaching from the opposite desk



Location:	Hamilton
Opened:	2009
Size:	640m2
Occupancy:	44 Desks & 8 Tech-bar Seats
Business Model:	Limited Liability Company (4 - Directors) & 2 shareholders (WINTec 60% and Hamilton City Council 40%)
Type of space:	Accelerator, Incubator, Coworking hybrid
Membership type:	Freelancers - Micro Teams (both internal and external occupants)
Staffing:	3 x FTE - CEO, Communications Manager & Senior Events and Operations co-coordinator. 2 x 0.5 FTE - Tech and Business Consultants

Hot Tips

- Pilot everything 1st before you invest too much into them
- Only bring in high-quality mentors
- Hold frequent events both professional and social
- Invite the surrounding business community into the space for events
- Provide some complimentary tickets to events
- Anchor tenant at the beginning is very valuable to ensure a regular stream of income.
- Tech-bar is not a money generator but does acts as an informal meeting space, event space for food, lunch area and can be a casual overflow area if all the desks are full.
- The time it took to record and cost out the cost of coffee per person was not worth it just make it free.
- Have two smaller meeting rooms - for one on one mentoring and coaching sessions
- Look at Phone/Video conferencing booths
- Desks don't need to be big corner styled ones these are too large



Location: Auckland

Type: Coworking, incubation and acceleration

Membership mix: Typically has a mix of 70% freelancers and 30% small teams of 2 - 3 people
50:50 blend of full and part timers



Features:

- Upstairs location
- Event space in separate area on ground floor
- Open plan Kitchen forms part of the socialisation of space. Includes a projector and screen so that lunchtime or breakfast sessions can be had
- Range of meeting room sizes from 12 - 4 person capacity - use of glass to maintain openness
- Expanded three times
- Spotify for music which plays in entrance, lunch room and transitions from one end of the work space to the other becoming silent at one end for those that like quite space.
- Meeting room bookings are done via google calendar

Hot tips:

- Recommend the use of mobile furniture as much as possible
- Put a stake in the ground and just start doing grow organically, if you have a chance to let bigger space and partition it off Event space in separate area on ground floor
- Looking at circular table for drop in's rather than long tables
- Recommended good quality tables and chairs are a functional must
- Have access to an outdoor area either through a deck or patio



Location: Auckland

Business Model: Service contract between ATEED and Bizdojo

Type: Coworking, accelerator and showcase for technology and innovation

Membership mix: small teams of 4 - 10 people
Technology and innovation focus - strict application process for tenancy



**Features:**

- Upstairs location
- Very open plan - minimal furniture
- Event space downstairs at ground floor
- Open plan Kitchen at the center of the space - double as team collaboration space, workspace and informal meeting space.
- Kitchen tables have clear film on them to allow for drawing on
- Residents wall in the kitchen area showing who is in the space
- Range of meeting room to suit
- Trailing phone/privacy chairs
- Fully adjustable tables from sitting to standing design.
- Small wooden signs above collection of desks to show where each company is located within the building

**Hot tips:**

- Hire event space out to groups that fit your target market
- Keep things simple and grow from there
- Make sure your space is flexible and can be adapted to suit the needs of the users

**Location:**

Wellington

Type:

Coworking, incubation and acceleration

Membership mix:

A mix of freelancers and teams to a maximum of 6

Features:

- Ground floor location - however very minimal street presence
- Currently working on the "Project Blank Canvas" which will see the space move upstairs to a very large space to include event space and expansion to the existing capacity
- Open plan Kitchen with standing height tables - slight tucked into a corner but connects to a lounge area with two sofa's
- One large and two small meeting rooms. They have floor to ceiling glass walls along one side which is used for writing on. They use sliding doors to save on space
- A quite nook for phone calls and informal meetings this area has two privacy chairs and one privacy desk area which has power for a laptop connection
- There is lots of art and personality to the space
- Banks of lockers for personal storage
- Two FTE's to run the space along with the co-founders who set the strategic direction.
- Full of creative design and personality, appeared to be a fun place to work

**Hot tips:**

- Make sure your community feel at home as much as possible while balancing the needs for a workable space
- Natural light is important
- Give full-time members roles in the space like watering plants so they feel like they are contributing to the space
- Look at flexible tables that can be reconfigured rather than long tables
- Ideal mix for running a space is a designer/communications person and then a business person who likes doing the accounts and office management such as supply purchasing etc.



Location:	Wellington
Established:	2003
Funded:	Publically funded council initiative
Ownership:	Council Controlled Organisation
Type:	Incubation and acceleration (coworking secondary)
Membership mix:	Typically teams (max size 8 person)
Desk Numbers:	Currently 40 (moving into a new space Dec 2014 - with 55 spaces)
Staff Numbers:	11 (9 full-time and 2 part-time)
Partnerships:	Deloitte, Chapman Tripp, Citylink & Wellington City Council
Features:	<ul style="list-style-type: none"> • Upper floor location with very minimal street presence - hard to find • Presently co-originating a move to a larger space to allowing from more capacity • The Kitchen is tucked into a corner and has a breakfast bar and couch/lounge area adjoining it • There are two "areas" open plan and partitioned team space • Music is delivered via Pandora through a portable sound box allowing for areas to have music and areas to be quiet by simply moving the sound box around • In the middle of the floor area there are high 6 person tables for team collaboration sessions and drop-in space

- Hot tips:
- Strength in delivery of quality programs
 - Some sort of visual representation of who's in the space and what they do (helps cut down on awkwardness)
 - A community manager is a must
 - A good mix of closed, private meeting spaces and 'breakaway' casual meeting spaces
 - To build a solid entrepreneurial or innovation ecosystem you need lots of passionate people. It doesn't work if it is being driven by one or two people
 - It is very hard to provide a work environment to suit everyone, so get to know your current client and set up to suit them and be prepared to change it regularly as your clients need change.
 - Be aware that a too chilled out space will appear non-productive from the funders so you need to find a balance between professional and creative space.



Location:	Wellington - Massey University Campus
Type:	Digital fabrication workshop
Network:	<p>Part of the global network of Fab Labs affiliated to MIT (Massachusetts Institute of Technology)</p> <p>Have started a FabLab Antipodes group</p>
Features:	<p>Equipped with high-end computer-controlled tools such as</p> <ul style="list-style-type: none"> • Laser Cutter • CNC router • 3D printer • 3D Scanner • Vinyl Cutter

- They have a eco-focus and use non-treated timber, recycle the saw dust, prototype with wax and are looking at other possible environmental solutions they can implement.
- They run workshops on each machine which open to the public
- Night workshops are run for wider community impact
- Machines are able to be booked on-line for use - however you must have attended the appropriate workshop
- Run by two staff
- Uses open-source software and designs

- Hot tips:
- Start out small with 2 or 3 components and build over time.
 - Focus on self and peer-to-peer learning
 - The role of the staff is to facilitate interactions and self learning through experimentation. They are not technical staff but do have knowledge of how to apply the technology to solve problems.
 - Community access via a University may be seen as a barrier to entry and a more community focused approach may work better in achieving a wider impact.



Location: Wellington - Massey University Campus

Type: Enterprise design studio

- Features:
- A collaborative workspace which takes real business problems and co-creates solutions by bringing students together to share ideas and skills.
 - Students are paid for their work by the companies
 - Lecturers act as mentors and provide the professional support to ensure that the solution is to a high standard and completed
 - Project commitment vary from 6 weeks to 18 months
 - The primary focus is on design, marketing, user experience and design thinking however this approach to practical problem solving could extend to other areas of academia
 - This provides students with practical experience to support their theoretical learning and in hand provides real benefit to local businesses

CONFIGURATION:

Interior Design

Smart design can bring the cost of a space down with upcycling of furniture a characteristic of coworking space. This ranges from pallet furniture to ping pong table boardrooms. Whilst this could be a cost saving exercise functionality and understanding your market sector is important. If you are going for high-end market then your member will be looking for a high class finish that they can bring their clients to. Whereas bootstrapping startups and creatives are happy to take a more upcycled contemporary design approach to the space.

One of the biggest points raised by space managers is the movability of furniture. If you can put everything on wheels do, if you can make the furniture modular providing flexible design and layout and adjustable do. The more flexible the furniture and layout the better as it can be adjusted suit the diverse way members use the space.

Technical fit-out can also be stripped back to bare necessities or highly technical and will depend on your market and the ability to pay for the services by your members. PBAX units with individual phone lines and desk systems are not necessary as most members are happy to use their mobile phones. If a phone system is required then a VOIP system is a cost effective way to deliver it with a monthly user pays system. Power can be simple hanging from the ceiling above desk space and the coffee can be via a kettle, or you can have hidden power and data sockets within the desks and an in-house barrister service. Some space provide chill out entertainment like xbox, video conferencing in meeting rooms, event screens for promotion and presentations and even fully smart TV and table systems for online collaboration.

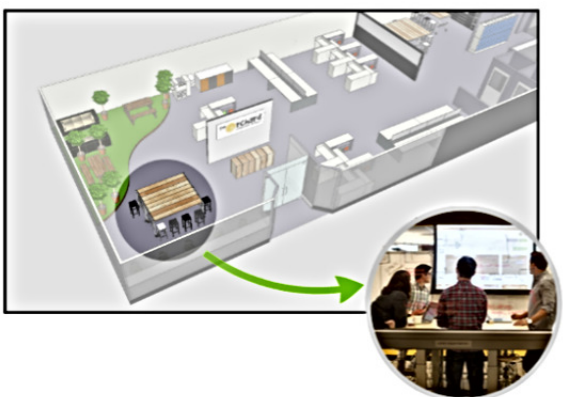
The Anatomy of a Coworking Space

Reception



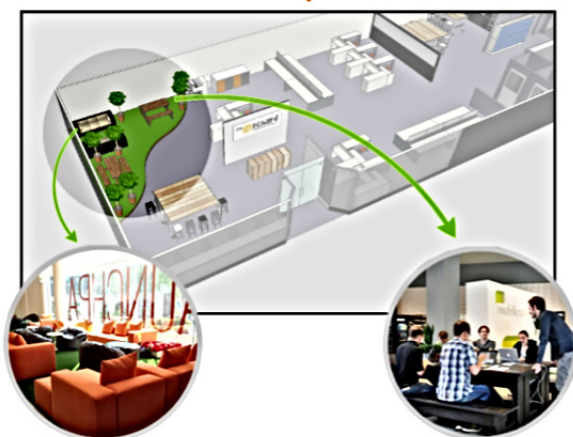
- Community Host Desk
- Easy sign up & account management
- Tablet for meeting room bookings
- low level music

Informal group Space



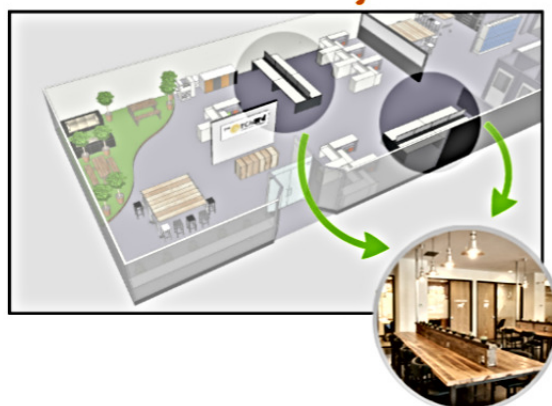
- Casual space for teams
- Waiting area
- Informal Meeting space
- Alternative standing desk space
- Optional overflow space

Break/Chill out space



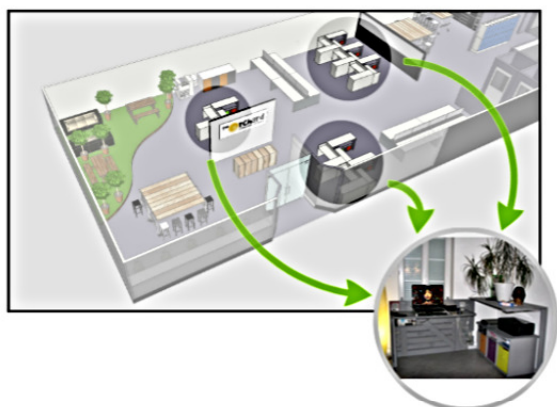
- Casual area for mixed use
- Noise ok zone
- Natural Light
- Community library
- Area for shared resources
- Casual space for team collaboration
- Informal Meeting space
- Optional overflow space
- Optional Event space

Part-time community desks



- Desk grouped for 8 persons area
- Central divider
- No storage
- Power and data ports
- Comfortable chairs
- Workspace 1200mm wide
- On wheels for mobility

Full-time resident desks



- Built in storage
- Lockable for securing personal items
- On wheels for mobility
- Workspace 1200mm + 1500mm bench
- Comfortable chairs
- Power and data from ceiling

Phone & Video Conferencing Booths



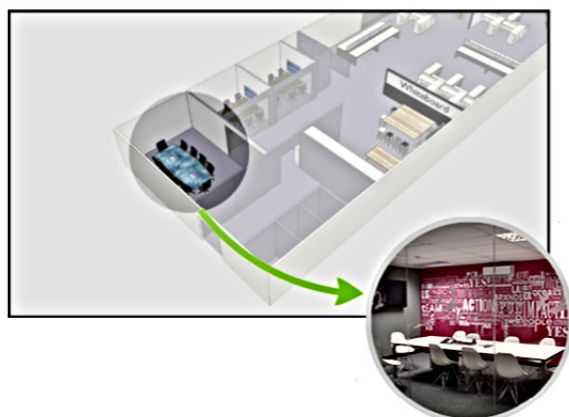
- Two person style
- Side sitting for privacy of video calling
- Use of glass for natural light
- Bi-fold door lowers space use of doors
- Table for laptop or tablet
- Good lighting for video conferencing
- Soundproofing walls & glass for privacy

Kitchen & Dining area



- Apartment like kitchen
- Multifunctional space
- Dining, social, training & meeting
- Moveable tables - standing height
- Tables covered with film for writing on
- TV on wall for training session
- Standard appliances & kitchenware

Conference/training Room



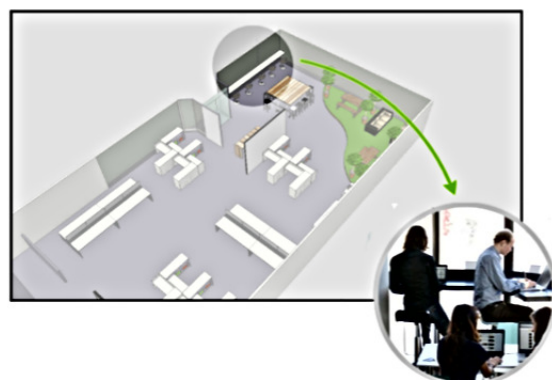
- use of glass for natural light
- TV monitor for presentations
- good lighting
- soundproofing walls for privacy
- Glass walls for openness
- video-conferencing facility
- Whiteboards

Meeting Rooms



- use of glass for natural light
- TV monitor for presentations
- good lighting
- Soundproofing walls for privacy
- Glass walls for openness
- video-conferencing facility
- Whiteboards

Tech Bar



- High density area
- Used for drop-in spaces
- sitting or standing styles
- Located on the periphery
- Power supply
- Overflow space option

Common area



- Toilet facilities
- Storage
- IT Room
- Bike Rack (optional)
- Fire exit/Rear access

Other space design concepts



Members boards

Event Space Configuration

Desks can be easily stored away



Couches are moved to make a social corner for pre and post event sessions.

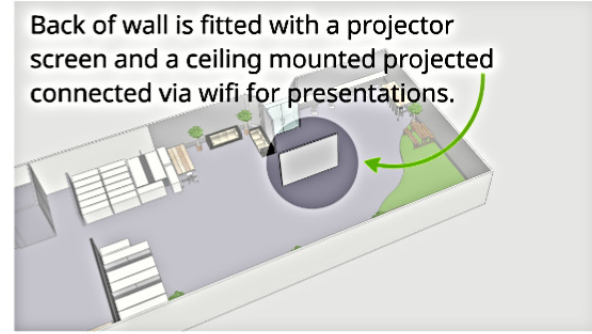


Standing tables are moved to periphery and act as snack or drinks tables.



Kitchen tables are moved to create a catering and socializing area.





Multi-purpose space through

Flexible & Adaptable

DESIGN

Increasing Reach & Impact

Q: How can you have over 70 members when you only have 30 desks?

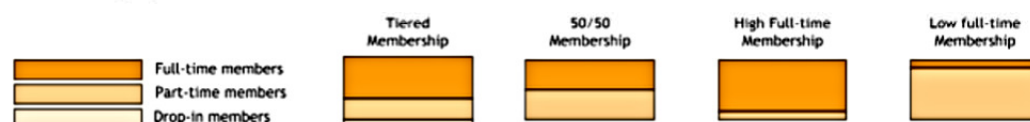
A: Part time and drop in members don't have allocated desks, so they get to share!



REVENUE:

Membership Models Resident Mix

To get the right membership mix consideration needs to be given to the strategic vision on the coworking space. A single plan is considered too limiting on both the number of members and the impact that the coworking network is trying to achieve therefore a multiple plan approach is considered more appropriate. Within a multiple plan model there are a number of plan structures that can be used to deliver the vision of a coworking space.



Some coworking centres also provide a virtual or club membership option which provides access to online resources, news and events. This would be a good option for the Orchard network as it allows outlying or outer regional business owners, students and employees of corporates or government to be part of the space to both contribute to the online discussions, virtual mentoring, participation in events and building a network for future coworking locations.



Tiered Membership

To achieve the outcomes sought from the space the most appropriate membership model would be a tiered membership. This provides maximum flexibility, affordability and accessibility by providing a number of membership options to suit the customers needs and budget. It enables the provision of both individual and team membership to suit startup enterprises and micro-enterprises. This allows companies to grow within the space to a point where they are best to set up their own space creating a pipeline of tenants for surrounding property vacancies.

The mix of both full-time and part-time members creates a highly dynamic and diverse community allowing more connections to occur and opportunities for exchanging knowledge, skills and ideas.

Drop-in membership should be provided but with a limit as this provides higher daily rates which supports the sustainability of the space. The daily drop-in option also provides a low risk 'try before you buy' option which can lead to more part-time or full-time members.

NZ Coworking Examples:

Bizdojo - Auckland			
HOT DESK Flexible desk space 8.30am to 5.30pm Weekdays Locker storage	1 day/wk \$275	3 days/wk \$545	5 days/wk \$690
PERMANENT DESK Dedicated desk space 24/7 access Office Storage	Full-time \$790		

Nelson - Bridge Street Collective			
CASUAL DESK Flexible desk space 8.30am to 5.30pm Weekdays	\$30/day	5 day pass \$150	10 day pass \$225
PART-TIME DESK Casual desk space 8.30am to 5.30pm Office Storage	2 days/week \$295	3 days/week \$410	
PERMANENT DESK Dedicated desk space 24/7 Office Storage	Full-time \$565		

Soda Inc - Hamilton	
HOT SEAT Flexible seat - Techbar 8.30am to 5.30pm Weekdays	5 days/wk \$151
HOT DESK Flexible desk 8.30am to 5.30pm Weekdays	5 days/wk \$216
PERMANENT DESK Dedicated desk space 24/7 access Office Storage	Full-time \$758
OFFICE SPACE 24/7 access Office Storage	Full-time POA

Basestation - Tauranga	
COMMUNITY TABLE 8.30am to 5.30pm Weekdays	\$50/day
CASUAL DESK 8.30am to 5.30pm Weekdays	\$80/day
FLEXI DESK 8.30am to 5.30pm Weekdays	3 days/week \$693 (extra days @ \$20/day)
PERMANENT DESK Dedicated desk space 24/7 access	Full-time (monthly term) \$780
PERMANENT DESK Dedicated desk space 24/7 access	Full-time (annual term) \$650
PERMANENT OFFICE Dedicated office 24/7 access	Full-time (annual term) \$1083 (extra person \$30/day)
TEAM OFFICE Dedicated office (4 per.) 24/7 access	Full-time (annual term) \$2,600

Ignition - Tauranga		
HOT SEAT Flexible seat - Techbar 8.30am to 5.30pm Weekdays	\$50/day	
FLEXI DESK Monthly 8.30am to 5.30pm Weekdays	1 day/mth \$50	6 days/mth \$180
FLEXI DESK Weekly 8.30am to 5.30pm Weekdays	3 days/week \$350	
PERMANENT DESK Dedicated desk space 24/7 access Locker storage	Full-time \$400	
Additional Days	\$15/day	

Bizdojo - Wellington			
HOT DESK Flexible desk space 8.30am to 5.30pm Weekdays Locker storage	1 day/wk \$250	3 days/wk \$490	5 days/wk \$590
PERMANENT DESK Dedicated desk space 24/7 access Office Storage	Full-time \$690		
PRIVATE PODS Semi-separate areas From 4-8 people 24/7 secure access	Full-time \$2,500		

Better than an Office

Hypothetical Stand-alone office costing

Office size: 15m2

Rental: \$30/m2

Annual Operational Costs

Rental	\$5,400
Power	\$600
UFB/Phone	\$900
Cleaning	\$520
Tea/Coffee/Milk	\$180
Printing	\$100
Security	\$240
Total	\$7,940

Capital Costs

Furnishing	\$1,000
Printer	\$200
Signage	\$250
Total	\$1,450

Cost over 5 years \$290

Total monthly cost = \$685

Pricing Structure

Many of the coworking spaces provide tiered pricing structures to offer incentives to members that subscribe for more days. This model relies on part time members to off-set the lower rate for full time residents. The optimal pricing structure is therefore reliant on the relative demand for each membership type. Pricing can be used to curate the optimal mix of residents for the desired culture.

Tiered Rate Model

		Whangarei			Kaitiaia		
		Low	Proposed	High	Low	Proposed	High
Monthly rate	Resident Desk 5 Days/week	\$605	\$672	\$739	\$488	\$542	\$596
	Community Desk 4 Days/week	\$515	\$572	\$629	\$421	\$468	\$515
	Community Desk 3 Days/week	\$410	\$455	\$501	\$339	\$377	\$415
	Community Desk 2 Days/week	\$289	\$321	\$353	\$242	\$269	\$296
	Community Desk 1 Days/week	\$152	\$169	\$186	\$129	\$143	\$157
	Additional Day	\$35	\$39	\$43	\$30	\$33	\$36
One off Rate	Hot Seat 1 Day	\$36	\$40	\$44	\$31	\$34	\$37
	Hot Seat 10 Day pass	\$288	\$320	\$352	\$245	\$272	\$299
		Whangarei			Kaitiaia		
		Low	Proposed	High	Low	Proposed	High
Meeting Room - 6 Person Occupancy	Meeting Room Hire - 1 hour	\$11	\$15	\$19	\$8	\$12	\$16
	Meeting Room Hire - 1/2 day	\$28	\$38	\$48	\$20	\$30	\$40
	Meeting Room Hire - Full day	\$55	\$75	\$95	\$40	\$60	\$80
Conference Room - 12 Person Occupancy	Meeting Room Hire - 1 hour	\$16	\$20	\$24	\$12	\$16	\$20
	Meeting Room Hire - 1/2 day	\$40	\$50	\$60	\$30	\$40	\$50
	Meeting Room Hire - Full day	\$80	\$100	\$120	\$60	\$80	\$100
		Whangarei - Daily Rates			Kaitiaia - Daily Rates		
		Low	Proposed	High	Low	Proposed	High
Resident 5 Days/week		\$28	\$31	\$34	\$23	\$25	\$28
Community 4 Days/week		\$30	\$33	\$36	\$24	\$27	\$30
Community 3 Days/week		\$32	\$35	\$39	\$26	\$29	\$32
Community 2 Days/week		\$33	\$37	\$41	\$28	\$31	\$34
Community 1 Days/week		\$35	\$39	\$43	\$30	\$33	\$36
Drop-in/Hot Desk		\$36	\$40	\$44	\$31	\$34	\$37

Flat Rate Model

		Whangarei			Kaitiaia		
		Low	Proposed	High	Low	Proposed	High
Monthly rate	Resident Desk 5 Days/week	\$672	\$737	\$823	\$477	\$563	\$650
	Community Desk 4 Days/week	\$537	\$589	\$659	\$381	\$451	\$520
	Community Desk 3 Days/week	\$403	\$442	\$494	\$286	\$338	\$390
	Community Desk 2 Days/week	\$269	\$295	\$329	\$191	\$225	\$260
	Community Desk 1 Days/week	\$134	\$147	\$165	\$95	\$113	\$130
	Additional Day (Hot Desk)	\$31	\$34	\$38	\$22	\$26	\$30
		Whangarei			Kaitiaia		
		Low	Proposed	High	Low	Proposed	High
Meeting Room - 6 Person Occupancy	Meeting Room Hire - 1 hour	\$11	\$15	\$19	\$8	\$12	\$16
	Meeting Room Hire - 1/2 day	\$28	\$38	\$48	\$20	\$30	\$40
	Meeting Room Hire - Full day	\$55	\$75	\$95	\$40	\$60	\$80
Conference Room - 12 Person Occupancy	Meeting Room Hire - 1 hour	\$16	\$20	\$24	\$12	\$16	\$20
	Meeting Room Hire - 1/2 day	\$40	\$50	\$60	\$30	\$40	\$50
	Meeting Room Hire - Full day	\$80	\$100	\$120	\$60	\$80	\$100
		Whangarei - Daily Rates			Kaitiaia - Daily Rates		
		Low	Proposed	High	Low	Proposed	High
		\$31	\$34	\$38	\$22	\$26	\$30

ALTERNATIVE REVENUE SOURCES:

It is widely publicised and known within the coworking management community that 'purist' coworking spaces struggle to make a profit, and typically only break even around year 3. In response to this a hybrid model sometimes known as a 'coworking business center' has been adopted, introducing alternative revenue streams. In these examples, revenue is typically generated from people and organisations outside of the coworking resident community via:

Space Sponsorship

Education & Training Courses

Events Income

Event Management Services

Anchor Tenants

Venue Hire

BENEFITS:

Regional Impact

The monetary revenue from membership subscriptions is only part of the equation. In addition to the economies of scale that can result through a regionally networked approach, there are other benefits that flow on from The Orchard.

- "One to Many" - funding one initiative will directly impact many businesses
- The coworking culture and work environment is made available to small centers
- A Greater depth of knowledge and number of digital business start-ups will result
- Accelerated growth of the knowledge economy, with the high-wage jobs it provides
- A pipeline of growing businesses and future tenants for surrounding office space
- Improved access to entrepreneurs & small businesses for events and training opportunities
- The coworking spaces attract people, which form catalyst projects for urban Regeneration

TE HIKU INITIATIVE

The Te Hiku initiative in Kaitia holds possibilities for further collaboration with other groups active in the area, and that project has made considerable progress in identifying needs and priorities for the area. A large proportion of the groups involved are dealing with many of the social issues that exist in the area and some business initiatives are being rolled out to support the existing businesses in the Te Hiku region.

There is consensus that substantial work needs to be done to foster new business and develop opportunity both in existing businesses and in the emerging tech / information based business. There is running alongside this the desire to create immediate jobs that match with the skill base within the community. There is recognition that there are pockets of entrepreneurial activity but this is very low key, not well marketed, and not easily seen or accessible.

There are considerable benefits in operating a coworking space in close proximity to, and in collaboration with, the organisations already active in the community. Coworking is an adaptive model that can match the needs of the local businesses. There is an added reciprocal benefit of a direct networked linkage with Whangarei and any future regional coworking spaces as they develop which would not necessary occur if developed as a stand-alone project.

COSTS:

Start Strong, then Scale for Impact

Based on population numbers alone, both Whangarei & Far North Districts contain sufficient numbers of self-employed and people who work from home. Experience from overseas suggests that networked coworking spaces operate largely independently because each serve distinct communities having their own unique culture. We didn't anticipate that Northland would be any different. The real benefit is the potential to share programs and services between the centers, many that our more remote centers can gain the benefit of

Projected costs have been calculated based on the establishment of coworking spaces in both Kaitia and Whangarei. A further model has been calculated to determine the impact that growing the network to an additional location such as Kerikeri would have on the financial model.

Modelling the Prototype

Total Capital Cost: \$210,000

(Excludes project management or staff costs)

	Unit Price	Units	Total Price
Security System	\$8,625	2	\$17,250
Building Alterations	\$70,000	1	\$70,000
Wiring, power points, computer cabling	\$50,000	1	\$50,000
SUBTOTAL			\$137,250

Techonolgy

42" Smart TV - Panasonic	\$1,000	3	\$3,000
50" Smart TV - Panasonic	\$1,500	4	\$6,000
Panasonic TV Skype Camera	\$175	4	\$700
Epson Projector	\$550	2	\$1,100
Projector ceiling mount	\$100	2	\$200
Projector wifi adapter (optional)	\$200	2	\$400
Projector Screen	\$244	2	\$488
Sound System	\$2,000	2	\$4,000
Reception Computer	\$1,500	2	\$3,000
Managers Computer/Laptop	\$1,500	2	\$3,000
Booking room tablet	\$550	2	\$1,100
SUBTOTAL			\$22,988

Furniture

Picnic Tables	\$192	3	\$576
Permanent Desks	\$260	22	\$5,720
Community Desks	\$173	14	\$2,422
Reception Desk	\$400	2	\$800
Phone Booth Seats	\$40	3	\$120
Kitchen/Team Space	\$838	8	\$6,704
Credenza	\$250	2	\$500
Fixtures/Materials	\$2,053	2	\$4,106
Office Chairs	\$85	52	\$4,420
Tech bar Chairs	\$80	10	\$800
Kitchen and break out stools	\$99	45	\$4,455
Meeting Room Chairs	\$110	42	\$4,620
3-Seater Couch	\$600	3	\$1,800
Plants	\$50	12	\$600
Meeting room Table (6 person)	\$689	3	\$2,067
Board room Table (10 person)	\$1,379	2	\$2,758
Kitchen appliances, cuttlery etc	\$500	2	\$1,000
Office Equipment	\$500	2	\$1,000
Whiteboard - Laminate Film	\$478	8	\$3,828
SUBTOTAL			\$48,296

Misc.

