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**MARLBOROUGH  
DISTRICT COUNCIL**



7 February 2020

Record No: 2023716  
File Ref: D050-001-C01  
Ask For: Nicole Chauval

## **Notice of Committee Meeting – Thursday, 13 February 2020**

A meeting of the Planning, Finance & Community Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Thursday, 13 February 2020 commencing at 9.00 am.**

### **BUSINESS**

As per Agenda attached.

**MARK WHEELER  
CHIEF EXECUTIVE**



**Meeting of the  
PLANNING, FINANCE & COMMUNITY COMMITTEE  
to be held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY, 13 FEBRUARY 2020, commencing at 9.00 am**

<b>Committee</b>	Clr M A Peters (Chairperson) Clr J D N Croad Clr J L Andrews Clr J A Arbuckle Clr C J Brooks Clr B G Dawson Clr B A Faulls Clr M J Fitzpatrick Clr G A Hope Clr F D Maher Clr D D Oddie Clr T P Sowman Clr N P Taylor Mayor J C Leggett Iwi representative (to be advised)
<b>Department Heads</b>	Mr M F Fletcher (Chief Financial Officer) and Mr D G Heiford (Manager Economic, Community & Support Services)
<b>Staff</b>	N Chauval (Committee Secretary)

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## **1. Apologies**

No apologies received.

## **2. Declaration of Interests**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 3. Proposed Business Hub Workshop Report

(Clr Croad)

E100-005-011-01

#### Purpose of report

1. To receive a report arising from a workshop and subsequent discussions about a proposed Business Hub for Marlborough. (Refer Attachment 1)

#### Executive Summary

2. Marlborough Chamber of Commerce made a request to the 2019-2020 Annual Plan for Council to fund a feasibility study for a Marlborough Business Hub. The request was declined, but Council agreed to facilitate discussions with the Chamber and other providers and bring a report back to Planning, Finance & Community Committee.
3. A facilitated workshop was held in October 2019, and further discussions were subsequently held between various business support partners in November and December 2019. A report has been produced and agreed by the various parties that participated, which is attached.
4. The report identified a number of quick wins that can improve co-ordination between the various partners under the current arrangements, and a structure for a potential hub should the various partners agree that the concept should be taken forward.

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#### RECOMMENDATION

That the report be received.

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#### Background/Context

5. Marlborough has a range of business support services available to new and existing businesses. These services include start-up advice, training, mentoring, events, export certification, development advice, statistics, networking, funding etc. The services are provided by a range of providers within and outside the region including the Chamber of Commerce, Business Trust Marlborough, Council's economic development team, Callaghan Innovation, MBIE and others. An informal arrangement exists to signpost businesses between the various support providers as required.
6. In some regions, the various providers of business support are co-located in the same building in a 'Business Hub'. One example of such an arrangement is in Hawkes Bay. These Hubs offer a variety of services through a 'single front door' where providers work closely together.
7. In its submission to Council's Annual Plan 2019/2020, Marlborough Chamber of Commerce made the following request:

*"The Chamber would like Council to investigate the feasibility of a Business Hub for Marlborough including the benefit of moving towards a shared operating environment and single front door for business support in Marlborough. The Blenheim Business Association, and Business Trust Marlborough have also expressed interest in the concept and support **the Chambers request that Council investigate the feasibility of a Business Hub for Marlborough by funding the initial steps including a (1) facilitated workshop with all interested parties and (2) a feasibility study to determine proof of concept**"*

8. Council's decision in relation to this request was as follows (Minute Cncl-0619-404):

*1004 Hans Neilson (Marlborough Chamber of Commerce)*

**Cllrs Peters/Brooks:**

**That the funding request from the Marlborough Chamber of Commerce for the feasibility study for a Business Hub be declined. However, staff are to facilitate discussions with the submitter and others and bring a report back to the Planning, Finance & Community Committee at the conclusion of those discussions.**

9. Council engaged an independent facilitator to undertake discussions. A process was used to involve a number of parties in the design of the workshop to ensure it met the requirements of the participants prior to the workshop taking place. The parties involved were Council, Marlborough Chamber of Commerce, Business Trust Marlborough, Blenheim Business Association and Destination Marlborough.

