

## NORTHLAND REGIONAL COUNCIL

# Agenda

For meeting to be held in the Council Chamber,  
36 Water Street, Whangārei, on Tuesday 16 August 2016,  
commencing at 1 pm

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

### OPEN MEETING

Item		Page
1.0	<b>APOLOGIES</b>	-
2.0	<b>DECLARATIONS OF CONFLICTS OF INTEREST</b>	-
3.0	<b>PRESENTATIONS</b>	-
	There are no presentations	
4.0	<b>DECISION MAKING MATTERS</b>	
4.1	Northland Professional Surf Life Saving Patrols 2016/17 Summer – Level of Service Update – Emergency Services Fund – Surf Life Saving Northern Region	1–6
5.0	<b>BUSINESS WITH THE PUBLIC EXCLUDED</b>	7–8
5.1	Joint Resourcing for the Shared Services Programme	9–24
5.2	Chief Executive Officer’s Contract	25–26

<p><b>ACC</b> - Accident Compensation Corporation</p> <p><b>AHB</b> - Animal Health Board</p> <p><b>ALGIM</b> - Association of Local Government Information Management</p> <p><b>AMA</b> - Aquaculture Management Area</p> <p><b>BOI</b> - Bay of Islands</p> <p><b>BOPRC</b> - Bay of Plenty Regional Council</p> <p><b>CAPEX</b> - Capital Expenditure (budget to purchase assets)</p> <p><b>CBEC</b> - Community, Business and Environment Centre</p> <p><b>CDEM</b> - Civil Defence Emergency Management</p> <p><b>CEG</b> - Co-ordinating Executive Group – Northland Civil Defence management team</p> <p><b>CEO</b> - Chief Executive Officer</p> <p><b>CIMS</b> - Co-ordinated Incident Management System (emergency management structure)</p> <p><b>CMA</b> - Coastal Marine Area</p> <p><b>CPCA</b> - Community Pest Control Areas</p> <p><b>CRI</b> - Crown Research Institute</p> <p><b>DHB</b> - District Health Board</p> <p><b>DOC</b> - Department of Conservation</p> <p><b>DOL</b> - Department of Labour</p> <p><b>DPMC</b> - Department of Prime Minister and Cabinet</p> <p><b>ECA</b> - Environmental Curriculum Award</p> <p><b>ECAN</b> - Environment Canterbury</p> <p><b>EE</b> - Environmental Education</p> <p><b>EECA</b> - Energy Efficiency Conservation Authority</p> <p><b>EEZ</b> - Exclusive Economic Zone</p> <p><b>EF</b> - Environment Fund</p> <p><b>EMA</b> - Employers and Manufacturers Association</p> <p><b>EMC</b> - Environmental Management Committee</p> <p><b>EOC</b> - Emergency Operations Centre</p> <p><b>EPA</b> - Environmental Protection Authority</p> <p><b>FDE</b> - Farm Dairy Effluent</p> <p><b>FNDC</b> - Far North District Council</p> <p><b>FNHL</b> - Far North Holdings Limited</p> <p><b>FPP</b> - First Past the Post – voting system for NRC elections</p> <p><b>GE</b> - Genetic Engineering</p> <p><b>GIS</b> - Geographic Information System</p> <p><b>GMO</b> - Genetically Modified Organism</p> <p><b>HSNO</b> - Hazardous Substances &amp; New Organisms Act</p> <p><b>HBRC</b> - Hawke's Bay Regional Council</p> <p><b>HEMP</b> - Hapū Environmental Management Plan</p> <p><b>Horizons</b> - Brand name of Manawatu-Wanganui Regional Council</p> <p><b>HR</b> - Human Resources</p> <p><b>HSWA</b> - Health and Safety at Work Act 2015</p> <p><b>IEMP</b> - Iwi Environmental Management Plan</p> <p><b>IPPC</b> - Invited Private Plan Change: a process to allow Aquaculture Management Areas to be established</p> <p><b>IRIS</b> - Integrated Regional Information System: new computer system being developed collaboratively with other Regional Councils</p> <p><b>KDC</b> - Kaipara District Council</p> <p><b>KPI</b> - Key Performance Indicator</p> <p><b>LATE</b> - Local Authority Trading Enterprise</p> <p><b>LGA</b> - Local Government Act 2002</p> <p><b>LGNZ</b> - Local Government New Zealand</p> <p><b>LGOIMA</b> - Local Government Official Information and Meetings Act 1987</p> <p><b>LGOL</b> - Local Government Online</p> <p><b>LTP</b> - Long Term Plan</p> <p><b>LTFS</b> - Long Term Financial Strategy</p> <p><b>MCDEM</b> - Ministry of Civil Defence &amp; Emergency Mgmt</p> <p><b>MFE</b> - Ministry for the Environment</p> <p><b>MHWS</b> - Mean High