Building Signage	\$500	2	\$1,000
Health and Safety equipment - 1st Aid Kit	\$250	2	\$500
1st Aid Training	\$150	4	\$600
SUBTOTAL			\$2,100

TOTAL			\$210,633
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PROFIT & LOSS PROJECTION**Whangarei & Kaitia Center Model**

Occupancy Levels	Year One			Year 2			Year 3			Year 4			Year 5		
	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High
Income	50%		70%	60%	70%	80%	70%	90%	100%	80%	100%	100%	90%	100%	110%
Membership Fees - Whangarei	\$137,020	\$164,424	\$191,828	\$166,890	\$194,705	\$222,520	\$197,563	\$254,035	\$282,261	\$229,097	\$296,372	\$286,372	\$251,434	\$290,482	\$319,531
Meeting Room Hireage - Whangarei	\$5,880	\$5,880	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968	\$5,968
Membership Fees - Kaitia	\$70,980	\$85,176	\$99,372	\$86,454	\$100,863	\$115,272	\$102,353	\$131,597	\$146,219	\$118,679	\$148,348	\$148,348	\$135,430	\$150,478	\$165,525
Meeting Room Hireage - Kaitia	\$4,704	\$4,704	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775	\$4,775
Council Funding															
Grants/Sponsorship/Other															
TOTAL	\$208,000	\$260,184	\$291,200	\$253,344	\$306,311	\$337,792	\$299,936	\$396,534	\$428,480	\$347,776	\$445,780	\$434,720	\$396,864	\$452,179	\$485,056
Operational Costs															
ACC payments	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338
Accounting	\$5,000	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075
Auditors Fees	\$900	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914
Amenities - Daily	\$2,600	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639
Bank Fees & Interest	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90
Cleaning/Rubbish Removal	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Computer Consulting	\$2,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Computer Repairs	\$1,000	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800
Software - accounting, computer security and office packages	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Depreciation - Equipment	\$4,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Debt Collection	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Entertainment	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
Filing - Annual Return	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45
Hire Printer	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816	\$3,816
Hire - Water Cooler	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720	\$720
HVAC, Light & Electricity	\$7,500	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513	\$7,513
Insurances - equipment, liability, loss of profits	\$3,500	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588	\$3,588
IRD - PAYE on wages	\$45,760	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446	\$46,446
Kiwisaver (3% contribution)	\$6,749	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850	\$6,850
Laundry	\$1,040	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196	\$1,196
Legal & Professional Fees	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Magazines/Newspapers	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Marketing & Advertising	\$10,000	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Motor Vehicle expenses	\$10,000	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150
Office Lease	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Office Lease outgoings	\$15,000	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375	\$15,375
Office Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Petty Cash	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Printing, Postage & Stationery	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900
Repairs & Maintenance	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Security	\$1,400	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421	\$1,421
Small Asset purchase	\$1,000	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Telecommunications/Internet	\$5,720	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806	\$5,806
Travel	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Subscriptions / Memberships	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Wages & Salaries (excl. PAYE)	\$179,240	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929	\$181,929
	\$414,668	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064	\$417,064
Profit/Loss	-\$206,668	-\$154,484	-\$123,468	-\$163,720	-\$110,753	-\$79,272	-\$121,283	-\$24,685	\$7,261	-\$78,045	\$19,959	\$8,899	-\$35,831	\$19,484	\$52,361

PROFIT & LOSS PROJECTION

Whangarei, Kaitia & Kerikeri Center Model

Occupancy Levels	Year One			Year 2			Year 3			Year 4			Year 5		
	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High	Low	Predicted	High
Income															
Membership Fees - Whangarei	\$137,020	\$164,424	\$191,828	\$166,890	\$194,705	\$222,520	\$197,583	\$254,035	\$282,261	\$229,097	\$286,372	\$286,372	\$261,434	\$290,482	\$319,531
Meeting Room Hireage - Whangarei	\$5,880	\$5,880	\$5,880	\$5,968	\$5,968	\$5,968	\$6,056	\$6,056	\$6,056	\$6,145	\$6,145	\$6,145	\$6,233	\$6,233	\$6,233
Membership Fees - Kaitia	\$70,980	\$85,176	\$99,372	\$86,454	\$100,863	\$115,272	\$102,353	\$131,597	\$146,219	\$118,679	\$148,348	\$148,348	\$135,430	\$150,478	\$165,525
Meeting Room Hireage - Kaitia	\$4,704	\$4,704	\$4,704	\$4,775	\$4,775	\$4,775	\$4,845	\$4,845	\$4,845	\$4,916	\$4,916	\$4,916	\$4,986	\$4,986	\$4,986
Membership Fees - Kerikeri	-	-	-	\$114,920	\$137,904	\$160,888	\$139,973	\$163,301	\$186,630	\$165,715	\$213,062	\$236,735	\$192,146	\$240,183	\$240,183
Meeting Room Hireage - Kerikeri	-	-	-	\$5,880	\$5,880	\$5,880	\$5,968	\$5,968	\$5,968	\$6,056	\$6,056	\$6,056	\$6,145	\$6,145	\$6,145
Council Funding															
Grants/Sponsorship/Other															
TOTAL	\$208,000	\$260,184	\$291,200	\$368,264	\$450,095	\$498,680	\$439,909	\$565,803	\$615,110	\$513,491	\$664,898	\$671,455	\$589,010	\$698,506	\$725,239
Operational Costs															
ACC payments	\$338	\$338	\$338	\$435	\$435	\$435	\$441	\$441	\$441	\$448	\$448	\$448	\$454	\$454	\$454
Accounting	\$5,000	\$5,000	\$5,000	\$5,075	\$5,075	\$5,075	\$5,151	\$5,151	\$5,151	\$5,228	\$5,228	\$5,228	\$5,307	\$5,307	\$5,307
Auditors Fees	\$900	\$900	\$900	\$914	\$914	\$914	\$927	\$927	\$927	\$941	\$941	\$941	\$955	\$955	\$955
Amenities - Daily	\$2,000	\$2,000	\$2,000	\$2,039	\$2,039	\$2,039	\$2,078	\$2,078	\$2,078	\$2,117	\$2,117	\$2,117	\$2,156	\$2,156	\$2,156
Bank Fees & Interest	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90
Cleaning/Rubbish Removal	\$6,500	\$6,500	\$6,500	\$6,750	\$6,750	\$6,750	\$6,996	\$6,996	\$6,996	\$7,242	\$7,242	\$7,242	\$7,488	\$7,488	\$7,488
Computer Consulting	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Computer Repairs	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800
Software - accounting, computer security and office packages	\$2,000	\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$2,538	\$2,538	\$2,538	\$2,576	\$2,576	\$2,576	\$2,614	\$2,614	\$2,614
Depreciation - Equipment	\$2,500	\$2,500	\$2,500	\$4,500	\$4,500	\$4,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Debt Collection	\$300	\$300	\$300	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450
Entertainment	\$1,800	\$1,800	\$1,800	\$2,200	\$2,200	\$2,200	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Filing - Annual Return	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45
Hire Printer	\$3,816	\$3,816	\$3,816	\$5,724	\$5,724	\$5,724	\$5,810	\$5,810	\$5,810	\$5,896	\$5,896	\$5,896	\$5,982	\$5,982	\$5,982
Hire - Water Cooler	\$720	\$720	\$720	\$1,080	\$1,080	\$1,080	\$1,096	\$1,096	\$1,096	\$1,112	\$1,112	\$1,112	\$1,129	\$1,129	\$1,129
HVAC, Light & Electricity	\$7,500	\$7,500	\$7,500	\$11,113	\$11,113	\$11,113	\$11,279	\$11,279	\$11,279	\$11,448	\$11,448	\$11,448	\$11,620	\$11,620	\$11,620
Insurances - equipment, liability, loss of profits	\$3,500	\$3,500	\$3,500	\$5,088	\$5,088	\$5,088	\$5,215	\$5,215	\$5,215	\$5,345	\$5,345	\$5,345	\$5,479	\$5,479	\$5,479
IRD - PAYE on wages	\$45,760	\$45,760	\$45,760	\$53,044	\$53,044	\$53,044	\$53,839	\$53,839	\$53,839	\$54,647	\$54,647	\$54,647	\$55,467	\$55,467	\$55,467
KiwiSaver (3% contribution)	\$6,749	\$6,749	\$6,749	\$8,050	\$8,050	\$8,050	\$8,171	\$8,171	\$8,171	\$8,293	\$8,293	\$8,293	\$8,418	\$8,418	\$8,418
Laundry	\$1,040	\$1,040	\$1,040	\$2,236	\$2,236	\$2,236	\$2,270	\$2,270	\$2,270	\$2,304	\$2,304	\$2,304	\$2,338	\$2,338	\$2,338
Legal & Professional Fees	\$3,000	\$3,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Magazines / Newspapers	\$750	\$750	\$750	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Marketing & Advertising	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$8,000	\$8,000	\$8,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Motor Vehicle expenses	\$85,000	\$85,000	\$85,000	\$15,150	\$15,150	\$15,150	\$15,377	\$15,377	\$15,377	\$15,608	\$15,608	\$15,608	\$15,842	\$15,842	\$15,842
Office Lease	\$15,000	\$15,000	\$15,000	\$22,875	\$22,875	\$22,875	\$23,447	\$23,447	\$23,447	\$24,023	\$24,023	\$24,023	\$24,604	\$24,604	\$24,604
Office Lease outgoings	\$15,000	\$15,000	\$15,000	\$22,875	\$22,875	\$22,875	\$23,447	\$23,447	\$23,447	\$24,023	\$24,023	\$24,023	\$24,604	\$24,604	\$24,604
Office Supplies	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	\$1,523	\$1,523	\$1,523	\$1,545	\$1,545	\$1,545	\$1,569	\$1,569	\$1,569
Petty Cash	\$750	\$750	\$750	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Printing, Postage & Stationery	\$900	\$900	\$900	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Repairs & Maintenance	\$2,000	\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Security	\$1,400	\$1,400	\$1,400	\$2,121	\$2,121	\$2,121	\$2,153	\$2,153	\$2,153	\$2,185	\$2,185	\$2,185	\$2,218	\$2,218	\$2,218
Small Asset purchase	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Telecommunications/Internet	\$5,720	\$5,720	\$5,720	\$8,666	\$8,666	\$8,666	\$8,796	\$8,796	\$8,796	\$8,928	\$8,928	\$8,928	\$9,062	\$9,062	\$9,062
Travel	\$2,000	\$2,000	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Subscriptions / Memberships	\$750	\$750	\$750	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Wages & Salaries (excl. PAYE)	\$179,240	\$179,240	\$179,240	\$211,161	\$211,161	\$211,161	\$214,328	\$214,328	\$214,328	\$217,543	\$217,543	\$217,543	\$220,828	\$220,828	\$220,828
	\$413,168	\$413,168	\$413,168	\$533,903	\$533,903	\$533,903	\$541,089	\$541,089	\$541,089	\$545,016	\$545,016	\$545,016	\$554,388	\$554,388	\$554,388
Profit/Loss	-\$205,168	-\$152,984	-\$121,968	-\$165,639	-\$83,808	-\$35,223	-\$101,181	\$24,714	\$74,021	-\$31,525	\$119,883	\$126,439	-\$34,622	\$144,119	\$170,851

THE NORTHERN MARKET

KERIKERI & KAIKOHE:

It is quite clear that the local market in each center has distinct market conditions and unique needs which need to be reflected in any space provided. The Orchard concept is adaptable enough to do this and to be designed to fit the local economy and the individual needs of businesses operating within a given area. When further work is undertaken on a site by site basis the business model will be developed to suit each location. This will be done in consultation with the local business groups acting in each location.

NORTHERN PROPERTIES:

The availability of suitable premises was explored within Kerikeri and Kaikohe. A limited number of buildings are available and could be suitable to establish The Orchard network within the two centers. No detailed appraisal work has been undertaken of how they would work but the consensus from the business community is that The Orchard would work well and cater for a sector of the market which to date has not been provided for.

Market rates for office space particularly in Kerikeri can be prohibitive to new start ups which is the target market for The Orchard. The flexibility and resources that collaborative workspace model offers will breakdown these barriers to new start ups and micro enterprises to enable new business to thrive and grow within the business community.

Economies of scale

Depending on the structure of the a network model there is potential to save on overheads.

Comparison of Rental Values

Kaikohe - Property 1

Central Location

200m

\$25,000

8 Car Parks

Kaikohe - Property 2

Central Location (1st Floor)

460m

\$30,000

Kerikeri - Property 1

Central Shop (Ground Floor)

188m

\$31,450

3 Car Parks

Kerikeri - Property 2

Main Road Location

225m

\$33,750

6 Car Parks

PATHWAY TO MARKET:

Showing, not telling

Identify Early Adopters

One of the key underlying principles of coworking spaces is to provide both flexible and cost effective office space through collaborative consumption and purchasing power. Whilst it is important to focus on the added value of the space most businesses rank price and convenience as being just important. With most coworking member coming from a "working from home" environment the cost of moving into a coworking space can be a critical factor in signing up initially.

Consideration should be given about providing an all inclusive pricing structure versus an optional add-on menu type pricing. Whilst up-selling can work to create new revenue streams it can be more resource heavy in terms of monitoring, billing and selling. The collaborative consumption or purchase of an item can be depleted if most members opt out of the optional extra. Some coworking members could get frustrated at the ad hoc billing, user payers system and would rather pay a simple flat monthly fee even if they don't use the printer or meeting rooms that often. If you use a flat monthly rate you should always include a fair use policy to enable some control over internet, printing and meeting room use so other members are not adversely impacted by a high user.



Remain Agile

A great way to retain members who are growing is to incentivise team space with group discounts, you can either offer a percentage discount for each additional member, or a team "pod" rate which they can use for as many people as they can fit or simply a flat rate per person which is less than an individual price.

Terms should be flexible with members able to select a certain number of days per week, drop-in rates, 24/7 access, weekend only rates or night owl rates. There should be an agreed notice period for members to cancel or amend their membership type so that cashflow is managed efficiently.

Branding:



The name, logo, marketing materials and digital identity say a lot about the community and its members. The design can impact on peoples perceptions and today's marketing is about the story behind the brand and logo. It needs to be identifiable, memorable, simple, catchy and relatable to coworking and your target market.

It is also important to understand the value of a high quality website and social media accounts. This is the first point of contact your potential members have with your space. A positive brand with a strong market connection and story that people can relate to is essential. It will ensure that you attract the right members and surrounding community support for events and funding. A potential sponsor will want to be linked to your space if it aligns with their corporate values and branding.

A professional and cloud based management system should be used for member signups, billing and space management such as booking meetings rooms. This can range from fully integrated coworking software to a suite of software solutions such as Xero, Google calendars, Mail Chimp, Slack team collaboration and Loomio decision making tool.

Inclusive & Accessible

Events and education are not only an added income stream via paid attendance and sponsorship, but they also are a valuable marketing tool for the space. People who don't immediately see how they might fit within a coworking space or the value of such a space can experience it without any commitment. They first hand witness the relationship of the members, see the work environment, read the newsletters and members board, and get a feel for the vibe of the space.

It is important that when events are being run by third parties they should align to the brand and market sector of the coworking, or at least a high percentage should. Members should have free access to certain events to be part of the added value, it would also encourage them to hold events in the space themselves. You may also want to consider having a certain percentage of complimentary tickets for complementary businesses from the wider business community. Coworking spaces need to form part of the wider business network not be competition. With wider business connections brings value to the development of programs and potential funding of larger events.

Digital Presence:

Education is more than workshops and training sessions, this could be an online repository for digital tools, YouTube clips, templates and more. Allow your members to upload their favourite tools and rank them, you may even want to identify those super users who can run a lunchtime mini session on how to get the most out of a particular software program or how to put a killer application in for grants.

Blogs are also a great place for members to share hot tips, new technology and tools so everyone can keep up with latest and greatest trends and solutions. These are also great places to pull articles for newsletters and trends for events.

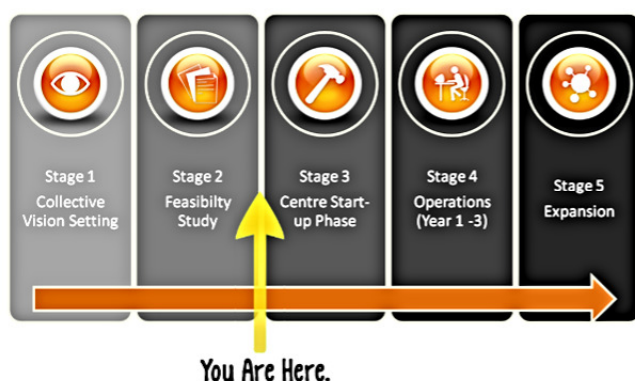


Your coworking neighbour could be your next client



EXECUTION:

Activation & Management



Centre Roles & Focus



Activating the Community & Culture

This is the fundamental difference between coworking spaces and a mere shared office space. Coworking is more than a space with desks, shared toilets, kitchen and meeting rooms with WiFi. The key to building a successful coworking space is the relationship between both the management of the space and the members and the members with other members. A high value must be therefore placed in the important steps taken to foster an inclusive community built on shared values, cultural traits and a set of collective and non-domineering house rules.

Community connectivity can be improved through a number of ways such as membership boards to show who is in the space both online and within the space. This allows for skills to be known by others for joint ventures, referrals, internal mentors and knowledge sharing. Community buy-in can be achieved by newsletters, community notice board (online & within the center) and by the ability to use and decorate the space as their personal space so long as it does not negatively impact on others. Members only offers, events and educational opportunities also extends the connectivity of the space within the members.

An on-site community host, facilitator or activator is essential to curate and grow the community culture. They play a pivotal role in accelerating the connectedness and vibe of a space. When time is valuable and members are focused on the success of their business they sometimes miss out opportunities such as learning new skills, meeting complementary business owners, hearing of funding or awards, marketing and promotion of their successes and business. Having someone focusing on the opportunities for added value enables greater success and achievement of members ventures.

Keeping an eye on the future

We are living in a time of rapid change, not just in terms of technological advancement, but also in terms of business strategy. Running the day to day activities of a business uses different skill sets to those required for growing a business. The same applies to coworking spaces. The role of the Community Activator is to be inward looking, making sure both the space and the community within it are working effectively. It is the role of the Relationship Strategist to look outwards.

The Relationship Strategist is responsible for keeping an eye on how the coworking space is positioned in the market place, to monitor trends, and to maintain external relationships. Without this role, a coworking space runs the risk of missing out on opportunities for growth, or forming strategic partnerships to optimize the effective delivery of programs and services.

In the Northland context, there is sufficient work for a Relationship Strategist in each of the town centers. The objective for each of these positions should be to grow the community to achieve sufficient mass to sustain a second coworking space in each of the sub-regions.

ACTIVATOR*A comparison of roles***STRATEGIST**

Managing operations

Managing cashflow

Focus on residents

Lead & support

Coordinate events

Building the community

Setting vision & strategy

Preparing budgets & reports

Focus on partners

Adapt & grow

Leverage for impact

Building the space

Both a Community Activator & Relationship Strategist role is recommended for each of Northland's two sub-regional centres

Success Metrics

What	How	Measures
Number of jobs created	Monitoring and supporting the growth of members and their businesses	25% annual growth of resident businesses (FTE jobs created)
Stimulating the local economy	Supporting the establishment, sustainability and growth of micro-enterprises owned and operated locally	No. of businesses within the orchard community exceed the no. of exits
Increase in health well being	Creating a fun, inspiring and supportive place to work and socialize	One social event held / fortnight Resident feedback 85% satisfaction
Capacity building	Strengthen the skills and abilities of members to take action and collaborate to develop their own community	4 community run sessions or events every month
Developing individuals	Providing learning opportunities through regular events and encouraging the sharing of knowledge and skills amongst the community	Orchard hosts 4 major events / annum 1 education session / fortnight
Retention of Talent and Enterprise	Creating a business environment for the next generation of workers and business owners/ leaders	1 Scholarship / intern awarded / year 1 Lecture or classroom session / year
Attraction of enterprise experience	Providing a fully supported business center with instant networks, professional linkages, & mentoring opportunities	25% of community residents with > 5+ years business experience
Increase in regional profile for innovation	Promote success within the micro-enterprise innovation sector, showcasing local technology products and solutions	50% of community members participate or attend national or provincial industry events / expos / awards Every resident business writes >1 blog per annum for publication on The Orchard website

MARKET VALIDATION:

What Interested Users Told Us

A digital survey of people interested in The Orchard coworking space was carried out over the duration of the study to understand the needs & requirements of prospective customers

Total number
of responses:

18



Links to the survey
were distributed via:

Website Facebook
Twitter In person
Print Media

Industry Sectors

Advertising (1) - Copywriter & SEO web content	Health & Well Being (1)
Building & Construction (1) - Roofing	Human Resources (1) - Human development, entrepreneur
Business Management (1)	Information Management (1)
Civic Technology (1)	Landscape Architect (1) - Agribusiness/artist
Computer Programmer/Coder (1)	Public Relations (1) - Writer, health consultancy
Computer Technology (2)	Publisher (1)
Educational Specialist/Researcher (1)	Social Media/Marketing (1)
Event Planner (1)	Web Designer (1)
Fashion Designer (1)	

The survey participants come from a variety of industries

The participants were from the target market

Business Type		Business stage		Current office		Team Space
Remote Worker	2	Seed	1	Home Office	17	Two of the respondents want space for a team
Freelancer	14	Start-up	8	Shared office	1	
Start-up Enterprise	5	Growth	5			One is a team of 2 and the other is a team of 3
Social Enterprise	1	Established	4			

Indicative Usage and drop-in service

Likely Usage		Drop-in Option		Space Access
1 day/week	8	Half-day option	8	52% would like 24/7 access
2 days/week	2	Full-day option	9	48% would like 6am - 6pm access
3 days/week	4	Full day would pay around \$25 Half day would pay around \$15		
4 days/week	1			
5 days/week	2			

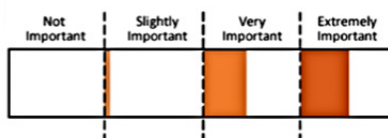
Survey participants were asked about which features were most (and least) important for a coworking space

Top 5 Most important features

Atmosphere



Sense of community



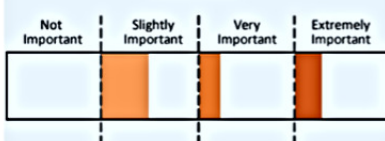
Security



Meeting Room (4 persons)



Kitchen



Bottom 5 least important features

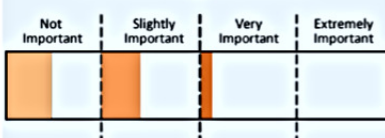
Near bus route



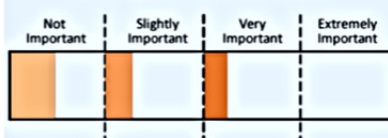
Desk phones



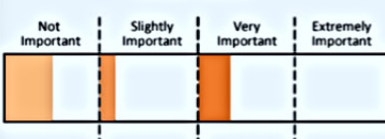
Showering facilities



Own permanent desk



Bike Rack



Other suggestions made

Good dogs allowed under desks.

Desks which allow you to work while standing

Fibre Heating

Place to put up promotions and advertise Networking events

Coffee Machine & Water.

Talking ok end - quite end.

Pinboard or wall space white board and/or blackboard Shelves and/or drawers

- depends on 'permanency' of use of office

Participants were asked how much they would be prepared to pay for a coworking space

Willingness to pay

1 day/week	\$195/month
2 days/week	\$250/month
3 days/week	\$300/month
4 days/week	\$800/month
5 days/week	\$750/month

Proposed rates

Option 1

Flat Rate \$34/day

1 day/week	\$147/month
2 days/week	\$295/month
3 days/week	\$442/month
4 days/week	\$589/month
5 days/week	\$736/month

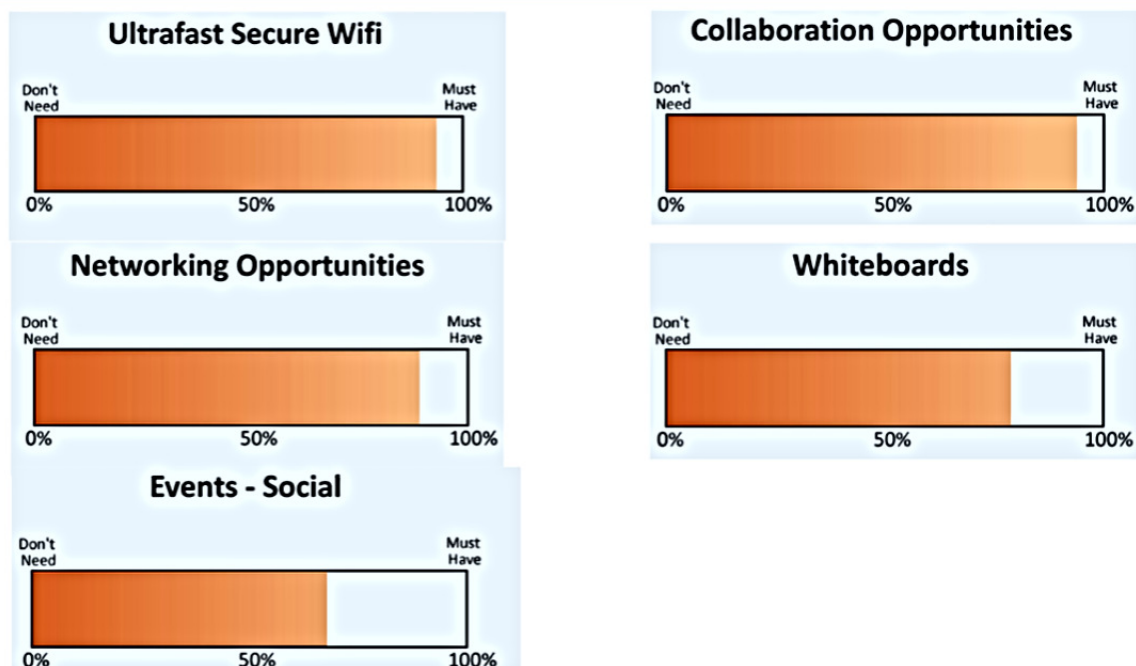
Option 2

Tiered Rate \$31 - \$39/day

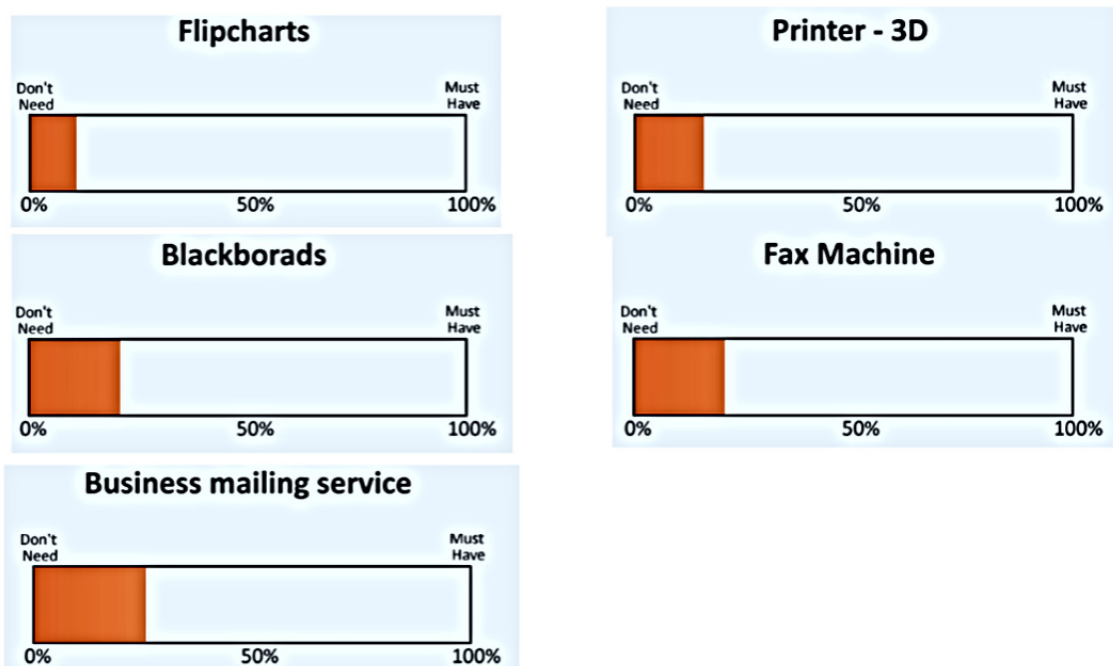
1 day/week	\$169/month
2 days/week	\$321/month
3 days/week	\$455/month
4 days/week	\$572/month
5 days/week	\$672/month

Feedback on the services & equipment typically provided in coworking spaces was also sought, with the 5 most (& least) popular illustrated here.

Top 5 services or equipment



Bottom 5 services or equipment



Other comments made

Pecha Kucha opportunity

Along the lines of events - share your story. People's experience in trying and failing or trying and succeeding - inspiration of life lessons of entrepreneurs and community leaders from all walks of life.

Start out simple, keep it easy to join and be part of.

I'd be keen to be part of this if I was sure there would be (for example, weekly) chances to give and take over challenges presenting — not simply to work alongside others, although that's pretty cool, too. Go, The Orchard!

SUSTAINABILITY:

Operating Environment

Building an entirely new business culture throughout a region will require a sustained effort over a long period of time. If The Orchard coworking network is to become the hub that brings together the entrepreneurs & innovators throughout Northland, it needs to be there for the long haul. By their very nature, 'institutions' provide a stability and legacy that endures through times of change. However, resilience requires an ability to adapt and evolve in response to changing circumstances and needs.

To achieve the strategic vision in a sustainable way, The Orchard needs to adopt an organisational model that balances the following factors:

Agility	The speed in which it can adapt and evolve with changing circumstances
Influence	The capacity and capability to change behaviour within the community & marketplace
Presence	The ability to generate awareness & visibility of the 'brand' in the community & marketplace
Accountability	The level of oversight and transparency in operational dealings & performance
Stability	The financial security and ability to withstand the socio-economic pressures of the marketplace

Business Models

PUBLIC		
↑	CC	Council Cost Centre
	CCO	Council Controlled Organisation
	SLA	Service Level Agreement
	PPP	Private Public Partnership
	NPO	Non-Profit Organisation
	PE	Private Enterprise
↓		
PRIVATE		

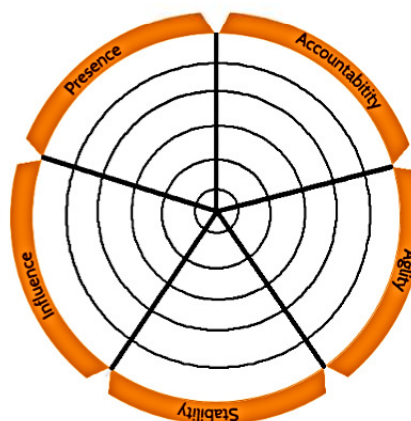
The examples of coworking spaces that have already been established around NZ use a variety of different business models ranging from fully publicly owned & operated, to private enterprises

Evaluation

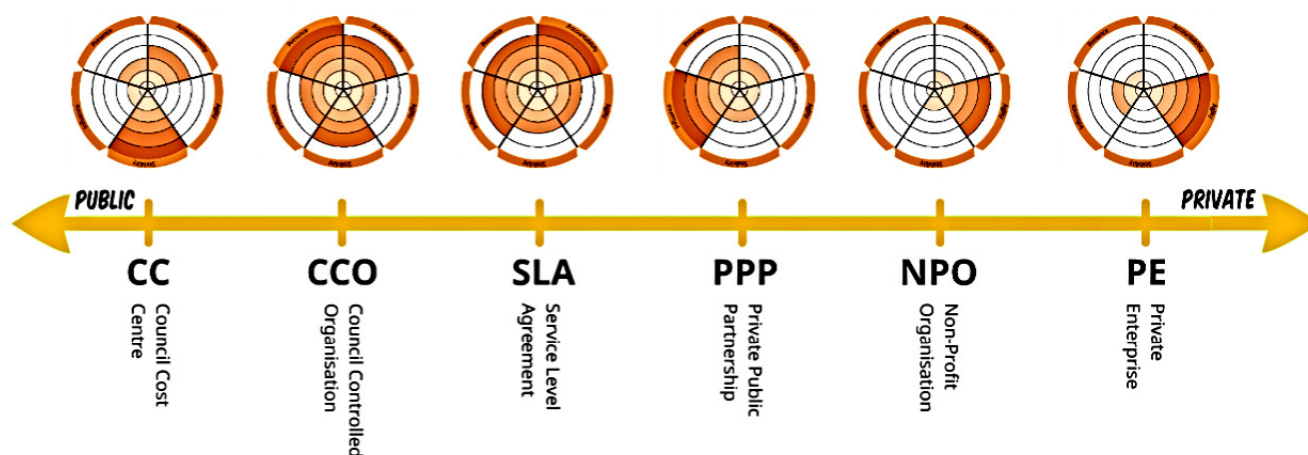
Each business model has been evaluated against the 5 Factors required to achieve the strategic vision.

They were then ranked in order of compatibility and likelihood to exhibit each of the five success factors.

The more 'balanced' the business model appears on this gauge diagram, the more suitable it is as a vehicle for achieving the Strategic Vision



EVALUATION:



Business Models & Dependencies

The business model will be dependent upon the specific needs of the locality, and the capacity of the local organisations and networks to provide the support required for a successful coworking ecosystem. Any decision on the model for service delivery is distinct from the issue of funding.

The level of impact and success that a coworking space will bring is directly attributable to its culture. It is the culture of the space that will attract the right type of businesses to foster and grow the collaborative eco-system. The Community Activator & Relationship Strategist play key roles in the establishment of the community culture. To maintain a high performing and sustainable network, the control over appointments (and therefore culture) should be via an established CCO such as Northland Inc. While a SLA could provide some limited control over the culture through service levels and performance metrics, it relies on the service provider's understanding of the need to employ the right people for these key positions. The risk of undermining the culture through inappropriate appointment is likely to be higher under a SLA approach.

This project takes a strategic and regional approach to economic & digital business growth. There will inevitably be further opportunities to expand the coworking network and services in the future as further investment is made to grow the economy in Northland. The CCO business option provides opportunities to have direct input into the regional strategic decision making, enabling the delivery of services to be more rapidly tailored and adapted to the changing needs of the region.

For a SLA business model to be successful, the service provider would need to be an established, well resourced, and financially sustainable organisation with appropriately skilled staff and management. With coworking being a relatively new concept, there are a limited number organisations and people that have the right mix of skills and knowledge to take The Orchard from concept to minimum viable product.

Recommendation:

That a Council Controlled Organisation, such as Northland Inc, is given the responsibility for developing the specifications and establishing the network. If there is an established and suitably experienced organisation or service provider in the locality, then a Service Level Agreement may provide a suitable business model for operation of The Orchard regional coworking network.

Partners

A range of authorities, organisations, businesses, & groups were contacted to explore how they may be able to support or contribute to The Orchard regional coworking network.

While at only very early stages of development, the potential opportunities for collaboration or support include:

- Mentoring - Training - Coaching
- Event Sponsorship & Promotion
- Joint programs
- Funding or under-righting
- Corporate sponsored interns
- Student Internship
- Showcasing & Demonstrations
- Provision of Products & Services In Kind

Potential Collaborators & Organisations Contacted

ANZ Bank
 ASB Bank
 Whangarei District Council
 Far North District Council
 Far North Holdings Ltd
 Te Hiku
 Ministry of Social Development
 Estate Agents (Bayleys / LJ Hooker / Harcourts)
 The Northland Chamber of Commerce
 Akina Group
 Uber Group
 Arco Contractors
 NorthTec
 Spire Chartered Accountants
 Whangarei Arts Museum

Risk Assessment

Risk :: Lack of take-up of coworking concept

Impact :: Low membership uptake

Likelihood :: Medium

Mitigation ::

- Targeted marketing and clear communication
- Run open days to show potential of coworking
- Marketing strategy and campaign budgeted for in operating expenses. Including website design, social marketing and other.
- Host both social and professional events regularly
- Encourage stakeholders to act as ambassadors
- Build relations and setup reciprocal agreements with national co-working spaces to enable a coworkNZ passport to widen impact and exposure

Risk :: Opening a space that is too large or too small

Impact :: Emptiness/overcrowding affects the culture of the space

Likelihood :: Low

Mitigation ::

- Feasibility and business plan to test the market
- Negotiated lease which can be expanded over time
- Consider leasing an oversized building and partitioning

Risk :: Members not aligned with values of the space

Impact :: Erosion of member culture

Likelihood :: Low

Mitigation ::

- Hosts are employed to foster culture and values
- Member application process
- Induction process
- Communication of shared values
- Look to retain a membership mix of around 40:60 full-time to part-time
- Limit team space to 4 - 5 people

Risk ::	Lack of diversity in membership
Impact ::	Erosion of member culture Lack of genuine cross-disciplinary collaboration
Likelihood ::	Medium
Mitigation ::	<ul style="list-style-type: none"> • Research on demographics and potential member types • Targeted open days and events • Strategic partnerships • Consider a soft selection/application form

Risk ::	Lack of density of memberships
Impact ::	Low sustainability/affordability Low collective impact or growth
Likelihood ::	Low
Mitigation ::	<ul style="list-style-type: none"> • Research on demographics and potential member types • Density through a networked approach • Online virtual space - community blog, chat and connection • Video conferencing space for virtual mentoring/ collaborative sessions • Regional membership allowing members to access all centers under the one membership system

Risk ::	Costs are not covered leaving Northland Inc with operating, fitout, and lease costs.
Impact ::	Loss of return on investment and inability to redirect funds to other ventures
Likelihood ::	Low
Mitigation ::	<ul style="list-style-type: none"> • Raise funds and sponsorship from businesses interested in technology and entrepreneurs. These could include banks, lawyers, accountants • Host paid events for the wider business community. • Investigate potential venture partners such as the Chamber of Commerce, Callaghan Innovation, Iwi, MBIE, MSD.

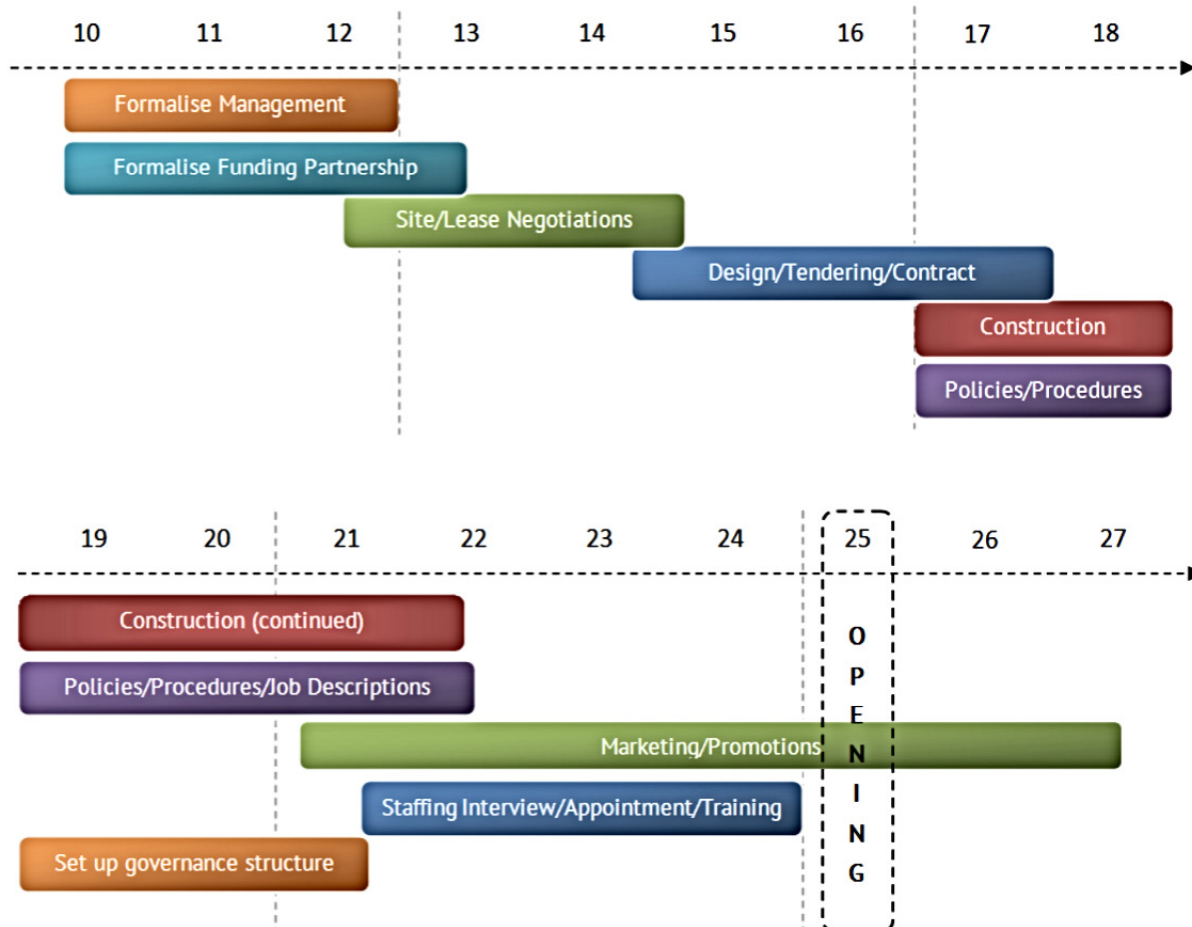
EXPANSION OPTIONS

There are two main methods by which The Orchard could be scaled to expand its reach and impact - by expanding the network to other centers, or by adding to the range of services and facilities.



Where to from Here?

Process Time Line (Stage 3*)



* Time will be dependent upon decision to retrofit/renovate or build a new purpose built facility due to need for Building Consent and in some case it may require Resource Consent.

ISSUE: Investment and Growth Reserve: Twin Coast Cycle Trail Proposal**ID:** A753975**To:** Council Meeting, 16 June 2015**From:** Darryl Jones, Economist**Date:** 9 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input checked="" type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to seek council's approval to provide \$900,000 (excl GST) from the Impact Investment Funding category of the Investment and Growth Reserve (IGR) to Far North District Council (FNDC) to fund the completion of the Twin Coast Cycle Trail (**Attachment 1**). The IGR criteria provides for up to \$1M to be allocated each financial year under this funding category. Only one allocation of \$493,000 for the Twin Coast Discovery Project has been allocated in the 2014/15 financial year. It is recommended that council approve this distribution subject to certain conditions being made.

Legal compliance and significance assessment:

The activities detailed in this report are in accordance with the IGR criteria, the Long Term Plan 2012–2022, and council's decision making process as prescribed in the Local Government Act 2002. This matter has been assessed according to the council's Significance Policy and deemed to be of low significance.

Recommendations:

1. That the report 'Investment and Growth Reserve: Twin Coast Cycle Trail Proposal' by Darryl Jones, Economist, and dated 9 June 2015, be received.
2. That council agree in principal to make available \$900,000 (excl GST) from the Investment and Growth Reserve to the Far North District Council to support the completion of the Twin Coast Cycle Trail. This payment is subject to:
 - a. FNDC sourcing the remaining funding necessary to complete the works;
 - b. FNDC securing an appropriate contingency to address project cost overruns; and
 - c. FNDC providing evidence of commitment to fund the ongoing maintenance and operation costs.
3. The council delegates authority to release these funds to the Chief Executive on his satisfaction that the funding conditions have been met.

ITEM: 7.9

Page 2 of 2

Report:

- Officers have assessed the proposal against the IGR criteria and conclude that it is eligible for funding from the IGR through the Impact Investment Funding category (**Attachment 2**).
- The proposal was presented to the Economic Development Working Party at its meeting on Tuesday 26 May 2015.
- Far North District Council is seeking funding of \$900K from the IGR to assist with the completion of the Twin Coast Cycle Trail. The total cost of completing the cycle way is estimated at \$4.8M. Central government has committed \$3M towards this total, with the remaining \$900K to be secured by FNDC.
- It is estimated that it will cost the Far North District Council around \$500K per annum to maintain and operate the cycle trail.
- The Board of Northland Inc. supports this application subject to the conditions that FNDC source the remaining funding necessary to complete the work and secure an appropriate contingency to address any project cost overruns. An alternative requirement would be to provide the funding on completion of the cycle way, i.e. allocate funding from the IGR for this project, but leave payment until completion.
- Completing the trail is vital to ensuring that the investment that has been made to date in developing the trail is not wasted. It will also reinforce the work being undertaken to redevelop the Twin Coast Discovery tourist route that is being funded by the IGR.
- The benefits from completing the trail include social and community development, Māori economic development and the regeneration of communities. It is estimated that the completed trail will inject an additional \$0.9-\$1.45M per annum into the Far North economy.
- The allocation of \$900K represents around one-third of the funds available to be allocated from the IGR over the next three years, i.e. out to 2017/18. The current balance of the IGR is approximately \$3M, taking into account the \$437K already committed to the Twin Coast Discovery Project that will be spent over the next two years. Through its LTP deliberations, council has determined to limit the transfer into the IGR to a fixed annual amount of \$1.7M for the next three years (2015/16-2017/18). The vast majority of this transfer (>\$1.4M) will be used to fund the ongoing operational expenses of Northland Inc. (\$1.2+M) and feasibility and investment case development (up to \$200K). In addition, council has agreed to potentially make available up to \$500K for the development of the Kawakawa Hundertwasser subject to appropriate business case development, and has indicated an interest in spending approximately \$400K per annum on regional promotion. Taking these two potential funding obligations into account, leaves approximately around \$2.5M available for project investment over the next three years.
- Northland Inc. will attend the meeting to speak to the item.



ITEM: 7.9
Attachment 1

Please Quote Reference:
VC: DW

4 June 2015

Malcolm Nicolson
Chief Executive Officer
Northland Regional Council
36 Water St
Whangarei

Dear Malcolm

Twin Coast Cycleway

As Council will be aware, Northland Inc has been undertaking an assessment of the Twin Coast Cycleway as a result of a funding request from the Far North District Council. The total cost to complete these remaining parts of the rail trail is estimated at \$4.8M (not including any contingency).

The Prime Minister has recently announced that government has budgeted to contribute \$3M towards the completion of the cycle trail. This leaves a shortfall of \$1.8M. FNDC is seeking Impact Investment funding support of \$900,000 (spread over two years).

Attached to this letter are the following:

- Original Business Plan completed in 2009.
- Update report to the Business Plan completed in Nov 2014.
- 2012/13 Evaluation Report – study into economic impacts of rail trails.
- Report to Northland Inc Board – May 2015.

Northland needs to develop more compelling value propositions based on linking cultural and natural advantages. This is one of the key outcomes identified in the Twin Coast Discovery Highway revitalisation project and the establishment of sub-regional positioning. The Twin Coast Cycleway aligns with this initiative.

The Northland Inc Board considered the funding application at its May 2015 meeting and makes the following recommendation to Council:

That \$900,000 of impact investment funding is approved for the Twin Coast Cycle Way from the Investment and Growth Reserve, spread over 2 financial years, subject to:

- a) FNDC sourcing the remaining funding necessary to complete the works;

- b) FNDC securing an appropriate contingency to address any project cost overruns;
- c) FNDC providing evidence of their ongoing commitment to OPEX, and
- d) FNDC give thorough consideration to promotion of the cycleway.

The board requests that this proposal be presented to the June Council meeting. Northland Inc would be pleased to provide a presentation to the Council on the project if that would be of assistance.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'David Wilson', with a long horizontal stroke extending to the right.

David Wilson
Chief Executive Officer



p: +64 9 438 5110 | f: +64 9 430 3008

Cameron Street, P.O. Box 1762, Whangarei 0140, Northland, New Zealand

northlandinc.co.nz

Twin Coast Cycle Trail Proposal

Report By: Vaughan Cooper, GM Investment & Infrastructure

Dated: 11/05/2015

Introduction

The Far North Coast to Coast Cycleway was identified by Prime Minister John Key as one of the seven initial National Cycleway 'quick start' projects from the Employment Summit in 2009. The coast to coast route has a total distance of 83km, beginning at Opuia on the east coast, and Horeke (upper Hokianga Harbour) on the west coast.

Approximately 47 km of the route is on the railway corridor, under government ownership and managed by Ontrack. 11.5km is owned by the Bay of Islands Vintage Rail and the remained is either private land or road corridor.

The original application to MBIE for completion of the entire route was estimated to be a total cost of \$13.2M. Far North District Council received funding of \$5.4M and has completed most of the easy sections. There are approximately 56km of cycleway constructed.

Isolated sections are currently open to the public - totalling approximately 25km:

- Kaikohe to Okaihau
- Opuia to Kawakawa (note this is on the BoI Vintage Rail corridor as a temporary measure)
- Kawakawa to Otiria

The other areas that have been completed but are not yet advertised as open to the public are:

- Kaikohe to Kaikohe Airport
- Okaihua to Horeke

Note: Staff will give a brief presentation on the route and sections completed.

What's left to construct?

- Kawakawa to Opuia:
 - Uplift shale on BoI Vintage Rail to return it to useable state for rail
 - Construct new cycle trail beside the rail
- Kawakawa to Kaikohe Aerodrome
- Extension from Horeke to Mission Station

The total cost to complete these remaining parts of the rail trail is estimated at \$4.8M (not including any contingency).

What about Land owner Access?

There has been some concern regarding the ability to actually complete the entire trail due to a small number of landowners not being supportive. This situation has improved significantly as a result of Mayor Cater taking a lead role in the negotiations. As at May 2015, the following access areas are still outstanding:

Kaikohe-Kawakawa:

Kaikohe Aerodrome – Ministry of Transport have agreed in principle to commence the cycleway works. Paperwork being prepared.

Ngapipito Road - Ngapipito Road has formed a collective of landowners. The majority of cycleway through this section is being constructed on road reserve with only three sections on rail corridor. All access agreements signed for this section of cycleway.

MBIE in discussions with Kiwirail re: access adjacent to rail corridor between Lucas and Kingi Roads (Otiria). If access not achievable along rail corridor between Lucas and Kingi Roads Council still have the option to construct within legal road to the left of Otiria Road.

Kawakawa – Opuā:

Bay of Islands Vintage Railway Trust is supportive of a shared corridor (cycleway/vintage rail) between Kawakawa – Opuā. Council is undertaking a survey of existing rail corridor and adjacent legal road. Legal agreement between FNDC / Bay of Islands Vintage Railway Trust will be signed off when complete.

Business Plan

The long-term goals of this project, according to FNDC are:

- *Social and community development – the development, maintenance and promotion of the cycle trail is likely to help bring communities together and improve residents' health and quality of life. The trail will signal that local Northland communities value their culture and sense of place and may result in reduced crime and hence economic loss.*
- *Maori economic development – the proposal to integrate Pou and supporting stories into the trail represent opportunities for Maori to showcase their skills, tikanga and develop marae stay opportunities will provide future work prospects.*
- *Regeneration – as well as the direct investment in the trail, higher numbers of visitors and increased attractions in towns along the trail are likely to encourage other businesses and amenities to develop around them. The developments may also encourage other property owners to invest in projects of their own. This can lead to higher demand for space nearby, increasing property values and increasing support services. The trail is also likely to contribute to greater pride in towns, districts and the wider region and reinforce further investment.*

It must be noted that the trail is not likely to substantially achieve these goals if the entire route is not fully completed.

Attached to this report are the following:

- Original Business Plan completed in 2009.

- Update report to the Business Plan completed in Nov 2014.
- 2012/13 Evaluation Report – study into economic impacts of rail trails.

Northland Inc (as Enterprise Northland and Destination Northland) assisted significantly in the preparation of the original feasibility assessment and preparation of the 2009 Business Plan.

Discussion:

The Prime Minister has recently announced that government has budgeted to contribute \$3M towards the completion of the cycle trail. This leaves a shortfall of \$1.8M. FNDC is seeking Impact Investment funding support of \$900,000 (spread over two years).

FNDC would need to secure the remaining \$900,000 funding.

It should be noted that FNDC has, through its Long Term Plan consultation, asked the community for its view on whether FNDC should fund some or all of the works required to complete the cycleway. FNDC has not yet made its decisions on the Long Term Plan.

FNDC is already committed to provide opex funding for the maintenance of the trail. Separate government grants are also available to assist with maintenance and improvement of existing cycle trails.

It is recommended that funding, if approved, is conditional on FNDC raising the remaining \$900,000 (either through a rate or from private sector contributions) and FNDC agreeing to secure any cost overruns that may eventuate as there is no contingency within the \$4.8M budget proposed.

Northland needs to develop more compelling value propositions based on linking cultural and natural advantages. This is one of the key outcomes of the Twin Coast Discovery Highway revitalisation project and the establishment of sub-regional positioning. The Twin Coast Cycleway aligns with this initiative.

Recommendations:

1. That the report be received.
2. That \$900,000 of impact investment funding be approved for the Twin Coast Cycle Way from the Investment and Growth Reserve subject to:
 - a. FNDC sourcing the remaining funding necessary to complete the works
 - b. FNDC securing an appropriate contingency to address any project cost overruns

ITEM 7.9
Attachment 2

Investment and Growth Reserve

NRC Decision making process

This document is based on the criteria for the Investment and Growth Reserve (IGR) adopted by Northland Regional Council on 18 February 2014.

Questions for council staff to ask:

1. Is the recommendation for funding either for a grant or purchase of services for operational expenditure for Northland Inc.?

- ☐ Yes. Refer to Finance Manager.
- ☒ No. Go to question 2.

2. Is the request for funding from the IGR for Loan Funding or Directly Invested Funds for one of the following -

- a. Capital expenditure for new ventures or expanding of existing businesses;
- b. A specific project's operating expenditure for a finite period of time (on condition of sufficient capital expenditure committed to the project and a satisfactory business plan to demonstrate how operating expenditure will be covered after this time;
- c. Equity investment (that is the reserve can be used to buy shares/an ownership interest in a company)?

- ☐ Yes. Go to question 4.
- ☒ No. Go to question 3.

3. Is the request for funding from the IGR for Impact Investment Funding?

- ☒ Yes, continue to question 4.
- ☐ No. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc. or the proposer to take to Northland Inc. (If another funding stream is being proposed then the IGR criteria do not apply. Please refer the proposal to the Finance Manager for consideration under the council's financial policies and in particular the council's Treasury Management Policy.)

4. Is there a business case assessment and recommendation from the Northland Inc. Board to fund the project from the IGR?

- ☒ Yes, continue to question 5.
- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc. or the proposer to take to Northland Inc.

5. Is the project in Northland?

- ☒ Yes. Go to question 6.

- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc. or the proposer to take to Northland Inc.

6. Does the business case demonstrate that the project promotes viable, long term economic development (i.e. beyond immediate short-term employment and business activity)?

- ☒ Yes. Go to question 7.
- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc.

7. Does the business case demonstrate potential achievability and affordability?

- ☒ Yes. Go to question 8.
- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc.

8. Does the business case demonstrate project management capacity and capability?

- ☒ Yes. Go to question 9.
- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc.

9. Can the project or venture be achieved in a way that is consistent with social, environmental and cultural well-being?

- ☒ Yes. Write up draft council agenda item for approval by GM FIT/CEO based on this assessment. Discuss quantum of funding to be recommended. Consider whether the terms and conditions of the contract including any distribution expectations, milestones and key performance indicators should be included in the agenda item or whether these will be brought back to council.
- ☐ No. Stop. The proposal should not be considered for IGR funding. Refer the matter back to Northland Inc.

ITEM: 8.1

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ISSUE: Chairman's Report to Council**ID:** A752366**To:** Council Meeting, 16 June 2015**From:** Bill Shepherd, Chairman**Date:** 5 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

This report is to receive information from the Chairman (**attached**) on meetings/events attended and correspondence sent for the months of April and May 2015.

Legal compliance:

The activities detailed in this report are provided for in the council's 2012-2022 Long Term Plan and as such are in accordance with the council's decision making process and sections 76 to 82 of the Local Government Act 2002.

Recommendation:

That the Chairman's report dated 16 June 2015 be received.

Meetings/events attended:

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

- Meetings attended with the council's CEO, Malcolm Nicolson:
 - Philippa Fourie, Fonterra; Simon Weston and Councillor Crichton Christie, Whangarei District Council; and staff members Consents/Monitoring Manager, Colin Dall; and Land/Rivers Senior Programme Manager, Bruce Howse - Hikurangi Swamp.
 - Northland Inc. – The Orchard and SOI.
 - Mayoral Forum hosted by Whangarei District Council.
 - John Robertson, Commissioner, Kaipara District Council, and Councillor Graeme Ramsey – Taharoa Domain/Kai Iwi Lakes and funding options.
 - Warren Moyes and David Wilson, Northland Inc. – increasing communication links between Northland Inc. and NRC.
 - Barry Trass and Tony Jelas – data centre.
 - Bruce Robertson, Assistant Auditor-General and Sarah Lineham new Sector Manager – introduction of new Sector Manager.
 - Regional Sector Group in Wellington.
 - Warren Moyes – Northland Inc. directors.
 - Dinner Northland Inc. and IQANZ – governance group for Northland Action Plan.
 - Graeme Smith, NZ Farm Environment Trust; and Events and Partnerships Coordinator, Natasha Stubbing – regional council partnership review.
 - Attended the Mayoral welcome for the FIFA U20 World Cup.
 - Sir John Goulter, Chairman, and Graham Wallace, CEO, Marsden Maritime Holdings – fanworm and the marina.
 - Warren Moyes, Chairman, and David Wilson, CEO, Northland Inc. – governance group for Northland Action Plan.
- Dairy Industry Liaison Group.
- Executive presentation on community based social marketing by Dr Doug McKenzie-Mohr.
- Councillor David Sinclair; General Manager - Finance, Lisa Aubrey; and I met with Simon Weston and Jeff Devine from Whangarei District Council – acquisition of land at Countdown Kensington site.
- Spoke with Bruce Robertson, Assistant Auditor-General – interim audit and audit fees.
- Councillor David Sinclair and I met with Ben Tomason, Griffiths and Associates – economic development issues.
- Interview with TV3 – NEST and emergency services funding.
- Attended the powhiri for the Ngati Hine MOU signing at Ōpua.
- Bill Guest, Operations Director, Farmers of New Zealand – LTP issues.
- Warren Moyes and David Wilson, Northland Inc.; Sue Dobbie, Ministry of Business, Innovation and Employment; Ben Dalton and Gavin Forrest, Ministry for Primary Industries – governance of regional development action plan.
- Officially opened the New Zealand Farm Forestry Conference.
- Draft Long Term Plan Feedback meetings in Kaitiāia, Kaikohe, Kerikeri, and Whāngārei.