Water Springs</p> <p><b>MNZ</b> - Maritime New Zealand</p> <p><b>MOH</b> - Ministry of Health</p>	<p><b>MOT</b> - Ministry of Transport</p> <p><b>MPI</b> – Ministry for Primary Industries</p> <p><b>MSD</b> - Ministry of Social Development</p> <p><b>NCMC</b> - National Crisis Management Centre</p> <p><b>NES</b> – National Environmental Standards</p> <p><b>NDHB</b> - Northland District Health Board</p> <p><b>NZRC</b> - New Zealand Refining Company (Marsden Point)</p> <p><b>NGO</b> - Non-Governmental Organisation</p> <p><b>NIF</b> - Northland Intersectoral Forum</p> <p><b>NIWA</b> - National Institute of Water and Atmosphere</p> <p><b>NORTEG</b> - Northland Technical Advisory Group</p> <p><b>NPC</b> - Northland Port Corporation</p> <p><b>NZCPS</b> - New Zealand Coastal Policy Statement</p> <p><b>NZTA</b> - New Zealand Transport Agency</p> <p><b>NZQA</b> - New Zealand Qualifications Authority</p> <p><b>NZWWA</b> - New Zealand Water and Wastes Association</p> <p><b>OFI</b> - Opportunity for Improvement</p> <p><b>ORC</b> - Otago Regional Council</p> <p><b>OSH</b> - Occupational Safety &amp; Health (now Ministry of Business, Innovation and Employment)</p> <p><b>PCBU</b> – Person Conducting Business or Undertaking</p> <p><b>PDF</b> - Portable Document Format</p> <p><b>PPE</b> - Personal Protective Equipment</p> <p><b>RAP</b> - Response Action Plan</p> <p><b>RAQP</b> - Regional Air Quality Plan</p> <p><b>RCP</b> - Regional Coastal Plan</p> <p><b>RFI</b> - Request for Information</p> <p><b>RFP</b> - Request for Proposal</p> <p><b>RTC</b> - Regional Transport Committee</p> <p><b>RLTS</b> - Regional Land Transport Strategy</p> <p><b>RMA</b> - Resource Management Act 1991</p> <p><b>RMG</b> - Resource Managers Group (Regional Councils)</p> <p><b>RMZ</b> - Riparian Management Zone</p> <p><b>ROI</b> - Return on Investment</p> <p><b>RPMS</b> - Regional Pest Management Strategy</p> <p><b>RPS</b> - Regional Policy Statement</p> <p><b>RSG</b> - Regional Sector Group</p> <p><b>RTO</b> - Regional Tourism Organisation</p> <p><b>RWASP</b> - Regional Water and Soil Plan</p> <p><b>SITREP</b> - Situation Report</p> <p><b>SMF</b> - Sustainable Management Fund</p> <p><b>SOE</b> - State of Environment (or) State Owned Enterprise</p> <p><b>SOLGM</b> - Society of Local Government Managers</p> <p><b>SPARC</b> - Sport &amp; Recreation New Zealand</p> <p><b>SRC</b> - Southland Regional Council (Environment Southland)</p> <p><b>STV</b> - Single Transferable Vote</p> <p><b>SWAG</b> - Surface Water Allocation Group</p> <p><b>SWPA</b> - Sustainable Water Programme of Action</p> <p><b>TA</b> - Territorial Authority: City &amp; District Councils</p> <p><b>TAG</b> - Technical Advisory Group</p> <p><b>Tier 1</b> - Site level plan or response for an oil spill</p> <p><b>Tier 2</b> - Regional level plan or response to an oil spill</p> <p><b>Tier 3</b> - National level plan or response to an oil spill</p> <p><b>TLA</b> - Territorial Local Authority – City &amp; District Councils</p> <p><b>TMP</b> - Treasury Management Plan</p> <p><b>TOR</b> - Terms of Reference</p> <p><b>TPK</b> - Te Puni Kōkiri (Ministry of Maori Development)</p> <p><b>TRAION</b> - Te Rūnanga a Iwi o Ngāpuhi</p> <p><b>TRC</b> - Taranaki Regional Council</p> <p><b>TROTR</b> - Te Rūnanga o Te Rarawa</p> <p><b>TUANZ</b> - Telecommunications Users Association of NZ</p> <p><b>WCRC</b> - West Coast Regional Council</p> <p><b>WDC</b> - Whangarei District Council</p> <p><b>WHHIF</b> - Whangarei Harbour Health Improvement Fund</p> <p><b>WRC</b> - Waikato Regional Council</p> <p><b>WSMP</b> – Workplace Safety Management Practices</p> <p><b>WWTP</b> - Wastewater Treatment Plant</p>
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**ISSUE: Northland Professional Surf Life Saving Patrols  
2016/17 Summer – Level of Service Update –  
Emergency Services Fund – Surf Life Saving  
Northern Region**

**ID:** A865151

**To:** Council Meeting, 16 August 2016

**From:** Tony Phipps, Group Manager Customer Service/Community Resilience

**Date:** 8 August 2016

<b>Report Type:</b>	<input type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/>	Triggered	<input checked="" type="checkbox"/>	Not Triggered		

**Executive summary:**

The purpose of this report is to provide council with an update on the Surf Life Saving Northern Region (SLSNR) level of service for the Northland Professional Surf Life Saving Patrols for the 2016/17 summer.

SLNR advise that the cost to operate all six Northland patrols would be \$178,000, and the funding that they currently have available totals \$132,621 (being \$120,000 from the Emergency Services Fund and \$15,000 from sponsorship and grants), leaving a shortfall of \$43,000.

While SLNR are continuing to pursue additional potential funding sources, they advise that with the funding they currently have available, they will be able to operate the east coast (Whangārei Heads, Ruakaka, Waipu Cove, and Mangawhai Heads) patrols, but not the two west coast patrols (Ahipara and Bayly's Beach).

The Emergency Services Fund has a year-end closing balance surplus of \$106,083 (refer August Finance Committee agenda item 3.7), as yet unallocated, and it is recommended that a portion of this be allocated to SLNR to guarantee a level of service of patrols at all six Northland sites.

**Legal compliance and significance assessment:**

The activities detailed in this report are provided for in the council's 2015–2025 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 matters are not significant under council policy and are in accordance with the above legislation.

**Recommendations:**

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1. That the report 'Northland Professional Surf Life Saving Patrols 2016/17 Summer – Level of Service Update – Emergency Services Fund – Surf Life Saving Northern Region' by Tony Phipps, Group Manager Customer Service/Community Resilience, and dated 8 August 2016, be received.
  2. That a portion of the Emergency Services Fund 2015/16 surplus of up to \$43,000 be allocated to Surf Life Saving Northern Region for operating costs of the Northland Professional Surf Life Saving Patrols 2016/17 summer at six sites including Ahipara and Bayly's Beach.
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**Report:****Cost and funding of Northland Professional Surf Life Saving Patrols**

Last year the council allocated \$120,000/year for three years to Surf Life Saving Northern Region (SLSNR) towards the operation of the Northland Professional Surf Life Saving Patrols. Last year the patrols at six Northland sites cost SLSNR \$153,136 to operate. SLSNR were able to source the remainder of the funding needed, \$32,081 from local (Bayly's Beach community) donors and charitable trusts (Oxford Sports Trust, Lion Foundation and Pub Charities).