ITEM: 8.1

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- Telephone conference call with Right Hon. Winston Peters and MP Kelvin Davis – selection of trustees for Top Energy Trust.
- Infrastructure Manager, Graham Nielsen, and I travelled to Kaikohe to speak to Northland Regional Council's submission to the Far North District Council's Long Term Plan.
- Jane Hindle – planning for 200th anniversary of Captain Cook's landing.
- Guest speaker at Dargaville Rotary Club meeting.
- Whangarei District Council Mayor Sheryl Mai, Councillor Phil Halse, and Pita Tipene – Whāngārei Strategic Alliance.
- Drystock Industry Liaison Group.
- Environmental Curriculum Awards judging with Councillor Craig Brown.
- John Hudson, Club 21 Trust, and John Haselden, L J Hooker – property.
- Conference call with Jonathan Salter, Simpson Grierson; Strategy Governance and Communications Manager, Jonathan Gibbard; and General Manager – Finance, Lisa Aubrey – Kerikeri/Waipapa differential rate.

Correspondence:

During April and May I sent out the following correspondence:

Date	Addressed To	Subject
13.04.15	Rt Hon. Winston Peters Northland MP	Letter of congratulations for Northland by-election
13.04.15	Warren Slater	Photograph in Regional Report
28.04.15	AJ and EM Schluter	Reminder letter concerning a farm dairy effluent prosecution which is being administered through the court system
29.04.15	AJ and EM Schluter	Monitoring of resource consent
30.04.15	Mike Nield Chairman Regional Software Holdings Ltd Board	Draft Regional Software Holdings Ltd's 2015/16 SOI
18.05.15	Neil Porteous General Manager – Northern Region Order of St John	Request for grant for funding emergency ambulance services in Northland
25.05.15	Warren Slater	Councillor employer responsibilities

ISSUE: Chief Executive's Report to Council**ID:** A749478**To:** Council Meeting, 16 June 2015**From:** Malcolm Nicolson, Chief Executive Officer**Date:** 5 June 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not triggered	

Executive summary:

This report provides an overview of recent council organisation activity. It concludes with the recommendation that the report be received.

Compliance with decision making processes:

The activities detailed in this report are provided for in the council's 2012-2022 Long Term Plan, and as such are in accordance with the council's decision making process and sections 76 to 82 of the Local Government Act 2002. While some of the activities discussed in this report are significant, the nature of the report is simply to provide information and updates. It does not therefore trigger any elements of the council's significance policy.

Recommendation:

That the Chief Executive Officer's report dated 5 June 2015 be received.

ATTACHMENTS

1. Detailed information – Consent decisions issued.
2. Detailed information – Consent decisions and progress on notified applications in process, objections and appeals.
3. Te Tai Tokerau Maori Advisory Committee schedule of activities 2015

ACKNOWLEDGEMENT

Kua hinga te tōtara i Te Waonui a Tāne - a tōtara has fallen in the great forest of Tāne

Council acknowledges the passing of Ngāti Hine elder, Erima Henare, the son of the late Lady Rose and Sir James Henare. Mr Henare passed away suddenly in Wellington in early May.

Mr Henare was respected for his drive and commitment to things Māori and an acknowledged authority on ancient and modern history, whakapapa, reo and tikanga of Tai Tokerau.

Whilst the current Chair of Te Taura Whiri – the Māori Language Commission, among other roles Mr Henare had previously been a member of **council's** Regional Transport Committee.

No reira e te rangatira moe mai, moe mai, moe mai ra.

8.2.1 CROSS DISCIPLINARY PROJECTS

Waiora Northland Water

Staff from planning and policy, land management, and environmental education took the opportunity to upskill during an in house two-day facilitation training course funded by Ministry of the Environment at the end of May. Participants learned from the two Environment Canterbury presenters, who related their experiences of running Zone Committees for freshwater management. Two lunchtime seminars were also available to all staff, on the topics of the “Canterbury Water Management Strategy” and “Science communication in contested collaborative limit-setting”.

Priority catchment group events that took place during the reporting period included:

Catchment	Events
Doubtless Bay	April workshop
	May stream monitoring field trip
Mangere	April workshop
	June meeting
Whāngārei	May workshop
Waitangi	April workshop
Poutō	April workshop
	May dairy themed field trip
	May meeting

A full Waiora Northland Water update is reported in the June 2015 Environmental Management Committee agenda.

Local Government Official Information (LGOIMA) Requests

During months of April and May 2015	
Number of LGOIMA requests received	9
Number of LGOIMA requests completed ≤ 20 working days	4
Number of LGOIMA requests not completed ≤ 20 working days	2

Detail on the requests not completed within 20 working days:

- REQ.576610: This was a request for a copy of letter provided to the council by a government agency which contained the name of an incident reporter. Permission was obtained from that agency to provide the letter without disclosing the name of the incident reporter.
- REQ.576957: This request was very general. The requester was asked to provide more details on the specific information he sought. A response was received 5 June and was in the process of being actioned at the time of writing this report.

8.2.2 RESOURCE MANAGEMENT**Proposed Regional Policy Statement**

An Environment Court hearing was held on 24 April 2015 to determine whether there was legal jurisdiction for the Regional Policy Statement to include provisions on genetic engineering (GE). The Court found that we do have jurisdiction to include GE provisions (decision dated 12 May 2015). Federated Farmers did not appeal the decision to the High Court (points of law only). The next step is to debate the merits of including GE provisions.

The argument (in a nutshell) from Federated Farmers is that the Environmental Protection Agency has the regulatory role of approving GE and therefore there's no need for councils to get involved. The opposing argument (lead by Whangarei District Council) is that there are risks from GE that are not adequately considered by the Environmental Protection Agency.

The Court has not determined the process from here, but it is anticipated there will be a short time for informal discussions, and if not resolved a Court hearing within the next few months.

Other matters set down for a hearing (24 June 2015) are:

- Mr Burgoyne's appeal on the 'Coastal Space' provisions. There have been numerous discussions with Mr Burgoyne, but it is still not clear what wording he wants in the RPS.
- Federated Farmers appeal on Policy 4.6.1, which is about managing adverse effects on outstanding natural landscapes / features, natural character and the coastal environment. All the parties except Federated Farmers have agreed to an amended wording.

Parties are in the process of signing off on agreed negotiated changes and the paperwork continues to be filed with the Court for their formal signoff.

Other than the above, the other matters likely to go to hearing are:

- Some site specific appeals on the maps (of outstanding landscapes, natural character and the coastal environment).

- Federated Farmers appeal on Policy 4.4.1 (Significant biodiversity management).

New regional plan

The committee has had four workshops to discuss content of the draft new regional plan. These have covered the topics: air quality, natural hazards, significant areas in the coastal marine area, hazardous substances and coastal.

Plan Change 4 (Aquaculture) to the Regional Coastal Plan

Currently the plan change is working its way through the Environment Court process. Further to the Courts decisions on the extent of the aquaculture prohibited areas, the parties have now agreed on proposed changes to the outstanding matters. The formal paperwork is in the process of being lodged with the Court for their final signoff.

Other Resource Management Issues***Te Hiku Claims Settlement Bill***

The Hiku Claims Settlement Bill has passed its first reading and Māori Affairs Select Committee hearing process. The Māori Affairs Select Committee has since considered submissions and reported to Parliament on 4 May 2015: See <http://www.legislation.govt.nz/bill/government/2014/0201/12.0/versions.aspx>

The Select Committee does not appear to have recommended any material changes to the Bill in response to council's submission and the provisions relating to the purpose of the Beach Management Plan, service of consents and representation arrangements for the Board (should Ngati Kahu participate) remain unchanged. The Ministry of Justice anticipates the Bill to come into effect in 2015. More detail is provided on this matter in item 7.2 (Te Oneroa a Tohe Beach Management Board) of this council agenda.

Far North District Plan - Proposed Plan Change 20

On 20 May 2015 the Far North District Council notified Plan Change 20 dealing with traffic, parking and access provisions (Chapter 15.1 - Traffic, Parking and Access and Appendix 3 and Traffic Intensity rules). Staff are assessing the plan change but at this stage a submission by council appears unlikely. Submissions close 19 June 2015.

Far North District Plan - Plan Change 12

Plan Change 12 proposed changes to Chapter 12.5B of the district plan relating to the Paihia heritage area. The Far North District Council declared this plan change operative on 4 June 2015.

Auckland Unitary Plan

Staff continue to monitor the progress of the Proposed Auckland Unitary Plan but do not consider attendance / presentation of evidence at hearings scheduled to date is warranted.

Land use and subdivision applications

During April and May 2015, 19 resource consent applications were received from district councils (2 notified and 17 non-notified). No comments or submissions were lodged.

Consents***Consents in Process***

During April and May 2015, a total of 107 decisions were issued. A summary of these decisions is given in **Attachment 1**. These decisions comprised:

April 2015 (51)		May 2015 (56)	
0	Moorings	6	Moorings
9	Coastal Permits	13	Coastal Permits
2	Air Discharge Permits	0	Air Discharge Permits
11	Land Discharge Permits	4	Land Discharge Permits
5	Water Discharge Permits	7	Water Discharge Permits
12	Land Use Consents	10	Land Use Consents
8	Water Permits	13	Water Permits
4	Bore Consents	3	Bore Consents

The processing timeframes for the April 2015 consents ranged from:

- 107 to 2 calendar days, with the median time being 35 days;
- 60 to 2 working days, with the median time being 20 days.

The processing timeframes for the May 2015 consents ranged from:

- 418 to 3 calendar days, with the median time being 32 days;
- 156 to 2 working days, with the median time being 20 days.

28	Applications were received in April 2015.
34	Applications were received in May 2015.

Of the 116 applications in progress at the end of May 2015:

55	were received more than 12 months ago (most awaiting further information);
5	were received between 6 and 12 months ago (most awaiting further information);
56	less than 6 months.

Appointment of Hearing Commissioners

The following commissioners were appointed in April:

- Mr Rob van Voorthuysen (Chairperson), Ms Bronwyn Hunt and Mr Rob Lieffering to hear the consents associated with the Ngawha Geothermal expansion project in August 2015.

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

The current level of notified application processing activities at the end of May 2015 is (by number):

Applications Publicly/Limited Notified During Previous Month	1
Progress on Applications Previously Notified	7
Hearings and Decisions	3
Appeals/Objections	1

A more detailed summary of the above activities can be found in **Attachment 2**.

Environmental Monitoring

Compliance and State of the Environment monitoring

The results of compliance monitoring for the period 1 April – 31 May 2015 are summarised in the table and discussion below. Further details for this period will be reported to the Environmental Management Committee (EMC) on 29 June 2015.

Activity	No. of Assessments	No. Fully Compliant	No. Non-Compliant	No. Significantly Non-compliant
Air Discharges	April: 16 May: 23	38	1	0
Coastal	April: 145 May: 187	238	82	12
Land Use	April: 80 May: 73	140	9	4
Discharges to Land or Water	April: 87 May: 147	200	34	0
Total	758	616	126	16

Air discharges

There was only one non-compliance during the reporting period, which was due to instrument failure and considered to be of a minor nature, and was rectified by the consent holder immediately.

A total of 48 (33 in April and 15 in May) air quality related environmental incidents were received, most of which related to either burning and smoke nuisance or odour nuisance (31 and 10 incidents, respectively).

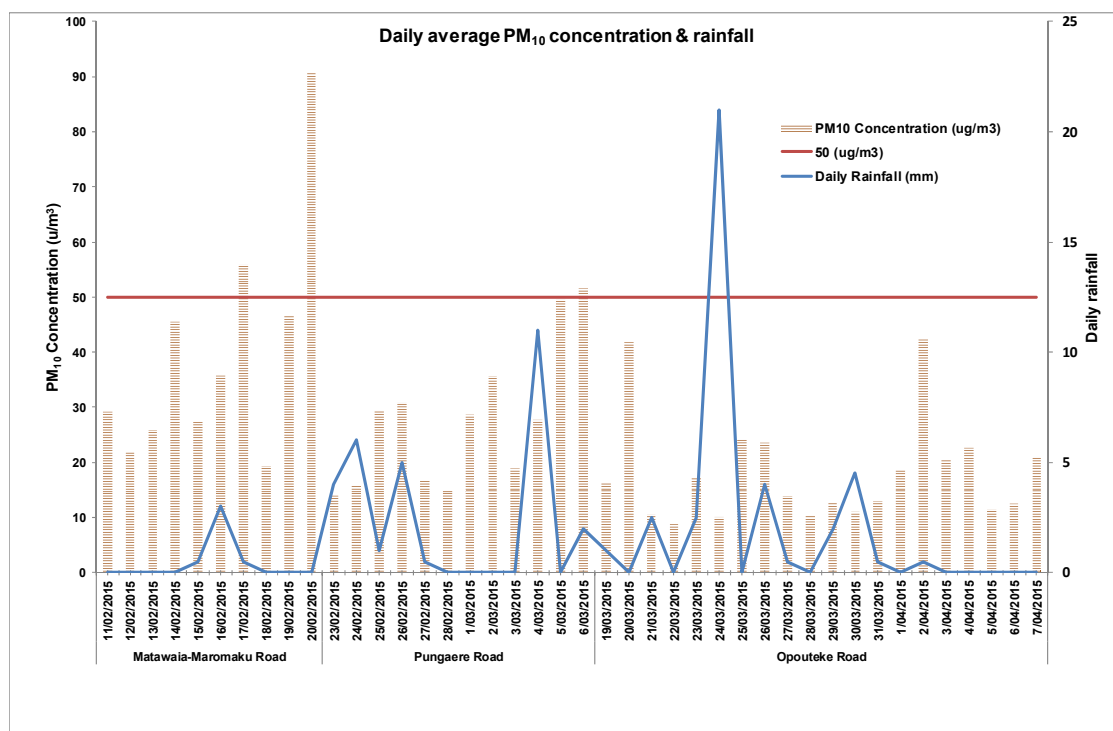
Continuous ambient air quality monitoring results for the Whāngārei, Marsden Point and Kaitiāia airsheds showed that all those sites met the air quality NES for the contaminants monitored.

A continuous PM_{2.5} monitor has been installed at Woodhill in the Whāngārei airshed. This monitor will operate over winter 2015. PM_{2.5} is associated with wood burning, which is a major source of particulate matter during the winter months in Whāngārei.

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PM₁₀ (dust) monitoring at or near residential dwellings adjacent to three unsealed roads was conducted in Northland between 11 February and 7 April 2015. Results from this monitoring are presented in the graph below. Of the three sites monitored, the Matawaia-Maromaku Road generally recorded the highest concentrations of PM₁₀, but also had less rainfall than the other two sites. There were three days when the daily average PM₁₀ concentrations exceeded 50 µg/m³. The results have been provided to the relevant district council and the Northland District Health Board.

**Coastal**

Consent monitoring comprised mostly of marine farm inspections, although other coastal structures and stormwater and treated municipal sewage discharges were also monitored. There were 12 significantly non-compliant inspections, which related to marine farms and the Pohe Island boatsheds, with the inspections of the latter being carried out with Whāngārei District Council's Building Compliance officers.

Estuary monitoring fieldwork was completed during April at three sites in the Kerikeri estuary and four sites in the Whāngārei Harbour. Results of this fieldwork are indicative of the health of those estuaries.

Water quality results for the Kaipara Harbour for sampling undertaken during April indicated low levels of faecal indicator bacteria at all sites and elevated levels of nutrients at most sites. Water quality test results are awaited for sampling the Bay of Islands, Whāngārei and Kaipara Harbours carried out during May.

Some Coastal monitoring staff were involved in an oil spill revalidation exercise held in April at Marsden Cove and Marine Research Specialist, Richard Griffiths, was called as an expert witness in proceedings for an enforcement order.

Coastal monitoring staff have been assisting the Ministry of Primary Industries (MPI) with an investigation into shellfish mortality at Ngunguru. Pipi and cockle within the estuary, and Tuatua on the ocean-side of the Ngunguru sandspit had died recently.

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Shellfish samples were collected and sent to MPI's "Disease and Incursion Centre" for analysis. Staff are planning to undertake a site survey to document the scale and extent of the mortality, and to collect water quality information.

Hazardous Substances

Four hazardous substances incidents were investigated and 31 enquiries regarding contaminated land were received and responded to.

The collection of hazardous substances continued during the reporting period.

Land use monitoring

There were four significantly non-compliant activities during the reporting period, which related to earthworks/sand extraction consents in the Ruakaka area.

Staff met with the new chairman of the RMA Forestry Group during April to discuss the format of future meetings and consent compliance reports for the group. A meeting of the RMA Northland Forestry Development Group was subsequently held in May and was well attended by council staff.

Water quality and discharge monitoring

There were no significantly non-compliant activities during the reporting period.

Council staff attended the following meetings during the reporting period:

- Dairy Industry Liaison Group meeting hosted by DairyNZ. Discussion was around plans to improve FDE compliance. The meeting was attended by NRC, Fonterra, DairyNZ and farmer representatives.
- Hikurangi Swamp Working Group. There were no issues of concern raised for NRC.
- The six-monthly Ngawha Peer Review Panel meeting hosted by NRC. There were no issues raised by the independent experts as far as consent compliance is concerned.

Environmental Incidents

A summary of environmental incidents for the period 1 April – 31 May 2015 resulting in a significant or moderate environmental impact will be reported to the Environmental Management Committee (EMC) on 29 June 2015. A graph showing the number and type of environmental incidents received during the reporting period compared with the 10 year mean for that period will also be provided to the EMC on 29 June.

Enforcement***Abatement Notices***

There were 12 abatement notices issued during April and May. These were for:

- Burning & smoke nuisance (3)
- Earthworks associated with sand extraction (2)
- Deposition of waste material (2)
- Discharge of sediment & vegetation to water (1)
- Discharge of sewage (1)
- Discharge from trade & industrial premises (1)
- Inadequate maintenance of dam spillway (1)
- Discharge of odour (1)

Infringement Notices

There were five infringement notices issued during April and May. These were for:

- Discharge of antifoulant (1)
- Non-compliance with an abatement notice (1)
- Discharge of waste (1)
- Discharge of hazardous substances (2)

Notice of Direction (under Land Drainage Act 1908)

There was one notice issued during the period.

Prosecutions

There are no prosecutions in progress.

Biosecurity***Community Pest Control (CPCA's)***

New CPCA's are proposed for Purua, Wainui (Whangaroa) and Kaeo and a potential CPCA for Purua is scheduled for landowners meetings in June, and Kawakawa landowners are also expected to be contacted at the same time.

The ground control preparatory work continues in Warawara - this involves cutting tracks and laying out pest control devices such as stoat traps and bait stations at over 600 sites around the margins of the forest. Four personnel from Pawarenga are being utilised and the work will take approximately two months to complete. Active trapping and baiting is expected to commence before September.

Staff attended the AGM of the Russell Landcare Group to speak on animal pest control within the Russell and Rawhiti area and how the NRC may assist this group along with Project Island Song to coordinate a joint pest control approach rather than interested parties acting as individuals.

Lake weed control

A routine dive survey of Lake Ngakapua in Aupouri carried out in October 2014 found several small patches of the oxygen weed, lagarosiphon, in the south eastern arm of the lake. Several small additional patches of lagarosiphon were detected during a further snorkel survey in April 2015. Consultation was undertaken and support received from the local iwi and surrounding landowners to attempt to eradicate the lagarosiphon using a highly selective aquatic herbicide, endothall.

The initial endothall treatment was undertaken in April 2015. A follow up dive survey was undertaken during the annual Northland lakes status survey in late-May, and early indications are that the treatment has been very successful. The lagarosiphon weed bed is starting to collapse. Further surveys will be undertaken during winter and spring to determine whether a second endothall treatment is required to complete the eradication.



Lake Ngakapua

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Large numbers of Canada geese and black swan on far north dune lakes have raised concern about the impact these birds are having on water quality. Staff have considered the risks are high and there have been preliminary meetings with Fish & Game representatives to discuss culls of Canadian Geese and sponsored swan shoots to disperse birds off some dune lakes.

Kauri Die-back

The PTA positive site in BOI has the Risk Assessment (RA) and Site Management (SM) Plan drafted. Contact has been made with all interested parties including DOC, neighbours and tangata whenua; and all parties will be kept fully informed on the RA and SM process. The Risk Assessment for the site is now considered to be that it is a containment site with low risk of spread. The infection is considered to have been historical, likely through spread by introduced cattle between 1975 and 2005 when the farm was leased due to owner ill health. The site has been fully fenced with no animal movement since the owner's regained control. Spread control procedures have been instigated, including surveillance of neighbouring properties with further sampling done on the PTA positive site to fully determine the infected area, and sampling of other trees is to be done in the first week of May as a precautionary manner on neighbouring properties.

A site Management Plan for PTA positive site at Puketotara is waiting final soil sample results to delineate the infected area. A potential PTA site in Herekino is also awaiting results. Staff met with Northland Conservation Board members to discuss proactive measures to ensure Kauri Dieback containment is a coordinated strategy. Kauri Dieback fencing fund has been initiated with a number of landowners including QEII in Kaipara. Further potential PTA sites were observed from the roadway and follow up to take soil samples on some of these is underway.

Pest Plant Control

A new site of the invasive weed, Monkey musk has been discovered at the Quarry Arts centre during an Environment fund site visit. This weed is common in the South Island where many rivers are difficult to access due to the amount growing on river banks. The plant is a threat to our waterways and wetlands however it is low incidence in northland and council staff will eradicate this population.

A new site of Mile a minute weed has also been discovered on Ewing road. This weed is a threat to native biodiversity in Northland as it can smother large areas of native bush very quickly and has seed lasting up to 10 years. Mile a minute is of low incidence in Northland and this population will be removed by staff and the site monitored for seedling regrowth.

Marine pests

This month koi carp were confirmed in an irrigation dam in the Kaiwaka area; liaison with DOC staff has begun on possible rotenone control, investigations into an application for consent will continue through May. Preparations have been made for the removal process of koi carp in Kaiwaka and Waipu with further meetings to be held next month

Fanworm

An audit standard was developed in conjunction with biosecurity scientists at NIWA to test the effectiveness of control by the structure owners. A NIWA field team was employed to undertake the audit in the first week of May. Maps and reports were produced and given to Marsden Cove management for their information. During a meeting with the marina management it was discussed that more work is still required to meet the audit standard.

During recent moorings work fanworm was discovered on a mooring in Parua Bay, Northland Underwater Technical Services has been contracted to check the surrounding moorings and vessels at the end of May.

8.2.3 RIVER MANAGEMENT

Kotuku Dam Update

As of 29 May the dam embankment fill level was at approximately RL60. For reference the invert of the service spillway is RL49, with the dam crest level being RL67.2.

The work over the past month has been focused on placement of the downstream embankment rock-fill and clay core; this work had lagged behind because the contractor needed access over this section of the dam to the outlet structure, downstream toe and right hand emergency spillway outlet to complete other works. The outlet structure is now largely complete and the stream is flowing on its new permanent diversion outlet channel.

The clay core material is becoming increasingly difficult to handle and keep within its' optimum moisture content. The team are working on alternative methods to keep the clay within tolerance and to keep fill production rates acceptable.



Kotuku Street dam at 30 May 2015 showing embankment progress.

Awanui

Resource consent applications to NRC and FNDC for the Whangatane Spillway weir modification were lodged at the end of April 2015. The team have received confirmation of lodgement from both FNDC and NRC. FNDC required additional information prior to acceptance, and a request for further information has been

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received from NRC. A site visit is planned with the processing staff from both authorities on 3 June.

Haigh Workman has been engaged for the detailed design of the Whangatane Spillway weir modification. They have completed a geotechnical investigation for both the spillway works and the stock-crossing bridge.

The Awanui annual scheme maintenance works are complete.

Flood maps have been received for the Awanui catchment and are currently being reviewed.

Kaeo-Whangaroa

Only minor maintenance works remain for Kaeo and the Whangaroa Streams.

Kerikeri-Waipapa

A hearing for the joint Resource Consent and Notice of Requirement applications to the FNDC and NRC for the Kerikeri River Flood Scheme was held on 27 May. The high level spillway scheme is designed to reduce the 1:100 year +CC flood to a 1:10 year flood for 108 properties in the Rainbow Falls area, whilst also providing a modest benefit in a reduction in flood levels in the lower Waipapa River catchment. Four submitters presented submissions in opposition to the scheme during the hearing, raising a number of issues which will require responses from the NRC River team. The hearing commissioners elected to adjourn the hearing and reconvene once responses to the issues raised are available, we expect this to be in approximately 6 to 8 weeks.

Waitangi

Resource consent for bank stabilisation works along the Waiaruhe River Between SH1 and SH10 was obtained. Adjoining landowners and the River Liaison Committee have been notified of the authorisation should they wish to undertake works.

Lake Omapere

The Team has received verbal permission to clean the Lake Omapere outlet. The cleaning is scheduled for the week of 22 June.

Kawakawa – Taumarere

Site visits undertaken with the FNDC in April identified one stormwater project in Moerewa that the FNDC are seeking to progress. A number of options in the Otiria area are being assessed by NRC. Consultation has been put on hold due to other work commitments, principally progressing the Awanui and Kerikeri flood scheme applications.

Kaihu

Aerial spraying of the Rice Grass on the lower Kaihu River was completed. This will largely conclude the works programme.

The model upgrade is progressing, which will see an extension to include all of Dargaville. The consultant is currently progressing calibration and scoping channel cross sections for the Awakino River.

Whāngārei

The annual maintenance work is completed for the Whāngārei Urban rivers.

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Minor Rivers

The table below summarises the scheduled minor river works programme.

River	Description of Work Programmed for Current Season	Proposed Start Date/Status
Awanui - Bells Hill Drains	Clean Drains	June-15
	Reprofile cutoff drain	Completed
	Inclinometer reading May 2015	June-15
Pawarenga Streams	Minor clean -up (vegetation/sediment removal)	Not required
Rotokakahi @ Pawarenga Bridge	Follow up maintenance for Groynes if required (contingency)	Not required
Mangonuiowae/Broadwood	Stream bank protection	Completed
Waihou/Rahiri-Rangiahua	Lower Berm Rahiri Settlement Rd	Work is progressing with FNDC's contractor
Panguru and Lower Waihou	Gravel management around bridges	Completed
Waitangi	Gravel management at Lily Pond	Underway
	Willow spraying/removal	Completed
Waima	Channel maintenance	On hold
	Resource consent for gravel management lodged and in progress with appeal period complete.	Progressing
Awapokonui/Pakanae	Follow up spraying of Arundo Donax	Completed
Waimamaku	Gravel works at Wekaweka Road and Mason Dwelling	Completed
Otiria	Test pit investigations	Not to progress
	Tree removal	Completed
	Lodgement for spillway resource consent	Not to progress
Helena Bay	Tree / Gravel management	Completed
Ngunguru	Gravel management resource consent	Completed
	Gravel extraction / Willow poison	Completed
Kawakawa	Tree felling at Tirihonga and willow drill and kill Waiomio	Completed
Otaika	Tree removal follow-up / poison	Completed
Paparoa	Gravel and Timber Extraction	Completed
Maungaturoto	Tree poisoning / removal	Completed

Natural Hazards**LiDAR**

Wairoa and Paparoa LiDAR surveys remain incomplete due to unsuitable weather conditions.

Land Management**Environment Fund**

Year to date \$700,139.05 of the Environment Fund budget has been allocated (to a total of 203 projects). Eight projects were approved in April for a sum of \$29,550. Fifteen projects totalling \$56,401 have been withdrawn by applicants since approval.

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Farm Water Quality Improvement Plans (FWQIP) 1 July 2014 to 27 May 2015

Year to date a total of 102 FWQIP's have been commenced, 79 FWQIP's have been completed, with a further 61 in progress.

Status of FWQIP	Farm Type	Far North	Kaipara	Whāngārei	Total
Plans Commenced: 1 July 2014 to 27 May 2015	Drystock	36	12	22	70
	Lifestyle	5	1	8	14
	Dairy	3	8	7	18
		44	21	37	102
Plans Completed: 1 July 2014 to 27 May 2015	Drystock	26	8	20	54
	Lifestyle	1	1	7	9
	Dairy	2	3	11	16
		29	12	38	79
Plans still in Progress	Drystock	17	14	8	39
	Lifestyle	4		1	5
	Dairy	4	9	4	17
		25	23	13	61

Coastcare

There are currently over 200 active members of the 31 groups working on CoastCare Northland dune restoration projects. In addition approximately 700 volunteers, including school groups, assist CoastCare activities such as planting days.

Hātea catchment joint water quality project

An initial scoping meeting was held between NRC and WDC staff to discuss possible actions to improve water quality at the Whāngārei Falls. A draft objective was agreed to: "Increase the number of days each year that the water at the Falls is safe to swim". Four new sampling sites in the catchment have been identified for weekly sampling until the end of June, to check possible water quality 'hotspots'.

MPI Afforestation Grant Scheme

The council is encouraging Northland landowners to take advantage of the re-launched Afforestation Grant Scheme. The scheme grants \$1300 per hectare to eligible landowners to assist with the establishment costs of new forest on erosion prone land. Land Management Advisors (LMAs) are contacting landowners that may have suitable land from existing FWQIPs and be able to take advantage of the scheme within the tight timeframes for this year. A media release about the scheme has also been made. LMAs will also continue to identify and encourage opportunities for forestry on erosion prone land throughout Northland with a view to future rounds of the AGS. The Environment Fund can help with fencing to exclude stock from these areas where soil conservation is a priority and LMAs will be assisting landowners through the scheme application process as part of our FWQIP programme.

Soil Conservation – Planting plans for 2015

Four thousand poplar poles have been fully allocated. Willow numbers are being finalised but staff anticipate approximately 2,000 willow poles will be allocated by 7 June 2015. Demand for poplar and willow poles still exceeds supply. Delivery is expected early June.

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Requests and orders for planting material have continued, largely prompted by the release of the latest regional report and some proactive landowners. Radio advertising has also been popular. Land Management Advisors have been actively responding to requests for plant material and the resulting planting plans throughout the region.

Soil Conservation – Poplar and Willow Nursery, Flyger Road

Development for Block 3 has been completed. Block 3 will consist of 17 rows (approximately 184 metres in length). Block 3 is now ready for planting during June/July. This final block will predominantly be planted with poplar poles.

Hydrology***Lakes***

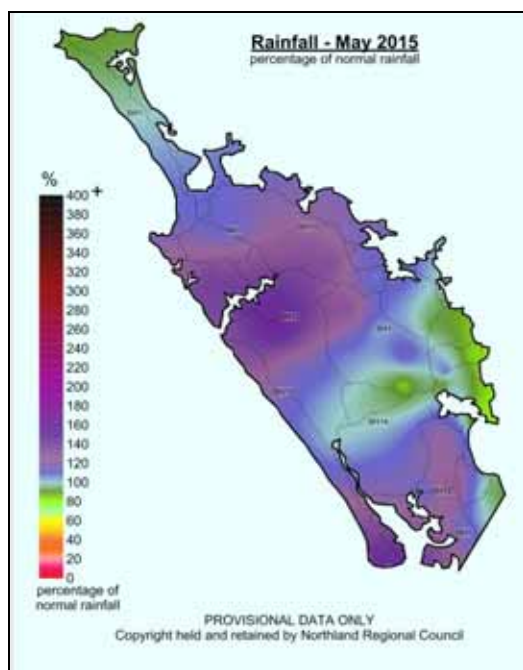
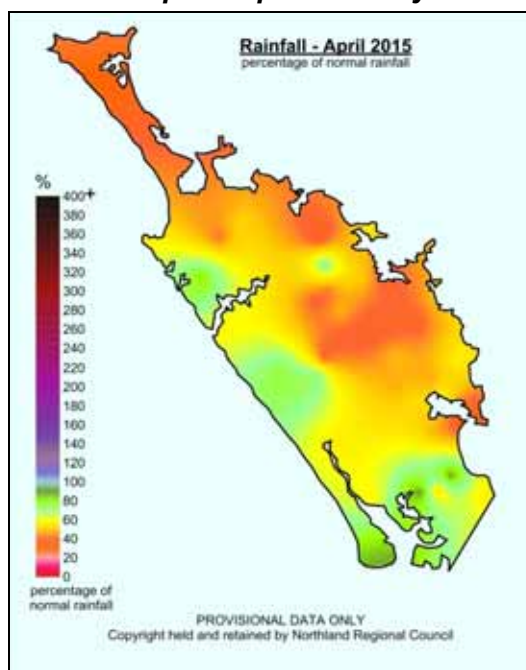
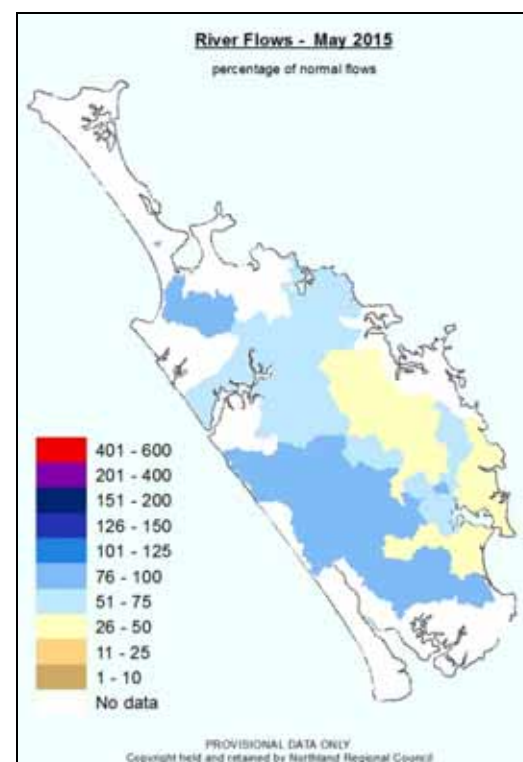
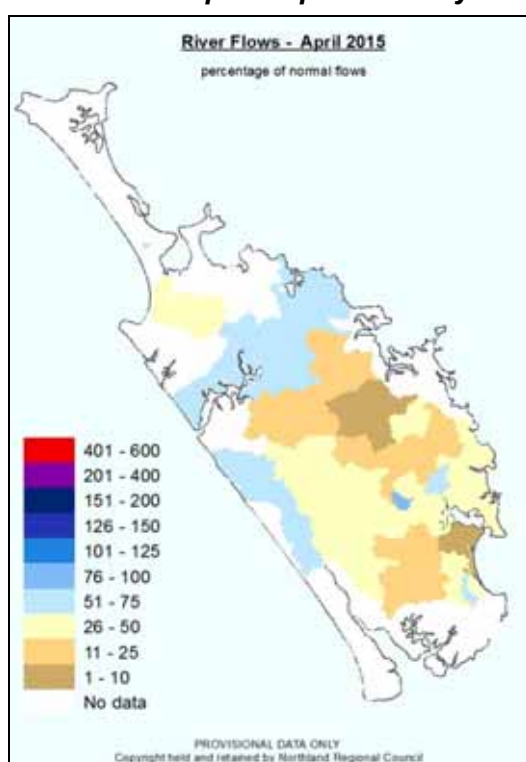
NRC assisted NIWA scientists with the annual Northland Lakes Survey Programme during May. A total of 18 lakes were dived. Full submerged plant index monitoring was undertaken in seven priority lakes. Annual weed surveillance at known access points was done at five lakes and snorkel reconnaissance survey or ecological health checks were undertaken in three. Biosecurity checks post weed eradication for three lakes was done with all programmes on track. Unfortunately the ecological condition for some lakes e.g. Ngatu, Mokeno, Humuhumu and Karaka, has deteriorated as evidenced by a corresponding downward trend in water quality. Other lakes remain fairly stable including Wahakari and Te Riu whilst Kahuparere and Rotokauwau (Pouto) appear to be improving due to the re-establishment of healthy native submerged plant meadows and freshwater mussel beds.

Water Resources

- Below average rainfall for April.
- Unsettled wet weather during May producing 90% to 180% of the normal May rainfall. Less rainfall recorded around the Tutukaka coast, Whāngārei and Maungatapere as well as the Northern Aupouri Peninsula (Cape Reinga). Above average around the Hokianga Harbour and southern Kaipara catchments.
- Below average rainfall from January to April resulted in groundwater levels staying below their normal levels and consequently influencing river flows by contributing low base flows.
- River flows had continued to recede to low April flows, some of which were approaching their mean annual low flows. These flow rates normally occur around late January and February every year.
- As a result of the low April flows, water taken for public water supplies from the Awanui River, the South Hokianga streams and the Kaihu River were closely monitored for compliance with resource consent conditions.
- During May, river flows returned to near normal in western areas but remained low in eastern areas.

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Rainfall Map for April and May 2015***River Flow Map for April and May 2015******NIWA Ocean Conditions and Three Month Outlook - June to August 2015***

An El Niño event is now underway in the tropical Pacific. In the second half of May, the Pacific trade winds weakened substantially and the Southern Oscillation Index (SOI) dropped below -1, indicating coupling had been achieved between the warmer sea surface temperatures and the overlying atmospheric circulation.

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International guidance indicates that El Niño conditions are very likely (90% chance) to continue over the next three months period (June – August 2015). The likelihood of El Niño persisting or strengthening as we reach into spring is also very high (above 80%).

During June – August 2015, above normal pressure is forecast to the west of New Zealand, while below normal pressure is expected to the northeast of the country. This circulation pattern is likely to be accompanied with anomalous westerly to south westerly wind flows.

The table below shows the probabilities (or percent chances) for rainfall, temperature, soil moisture and river flows over the following three months for Northland.

	Temperature	Rainfall	Soil moisture	River flows
Above average	35	25	25	25
Near average	45	35	35	35
Below average	20	40	40	40

El Niño - Prognosis for Northland Winter, Spring and Summer

With the global indicators exhibiting El Niño weather conditions throughout winter and strengthening towards spring could potentially bring drier conditions to the region throughout those months. Northland has already experience a relatively dry period over the past four months from January to April and in parts May. A continuation of below average rainfall during the winter months will not sufficiently recharge groundwater systems and therefore groundwater levels and river flows may not be adequately sustained throughout the following summer.

Close monitoring of the regions' water resources is required over the next six months.

Kai-Iwi Lakes Bores

Three bores will be installed around Lake Kai-Iwi for the purposes of monitoring groundwater level and water quality around the Lake. The groundwater monitoring programme was initiated after elevated levels of nutrients were detected in the lake. Monitoring of groundwater levels in existing bores had not been able to provide sufficient information for the assessment of groundwater flow paths to and from the lake.

Drilling of the bores is scheduled to start on 15 June and the driller has advised NRC that the drilling should be completed within one week. The drilling, which had originally been planned for mid-May, had been delayed due to challenges faced during the process of obtaining the necessary permission from the lake governance committee (Taharoa Domain Governance Committee). NRC had obtained permission to carry out the drilling on condition that NRC engaged the services of the Te Roroa Archaeological Team. This team is to provide guidance on how to carry out the drilling of one of the bores without disturbing nearby archaeological sites. A site visit with two members of the archaeological team has been planned for 11 June to inspect the site prior to the start of the drilling and assess if there is a need to move the borehole to another location.

8.2.4 ECONOMIC DEVELOPMENT

Northland Economic Quarterly

The eighth issue of the Northland Economic Quarterly (NEQ) newsletter was published on Wednesday 3 June and distributed to councillors by email. The annual section highlighted some of the data from the 2014 Agricultural Production Statistics while the spotlight section focussed on commuting patterns between districts and regions. The current and past issues can be found on the NRC website at:

www.nrc.govt.nz/economicquarterly.

Digital ROI

Council officers have been working with Northland Inc., staff from the three Northland district councils and a consultant to prepare a single Northland Registration of Interest – Support in response to the \$360 million being offered by central government to extend the delivery of ultrafast (fibre) broadband faster broadband to rural areas and improving mobile coverage. Our contribution has focussed on the collation of demographic, economic and other relevant data to assist with the prioritisation of key areas for further expansion across all three digital forms, and the production of various regional maps. An online survey has been run to assess the strength of consumer demand. A draft ROI-Support will be provided under a separate agenda item.

Northland Economic Action Plan

Progress is being made in developing a Northland Economic Action Plan in follow-up to the Tai Tokerau Northland Regional Growth Study released in February. A consultant, with skills in project management, has been employed to assist with this development – with the cost shared by NRC (through the Investment and Growth Reserve) and the Ministry of Business, Innovation and Employment (MBIE). Work to date has focussed on establishing the governance group that will oversee the development and implementation of the plan, and in detailing the various projects currently being undertaken and/or that need to be done. There are a range of parties involved including a number of central government agencies, Northland's four local government authorities plus Northland Inc., iwi representation and the private sector.

8.2.5 HAZARD MANAGEMENT

Civil Defence Emergency Management

MCDEM Director

The Director of MCDEM, Sarah (Norm) Stuart-Black meet with a number of officials in Northland during her visit to the region on 7 May including the Mayors of the Far North and Whangarei Districts, the acting CEO of Whangarei District Council, CEO of the Northland Regional Council and the Group Controller / CEG Chair.

CDEM Group Forum

The Northland CDEM Group held its annual forum on 7 May at Forum North. Approximately 190 representatives from a broad cross section of the Civil Defence community attended the half day seminar including stakeholders groups, emergency services Lifelines representatives, Welfare Advisory Group members, council staff, management, mayors and councillors. The theme this year was to celebrate the Ministers Civil Defence Award and commendation to the Northland Group. Speakers included Mayor Carter from the FNDC, the Director of the Ministry of CDEM Sarah Stuart-Black, Pauline Parsons who presented on Air New Zealand's Emergency preparedness, Olivia Morgan, a year 9 student who presented on a Zombie Apocalypse, Dr Clair Mills who spoke about her recent deployment to Sierra Leone in

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response to the Ebola crisis and Chris Webb from Auckland University who present on thinking preferences and mindsets. Mayor Mai, WDC closed the comments about her learning's from the 2014 storm event.

Group Plan Review

The Northland CDEM Group plan review is progressing. The group has approved an outline and timeline for the plan and the first draft of the new plan will be available at the September CDEM and CEG meetings for review.

National Shakeout Exercise

Planning is underway in Northland for the New Zealand Shakeout national earthquake drill which will take place at 9:15 am on 15 October 2015. An additional target of 1.5 million participants has been set. The 2012 target for Northland was 20,000 which was exceeded when 28,913 took part. A project plan has been developed and includes promotional and public education strategies.

Professional Development

CIMS level four courses are programmed for July, September and November and a new one day refresher course is also to be included into the training programme. A further 3 personnel from Northland have enrolled in the MCDEM Controllers Development Programme and attended the recent residential phase of the programme in Wellington. Five Northland controllers are now participating in the programme and the remaining four controllers will be enrolling into the programme for course commencing in July and November.

Personnel from Northland have also been involved in the following National programmes over the past month –

- Business Continuity Workshop in Wellington attended by Kim Abbott
- National Public Education Reference Group meeting in Wellington attended by Kim Abbott
- MCDEM Exercise Writing Course in Auckland – Shona Morgan and Claire Nyberg
- MCDEM Welfare Mangers Forum to provide input into the development of the new national Welfare arrangements, Palmerston North - Shona Morgan, Claire Nyberg, Kim Abbott.
- Presentation to the Controllers Development Programme – Graeme MacDonald.

Emergency Management Information System (EMIS)

The EMIS project implementation in Northland is progressing on target. Training programmes have recently been completed for Lifelines Utility Group members and Kaipara District Council who utilised the system in a recent half day exercise. Significant progress has been made in developing and loading mapping information into the portal. Future work includes further training, exercises, information loading and development of the contacts data base and system.

Youth in Emergency Services

The second programme in Kawakawa and Moerewa continues with the inter-agency exercise being stage on 6 June. Eighteen youth have participated successfully to date in the programme and feedback from the agencies has been positive about the commitment and attitude of those involved. Strong emphasis on recruiting participants into the various voluntary roles that are available. A graduation dinner for participants and families will be held at Kawakawa on 20 June. Funding has been secured to stage two further programmes over the next 12 months

8.2.6 TRANSPORT

Regional Land Transport Plan 2015-2021

A full report, including the above recommendation, along with the RLTP was tabled at the full council meeting of 21 April 2015.

The RLTP was lodged with the NZTA on Thursday 30 April 2015 as required. The final allocation of national subsidies will be formally announced on 1 July 2015 with the release of the National Land Transport Programme.

Northland Regional Public Transport Plan 2015-2025

Staff have made the relevant changes to the Northland Public Transport Plan 2015-2025 which have been approved by the Cr John Bain, Chair of the Regional Transport Committee.

A report with the recommendation that the Northland Public Transport Plan 2015-2025 be approved for public release will be tabled as part of this agenda.

Mangakahia Road/Otaika Valley Road/Loop Road

On 27 May 2015, Chief Executive of the NZ Transport Agency (NZTA), Geoff Dangerfield advised the Chair of the Regional Transport Committee, the Chairman of the Northland Regional Council and the three mayors of the region that at their May 2015 board meeting:-

*"The NZ Transport Agency Board **supports** the proposal to lift the level of service on Te Pua Road | Mangakahia Road | Otaika Valley Road | Loop Road North (known as the Northland Inland freight Route) to a State Highway, **subject to** the Northland councils (Far North DC, Kaipara DC, Whangarei DC) entering into formal collaborative agreement with the NZ Transport Agency to joint asset management across the Northland network to achieve improved journey management, better resilience and emergency response, consistency in approach and improved cost effectiveness in delivery of road maintenance activities."*

This matter was reported to the Regional Transport Committee meeting.

Puhoi – Warkworth Extension

On 27 May 2015, the Minister of Transport formally announced that government has approved the NZ transport Agency to move to the next stage of procurement as a Public Private partnership to finance, design and build the Puhoi – Warkworth project. It is proposed that the PPP contract be awarded in October 2016.

If however private sector funding cannot be sourced, then NZTA will revert to a more traditional procurement model. This could potentially delay the start of the project by a further two years.

Proposed Funding of 10 One Way Bridges in Northland

No further information has been received in regard to this matter.

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Passenger Transport Administration***Total Mobility***

Total Mobility figures are reported one month in arrears, as the information is not available in time to meet the agenda deadline.

	Total clients	Monthly Actual Expend	Monthly Budget Expend	Variance	Year/Date Actual Expend	Year/Date Budgeted Expend	Variance
March 2015	1091	\$14,647	\$16,666	\$2,019	\$119,093	\$149,994	\$27,462
April 2015	1123	\$12,162	\$16,666	\$4,504	\$131,256	\$166,660	\$31,966

Age Concern have done a drive on promoting Total Mobility in the month of March seeing an increase of 32 active clients going into the month of April.

There were 3 public holidays in April, Easter and ANZAC day, resulting in less trips and ultimately less actual spend of \$2,485.

City Link Whāngārei

	Actual	Budget	Variance	2013/2014 Actual
February 2015				
Passenger numbers	25,830	26,610	-795	26,980
Farebox revenue (GST excl)	\$52,515	55,058	-\$2,544	\$53,923
March 2015				
Passenger numbers	29,969	28,923	+1,046	30,062
Farebox revenue (GST excl)	\$60,547	\$61,434	-\$888	\$61,936
April 2015 (three public holidays)				
Passenger numbers	23,819	25,191	-1,372	25,861
Farebox revenue (GST excl)	\$49,196	\$55,058	-\$5,863	\$54,153

There has been a decrease in passenger numbers when compared to the same period last year (11,021 less year to date). During the past six months, the, NRC' s Internal Auditor and Public Passenger Transport Officer have been conducting an in-depth audit into both the Snapper reporting system, and the operator's data reporting. This audit is to ensure the information received is correct. A full report on this matter will be presented to the Audit and Finance Committee once available.

Farebox Revenue is also under when compared to the same time last year, by \$42,474. When analysing the variance the following is noted:-

- A banking reconciliation undertaken by the Internal Auditor showed an outstanding amount owed by the operator of approximately \$4,500. This will be collected on completion of the audit once the final amount is verified:
- Approximately \$16,500 could potentially be directly attributed to the reduction in passenger numbers carried.

Staff are investigating the feasibility that the smartcard system itself could be contributing to the lower patronage and revenue, whether it be in the actual reporting or the driver recording and control of "pay the driver" transactions, or multiple tag on

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transactions. An NRC direct log on to the Snapper system in Wellington has been agreed to, with IT still working through some issues in setting this up.

The drop in petrol prices has been proven over time to contribute to lowering passenger numbers on public transport. Other councils are reporting a drop of around 1% in passengers carried.

Increasing delays to services continue due to numerous roadworks being undertaken around the city which have created backlogs during the peak periods.

Preparations continue for the moving of Snapper Customer Service Application (CAS) to the Rose St Ticket Office, and include the installation of additional CCTV cameras. Transport Operations staff currently handle up to 25 CSA and/or top up transactions daily at the NRC reception, and these functions will move to Rose Street in June/July 2015. The resourcing or staffing of the office is yet to be finalised, as are the hours of operation.

There are only two retail outlets now providing smartcard top up functions, the other three having pulled out due to the cost involved in leasing the appropriate compatible EFT-POS terminal. From feedback received, this would appear to be a trend in other regions too.

Work continues on improving on-line timetable information, with focus now on finalising the Google Transit participation. This work was considered an essential component for the new NZTA required Regional Integrated Ticketing System (RITIS) as well as an opportunity to improve our mobile on-line capabilities.

The major promotional event this year is the FIFA U-20 Football games. On Saturday 30 May CityLink ran for extended hours, and travel was free of charge for everyone. The number of passengers carried was unavailable at the time of writing, and will be reported next month.

Of concern is the behaviour of the younger population on the day at Rose St, with a number of intoxicated people milling around the bus terminus. Older teenagers also decided to "tag" the buses in the dust on the outside, despite the staff's best efforts to deter them. This behaviour has prompted a member of the public to write in complimenting the driver of a particular trip on his patience towards them.

Unfortunately this is not a one off situation, and has resulted in us having to increase the hours worked by the Security Guard at Rose St.

There is the possibility that this behaviour is deterring commuter passengers, as Rose St is not considered a pleasant place to wait for a bus. The opening of the Ticket Office may go some way to changing how people use the area, but careful consideration to staff safety will need to be given.

SuperGold Card Scheme –

SuperGold Card Passengers carried	Actual	Budget	Variance	2013/2014 Actual
February 2015	4928	4401	+527	4,768
March 2015	5290	4401	+889	5,153
April 2015	4695	4401	+294	4,688

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Regional Integrated Ticketing Project

The joint public transport ticketing project with nine contracting councils participating is progressing, with both the Working Group and the Governance Group meeting regularly. This project has come up against some unavoidable delays, however the Notice of Information has been released on GETS, and the intent is to go to market in the near future.

Road Safety update

The 2015 year to date national road death toll stands at 141. This compares to 135 deaths for the corresponding 2014 period, and 106 for the 2013 period.

The year to date Northland road death toll stands at 9. There have been:

- 4 deaths in the Far North district;
- 4 deaths in the Whāngārei district; and
- 1 in the Kaipara district.

In 2014 there were 8 deaths at the corresponding time.

Easter holiday break

This is typically a busy weekend for Police being proactive with high profile staff deployment around the region. There were several serious crashes which kept Police and emergency services engaged but overall the behaviour of motorists was good.

Fatigue Stop Easter:

Fatigue Stop took place on Thursday the 2nd April 2015.

- Just under 400 people stopped
- Approx. 170 cars
- 250 coffees were issued

The Fatigue Stop went really well and the volunteers from the Northland Road Safety Association and Ruakaka 60's Up group did a great job once again. In addition we continued to get support from:

- NZRC had a large Fire Rescue Appliance on site which public loved and Firemen talked about fatigue related crashes etc. that the local volunteer Firemen often attend.
- The Police Booze Bus was on site and two different shifts of Police staff (5) stayed throughout discussing how the booze bus operates and about fatigue related crashes. This was very popular with young and old alike.
- Lots of great verbal feedback from both Kiwi drivers and overseas visitors. Lots of photos taken by visitors. Really positive comments were received about the volunteers and the great work they are doing and the importance of encouraging motorists to stop and have regular breaks.

The above comments are typical of each of the Fatigue Stops that are held. Numbers stopping can vary from about 150 through to 400 plus. Lots of refreshments and fatigue related information is handed out at each of the stops. There is also great support from ACC and the roading contractors that help with toilets and have also financially contributed to the road safety trailer which carries the cones, signs, tables, chairs etc. needed at the Fatigue Stops. This is a great partnership effort.

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**Navigation, Safety and Maritime Operations*****Oil Spill Preparedness and Response*****April**

Three oil spill incidents were investigated. The spills and resultant slicks were of diesel or bilge origin and were left to disperse naturally.

An oil spill exercise was held at Marsden Cove marina to revalidate the responder qualifications of a number of regional responders. An overview of how to respond to affected wildlife during an oil spill response was also given by specialists from council and the national response team. This type of 'local' training is likely to become a part of future oil spill response training.

An interactive training session on oil spill response was also held with council's media team staff. This session also covered the use of social media.

Two staff from council's monitoring team attended a Regional Responder course in Auckland to add to the region's response capability.

The Harbourmaster attended a National On Scene Commanders' meeting in Auckland.

May

Six oil spill incidents were investigated. One of the spills involved diesel slicks covering two large areas in Whāngārei Harbour. The crew of one of the suspected vessels involved in the spill, acting on instruction from council staff took action to disperse parts of the slick, with the remainder dispersing by natural means. Council staff inspected a number of vessels in the vicinity, but a source could not be conclusively identified. The other five minor spills were either dealt with on scene locally or left to disperse naturally.

Two council staff who are also part of the National Response Team attended an operations workshop in Tauranga and a training session in Hamilton respectively.

Staff continue to deal with on going non-compliance with the fuel site at Pukenui wharf in conjunction with Maritime New Zealand (MNZ).

Port and Harbour Safety**April**

2 cruise ships were piloted safely into and out of the Bay of Islands as scheduled bringing to an end the 2014/15 season.

Staff from Land Information NZ met with the Harbourmaster to discuss improvements to the maritime charts covering the Bay of Islands and adjacent areas.

The 6 weekly Whāngārei Harbour safety meeting and 6 monthly Bay of Islands Harbour safety meeting were held this month.

The Harbourmaster provided further input to Refining NZ's project to explore the possibility of bringing in bigger parcels of crude oil to Whāngārei Harbour and the associated channel and pilotage study.

A meeting was hosted in council premises as part of a Coastal Routeing Review involving coastal shipping that MNZ is organising around the country. The Hātea River Channel Working Group meeting was held where decisions were made on the Hātea River channel dredging and hydrographic survey programmes.

May

Staff provided local advice and information to a consultant who visited the region on behalf of MNZ as part of a national review on requirements for emergency towage and salvage services for large ships on our coast.

This year's edition of the Powerboats race event was successfully completed in the Bay of Islands. Maritime staff were in attendance to assist with course marking and to ensure that the organisers implemented the safety plans adequately.

Staff attended the annual boat show event in Auckland which is a platform to convey boating safety messages, sharing a display area with other neighbouring councils.

Maritime staff met with local MNZ staff to discuss ongoing regional issues.

Maritime Incidents, Enforcement and Safety**April**

Staff dealt with 32 incidents during this period.

Two vessels that sank on their moorings in Whāngārei Harbour were salvaged by their respective owners with assistance and advice given by staff. Five other vessels that were blown ashore or dragged anchor in bad weather around the region were also recovered by their owners.

A near miss situation between two recreational vessels was investigated involving navigational negligence by one of the skippers. The skipper was identified and given a verbal warning.

Five different speeding issues were investigated resulting in four verbal warnings and one written warning being issued to the offenders.

Two derelict vessels were removed from the water in the Bay of Islands and Whangaroa Harbours.

Staff also dealt with reports of debris posing possible navigation safety concerns, four incidents involving mooring piracy and two incidents involving illegal anchoring.

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Maritime, policy and monitoring staff attended court to provide evidence related to council's application for an Enforcement Order against a long-term offender who has been anchoring his vessel in the Hātea River in contravention of Coastal Plan rules.

May

Staff dealt with 23 incidents during this period.

A tanker scheduled to arrive into Whāngārei Harbour declared defects to steering control systems and was instructed to anchor by the Harbourmaster, so that a technician could board to carry out repairs before entry into port. The repairs were completed and after testing the ship safely transited the port in and out. Another tanker suffered a brief engine failure inside the port under control of tugs and harbour pilot. The ship safely completed the manoeuvre after the ship's crew restored engine power. MNZ officials investigated the incident and the ship was allowed to depart after it was established that she could safely do so.

A recreational launch was abandoned off Whāngārei after its engine failed and its occupants were rescued. Maritime staff promulgated navigation warnings. The national rescue centre predicted the derelict to have floated out to sea in a north-easterly direction.

A vessel that was sinking on its mooring in the Bay of Islands was pumped out and removed from the water by staff. The owner was identified and recovered the vessel after being invoiced for staff costs.

The Harbourmaster forcibly removed a small yacht out of the water in the Bay of Islands after the owner caused hazards to navigation several times despite numerous warnings, advice and assistance provided by maritime staff. The vessel is now likely to be sold by auction as the owner has failed to pay significant costs associated with assistance provided by maritime staff.

Tenders have been sought for the salvage of a large vessel that grounded in bad weather in the Bay of Islands after the owner failed to arrange for its removal and due to the danger of the wreck breaking up on shore.

Staff also dealt with incidents involving derelict and abandoned vessels, a broken pile mooring and illegal anchoring.

Aids to navigation**April**

Lights on the Hātea River port hand buoy, Tutukaka No.4 port hand beacon, Motutapu Island and Kerikeri port hand beacon were reported as extinguished. New batteries were installed and the lights are now operational. A new lamp was installed on the Fraser Rock, Bay of Islands, white sector light after it was reported as extinguished. The J6 port beacon in the Rangaunu Harbour was destroyed by a vessel. Both light and topmark were replaced and all costs for the replacement are being sought from the owner of the offending vessel. Two temporary buoys were laid to mark the edge of dredging work in Kioreroa Reach.

May

Lights on the Nihinui Point port hand beacon, Bay of Islands and A1 starboard beacon at Awanui Lights were reported as extinguished. New batteries were installed and lights are now operational. It was also reported that the light was extinguished on the Rawene buoy however, a site visit by the harbour warden found the buoy out of position and the light destroyed (possibly from a large log). A new light was installed and the buoy returned to its correct position.

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Maintenance and repairs were carried out on navigation aids in the Houhora and Rangaunu Harbours. New 'No Wake' stickers were installed on the large information sign at Mill Bay Mangonui. A new starboard beacon was installed on Hat Island, Bay of Islands to replace the beacon that was destroyed during cyclone Pam in March 2015. New 5 knot stickers were added to buoys in Waitangi, Hihi and Coopers Beach.

Moorings**April**

Ongoing work to establish a licence length from records for every swing mooring is now almost complete, with only 15 licences which have no history of any vessel and whose owners have not replied to our requests to supply vessel details / history. These licences will be assigned a length based on available swinging room and mooring makeup. The next stage will be to issue copies of the licence condition with a stated licence length to each mooring owner. This is planned to be done in phases (area by area), due to the inevitable disputes that will arise.

2 infringement notices were issued for long term non-compliance with mooring service requirements.

May

The effort to crack down on moorings which were long overdue on the 3 year service requirements has now reached a milestone, with less than 50 moorings now being in excess of one year out of service (there are now 47 moorings in that category that are not booked for inspection and service at the first opportunity compared to 1,100 moorings two years ago). 115 licences have been cancelled in the last 2 years after all efforts to achieve compliance failed. The last two remaining moorings within the Opuā marina development that had not reached any settlement with FNHL were issued with the relocation or compensation at market value option at the beginning of the month. An independent valuer has been engaged to establish market value with the report due in two weeks.

8 infringement notices were issued for long term non-compliance with mooring service requirements.