SLSNR advise that the cost to operate all six Northland patrols for this coming summer would be \$178,000. The increase over the previous year being primarily due to increasing staffing costs, including increases in the minimum wage, more public holidays falling on week days in 2016/17, and increases in equipment costs for health and safety personal protection. SLSNR had signalled the likely increase in costs in their application to the ESF. While SLSNR are continuing to pursue additional potential funding sources, the funding that they have available totals \$132,621 (being \$120,000 from the Emergency Services Fund and \$12,621 from sponsorship and grants) leaving a shortfall of \$45,756.

Attached is a letter and tables supplied by SLSNR with breakdowns of the level of service, costs and funding figures (**Attachment 1**).

**Potential impact on level of service**

SLSNR advise that with the funding they currently have available, they will be able to operate the four east coast (Whangārei Heads, Ruakaka, Waipu Cove, and Mangawhai Heads) patrols, but not the two west coast patrols (Ahipara and Bayly's Beach).

**Emergency Services Fund surplus**

As reported to the August Finance Committee meeting (agenda item 3.7), the ESF has a 2015/16 year-end surplus of \$106,082 due to a greater than budgeted actual rate collection and remission of rate collection fees by Far North and Whangarei District Councils. Those funds are as yet unallocated and a portion, up to the current funding shortfall of \$43,000, could, should council wish, be allocated to SLSNR to guarantee a level of service of patrols at all six Northland sites.

**SURF LIFE SAVING**  
NORTHERN REGION

**To:** Tony Phipps  
**Date:** Friday 5<sup>th</sup> August 2016  
**Re:** Provision of Council Contracted Lifesaving Service 2016/2017  
**From:** Chief Executive

Dear Tony,

**Re: Provision of Council Contracted Lifesaving Service 2016/2017**

Thank you for the time taken to meet with myself and the Surf Life Saving Northern Region (SLSNR) Chairman recently to discuss the provision of a council contracted Regional Lifeguard Service in Northland this year. The key matter was addressing the forecast shortfall in budget between previous levels of service delivery and a shortage of income required to deliver this.

Currently SLSNR receives \$120,000 from Northland Regional Council (NRC) to deliver an essential weekday lifeguard service at six Northland locations: Far North- Ahipara, Whangarei Heads, Ruakaka, Waipu Cove, Mangawhai Heads, Baylys Beach. The total cost for this in the 2015/2016 year was \$153,265. During the previous season over 9,000 beachgoers were directly assisted by lifeguards with 66 critical rescues being recorded. As forecast in our application to Council in July 2015 the cost to deliver the same level of service this year will cost \$178,000 for the 2016/2017 season. These costs have been felt across the region with Waikato Regional Council and Auckland Council responding to meet the increased cost with increases in income.

The reasons for these increases as set out below are:

- I. An increase in Public Holidays which require patrolling which essentially triples our wage cost for those days and locations. Secondary to this, changes in statutory minimum wage (the amount we pay our entry level guards) has increased. As forecast in our submission in July of 2015 these factors have increased our wage cost for the same level of service circa \$10,000.
- II. Changes to relevant Health and Safety legislation and regulations and best practise surrounding this now require SLSNR (as employer) to provide a greater level of PPE to our employees such as wetsuits, swim fins and sunglasses. As previously forecast these changes have increased the fixed cost of providing necessary patrolling equipment by \$6,000
- III. Finally SLSNR had previously been successful in funding the wage costs of our Northland Supervisor during the 2015/2016 season. As discussed with Council in 2015 this was a one off grant with the funders explicitly stating they would see the responsibility for funding this cost to sit with the contracting party NRC. The cost of this role over the period is \$12,000.

SLSNR has been proactive in addressing this issue and has sought \$15,000 in additional income from other grant funders (pending result), however as discussed this still leaves SLSNR with a significant shortfall of \$43,500 for the second concurrent season; primarily because the primary source of income from NRC for the delivery of this service falls significantly short of the requested amount to deliver the service.

SLSNR is now looking to finalise its planning for the coming season and one of the key elements to this is a secure budget for the delivery of our Regional Lifeguard Service in Northland. As such we require direction from NRC as to how to address the current shortfall and if further income is not available how we should look to adjust the delivery of the service so as to match income levels.

Please find appended copies of this season's budget for Northland and previous season's budget for comparison

Matthew Williams

Chief Executive || Surf Life Saving Northern Region

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<b>2016/2017 RLS Northland Budget</b>						
	<b>Far North</b>	<b>Whangarei Heads</b>	<b>Ruakaka</b>	<b>Bayly's Beach</b>	<b>Waipu Cove</b>	<b>Mangawhai Heads</b>
<b>Dates</b>	<b>19th Dec - 07th Jan</b>	<b>19th Dec - 28th Jan</b>	<b>19th Dec - 28th Jan</b>	<b>19th Dec - 07th Jan (7 days)</b>	<b>19th Dec - 03rd Feb</b>	<b>12 Dec - 03rd Feb</b>
<b>Number of Guards</b>	3	3	4 + 1 RWC Operator	3	4	4
<b>% of coverage</b>	8.24%	15.51%	24.23%	10.18%	18.74%	23.10%
<b>Hours</b>	408	768	1200	504	928	1144
Venue Agreements	\$1,105	\$3,200	\$3,520	\$0	\$3,885	\$4,200
General Expenses	\$205	\$325	\$520	\$266	\$435	\$475
Accommodation Expenses	\$2,400	\$0	\$0	\$2,400	\$0	\$0
Rescue Water Craft	\$0	\$925	\$925	\$0	\$925	\$925
Training Wages	\$284	\$534	\$834	\$350	\$645	\$795
Wages	\$11,513	\$19,022	\$30,217	\$13,921	\$24,233	\$27,252
Supervisor(s)	\$1,005	\$1,891	\$2,955	\$1,241	\$2,285	\$2,817
Surfcom	\$281	\$529	\$827	\$347	\$640	\$788
Uniforms	\$538	\$1,014	\$1,584	\$665	\$1,225	\$1,510
	\$17,331	\$27,440	\$41,382	\$19,191	\$34,272	\$38,762

### 2015/2016 Comparative RLS Northland Budget

	<u>Far North</u>	<u>Whangarei Head</u>	<u>Ruakaka</u>	<u>Bayly's Beach</u>	<u>Waipu Cove</u>	<u>Mangawhai Heads</u>
Dates	21st Dec - 08 Jan	21st Dec - 29th Jan	21st Dec - 29th Jan	21st Dec - 08 Jan	21st Dec - 05 Feb	14 Dec - 05 Feb
Number of Guards	3	3	4	3	4	4
Venue Agreements	\$975	\$3,000	\$3,300	\$0	\$3,675	\$4,000
General Expenses	\$185	\$315	\$499	\$243	\$411	\$453
Accommodation Expenses	\$2,200	\$0	\$0	\$1,900	\$0	\$0
Rescue Water Craft	\$0	\$640	\$1,760	\$0	\$1,100	\$0
Training Wages	\$300	\$300	\$400	\$300	\$400	\$400
Wages	\$10,372	\$17,781	\$28,139	\$13,691	\$23,191	\$25,523
Supervisor	\$135	\$231	\$366	\$178	\$302	\$332
Surfcom	\$90	\$154	\$244	\$119	\$201	\$221
Uniforms	\$202	\$202	\$270	\$202	\$270	\$270
	\$14,459	\$22,624	\$34,978	\$16,634	\$29,550	\$31,199





**ISSUE: Business with the Public Excluded****ID:** A864867**To:** Council Meeting, 19 July 2016**From:** Chris Taylor, Governance Support Manager**Date** 4 August 2016**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:**

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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:

<b>Item No.</b>	<b>Item Issue</b>	<b>Reason\Grounds</b>
5.1	Joint Resourcing for the Shared Services Programme	<p>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)); and</p> <p>To maintain the effective conduct of public affairs through:</p> <ol style="list-style-type: none"> <li>(i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of the Act applies, in the course of their duty; and</li> <li>(ii) The protection of such members, officers, employees, and persons from improper pressure or harassment (7(2)(f)(i)(ii)).</li> </ol>
5.2	Chief Executive Officer's Contract	<p>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)).</p>

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