Others**April**

Skipper assistance was provided to other departments for water quality and structures inspections in the Bay of Islands, Whāngārei, Kaipara and Pātāua Harbours. The 6 monthly Northern Region Harbourmaster Group meeting was held in Pāhia this year. Harbourmasters from other regions were taken on board the council vessel Waikare for a harbour inspection of the Bay of Islands and given the opportunity to discuss work methods employed in the Northland Region with the Opuā maritime team.

The council vessel Tai Ao was withdrawn from service and has now been sold by auction. A 4.5 metre Black Dog catamaran vessel has also been chosen as the replacement for the existing council vessel Lazercraft. The build process has commenced and the new vessel will be delivered in June.

May

Skipper assistance was provided to other departments for water quality, structures inspections in the Bay of Islands, Whāngārei, Ngunguru, Kaipara Harbours and the Kai Iwi lakes. Sediment sampling for microbial source tracking was carried out in the Bay of Islands.

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An internal audit was completed for the maritime department's quality systems.

8.2.7 SUPPORT SERVICES

Public communications

Media and Publications

Northland's media was monitored for items relevant to council in April and May. Articles which directly mentioned council, or quoted or contained input from (or were written by a councillor or staff member are listed in the table below.

Topic	Based on media release or assisted by interview with councillor or council staff	Number of articles/ radio, TV or media website items
Joe Carr candidate profiles/statements/Electoral Act		2
Teacher workshop	✓	2
Regular Pest Watch column	✓	3
Funding for rescue helicopter/emergency services	✓	15
Safe Speed Drivers Project (NRC mentioned as one of a number of supporters)		2
Investigation into solvent recycling plant at Ruakaka		4
LTP and consultation period	✓	7
Winston Peters' comments on Northport opportunities		6
Opposition to Zodiac Holdings' resource consent at Poroti Springs	✓	3
Hikurangi stopbanks and Taipuha wetland prosecutions	✓	2
Potential expansion of Whāngārei Marina (NRC comment on consent required)	✓	1
Kotuku dam project	✓	3
Pest control at Kai Iwi Lakes		1
Environment Court appeal on GMOs		14
Debate around adoption of RLTP		4
NRC financial performance for the year to date	✓	1
Official end of tropical cyclone season/retrospective look at effect of ex-TC Pam	✓	2
Jim Lyle appointed National On-Scene Commander for oil spills by Maritime NZ	✓	1
Fanworm discovery at Tutukaka	✓	3
Northland Inc funding		2
Environmental field days (held jointly with Dairy NZ)		2
Youth in Emergency Services programme	✓	4
NRC monitoring officer Obi Khanal quoted in relation to impact of Nepal earthquake	✓	1

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NRC mentioned as consent authority for proposed Paihia facelift		1
NRC poplars and willows	✓	5
FDE compliance statistics and prosecutions	✓	3
Proposed staff restructure	✓	2
FNDC request to Northland Inc for funding to complete cycle trail		4
New dairy processing plant at Kerikeri and associated debate about overseas ownership of land (NRC quoted as consent authority for processing plant)	✓	4
Letter to editor of Advocate re mooring dispute		1
Detergent spill in Waiarohia Stream	✓	1
Increase in Northland unemployment rate	✓	2
Northland Inc role in Callaghan Innovation grants		1
Response to 'go slow' disease in working dogs		1
Earthquake strengthening of Northland properties (including NRC-owned buildings)	✓	1
Call for Civil Defence volunteers		2
NRC mentioned in relation to Bayly's Beach Society	✓	2
Project Possum camps	✓	2
South Hokianga water restrictions lifted (NRC mentioned as consent authority)		1
LTP deliberations	✓	2
Bill Shepherd comment on Budget expectations	✓	1
NRC warning about risks of burning treated timber	✓	4
Combined bid for better broadband, cellphone coverage	✓	4
Drifting vessel following Coastguard rescue (Regional Harbourmaster comment)	✓	3
Multi-agency response to deaths of shellfish at Ngunguru	✓	2
NZTA conditional agreement to take over Mangakahia/Otaika Valley roads	✓	1
John Bain Queen's Birthday honour; also mentions of NRC in relation to other recipients		3
Log washed ashore (mentioned as reported to Regional Harbourmaster)		1

Publications and media releases authorised/completed during April and May 2015

Media releases

- June/July finish for Kotuku detention dam (authorised by/quotes Craig Brown)
- Tutukaka fanworm discovery concerns (authorised by Bill Shepherd, quotes technical staff from joint agencies NRC, MPI and DoC by agreement)
- Kawakawa-Moerewa's turn for Youth in Emergency Services (authorised by/quotes Paul Dimery)
- Subsidised poplars, willows up for grabs (authorised by/quotes Joe Carr)

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- Ninety-plus students for annual 'Project Possum' training (authorised by/quotes Joe Carr)
- Mid-June adoption for new 10-year plan (authorised by/quotes Bill Shepherd)
- Don't burn treated or painted timber this winter; NRC (authorised by/quotes Joe Carr)
- Awanui works completed ahead of winter (authorised by/quotes Monty Knight)
- Make the most of Government forestry planting grants; NRC (authorised by/quotes Joe Carr).

Communications support was also provided to Northland Inc to produce a combined media release on behalf of Northland's four councils, 'Northland gears up for bid to extend high-speed broadband, cellphone coverage'.

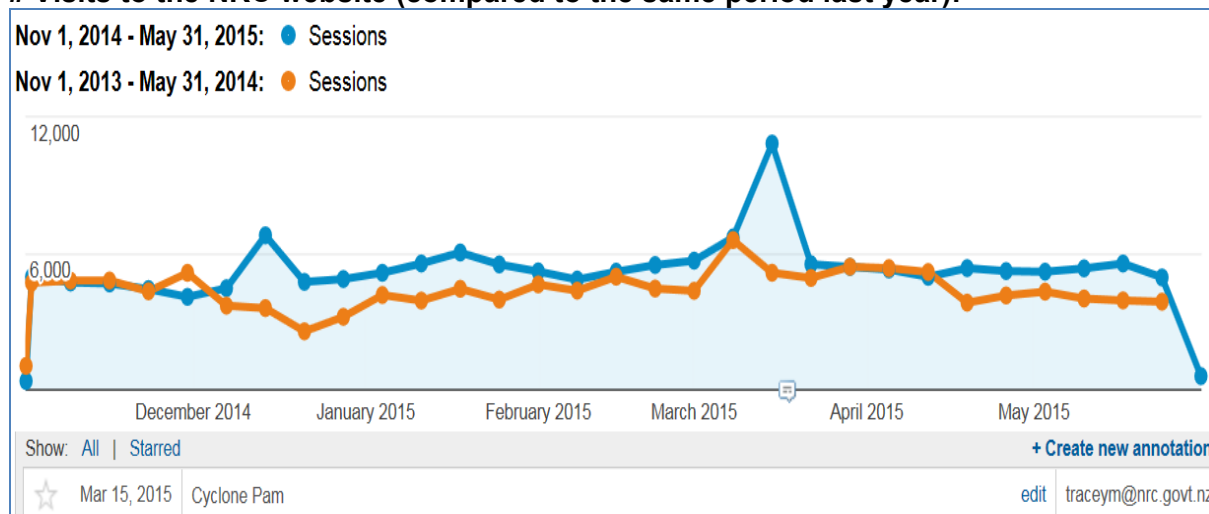
NRC communications staff also co-ordinated a multi-agency media advisory summarising an investigation involving MPI, Northland DHB, NIWA and NRC into an apparent large-scale dieback of Ngunguru shellfish.

Councillor constituency columns and photographs

The following columns have been published since the previous report: Coastal Central (Whāngārei Leader), Coastal North (Bay Chronicle) and Te Hiku (Northland Age) in April; Hokianga-Kaikohe (Northern News) and Coastal South (Bream Bay News) in May and Whāngārei Urban (Whāngārei Leader) in the early days of June.

Online channels

Visits to the NRC website (compared to the same period last year):



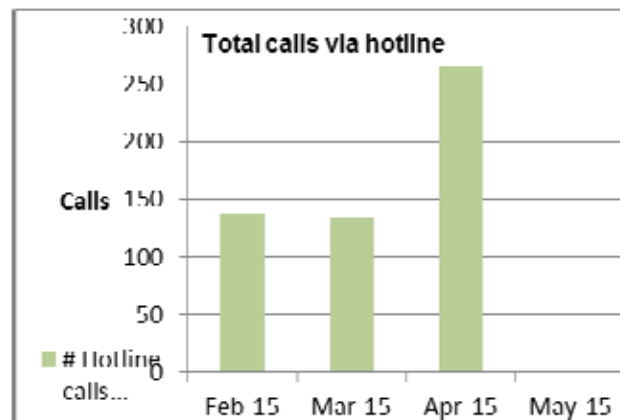
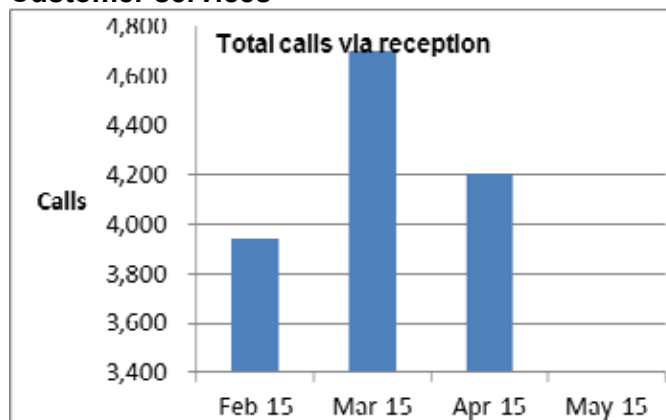
Key Performance Indicators	Feb-15	Mar-15	April-15	May-15
WEB				
PDF documents downloaded (Transactions)	4,103	5,459	4,070	4,611
\$ Print value of documents downloaded	15,094	16,531	12,301	14,152
E-payments made	13	5	4	1
GIS Service - Number of unique visitors	763	1,189	758	885
GIS Service - Number of visits	1,074	1,566	1,016	1,130
# subscription customers (cumulative)	1,044	1,047	1,055	1,063
SOCIAL MEDIA (cumulative)				
# Twitter followers	823	851	N/A	882

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# NRC Facebook fans	622	646	670	690
# CDEM Facebook fans	3,395	4,289	4,328	4,444
# CoastCare Facebook fans	136	136	140	143

* N/A = figures not available in time for this month's report.

Customer services

Figures for May were unavailable at the time of reporting

Events***Community-Based Social Marketing training – 1-2 April***

Council hosted a two day workshop on Community-Based Social Marketing, facilitated by Canadian Dr Doug McKenzie-Mohr, internationally-regarded CBSM founder who delivers this course (and a range of other consultancy support) to councils and other organisations around the world. The workshop was well attended by staff from across the council and external partner agencies. An executive presentation was given to councillors and senior managers which involved a one-hour session summary of what Community Based Social Marketing is and recommendations on how it can be supported within the organisation.

Ballance Farm Environment Award winners field day– 7 May

A field day was held at the Ballance Farm Environment 2015 Supreme Award Winner's Pakotai property. Greig and Rachel Alexander hosted around 160 people at their farm with approx. half attendees Northland farmers. Land management and event management staff attended the field day with one land management advisor giving a brief talk about farming in Northland with reference to the Alexander's property.

Hutchwilco Boat Show Auckland – 14-17 May

Council's maritime team joined with harbourmasters from Waikato and Bay of Plenty Regional Councils and Auckland Council to provide boating information to people attending the Hutchwilco Boat show. Northland is a popular boating destination and with people attending the boat show from around the country it is important for us to provide information and advice.

Enviroschools***WaiFencing skills workshops held***

Three WaiFencing skills workshops were held from 22 – 23 April at Trefoil Park, near Kaikohe. 57 senior students and nine teachers/gateway co-ordinators from seven

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Northland secondary schools took part in the training aimed at seven level two NCEA unit standards, worth 24 credits.

The students participated in practical sessions covering fencing knots and ties, fence repair and construction, electric fencing, fencing equipment and strainer assemblies. Council's Land management team provided a presentation on fencing to protect waterways and also assisted the fencing tutors.

After completing a learning journal of practical experiences, the students will return for an assessment day in June.

WaiRestoration professional development day for school communities held

28 teachers and community members participated in the WaiRestoration professional development day held at Trefoil Park on 5 May. The programme focused on the WaiNurseries component of the WaiRestoration project with presentations from five schools – Hurupaki, Kamo Primary, Kokopu, Mangakahia and Tauraroa.

Practical workshops provided by biosecurity and land management staff, and Whitebait Connection covered: riparian planting in streamside zones, identification and eradication of plant and animal pests, in-stream food webs, helping local endangered plants and animals survive and growing riparian plants.

100% of participants rated the professional development day as 'excellent'.

CoastCare and Enviroschools presentation made

On 25 May, Cr Ramsey and council's CoastCare Co-ordinator presented the Baylys Beach Society with a book prize and framed photo enlargement for winning the Northland Seaweed beach clean-up photo competition.

Project Possum – stage 1 skills camps held

From 19 – 22 and 28 – 29 May, three two day Project Possum skills camps were held at Trefoil Park. 82 students and 19 teachers/gateway co-ordinators from 12 Northland schools took part in the training aimed at five level two and three NCEA unit standards, worth 23 credits.

The students participated in practical sessions covering traps, skinning, hand and machine plucking, and laying and clearing a trap line. A presentation was given on possum biology and environmental impact as a pest species.

After completing a learning journal of practical experiences plus theory papers, the students will return for an assessment day at the end of July.

Facilitation of Enviroschools communities

The following school communities were visited during April and May: Dargaville High, Horeke, Hurupaki, Kaikohe Christian School, Kaikohe West, Kaitia Intermediate, Kamo High, Kamo Intermediate, Kamo Primary, Kokopu, Mangakahia, Maungaturoto, Ohaeawai, Oromahoe, Oruaiti, Otamatea, Oturu, Paparoa, Peria, Portland Kindergarten, St Francis Xavier Catholic School, Taipa, Tautoro, Te Kura o Hato Hohepa Te Kamura, Umawera, Waima and Whāngārei Intermediate.

Iwi liaison

Governance

The council's Te Tai Tokerau Māori Advisory Committee (the committee) met during May at council's Whāngārei office. The committee has begun developing a programme of work for the coming year (please refer to **Attachment 3**). Progress against this work programme will be reported to council through the Chief Executive's Report.

In addition, the committee is seeking to invite the Whangarei District Council's Strategic Partnership Forum – Te Kārearea - to present on their purpose to its next formal meeting. This will allow the committee time to investigate any synergies and or potential alignments of work.

The Local Government New Zealand Māori elected members committee – Te Maruata – will be hosting a hui of Māori elected members prior to the Local Government Conference to be held in Rotorua in July. Over the past month the committee of which Cr Samuels is a member, has been discussing both the purpose of the hui but more importantly, the purpose of the committee moving forward. The latter as a key item for debate at the hui.

In order to inform the discussion around the committees' purpose in the future, Te Maruata along with Local Government New Zealand prepared and circulated a short survey on Māori representation to all local authorities in late April.

Iwi Liaison

During May, Te Puni Kōkiri - Ministry of Māori Affairs – and the **council's** Civil Defence group launched the first trial Marae Preparedness plan for Northland.

This project is led by Te Puni Kokiri and supported by the Northland Civil Defence Emergency Management Group. It has seen the development of a teaching resource and a marae preparedness template which is to be delivered to four marae as part of a pilot round. Once the product has been finalised Te Puni Kokiri will roll the project out to the rest of the Northland marae as requested or scheduled.

The first trial workshop was held at Pehiaweri Marae Glenbervie where the template was well received. The Iwi Liaison Officer attended in support of the civil defence group.

A pōwhiri for the two visiting FIFA Under 20 Soccer teams based in Whāngārei was held at Whāngārei Terenga Paoara Marae. The council's Chairman, Chief Executive, Northland Inc. Board member and Iwi Liaison Officer attended on behalf of council.

Finance and IT

Fraud declaration

Fraud is an intentional act by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception to obtain an unjust or illegal advantage. I am not aware of any fraud nor am I investigating any incidence or suspected incidence of fraud at this time.

Finance

With one month left to go until the end of this financial year, total council revenue is slightly less than budget by \$175K at \$29.302M.

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Operating expenditure is under budget by \$1.328M before transfers to or from Reserves at \$24.671M. This leads to council having a surplus before transfers to or from Reserves of \$4.574M.

After transfers to or from Reserves the surplus reduces to \$1.911M which is \$501K more than budgeted. Managers recently reviewed their departments' positions.

Aerial Photography

Weather patterns during April were again very cloudy and NIWA reports that April had below normal rainfall, with warmer temperatures and above normal sunshine for Northland. Some small clearances were observed and the flight crew mobilised in early May to Northland with some imagery captured within Kaipara and Whāngārei. With the ongoing cloud issues over the region during April, attempts to capture imagery have been minimal since January and sun angles are diminishing fast as the flying season draws to a close.

Project Area	Percentage complete
Far north urban	60%
Kaipara urban	70%
Whāngārei urban	85%
Rural capture	10%

IRIS

Datacom are making good progress with the mobile statement of work to enable staff to capture data electronically in the field and update the IRIS system. The delivery for this module is now scheduled for July.

GIS Centre of Excellence

Council is working with the Far North District to establish a Centre of Excellence that identifies opportunities to share knowledge, experience and possibly resource sharing across the domain of Geographic Information Systems and Data, with a Terms of Reference drafted for signing by both councils.

ATTACHMENT 1

Consents Decisions and Applications in Process**ID: A754104**

The following Resource Consent Decisions have been made since 1 April 2015.

Consent Number	Consent Holder	Consent Description
AUT.000932.01.03	Far North District Council	<ul style="list-style-type: none"> Kaitiāia Wastewater Treatment Plant, discharge treated wastewater to the Awanui River.
AUT.000932.02.02		<ul style="list-style-type: none"> Discharge contaminants (odour) from the wastewater treatment system.
AUT.000932.03.02		<ul style="list-style-type: none"> Discharge contaminants to ground via seepage from the wastewater treatment system.
AUT.003864.02.02 – AUT.003864.03.02	Tangihua Lions Lodge Trust Inc	<ul style="list-style-type: none"> Discharge wastewater for bush lodge at Tangihua. Discharge contaminants (primarily odour) to air at Tangihua Forest Park.
AUT.003971.01.05	D A Anson	Groundwater take for irrigation, Maungatāpere.
AUT.004000.01.04	C S & C L Smith	Take water for irrigation horticultural crops at Cemetery Road, Whāngārei.
AUT.004099.01.04	Broadwood Area School Board of Trustees	<ul style="list-style-type: none"> Renew discharge treated wastewater to ground at Broadwood Area School.
AUT.004099.02.02		<ul style="list-style-type: none"> Discharge contaminants to air at Broadwood Area School.
AUT.007255.01.03	Lynette Joy Knight Trust	Take Water for Irrigation at Okaihau.
AUT.007521.01.03	Whāngārei District Council	Okara Park pump station overflow.
AUT.008346.01.02 AUT.008346.03.02	Far North Holdings Limited	<ul style="list-style-type: none"> Boat ramp at Kaimarama Bay. Removal of algal growth from boat ramp at Kaimarama Bay, Rawhiti Road.
AUT.009134.01.04 AUT.009134.02.03	Tio Bay Lodge Limited	<ul style="list-style-type: none"> Jetty facility at Tio Bay, Bay of Islands. Boat ramp, timber ramp, deck and stairs at Tio Bay, Bay of Islands.
AUT.009134.03.03		<ul style="list-style-type: none"> Pile mooring at Tio Bay, Bay of Islands.
AUT.009134.05.03		<ul style="list-style-type: none"> Capital and maintenance dredging at Tio Bay, Bay of Islands.
AUT.009134.07.03		<ul style="list-style-type: none"> Disposal of dredge spoil in RMZ at Tio Bay, Bay of Islands.
AUT.009134.12.02		<ul style="list-style-type: none"> Jetty extension at Tio Bay, Bay of Islands.
AUT.009219.01.03	Crawford Farms Limited	<ul style="list-style-type: none"> FDE 7057 Farm Dairy Effluent discharge at Hikurangi.
AUT.009219.02.02		<ul style="list-style-type: none"> FDE 7057 Farm Dairy Effluent discharge at Hikurangi.
AUT.012749.01.02 – AUT.012749.02.02	Sunset West Waste Water Company Limited	<ul style="list-style-type: none"> Discharge wastewater to ground at Baylys Beach. Discharge contaminants to air from wastewater.
AUT.036311.15.01	Marine Park Limited & Port Road Limited	100 and 450 travel lifts at Port Nikau, Whāngārei Harbour.

Consent Number	Consent Holder	Consent Description
AUT.037408.01.01	Northland Milk New Zealand Limited	Spray irrigation at Wiroa Road, Kerikeri.
AUT.037455.01.02 AUT.037455.02.01 AUT.037455.03.01	Top Energy Limited	<ul style="list-style-type: none"> ▪ Rip rap armouring at Puketona. ▪ Earthworks for rip-rap armouring at Puketona. ▪ Discharge stormwater from land disturbance activities.
AUT.037477.01.01 – AUT.037477.02.01	BOC Limited	<ul style="list-style-type: none"> ▪ Discharges from proposed CO₂ plant at Marsden Point. ▪ Discharge from proposed CO₂ plant at Marsden Point.
AUT.037503.01.01 – AUT.037503.04.01	Northland Regional Council	<ul style="list-style-type: none"> ▪ To develop a high level spillway downstream of Cobham Road, Kerikeri. ▪ Divert water for spillway at Cobham Road, Kerikeri. ▪ Discharge stormwater for spillway at Cobham Road, Kerikeri. ▪ Rock protection for spillway at Cobham Road, Kerikeri.
AUT.037505.01.01 – AUT.037505.03.01	Avoca Lime Company (2010) Limited	<ul style="list-style-type: none"> ▪ To divert water from an existing drain at Purua. ▪ Construct dams at Purua. ▪ Dam water at Purua.
AUT.037511.01.01 – AUT.037511.03.01	Zodiac Holdings Limited	<ul style="list-style-type: none"> ▪ To undertake earthworks at 649 Mangakahia Road, Porotī. ▪ Discharge stormwater at 649 Mangakahia Road, Porotī. ▪ Divert stormwater at 649 Mangakahia Road, Porotī.
AUT.037524.01.01	Neil Construction Limited	Discharge to land at Kapiro Road, Kerikeri.
AUT.037525.01.01	N D Martin	Discharge domestic effluent to land at Tutukaka.
AUT.037531.01.01 – AUT.037531.02.01	New Zealand Transport Agency	<ul style="list-style-type: none"> ▪ Activities associated with minor river bank protection work, Kaikohe. ▪ Discharge stormwater to the Mangatoa Stream at Kaikohe.
AUT.037534.01.01 – AUT.037534.03.01	United Civil Construction Limited	<ul style="list-style-type: none"> ▪ Discharge stormwater at 55 Maruata Road, Glenbervie. ▪ Place earthworks fill and clean fill at 55 Maruata Road, Glenbervie. ▪ Divert stormwater at 55 Maruata Road, Glenbervie.
AUT.037554.01.01	P B & J I Atkins	Bore construction at Showgrounds Road, Waimate North.
AUT.037555.01.01	Northland Coastal Developments Limited	Bore construction at Helena Bay.
AUT.037593.01.01	Mobil Oil New Zealand Limited	Bore construction at Kaitāia.
AUT.037608.01.01	Northland Regional Council	Bore construction at Kai Iwi Lakes.
AUT.002114.01.04	D V & B J Rowe	Groundwater take for irrigation at Kamo.

Consent Number	Consent Holder	Consent Description
AUT.002724.01.04	Ota Point Effluent Society Incorporated	<ul style="list-style-type: none"> ▪ Ota Point wastewater system.
AUT.002724.02.03		<ul style="list-style-type: none"> ▪ Discharge contaminants to air (primarily odour).
AUT.004550.01.03	Hukerenui School Board of Trustees	<ul style="list-style-type: none"> ▪ Discharge treated wastewater to Waipuakakahau Stream.
AUT.004550.02.02		<ul style="list-style-type: none"> ▪ Discharge contaminants to air from the treatment system.
AUT.004798.01.04	Mangonui Haulage Limited	<ul style="list-style-type: none"> ▪ Discharge contaminants associated with a truck wash facility.
AUT.004798.02.02		<ul style="list-style-type: none"> ▪ Discharge contaminants to ground at Mangonui.
AUT.005581.01.04	S R & K J Frewen	<ul style="list-style-type: none"> ▪ Use and occupy space with a gangway and pontoon (jetty facility) in the CMA of the Wairoa Stream, Kerikeri River.
AUT.005581.03.03		<ul style="list-style-type: none"> ▪ Use and occupy space with a concrete slipway in the CMA of the Wairoa Stream, Kerikeri River.
AUT.005581.05.01		<ul style="list-style-type: none"> ▪ Place, use and occupy space with a timber viewing deck in the CMA of the Wairoa Stream, Kerikeri River.
AUT.005608.01.02	Far North Holdings Limited	<ul style="list-style-type: none"> ▪ Public boat ramp above bridge in Waitangi River.
AUT.005608.02.01		<ul style="list-style-type: none"> ▪ Discharge for algal removal on boat ramp above bridge in Waitangi River.
AUT.005608.03.01		<ul style="list-style-type: none"> ▪ Portion of a boat ramp above MHWS in Waitangi River.
AUT.005610.02.03	Far North Holdings Limited	<ul style="list-style-type: none"> ▪ Use wharf facility at Waitangi Wharf, Bay of Islands.
AUT.005610.04.03		<ul style="list-style-type: none"> ▪ To occupy the CMA at Waitangi Wharf, Bay of Islands.
AUT.005610.05.01		<ul style="list-style-type: none"> ▪ Extension at Waitangi Wharf.
AUT.007184.01.03	D J, M & R Imrie	Take from reservoir for irrigation at Vinegar Hill.
AUT.007397.01.02	Whananaki School – Board of Trustees	Take groundwater for supply at Whananaki school.
AUT.008340.01.03	Shirttail Orchards Limited	Groundwater take for irrigation at Motutangi.
AUT.008963.01.02	Sea View Contractors Limited	<ul style="list-style-type: none"> ▪ Extraction of rock at a quarry at Flyger Road, Mata.
AUT.008963.02.02		<ul style="list-style-type: none"> ▪ Discharge stormwater from quarrying at Mata.
AUT.008963.03.01		<ul style="list-style-type: none"> ▪ Divert stormwater from land disturbance activities.
AUT.009371.01.03	Wallace Farm Partnership	FDE 4213 Farm dairy discharge at Rūāwai.
AUT.018747.07.01	Far North District Council	<ul style="list-style-type: none"> ▪ To occupy space for and use an existing jetty at Windsor Landing.
AUT.018747.08.01		<ul style="list-style-type: none"> ▪ Discharges associated with cleaning a boat ramp at Kerikeri Inlet.
AUT.019056.01.02	Rushbrook Orchard Limited	Take groundwater for irrigation at Rushbrook Road, Matarau.

Consent Number	Consent Holder	Consent Description
AUT.021681.01.02 AUT.021681.02.02 AUT.021681.03.02	Marsden Maritime Holdings Limited	<ul style="list-style-type: none"> Earthworks for development at Marsden Point. Discharge stormwater to land and water from land disturbance activities at Marsden Point in the catchment of Blacksmith's Creek. Divert stormwater associated with land disturbance activities at Marsden Point in the catchment of Blacksmith's Creek.
AUT.031351.02.01 – AUT.031351.04.01	Waipapa Pine Limited	<ul style="list-style-type: none"> Earthworks for mill expansion at Waipapa. Discharge stormwater to land and water from land disturbance activities. To divert stormwater associated with land disturbance activities.
AUT.036665.01.01 – AUT.036665.02.01	Marine Park Limited & Port Road Limited	<ul style="list-style-type: none"> Construct a stormwater system in a new subdivision at Port Road. Divert stormwater at Port Road.
AUT.037013.01.01 – AUT.037013.02.01	A W Brain	<ul style="list-style-type: none"> Non MM4 mooring in Orongo Bay, Bay of Islands. Discharge wash down water in Orongo Bay.
AUT.037186.03.01	Tara Iti Holdings NZ Limited	Take groundwater for irrigation at Mangawhai.
AUT.037403.01.01	Northland Regional Council	Earthworks for Wairarua river bank protection work at Kawakawa.
AUT.037556.01.01	J J & G P Paterson	Take water for irrigation at Kerikeri.
AUT.037576.01.01	A Chappell	MM4 swing mooring in McLeods Bay, Whāngārei Harbour.
AUT.037577.01.01	R MacDonald	Swing mooring in Pacific Bay, Tutukaka.
AUT.037581.01.01 – AUT.037581.02.01	Hylands Ancient Kauri Limited	<ul style="list-style-type: none"> Sewage discharge to land, Kerikeri. Discharge to air from wastewater treatment at Kerikeri.
AUT.037592.01.01	B I & L C Yovich	MM4 swing mooring at Kawakawa River.
AUT.037602.01.01	M A & D Barnes	Discharge treated domestic effluent to land at Marina Vista Heights, Tutukaka.
AUT.037610.01.01	C H Smith & P L Lomas	On-site wastewater at Maunu.
AUT.037611.01.01 – AUT.037611.06.01	P R Atkinson	<ul style="list-style-type: none"> Take water from a reservoir. Dam unnamed tributary of the Wairarua River. Place a dam structure on the bed of unnamed tributary. Earthworks for construction of dam. Divert stormwater during dam construction Te Ahu Ahu Road. Discharge stormwater to land and water from land disturbance activities.
AUT.037619.01.01	Pacific Marine Farms Limited	Non MM4 swing mooring at Te Karaka Bay, Whangaroa Harbour.
AUT.037626.01.01	C R & D C Glasgow	Bore construction at Oakura Bay.
AUT.037661.01.01	G M & D J Martin	Bore construction at Rushbrook Road, Kamo.

Consent Number	Consent Holder	Consent Description
AUT.037662.01.01	L P & T M Redfern	Bore construction at Pacific Bay Road, Tutukaka.

ATTACHMENT 2

CONSENTS DECISIONS AND PROGRESS ON NOTIFIED APPLICATIONS IN PROCESS, OBJECTIONS AND APPEALS

The Consents/Monitoring Manager's summary of resource consent decisions issued since 1 April 2015 is given in Attachment 1.

Progress on notified applications, objections, and appeals is as set out in the following tables:

NOTIFIED APPLICATIONS

Applications Publicly/Limited Notified During Previous Month

Applicant	Proposal	Notification Period	Comment
Whangarei District Council APP.009082.01.02 Lodged: 30/03/2015	Hikurangi township stormwater management	Limited notification: 14 April 2015 to 13 May 2015	No submissions received.

Progress on Applications Previously Notified

Applicant	Proposal	Progress
Far North District Council APP.004007.01.03 Lodged: 30/05/2008	East Coast Bays Wastewater Treatment Plant (Taipā) replacement discharge consents	Fifty-four submissions received, 24 wishing to be heard and 30 not wishing to be heard. Most of those oppose the current operation of WWTP. The applicant wants to reopen discussions with the submitters. The council has provided an update to the submitters on work undertaken by the applicant since the application was notified and the applicant's proposal to reopen discussions with them. A hui was subsequently organised by submitters at the Parapara Marae which was attended by representatives of four local Marae, FNDC and NRC. The outcome of this hui was that a working party would be formed between the applicant and local Maori to come to an agreed solution for the discharge from this WWTP. The processing of this consent application remains on hold at the request of the applicant until further notice.
B C Taylor APP.015366.01.02 Lodged: 25/11/2010	Use of a coastal structure (building) for accommodation and community hall at Whakapirau	Nine submissions received, two in support and seven in opposition. Six submitters wish to be heard. Issues between the applicant and the Kaipara District Council (KDC) associated with the designation of the land and ownership of the building have been resolved. Applications for resource consents from the KDC have been lodged and it is considering whether or not to notify these. No one other than the applicant is adversely affected by the delay at this point.

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Applicant	Proposal	Progress
Millpara Avocados Limited APP.014520.01.02 Lodged: 31/07/2012 APP.014520.02.01 Lodged: 19/06/2012	Increase in existing groundwater take for avocado irrigation purposes, Paparore, Far North	Twelve submissions received within time, with one submitter wishing to be heard. Nine are in opposition, one in support and two neutral. One further (late) submission in opposition received. The council has circulated a proposal to proceed with the existing consent along with draft conditions while leaving the other application on hold until a reassessment of the Aupouri groundwater resource by the council is completed. One submitter wishing to be heard has withdrawn its wish to be heard on the take from the existing bore. The other submitter wishing to be heard has not responded and has been difficult to contact. The consent processing officer has attempted to make contact by phone on a number of occasions and sent another letter to this submitter requesting a response by 12 May 2014. No response has been received. The council will organise a formal pre-hearing meeting and require this submitter to attend. It has been decided to wait for the completion of the reassessment of the Aupouri groundwater resource before organising a meeting so that the council has to only deal with this submitter once.
Far North District Council APP.001862.01.04 Lodged: 13/01/2014	Change to groundwater take consent from Monument Hill for Kaikohe town supply	A submission opposing the application was received from the Waikotitē Māori Reservation Trust. The applicant, representatives of the Trust and the NRC met at Squires Springs on Friday 13 February 2015, to view the actual take and discuss the implications of changes to the conditions. Representatives of the Trust indicated that they are comfortable with the changes to the conditions and need to take these back to the Trust members to gain their approval. The council is awaiting agreement from the Trust prior to issuing a decision under delegated authority.
Ota Point Effluent Society Incorporated APP.002724.01.04 Lodged: 24/07/2014	Replacement consent for discharge of treated wastewater from communal system to Waitapu Bay, Whangaroa Harbour	Three submissions received, all wishing to be heard, with one in opposition, one in support and one neutral. A pre-hearing meeting was held at Ota Point on Thursday 19 March 2015 to discuss the issues raised in the submissions. As a result of this pre-hearing meeting, draft conditions were prepared that satisfied the concerns raised by the submitters who withdrew their wish to be heard at a formal hearing. A decision to grant consents was made under delegated authority on 25 May 2015.
Northland Regional Council (Rivers) APP.037356.01.01 Lodged: 15/12/2014	Waima River flood control works	Ongoing discussions are being held with submitters towards resolving outstanding issues, thereby avoiding the need for a hearing.

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Applicant	Proposal	Progress
Ngawha Generation Limited APP.036992.01.01 Lodged: 18/12/2014	Replacement consents for the existing Ngawha power station. New consents for the expansion to the power station.	Eleven submissions received, all in opposition with nine submitters wishing to be heard. A joint hearing with the FNDC has been scheduled to start on 10 August 2015. The applicant has requested pre-circulation of evidence and the use of independent commissioners.

Hearings and Decisions

Applicant	Proposal	Date of Hearing	Decision Issued/Comment
A Brain APP.037013.01.01 Lodged: 23/07/2014	New swing mooring in Orongo Bay, Bay of Islands	Not required	Outstanding issue resolved with the submitter and a decision to grant consent was issued under delegated authority on 8 May 2015.
Ohana Limited APP.006510.01.03 Lodged: 7/01/2015	Jetty extension in Kerikeri River	14 May 2015	Decision of independent commissioner pending.
Northland Regional Council (Rivers) APP.037334.01.01 Lodged: 4/12/2014	Kerikeri Flood Scheme Diversion	27 May 2015	Joint hearing with the Far North District (lead agency). The hearing was adjourned with further information sought by the Hearings Panel from the applicant.

APPEALS/OBJECTIONS

Applicant	Proposal	Progress
Poutō Farms Limited APP.021258.01.01 Lodged: 6/08/2008	Flood protection works at Kaihū River	Objection to decision to return application documents as incomplete, but the applicant is still seeking stay of hearing, pending receipt of flood model data to enable completion of application detail.

Attachment 3 – Te Tai Tokerau Maori Advisory Committee schedule of activities 2015:

14 May	11 June	09 July	13 August	10 September	08 October	12 November	10 December
Formal Meeting <u>Topics:</u> <ul style="list-style-type: none"> • Welcome new member • Presentation: Waiora Northland Water objectives • Draft Committee Work Programme • Commissioner Paper • Marae Based Hui template • Tabled nominations to host next marae based hui • LTP update • Key project/s requiring direction / update 	Marae Based Workshop Te Hiku Waiora Marae	Formal Meeting <u>Topics:</u> <ul style="list-style-type: none"> • Presentation: Consents and Monitoring • Confirm Committee Work Programme • Relationship with WDC and FNDC • LTP update (post deliberations) • Local Government reorganisation • Key project/s requiring direction / update 	Marae Based Workshop Bay of Islands Marae and topics to be confirmed	Formal Meeting <u>Topics:</u> <ul style="list-style-type: none"> • Presentation: Biosecurity & Flood Hazard Management. • Engagement models for Māori participation in council RMA & LGA plans • Provision of information • Key project/s requiring direction / update 	Marae Based Workshop Hokianga Marae and topics to be confirmed	Formal Meeting <u>Topics:</u> <ul style="list-style-type: none"> • Presentation: Advocacy • Engagement models for Māori participation in council RMA and LGA plans • Communications methodology • Key project/s requiring direction / update 	Marae Based Workshop Ngatiwai Marae and topics to be confirmed

ITEM: 9.1

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**ISSUE: Regional Transport Committee 1 April 2015 -
Receipt of Minutes****ID:** A754456**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date:** 6 March 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the confirmed minutes of the Regional Transport Committee meeting held on 1 April 2015 (**attached**) to the council for information.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the Regional Transport Committee meeting held on 1 April 2015 be received.

NORTHLAND REGIONAL COUNCIL REGIONAL TRANSPORT COMMITTEE

Minutes of the meeting held in the Council Chamber,
36 Water Street, Whāngārei, on Wednesday 1 April 2015
commencing at 10 am

Present:**Northland Regional Council**

Cr J Bain, Chairman
Cr P Dimery

Kaipara District Council

Mr P Winder

Far North District Council

Cr A Court

Whangarei District Council

Cr G Martin

New Zealand Transport Agency

Mr E Zöllner

In Attendance:**Full Meeting**

NRC Transport Operations SPM – Chris Powell
NRC Transport Projects Officer – Ian Crayton-Brown
NRC Policy Analyst – Jon Trewin
WDC Roding Manager – Jeff Devine
FNDC GM Infrastructure and Asset Management - Jacqui Robson
FNDC Asset Engineer Roads - Allan Shadbolt
KDC Roding Manager - Henri Van Zyl
NZTA Principal Transport Planner - Jim Sephton
Road Policing Manager – Sergeant Lance Goulsbro
NRC Council Secretary – Chris Taylor

Part Meeting

NRC Chairman – Bill Shepherd
NRC Infrastructure Manager – Graham Nielsen

The Chairman declared the meeting open at 10am and directly adjourned proceedings to allow participants in a previous meeting to prepare. The meeting reconvened at 10.10am.

Apologies (Item 1.0)

There were no apologies.

Declaration of Conflicts of Interest (Item 2.0)

The Chairman invited members to make declarations item-by-item as the meeting progressed. There were no declarations of conflict at this point.

Confirmation of Minutes – 4 February 2015 (Item 3.1)**ID: A731108****Report from Council Secretary Chris Taylor.****Moved (Dimery/Martin)**

That the minutes of the Regional Transport Committee meeting held on 4 February 2015 be confirmed as a true and correct record.

Carried**Regional Land Transport Programme 2012–2015 – Funding Uptake (Item 4.1)****ID: A733884****Report from Transport Operations Senior Programme Manager Chris Powell.****Moved (Winder/Court)**

That the report 'Regional Land Transport Programme 2012–2015 – Funding Uptake' by Chris Powell, Transport Operations Senior Programme Manager, and dated 19 March 2015, be received.

Carried**Regional Road Safety Update (Item 4.2)****ID: A734095****Report from Transport Projects Officer Ian Crayton-Brown.****Moved (Bain/Martin)**

That the report 'Regional Road Safety Update' by Ian Crayton-Brown, Transport Projects Officer, dated 18 March 2015, be received.

Carried**Matters arising from Item 4.2:**

Concern was raised with regard to the dominance of motorcycle related injuries. It was suggested that reporting the number of registered motorcycles and the percentage of accidents/injuries/deaths pertaining to motorcycles would be useful to highlight the correlation.

Police Road Safety Update – Summer Campaign (Item 4.3)**ID: A734361****Report from Transport Projects Officer Ian Crayton-Brown.****Moved (Winder/Martin)**

That the report 'Police Road Safety Update – Summer Campaign', including a presentation by Sergeant Lance Goulsbro, and dated 20 March 2015, be received.

Carried

Matters arising from Item 4.3:

Road Policing Manager, Sergeant Lance Goulsbro, was in attendance and provided a presentation addressing the following key points:

- Youth offending (under 20 years in Northland)
 - Total infringements and proceedings
 - Proceedings by clearance type
 - Alcohol/drug driving offences
 - Driver licence and vehicle licence offences
 - Manner of driving offences
- Operation Safe Summer
- Operation Easter 2015
 - Focus: holiday locations
 - All deployable staff
 - Tactics: High visibility

Draft Northland Regional Land Transport Plan 2015–2021 – Progress Report (Item 5.1)

ID: A734654

Report from Transport Operations Senior Programme Manager Chris Powell, and Policy Analyst Jon Trewin.

Moved (Winder/Dimery)

1. That the report, 'Draft Northland Regional Land Transport Plan 2015–2021 – Progress Report' by Chris Powell, Transport Operations Senior Programme Manager, and Jon Trewin, Policy Analyst, and dated 23 March 2015, be received.
2. That the Regional Transport Committee approve the submission of the Northland Regional Land Transport Plan 2015–2021 to the Northland Regional Council with a recommendation that the Northland Regional Land Transport Plan 2015–2021 be approved and be forwarded on to the NZ Transport Agency.
3. That the Regional Transport Committee delegate the authority to the Chair of the Regional Transport Committee to approve the finalised layout and formatting of the Northland Regional Land Transport Plan 2015–2021 prior to it being tabled at the full Northland Regional Council meeting on 21 April 2015.
4. That the Regional Transport Committee approve the recommended method of reply to each submitter.

Carried**Matters arising from Item 5.1:**

NZTA Principal Planner, Jim Sephton, and NZTA Representative, Ernst Zöllner, provided the presentation 'Connecting Northland - economically active, a resilient network and safer journeys' which addressed the following key points:

- *Corridor Plans:*
 - Whāngārei to Bay of Islands
 - State Highway 10 Taipa to Kaeo
 - Kerikeri and Waipapa Growth Area
 - Whāngārei to Auckland

- *Safety:*
 - The National Road and Roadside Safety Programme had identified specific corridors as being of national significance to lower the road toll.
- *Resilience:*
 - A 'three pronged approach'; manage and respond, corridor improvements and spot treatments.
- *Maintenance Expenditure*
- *Inland Freight Route:*
 - The NZTA Board would be considering the proposal to upgrade the route to State Highway status and would advise of its decision in time for the final RLTP.

Key points of the following discussion included:

- It was requested that the Northland Road Safety Forum be involved in the NZTA project to update the Rest Area Strategy.
- It was requested that a note be added to the 'State Highway Improvements – Prioritised (includes new and improved)' spreadsheet to reflect the two projects, NRRS - Whāngārei to Brynderwyns and NRRS - SH12 to Wellsford, had been added to reflect submissions.
- An error was identified in the same spreadsheet (above) and it was confirmed that the Waipapa Roundabout should be ranked at 3 (not 7).
- NZTA representative, Jim Sephton, in conjunction with the Roothing Managers, to ensure the Investment Management Section is included in all the necessary corridor plans as presented at the meeting.
- Appreciation was extended to all involved in the RLTP process.

Draft Northland Regional Public Transport Plan 2015–2025 – Progress Report (Item 5.2)

ID: A734238

Report from Transport Operations Senior Programme Manager Chris Powell, and Policy Analyst Jon Trewin.

Moved (Court/Winder)

1. That the report, 'Draft Northland Regional Public Transport Plan 2015–2025 – Progress Report' by Chris Powell, Transport Operations Senior Programme Manager, and Jon Trewin, Policy Analyst, and dated 19 March 2015, be received.
2. That the Regional Transport Committee approve that NRC staff make the necessary changes to the Regional Public Transport Plan 2015–2025 during April and May 2015.
3. That the Regional Transport Committee approves that the Chair of the Regional Transport Committee, Cr John Bain, be granted the authority to approve the changes and the release of the finalised Regional Public Transport Plan 2015–2025 to a full meeting of the Northland Regional Council with a recommendation for final endorsement for formal public release.
4. That the Regional Transport Committee will seek changes to the funding 'instruments' for public transport, to reflect that congestion should not be the over-riding mechanism.

Carried

Matters arising from Item 5.2:

Appreciation was extended to the NRC Transport Operations SPM and related staff, citing the process as a good example of collaboration between council officers and NZTA.

The Chairman, John Bain, highlighted the submissions and subsequent deliberations on the Hokianga bridge proposal. There was consensus that there was insufficient information available for the committee to make a decision on this matter.

CONCLUSION

The meeting concluded at 11.45 am.

ISSUE: Environmental Management Committee 28 April 2015 - Receipt of Minutes**ID:** A754106**To:** Council Meeting, 16 June 2015**From:** Nola Sooner, Committee Secretary**Date:** 29 May 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Environmental Management Committee meeting held on 28 April 2015 (**attached**) to the council for information.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the Environmental Management Committee meeting held on 28 April 2015 be received.

**NORTHLAND REGIONAL COUNCIL
ENVIRONMENTAL MANAGEMENT COMMITTEE**

Minutes of the Environmental Management Committee Meeting
held in the Council Chamber,
Northland Regional Council, 36 Water Street, Whāngārei, on
Tuesday 28 April 2015, commencing at 9.30 am

Present:**Northland Regional Council**

Cr Joe Carr (Chairman)
Cr Craig Brown (Deputy Chairman)
Cr Paul Dimery
Cr Monty Knight

Far North District Council

Cr Ann Court

Whangarei District Council

Cr Tricia Cutforth

Department of Conservation

Ms Sue Reed-Thomas

Forest Industry

Geoff Gover

Farming Community

Alan Clarkson

Māori Interests

Keir Volkerling

Environmental Interest Groups

Martin Hunt

In Attendance:**NRC Staff - Full Meeting:**

Operations Director
Land/Rivers Senior Programme Manager
Consents/Monitoring Manager
Rivers Team Administrator

NRC Staff - Part Meeting:

Policy Specialist – Water
Biosecurity Senior Programme Manager
Compliance Monitoring Senior Programme Manager
Economist
Land Management Programme Manager
Policy Analyst
Policy Development Programme Manager
Resource Management Planning and Policy Senior
Programme Manager
Rivers Team Programme Manager
Water Resource Analyst

The Chairman declared the meeting open at 9.30 am.

Apologies

Moved (Brown/Cutforth)

That the apology from Richard Booth for non-attendance be received.

Carried

Declaration of Conflict of Interest

There were no declarations of conflict of interest made at any stage of the meeting.

Confirmation of Minutes: Environmental Management Committee Meeting – 23 February 2015 (Item 1.0)

Report from Tony Phipps, Operations Director.

A740383

Moved (Brown/Clarkson)

1. That the minutes of the Environmental Management Committee meeting held on 23 February 2015 be confirmed as a true and correct record.
2. That the entry in the report “Environmental Monitoring for the period 1 November 2014 – 31 January 2015” (ITEM: 8 of the 23 February 2015 Environmental Management Committee Agenda) pertaining to Consent Reference No. REG.009529.01 Hancock Forest Management (NZ) Ltd – Gammons Forest be redacted to read.

Date	Consent Reference No.	Name	Description	Notes	Environmental Impact
10/12/2014	REG.009529.01	Hancock Forest Management (NZ) Limited - Gammons Forest	Gammons Forest @ Gammons Road, Mangakahia (Otaenga, Gammons, Waipunga & Galilee blocks)	<ul style="list-style-type: none"> • Discharge of diesel to land from a leaking storage tank. • Stabilisation of several earthworks areas required. • Previous significant non-compliance at this site. 	• Minor

Carried

Matters arising from 1.0:

The Biosecurity Senior Programme Manager advised an application has been made to the Gareth Morgan Foundation regarding purchase of traps.

Waioira Northland Water Progress (Item 2.0)

**Report from Natalie Glover, Waioira Northland Water Project Manager.
A734326**

Moved (Hunt/Gover)

1. That the report Waioira Northland Water progress by Natalie Glover, Waioira Northland Water Project Manager and dated 1 April 2015, be received.
2. That John Blackwell be appointed to the drystock farmer vacancy on the Pouto catchment group.

Carried**Matters arising from 2.0:**

Tangata Whenua Values Studies Project - Mr K Volkerling advised he has developed the conceptual framework.

Environment Fund and Farm Water Quality Improvement Plan Update (Item 3.0)

**Report from Duncan Kervell, Land Programme Manager, and Bruce Howse, Land/Rivers Senior Programme Manager.
A736420**

Moved (Dimery/Brown)

That the report 'Environment Fund and Farm Water Quality Improvement Plan Update' by Duncan Kervell, Land Programme Manager, and Bruce Howse, Land/Rivers Senior Programme Manager, and dated 2 April 2015, be received.

Carried**River Management Update (Item 4.0)**

**Report from Joseph Camuso, Rivers Programme Manager.
A735970**

Moved (Brown/Dimery)

1. That the report Rivers Management Update by Joseph Camuso, Rivers Programme Manager and dated 31 March 2015 be received.
2. That the minutes of the following liaison committee meetings be received:
 - a. Whangarei Urban Rivers Liaison Committee, 10 March 2015
 - b. That Mira Norris be appointed to the Whangarei Urban Rivers Liaison Committee as an iwi representative.

Carried

Matters arising from 4.0:

Cr A Court requested that a trip be organised for interested Environmental Management Committee members to view the Kotuku Dam site with NRC Councillors.

Recreational Swimming Water Quality Programme – Final Results 2014-15 (Item 5.0)

Report from Jean-Charles Perquin, Environmental Monitoring Programme Manager.

A736358

Moved (Clarkson/Reed-Thomas)

That the report Recreational Swimming Water Quality Programme – Results 2014-15 dated 26 March 2015, prepared by Jean-Charles Perquin, Environmental Monitoring Programme Manager, be received.

Carried

Environmental Monitoring for the period 1–31 March 2015 (Item 6.0)

Report from Colin Dall, Consents/Monitoring Manager.

A736576

Moved (Brown/Hunt)

That the report 'Environmental Monitoring for the Period 1 - 31 March 2015' from Colin Dall, Consents/Monitoring Manager, dated 2 April 2015, be received.

Carried

Farm Dairy Effluent – update on FDE monitoring activities (Item 7.0)

Report from Tess Dacre, Compliance Monitoring Senior Programme Manager.

A721686

Moved (Carr/Gover)

That the report Farm Dairy Effluent – update on FDE monitoring activities from Tess Dacre, Compliance Monitoring Senior Programme Manager, dated 1 April 2015 be received.

Carried

Biosecurity Responses Update (Item 8.0)

**Report by Don Mckenzie, Biosecurity Senior Programme Manager.
A736540**

Moved (Dimery/Clarkson)

1. That the report Biosecurity Responses update by Don Mckenzie, Biosecurity Senior Programme Manager and dated 2 April 2015, be received.
2. That the committee note the information.

Carried

Kai Iwi Lakes Pest Control and Catchment Update (Item 9.0)

**Report by Kane McElrea, Biosecurity Programme Manager.
A739088**

Moved (Carr/Brown)

1. That the report Kai Iwi Lakes Pest Control and Catchment Update by Kane McElrea, Biosecurity Programme Manager and dated 29 March 2015, be received.
2. That the committee note the information.

Carried

“Go Slow” Disease (Item 10.0)

**Report by Don Mckenzie, Biosecurity Senior Programme Manager.
A736725**

Moved (Clarkson/Hunt)

1. That the report “Go Slow” disease by Don Mckenzie, Biosecurity Senior Programme Manager and dated 2 April 2015, be received.
2. That the committee note the information.

Carried

Review of Regional Pest Management Strategies and Proposed Marine Pathway Management Plan - Review of the Proposed Timeline (Item 11.0)

**Report by Don McKenzie, Biosecurity Senior Programme Manager.
A733216**

Moved (Court/Cutforth)

1. That the report Review of Regional Pest Management Strategies and Proposed Marine Pathway Management Plan - Review of the Proposed Timeline by Don McKenzie, Biosecurity Senior Programme Manager and dated 20 April 2015, be received.
2. That the Committee agree to the revised timing for formal notification of the proposed Regional Pest Management Plan and Pathway Management Plan.
3. That the Committee resolve pursuant to section 100G of the Biosecurity Act 1993 and section 83(19) Biosecurity Law Reform Act 2012 to extend the expiry date of the Regional Pest Management Strategies 2010-2015 to 20 July 2016.

Carried

Preparing the new regional plan (Item 12.0)

**Report by Ben Lee, Programme Manager – Policy Development.
A735881**

Moved (Knight/Dimery)

That the report “Preparing the new regional plan” by Ben Lee, Programme Manager – Policy Development and dated 31 March 2015, be received.

Carried

Water Allocation Update (Item 13.0)

**Report by Pride Mangeya - Water Resource Analyst, Susie Osbaldiston-Groundwater Management Specialist and Ben Tait - Policy Specialist.
A736325**

Moved (Brown/Dimery)

That the report Water Allocation Update by Pride Mangeya – Water Resource Analyst, Susie Osbaldiston – Groundwater Management Specialist and Ben Tait – Policy Specialist dated 15 April 2015 be received.

Carried

Matters arising from 13.0:

A presentation on “Managing Rivers Flows in Northland” was viewed by the Committee.

11.54 am Mr K Volkerling left the meeting.

Agenda items for next Environmental Management Committee Meeting – 29 June 2015 (Item 14.0)

Report from Tony Phipps, Operations Director.

A740535

Moved (Cutforth/Carr)

That the Environmental Management Committee members suggest agenda items for inclusion into the agenda for the next Environmental Management Committee meeting on 29 June 2015.

Carried

Conclusion

The meeting closed at 12.14 pm.

ITEM: 9.3

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ISSUE: Te Taitokerau Māori Advisory Committee 14 May 2015 - Receipt of Minutes**ID:** A754473**To:** Council Meeting, 16 June 2015**From:** Rachel Ropiha, Iwi Liaison Officer**Date:** 5 June 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Te Taitokerau Māori Advisory Committee meeting held on 14 May 2015 (**attached**) to the council for information.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the Te Taitokerau Māori Advisory Committee meeting held on 14 May 2015 be received.

NORTHLAND REGIONAL COUNCIL

Te Tai Tokerau Māori Advisory Committee

Minutes of the meeting of Te Tai Tokerau Māori Advisory Committee
held in Council Chamber, 36 Water Street, Whāngārei,
on Thursday, 14 May 2015, starting at 10.30 am

Present:

Chairman Dover Samuels, Northland Regional Council (*left meeting 1.00 – 1.24pm*)
Deputy Chairman Pita Tipene, Te Rūnanga o Ngāti Hine
Cr Bill Shepherd, Northland Regional Council (*from 11.55am*)
Michelle Elboz, Ngāti Kuta Patukeha
Bundy Waitai, Ngā Hapū o Ngati Kuri/Te Hiku O Te Ika Marae Trust
Catherine Murupaenga-Ikenn, Te Rūnanga o Te Rarawa
Darryl Hape, Te Rūnanga O Whaingaroa
Henry Murphy, Ngātiwai Trust Board
Cr Joe Carr, Northland Regional Council (*from 10.50am*)
John Harawene, Ngāti Manu
Mike Kake, Te Rūnanga-Ā-Iwi-O-Ngāpuhi (*from 10.35am*)
Mira Norris, Te Parawhau Hapū Authority Charitable Trust
Patu Hohepa, Hokianga o Ngā Hapū Whānau (*from 10.43am*)
Cr Paul Dimery, Northland Regional Council (*left meeting at 12.30pm*)
Rowan Tautari, Te Whakapiko Hapū
Rudy Taylor, Hokianga o Ngā Hapū Whānau
Shirley Hakaraia, Ngāti Kuta Patukeha
Tui Shortland, Te Rūnanga o Ngāti Hine

In Attendance:

Full Meeting:

Jonathan Gibbard, Strategy, Governance and Communications Manager
Rachel Rōpiha, Iwi Liaison Officer/Meeting Secretary
Abraham Witana, Programme Manager/Policy Specialist - Tangata Whenua
Dean Alderton, Assistant Meeting Secretary

Part Meeting:

Malcolm Nicolson, Chief Executive Officer (*left meeting at 1.00pm*)
Justin Murfitt, Policy Programme Manager
Natalie Glover, Policy Specialist - Water

The Chairman declared the meeting open at 10.30am – Karakia, Mr Tipene. The Chairman expressed condolences for the recent passing of Tā Erima Henare.

Secretarial Note: Mr Mike Kake arrived at 10.35am.

Apologies (Item 2.0)

Moved (Hape/Samuels)

That the following apologies for absence from:

Isha Waetford, Ngātiwai Trust Board
Martin Rudolph, Te Rūnanga O Whaingaroa
Nora Rameka, Ngāti Rehia
Rawson Wright, Te Uri o Hau Settlement Trust
Te Huranga Hohaia, Ngāti Rehia
Will Ngakuru, Te Roroa Whatu Ora Trust

And apologies for lateness from:

Cr Bill Shepherd, Northland Regional Council, and
Mr Patu Hohepa, Hokianga o Ngā Hapū Whānau, be received

Carried

Declarations of Conflicts of Interest (Item 3.0)

Ms Shortland declared she was a trained hearing commissioner and that she had made a submission on the NRC's Long Term Plan. The Chairman ruled that neither of these would preclude her from involvement in discussion and voting on the items contained in the agenda.

Confirmation of Minutes – 12 February 2015 (Item 4.0)

ID: A743674

Report from Rachel Rōpiha, Iwi Liaison Officer.

Moved: (Tipene/Murupaenga-Ikenn)

That the minutes of Te Tai Tokerau Māori Advisory Committee meeting held on 12 February 2015 be confirmed as a true and correct record, subject to the minor typographical error identified at the meeting.

Carried

Secretarial Note:

- *The correction to the minutes was solely the spelling of Murupaenga-Ikenn's surname.*
- *Mr Patu Hohepa arrived at 10.43am.*

Receipt of Action Sheet (Item 5.0)

ID: A721781

Report from Rachel Ropiha, Iwi Liaison Officer.

Moved (Shepherd/Samuels)

That the action sheet be received.

Carried

Secretarial Note: Councillor Joe Carr arrived at 10.50am.

Matters arising from the Action Sheet:

Item 893 – Mr Nicolson advised that:

- i. The Minister of Local Government had extended the term of the three Kaipara District Council commissioners by one year; and
- ii. The Local Government Commission had indicated that there was no set date for a decision on the Northland Local Government reorganisation proposal due to its high work load.

Item 931 – Mr Nicolson advised that the proposed presentation by Statoil and NZP&M on 9 June had been delayed as it had not been possible to get the appropriate people from both organisations here on the same day.

Ms Murupaenga-Ikenn requested that it be noted in the minutes that the original request, in terms of Item 931, was for council to make a political statement as to its stance on deep water drilling rather than a presentation.

The following discussion focussed on the difference between Central Government process (issue of permits) and the role Local Government play in permitting mining. It was advised that regional plans may be an avenue (within council jurisdiction of 12 nautical mile limit under the Resource Management Act) to address some concerns and that with the plan reviews under way there was the opportunity to provide significant input into both coastal and water and soil matters.

Further discussion emphasised the need to be fully informed and to hear both sides of the debate. Subsequently it was decided that at least two sessions be held and an invitation be extended to organisations in favour and opposition, as well as those with a neutral stance.

Ms Hakaraia stated that Ngāti Kuta oppose mining outright and noted that the committee should state their position prior to meeting with any groups.

Action: That Mr Gibbard writes a cover paper to accompany the workshop on oil exploration summarising current knowledge and understanding of the regulations associated with oil exploration and of the permit holder (Statoil).

Draft Process and Agenda Template for Marae Based Workshops (Item 6.0)

ID: A742171

Report from Rachel Rōpiha, Iwi Liaison Officer.

Moved (Tipene/Kake)

1. That the report “Draft Process and Agenda Template for Marae Based Workshops” by Rachel Rōpiha, Iwi Liaison Officer, and dated 27 April 2015, be received.
2. That the Te Tai Tokerau Māori Advisory Committee approve the Draft Process and Agenda Template for Marae Based Workshops.

Carried

Calling for nominations: Marae based workshop Te Tai Tokerau Māori Advisory Committee (Item 7.0)

ID: A742971

Report from Rachel Rōpiha, Iwi Liaison Officer.

Moved: (Tipene/Hakaraia)

1. That the report “Calling for nominations: Marae based workshop Te Tai Tokerau Māori Advisory Committee” by Rachel Rōpiha, Iwi Liaison Officer, and dated 28 April 2015, be received.

Carried

Matters arising from 7.0

Bundy Waitai tabled a request from Ngāti Kuri to host the June workshop.

Committee members noted that Ngāti Rehia had indicated at the March workshop,

their desire to host the next marae based workshop, as well as sending in an email in the same vein. After much discussion it was agreed that areas should cluster together and to accept the tabled request from Ngāti Kuri. Host clusters to notify the committee secretary which marae in that area would host the workshop/hui.

It was further moved: (Tipene/Samuels)

2. That Te Tai Tokerau Māori Advisory Committee approves the nominations by Ngāti Kuri - 11 June, Bay of Islands - 13 August, Hokianga - 8 October and Ngātiwai - 10 December 2015, as hosts of the Marae Based Workshops of Te Tai Tokerau Māori Advisory Committee.

Carried

Matters arising from 7.0

Chairman Samuels asked for an indication of the issues to be raised at the workshops. The matters to be discussed included rating, effluent, clean water, springs, aquaculture and flooding.

There was general agreement that in future the Māori members of Te Tai Tokerau Māori Advisory Committee (TTTMAC) would caucus before meetings, as a way of developing positions on certain issues.

Secretarial Note: Cr Bill Shepherd arrived at 11.55am.

Waioira Northland Water (Item 8.0)

ID: A742976

Report from Justin Murfitt Senior Programme Manager Resource Management Planning & Policy, dated 29 April 2015.

No decision required

Justin Murfitt, Policy Programme Manager, and Natalie Glover, Policy Specialist – Water, gave a presentation on council's responsibilities for water management.

Secretarial Note:

- *The meeting adjourned for lunch at 12.33pm and Councillor Dimery left at this time. Chairman Samuels and Mr Nicolson were absent when the meeting resumed at 1.00pm, hence Deputy Chair, Mr Tipene, presided.*
- *The presentation on Waioira Northland Water continued following resumption.*

Update: Proposed Long Term Plan 2015 – 2025 (Item 9.0)

ID: A743342

Report from Rachel Rōpiha, Iwi Liaison Officer.

Moved: (Murupaenga-Ikenn/Murphy)

1. That the report "Update: Proposed Long Term Plan 2015 -2025" by Rachel Ropiha, Iwi Liaison Officer, and dated 29 April 2015, be received.

Carried

Matters arising from Item 9.0

Just fewer than 1300 submissions were received from individuals or organisations on the proposed Draft Long Term Plan (LTP) with four public meetings held for people to speak to their issues. The notes from the TTTMAC March workshop were included in

the feedback for council to consider in its deliberations.

It was confirmed that council would consider all written and oral feedback received with a view of ratifying the Draft Plan at the June 2015 meeting of council.

Accredited Māori Commissioners in Tai Tokerau (Item 10.0)

ID: A744875

Report from Abraham Witana, Māori Policy Specialist, Programme Manager.

Moved: (Waitai/Hohepa)

1. That the report "Accredited Māori Commissioners in Tai Tokerau" by Abraham Witana, Māori Policy Specialist, Programme Manager, and dated 14 May 2015 be received.
2. That the committee confirms that this is a matter to be included in the committee's future work programme.

Carried

Matters arising from Item 10.00

Ms Shortland requested that NRC add Mr Kevin Prime and Mr Tipene Wilson to the list of accredited Māori commissioners.

It was noted that any request for a Māori commissioner may result in the person or persons making the request responsible for half the additional costs. Committee chair, Mr Tipene, pointed out that these issues would be fully discussed as part of the work programme.

Secretarial Note: Cr Samuels returned at 1.24pm and resumed the role of Chairman.

Draft Programme of Work: Te Tai Tokerau Māori

Advisory Committee (Item 11.0)

ID: A742169

Report from Rachel Rōpiha, Iwi Liaison Officer.

Mr Tipene declared a potential conflict of interest, being a member of Te Kārearea. The Chair noted that this should not preclude both Mr Tipene and Mr Kake from this discussion.

Moved: (Kake/ Murupaenga-Ikenn)

1. That the report "Draft Programme of Work: Te Tai Tokerau Māori Advisory Committee" by Rachel Rōpiha, Iwi Liaison Officer and dated 27 April 2015, be received.
2. That Te Tai Tokerau Māori Advisory Committee consider the draft work programme and provide direction to staff as to what amendments are required prior to approval.
3. When finalised, the Draft Programme of Work: Te Tai Tokerau Māori Advisory Committee be presented to council for endorsement.
4. That an invitation be extended by the Chairman of Te Tai Tokerau Māori Advisory Committee to the Whangarei District Council Strategic Partnership Forum - Te Kārearea. Inviting them to the afternoon session

of the July formal meeting of the committee to present on their activities with the intent of forming a working relationship.

Carried

Matters arising from Item 11.0

Concern was raised that the council was dictating what the committee discussed and the work programme it should undertake. Subsequently it was suggested that a subcommittee be established in order to set and prioritise a programme of work. It was reminded that at its last meeting, council officers were requested to prepare a Draft Programme of Work; hence the paper presently before the committee.

It was noted that the headings contained in the draft calendar of work were just headlines and that the body of the report discussed in more detail how the committee might like to achieve these outcomes.

Ms Shortland requested that the Regional Plan Review be a standard item on the agenda for each meeting plus add; significant policy to tangata whenua, Hapū/Iwi Management Plans – how to take into account, councils contestable funds, national changes that impact on local government, incorporating Mātauranga Māori methodology into council decision making and SOE reporting, cultural impact assessment – capacity building for tangata whenua and process for taking into account.

It was noted that while these could be included, the committee only met bimonthly so it must be realistic as to what it could achieve. *Note:* the Regional Policy Statement protocols will deal with some of these issues.

Mr Tipene said he was happy to go with the recommendations, but there was a need to be vigilant and monitor progress. Ms Hakaraia said she wanted TTTMAC to set its priorities and that the caucus should sit as soon as possible.

Further, Mr Tipene noted that the outcomes needed to align with the Committee's terms of reference.

Action: Mr Gibbard agreed to provide a list of NRC projects currently being undertaken and TTTMAC can advise which ones they want updates on.

Secretarial Note: Mr Nicolson returned at 1.49pm.

Conclusion

The meeting concluded at 2.40pm – Karakia Mr Hohepa.

ITEM: 9.4

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ISSUE: Minutes of the Finance Committee - 19 May 2015**ID:** A753820**To:** Council Meeting, 16 June 2015**From:** Lisa Aubrey, General Manager Finance**Date:** 3 June 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Finance Committee meeting held on 19 May 2015 (**attached**) to the council for information.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the Finance Committee meeting held on 19 May 2015 be received.

NORTHLAND REGIONAL COUNCIL FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee
held in the Council Chamber, 36 Water Street, Whāngārei,
on Tuesday 19 May 2015 commencing at 10.15 am

Present: Chairman, David Sinclair

Councillors:

John Bain

Joe Carr (*left meeting 12.36pm*)

Graeme Ramsey

Dover Samuels

Bill Shepherd

Independent Member:

Geoff Copstick

In Attendance:

Full Meeting

Chief Executive Officer

GM Finance

Finance Manager

Council Secretary

Part Meeting

Audit New Zealand Director

Creative Northland Regional Manager

Creative Northland Trustee

Strategy, Governance and Communications Manager

Eriksen & Associates Managing Director

Consents/Monitoring SPM

Land/Rivers SPM

The Chairman declared the meeting open at 10.25 am.

Moved (Carr/Bain)

That the Finance Committee meeting be adjourned to allow the extraordinary council meeting to complete urgent business.

Carried

The meeting was adjourned at 10.25 am and reconvened at 10.29 am.

Apologies (Item 1.0)

Moved (Carr/Shepherd)

That the apologies from Councillors Brown, Dimery and Knight for non-attendance be received.

Carried

ID:A746747

Finance Committee Meeting

19 May 2015

Declarations of Conflicts of Interest (Item 2.0)

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

Supplementary Item for the Finance Committee Meeting – 19 May 2015 (Item 5.0A)

ID: A747343

Report from Land/Rivers Team Senior Programme Manager, Bruce Howse, and Rivers Programme Manager, Joe Camuso.

Moved (Carr/Shepherd)

That as permitted under section 46(A) of the Local Government Official Information and Meetings Act 1987, the confidential Supplementary Item 'Kotuku Dam – Contractors Hard Rock Claim' be received.

Carried

Confirmation of Minutes of the Finance Committee Meeting – 17 February 2015 (Item 3.1)

ID: A745468

Report from General Manager Finance, Lisa Aubrey.

Moved (Sinclair/Bain)

That the minutes of the Finance Committee held on 17 February 2015, as amended at the meeting, be confirmed as a true and correct record.

Carried

Secretarial Note: The amendment related to the matters arising from Item 3.7: 'Audit New Zealand – Draft Management Report on the Audit of Northland Regional Council for the year ending 30 June 2014'. The agreed content was as follows:

'Matters arising from Item 3.7:

Audit Director, Karen MacKenzie, and Audit Manager, Timneen Taljard, were in attendance to provide an overview of the audit process and key outcomes/recommendations. Key findings and recommendations from Audit New Zealand related to the inadequacy of the contract and project management systems, policies and procedures operated by the council.

The Chief Executive Officer, Malcolm Nicolson, undertook to liaise with Audit New Zealand to clarify the recommendations regarding a contract management system and report back to the committee. He further undertook to have management address the shortcomings as a matter of urgency.

The Audit Director undertook to provide council with information regarding a procurement policy and the recommended thresholds requiring a formal resolution of council.

ID:A746747

Finance Committee Meeting
19 May 2015

Councillor Ramsey emphasised that this was not only a strategic discussion about policy settings but there was an operational need to address Project Management including, but not limited to, the appropriate method, staff training and reporting.

There was general agreement for the Organisational Performance Committee to address the policy for (and reporting of) staff leave balances.

There was further agreement for the Audit Working Group to review the process by which Management Reports were approved and to provide a recommendation to the Finance Committee in due course. It being agreed that the principle was to be that:

- 1. Audit New Zealand provided their view without any editorial influence by management;*
- 2. Management had the right to provide an unedited response; and then*
- 3. The two views were to be presented to council, who could then provide direction to management on actions to be taken'.*

Audit New Zealand's Draft Interim Management Report for the Year Ending 30 June 2015 and Draft Audit Engagement and Arrangements Letters (Item 3.2)

ID: A744715

Report from General Manager Finance, Lisa Aubrey, and Finance Manager, Simon Crabb.

Moved (Bain/Shepherd)

1. That the report 'Audit New Zealand's Draft Interim Management Report for the Year Ending 30 June 2015 and Draft Audit Engagement and Arrangement Letters' by Lisa Aubrey, General Manager Finance, and Simon Crabb, Finance Manager, and dated 5 May 2015, be received.
2. That the Chairman be authorised to sign the Audit Engagement Letter.
3. That the Chairman be authorised to sign the Audit Arrangements Letter for the 30 June 2015 year, subject to Audit New Zealand agreeing to provide the Audit Opinion on 20 October 2015.

Carried

Draft Forest Management Plan 2015-2019 (Item 3.3)

ID: A745199

Report from General Manager Finance, Lisa Aubrey.

Moved (Bain/Sinclair)

1. That the report 'Draft Forest Management Plan 2015-2019' by Lisa Aubrey, General Manager Finance, and dated 7 May 2015, be received;

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Finance Committee Meeting
19 May 2015

2. That the Forest Management Plan for the period 2015 to 2019 prepared by Chandler Fraser Keating Limited be received; and
3. That the Forest Management Plan 2015 to 2019 be adopted.

Carried

Creative Northlands 2015-2016 Draft Business Plan and KPI Reporting for the Period 1 January 2015 to 30 April 2015 (Item 3.4)

ID: A744838

Report from General Manager Finance, Lisa Aubrey.

Moved (Samuels/Ramsey)

1. That the report 'Creative Northlands 2015-2016 Draft Business Plan and KPI Reporting for the Period 1 January 2015 to 30 April 2015' by Lisa Aubrey, General Manager Finance and dated 5 May 2015, be received.
2. That a joint working party of councillors, a Creative Northland representative and staff work together to further develop and agree the KPI's and associated work programmes to be delivered with funding provided by council.

Carried

Secretarial Note:

- *Creative Northland Regional Manager, Laura Burns, and Trustee, Sidney Quintal, arrived at 10.49am while Item 3.4 was being discussed and responded to questions from the Committee.*
- *Audit New Zealand Director, Karen McKenzie (arrived at 10.51am) then addressed the earlier Item 3.2: 'Audit New Zealand's Draft Interim Management Report for the Year Ending 30 June 2015 and Draft Audit Engagement and Arrangements Letters'.*

Risk Profiling and Internal Audit Planning Process (Item 3.5)

ID: A746314

Report from Land/Rivers Senior Programme Manager, Bruce Howse, and Finance Manager, Simon Crabb.

Moved (Bain/Ramsey)

1. That the report 'Risk Profiling and Internal Audit Planning Process' by Bruce Howse, Land/Rivers Senior Programme Manager, and Simon Crabb, Finance Manager, and dated 11 May 2015, be received.

Carried

ID:A746747

Finance Committee Meeting
19 May 2015

It was further moved (Shepherd/Carr)

2. That the Finance Committee requests staff re-scope the project to review the current risk register, with an emphasis on operational risk, and propose a development plan; including how it will be resourced.

Carried

Far North District Council Collection of Regional Council Rates and Rate Arrears – Quarterly Update to 31 March 2015 (Item 3.6)

ID: A744554

Report from General Manager Finance, Lisa Aubrey.

Moved (Ramsey/Bain)

1. That the report 'Far North District Council Collection of Regional Council Rates and Rate Arrears – Quarterly Update to 31 March 2015' by Lisa Aubrey, General Manager Finance, and dated 5 May 2015, be received.
2. That the Chairman write to the Mayor of FNDC outlining the council's disappointment about the lack of any involvement in the consultation prior to making rates policy announcements that have an impact on the Northland Regional Council.

Carried

Financial Report to 30 April 2015 (Item 3.7)

ID: A744952

Report from Financial Accountant, Angela Hobden, and Financial Management Accountant, Helen Jelinek.

Moved (Carr/Sinclair)

That the report 'Financial Report to 30 April 2015' by Angela Hobden, Financial Accountant, and Helen Jelinek, Financial Management Accountant, and dated 8 May 2015, be received.

Carried

Request For Approval to Transfer 2014-2015 Operational Budgets Across Council Activities (Item 3.8)

ID: A745176

Report from Finance Manager, Simon Crabb.

Moved (Carr/Ramsey)

1. That the report 'Request for Approval to Transfer 2014-2015 Operational Budgets Across Council Activities' by Simon Crabb, Finance Manager, and dated 4 May 2015, be received.
2. That the Finance Committee approve the transfer of \$14,376 from the Commercial activity budget to the River Management activity budget to allow funding of such expenditure from the Targeted Whāngārei Urban Rivers Management Rate.
3. That the Finance Committee approve the establishment of a \$10,995 expenditure budget in the Land and Biodiversity activity and a corresponding revenue budget in the Commercial activity to reflect the treatment of the rental expense relating to the Poplar Nursery.
4. That the Finance Committee approve the transfer of \$20,000 from the Support activity budget to the Community Representation and Engagement activity budget to increase the budget supporting the administration of the Te Taitokerau Māori Advisory Committee.

Carried

2014-2015 Quarter Three Levels of Service Report (Item 3.9)

ID: A744252

Report from Governance and Communications Manager, Jonathan Gibbard.

Moved (Ramsey/Shepherd)

That the report '201-2015 Quarter Three Levels of Service Report' by Jonathan Gibbard, Strategy, Governance and Communications Manager, and dated 4 May 2015, be received.

Carried

Legislative Compliance Third Quarter 2014-2015 (Item 3.10)

ID: A744452

Report from Strategy, Governance and Communications Manager, Jonathan Gibbard.

Moved (Ramsey/Shepherd)

That the report 'Legislative Compliance Third Quarter 2014-2015' by Jonathan Gibbard, Strategy, Governance and Communications Manager, and dated 4 May 2015, be received.

Carried

ID:A746747

Finance Committee Meeting
19 May 2015

Advice and Overview on the Establishment of the Debenture Trust Deed (Item 3.11)

ID: A745389

Report from General Manager Finance, Lisa Aubrey.

Moved (Samuels/Shepherd)

That the report 'Advice and Overview on the Establishment of the Debenture Trust Deed' from Lisa Aubrey, General Manager Finance, and dated 6 May 2015, be received.

Carried

Performance of Council's Investment Portfolio to 31 March 2015 (Item 3.12)

ID: A739183

Report from Financial Systems Administrator, Kym Ace.

Moved (Shepherd/Ramsey)

That the report 'Performance of Council's Investment Portfolio to 31 March 2015' from the Financial Systems Administrator, Kym Ace, and dated 16 April 2015, be received.

Carried

Secretarial Note: Eriksen & Associates Managing Director, Jonathan Eriksen, was in attendance to brief the Committee on Items 3.12, 3.13, 3.14 (and Item 5.3 during public excluded).

The meeting adjourned at 12.36pm and reconvened at 1.02pm. Councillor Carr left the meeting at this time.

Community Investment Fund – Review of Investment Managers' Performance to 31 March 2015 (Item 3.13)

ID: A744284

Report from Finance Manager, Simon Crabb.

Moved (Bain/Sinclair)

That the report 'Community Investment Fund – Review of Investment Managers' Performance to 31 March 2015' by Simon Crabb, Finance Manager, and dated 4 May 2015, be received.

Carried

Draft Statement of Investment Policy and Objectives – Infrastructure Investment Fund (Item 3.14)**ID: A745434****Report from Finance Manager, Simon Crabb.****Moved (Samuels/Shepherd)**

1. That the report 'Draft Statement of Investment Policy and Objectives – Infrastructure Investment Fund' by Simon Crabb, Finance Manager, and dated 4 May 2015, be received.
2. That the Draft Infrastructure Investment Fund Statement of Investment Policy and Objectives (included as Attachment One pertaining to Item 3.14 of the 19 May 2015 Finance Committee agenda) be approved for finalisation.

Carried**Receipt of Minutes of the Treasury Management Working Group – 28 April 2015 (Item 4.1)****ID: A745471****Report from General Manager Finance, Lisa Aubrey.****Moved (Bain/Sinclair)**

That the minutes of the Treasury Management Working Group meeting held on 28 April 2015 be received.

Carried**Receipt of Minutes of the Audit Working Group Meeting – 2 April 2015 (Item 4.2)****ID: A745631****Report from General Manager Finance, Lisa Aubrey.****Moved (Sinclair/Bain)**

That the minutes of the Audit Working Group meeting held on 2 April 2015 be received.

Carried**Receipt of Minutes of the Hazard Risk Management Working Group Meeting– 23 April 2015 (Item 4.3)****ID: A745634****Report from General Manager Finance, Lisa Aubrey.****Moved (Shepherd/Bain)**

That the minutes of the Hazard Risk Management Working Group meeting held on 23 April 2015 be received.

Carried

ID:A746747**Finance Committee Meeting****19 May 2015**

5.0 Business with the Public Excluded

ID: A745573

Report from General Manager Finance, Lisa Aubrey.

Moved (Shepherd/Ramsey)

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

Item No.	Item Issue	Reason\Grounds
5.1	Confirmation of Confidential Minutes of the Finance Committee Meeting – 17 February 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
5.2	Draft Statement of Investment Policy and Objectives – Property Re-Investment Fund	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to prevent the disclosure or use of official information for improper gain or improper advantage (section 7(2)(j)).
5.3	Update on the Financial Markets Authority Investigation into Milford Asset Management	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to prevent the disclosure or use of official information for improper gain or improper advantage (section 7(2)(j)).
5.4 (Supplementary)	Kotuku Dam – Contractors Hard Rock Claim	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow council to carry on, without prejudice or disadvantage, negotiations, including commercial and industrial negotiations (section 7(2)(i)).

Carried

It was further moved (Bain/Ramsey)

That Eriksen & Associates Managing Director, Jonathan Eriksen, be permitted to remain after public excluded to address Items 5.2 and 5.3.

Carried

Conclusion

The meeting concluded at 2.15 pm.

ID:A746747

Finance Committee Meeting

19 May 2015

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ISSUE: Northland Civil Defence and Emergency Management Group 2 June 2015 - Receipt of Minutes**ID:** A753976**To:** Council Meeting, 16 June 2015**From:** Graeme MacDonald, CDEM Senior Programme Manager**Date:** 4 June 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Northland Civil Defence and Emergency Management (CDEM) Group meeting held on 2 June 2015 **(attached)** to the council for information.

The full CDEM Group agenda can be made available to members of the council if required.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of the Northland Civil Defence and Emergency Management Group meeting held on 2 June 2015 be received.

Northland Civil Defence Emergency Management Group

Minutes of the Northland Civil Defence Emergency Management Group Meeting,
held in the Council Chamber, Northland Regional Council,
36 Water Street, Whāngārei, on
Tuesday, 2 June commencing at 11 am

File A752451

Present:

Cr C Kitchen, Chairman
Cr P Dimery
Cr J Williamson
Mr R Booth (on behalf)
Mr W Henwood, NZ Fire Service (on behalf)
Supt. R Le Prou, NZ Police

Observer:

Mr G Gallop, MCDEM

In Attendance:

Full Meeting
Mr T Phipps, NRC
Mr G MacDonald, NRC
Mr D Alderton, NRC

Also Present:

Ms C Nyberg, NRC
Ms K Abbott, NRC
Ms S Morgan, NRC
Ms V Randall, WDC
Mr B Hutchinson, FNDC
Ms A Huong Lee, FNDC
Ms J Robson, FNDC
Ms S Bain, KDC
Mr J Burt, KDC
Mr A Wells
Ms R MacKenzie, Northland Health
Ms K Crawford, Ministry of Health
Ms C Inglis, Victim Support

Apologies

Moved (Williamson/Dimery)

That the apology from Mr K Gregory, Mr P Winder and Mr M Taylor for non-attendance be received.

Carried

Declaration of Conflict of Interest

There were no declarations of conflicts of interest in any items of business.

1. Confirmation of Minutes – 3 March 2015

Moved (Williamson/Dimery)

1. That the minutes of the Northland Civil Defence Emergency Management Group Meeting held on 3 March 2015 be confirmed.

Carried

2. Presentation – Emergency Management Information Systems development

Victoria Randall gave a presentation on the latest version of the Emergency Management Information System (EMIS).

3. Presentation – ShakeOut 2015 exercise

Kim Abbott gave a presentation on exercise “ShakeOut 2015” which is scheduled to take place nationally on Thursday 15 October 2015 at 9.15am.

4. MCDEM work plan update

Report from Graeme MacDonald, CDEM Senior Programme Manager dated 21 May 2015.

Moved (Booth/Le Prou)

1. That the report, MCDEM work plan update by Graeme MacDonald, CDEM Senior Programme Manager, dated 21 May 2015 be received.

Carried

5. Coordinating Executive Group – Chairs Report

Report from Tony Phipps, Coordinating Executive Group Chair and Group Controller dated 20 May 2015.

Moved (Williamson/Henwood)

1. That the report, Coordinating Executive Group – Chairs Report by Tony Phipps, Coordinating Executive Group Chair and Group Controller dated 20 May 2015 be received.

Carried

6. 2015 Northland Civil Defence Emergency Management Forum

Report from Kim Abbott, Civil Defence Officer dated 18 May 2015.

Moved (Dimery/Le Prou)

1. That the report 2015 Northland Civil Defence Emergency Management Forum by Kim Abbott, Civil Defence Officer dated 18 May 2015 be received.

Carried

7. Northland CDEM Group Plan review

Report from Graeme MacDonald, Senior Programme Manager CDEM dated 21 May 2015.

Moved (Williamson/Dimery)

1. That the report, Northland CDEM Group Plan review by Graeme MacDonald, Senior Programme Manager CDEM dated 21 May 2015 be received.

Carried

8. 2015 National ShakeOut Exercise

Report by Kim Abbott, Emergency Management Officer dated 18 May 2015.

Moved (Henwood/Le Prou)

1. That the report 2015 National ShakeOut Exercise by Kim Abbott, Civil Defence Officer dated 18 May 2015 be received.

Carried

9. Professional Development and Training

Report from Kim Abbott, Civil Defence Emergency Management Officer, dated 18 May 2015.

Moved (Le Prou/Booth)

1. That the report Professional Development and Training by Kim Abbott, Northland CDEM Officer and dated 18 May 2015, be received.

Carried

10. Business Continuity Planning Programme

Report from Kim Abbott, Civil Defence Emergency Management Officer, dated 18 May 2015.

Moved (Williamson/Henwood)

1. That the report Business Continuity Planning Programme by Kim Abbott, Northland CDEM Officer and dated 18 May 2015, be received.

Carried

11. Lifelines Utility Group Update

Report from Simon Weston, Infrastructure and Services Manager and Northland Lifelines Utility Group Chair, dated 18 May 2015.

Moved (Le Prou/Dimery)

1. That the report Lifelines Utility Group Update by Simon Weston, Infrastructure and Services Manager and Northland Lifelines Utility Group Chair, dated 18 May 2015 be received.

Carried

12. Community Resilience Projects

Report from Shona Morgan, Emergency Management Officer – Community Resilience dated 16 May 2015.

Moved (Booth/Le Prou)

1. That the report Community Resilience Projects by Shona Morgan, Emergency Management Officer – Community Resilience date 16 May 2015, be received.

Carried

13. Welfare Advisory Group Update

Report from Claire Nyberg, Welfare Advisory Group Chair dated 18 May 2015.

Moved (Dimery/Henwood)

1. That the report Welfare Advisory Group Update by Claire Nyberg, Welfare Advisory Group Chair dated 18 May 2015, be received.

Carried

14. Emergency Management Information System (EMIS) Update

Report from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015.

Moved (Le Prou/Henwood)

1. That the report Emergency Management Information System (EMIS) Update by Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015, be received.

Carried

15. Whangarei District Council Update

Report from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015.

Moved (Williamson/Le Prou)

1. That the report Whangarei District Council Update by Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015, be received.

Carried

16. Kaipara District Council Update

Report from Sharon Bain, Civil Defence Emergency Management Officer, dated 21 May 2015.

Moved (Booth/Williamson)

1. That the report KDC Update by Sharon Bain, Civil Defence Emergency Management Officer dated 21 May 2015, be received.

Carried

17. Far North District Council Update

Report from Bill Hutchinson, Civil Defence Co-ordinator dated 19 May 2015.

Moved (Le Prou/Henwood)

1. That the report FNDC Update by Bill Hutchinson, Civil Defence Coordinator dated 19 May 2015, be received.

Carried

18. Tsunami Siren Testing report

Report from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015.

Moved (Dimery/Williamson)

That the report Tsunami Siren Testing report by Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District dated 13 May 2015, be received.

Carried

Next Meeting

The next meeting of the Northland Civil Defence Emergency Management Group is to be held at the Northland Regional Council, 36 Water Street, Whāngārei on Tuesday 1 September 2015 commencing at 11.00am.

Conclusion

The meeting closed at 12.24pm.

ISSUE: Business with the Public Excluded**ID:** A754789**To:** Council Meeting, 16 June 2015**From:** Chris Taylor, Council Secretary**Date** 8 June 2015**Executive summary:**

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

Recommendations:

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

Item No.	Item Issue	Reason\Grounds
10.1	Confidential Minutes of the Council Meeting – 21 April 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
10.2	Confidential Minutes of the Extraordinary Council Meeting – 19 May 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
10.3	Confidential Minutes of the Finance Committee – 19 May 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
10.4	Minutes of the Economic Development Working Party Meetings – 16 April 2015, 14 May 2015 and 26 May 2015	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, commercial and industrial activities 7(2)(i).
10.5	Human Resources Report	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons 7(2)(a).

10.6	Request by Leaseholders to Acquire the Freehold Interest in their Leasehold Properties	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, commercial and industrial activities 7(2)(i).
10.7	Approval to Negotiate Lessee Interest in Leasehold Site	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, commercial and industrial activities 7(2)(i).
10.8	Kotuku Dam – Contractor's Hard Rock Claim	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to allow the council to carry on, without prejudice or disadvantage, commercial and industrial activities 7(2)(i).