## **Workshop, report and subsequent discussions**

10. A workshop took place on 8 October 2020.
11. The group agreed to focus on “How do we better support Marlborough businesses and each other in a collaborative and innovative way?”. This allowed the discussion to include ideas and options wider than the physical hub originally proposed, but did not remove the Hub as a key idea for discussion.
  - 11.1 The group considered a wide range of options. There was support for a more cohesive and engaging business support model in Marlborough and an investigation of the potential and costs of a physical business hub.
  - 11.2 Benefits identified for businesses (both in Blenheim and looking to move here) are one of clarity and simplicity of support and a way to show New Zealand businesses that Marlborough is “open for business.” The potential exists for government agencies to have a presence in the region.
  - 11.3 From the perspective of the organisations involved, the benefits focus around increased collaboration, a reduction in duplication, and (potentially) cost, as well as a way to build thought leadership and leverage the work, advocacy, and voice of the group.
  - 11.4 Concerns raised centred around brand and risk to identity, ownership of data, loss of independence, and the ability to advocate if sited centrally funding and sponsorship, and the feasibility in terms of scale and cost.
  - 11.5 The benefits and risks of the proposal change depending on each organisation and model.
  - 11.6 Continuing work to present a cohesive and engaging business support model is not reliant on the physical hub.
12. A number of quick wins were identified that can be progressed without changes to current structures, including:
  - 12.1 MOU’s across the organisations to formalise a way of working. This will include (for example) agreements around co-hosting events/streamlining event calendars to remove duplication.
  - 12.2 Each organisation will provide an elevator pitch on their service offerings and contact details, which will be placed on the Marlborough live/work/play site, and each member organisations site to help present a united “Marlborough Inc” face.
  - 12.3 Each organisation will ensure that its team discusses any service provided by another provider that may support the business and will provide a warm handshake across. Further work will be required to shape/decide on reporting to be used to track the benefits of this structure.

12.4 Discussion held around the concept of a concierge (mid-term goal as would require funding) to streamline, and direct queries.

13. A formal Business Hub will require funding, and additional information to allow each organisation to make an informed decision on whether to take part in this proposal. Each organisation is in a very different place in regards to their office space, and the outcomes of discussions and funding applications will drive a final decision. It was agreed that the decision whether to progress to a feasibility study for the Business Hub would be made by the stakeholder organisations in April 2020.
14. It was agreed that a monthly meeting would be held between the participating partners to improve collaboration and dialogue.
15. A draft report was produced by the facilitator for comment by all participants, and for discussion at their respective governance meetings. The final report was agreed at the December meeting of the group.

### **Next steps**

16. The participating partners are continuing to meet on a monthly basis and are implementing the quick wins identified in the report. A decision whether to develop a funding application to Council's 2020/2021 Annual Plan will be made by the group in April.

### **Attachments**

*Attachment 1* – Business Hub workshop report for Marlborough District Council, November 2019 (Practics Ltd)

Author	Neil Henry, Manager, Economic Development and Strategic Planning
Authoriser	Dean Heiford, Manager of Economic, Community & Support Services



*“How do we better support Marlborough businesses and each other in a collaborative and innovative way?”*

## BUSINESS HUB

### Workshop Report

Marlborough District Council

Neil.Henry@marlborough.govt.nz

November 2019

Liz Webb

Liz@practics.co.nz

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## Executive Summary

In 2019, the Marlborough Chamber of Commerce approached Marlborough District Council, asking for funding for a feasibility study for a Business Hub in Marlborough.

The Council declined the requested funding for a feasibility study. However approved funding for a facilitated exploratory workshop to be held with interested parties in the region to bring a report back to the Committee.

The workshop took place on the 8th October 2019, facilitated by Liz Webb from Practics, a local Process analysis/strategy and facilitation consultant and attended by representatives from the Marlborough District Council, Marlborough Chamber of Commerce, Blenheim Business Association and Business Trust Marlborough with input also provided by Destination Marlborough who were unable to attend.

The workshop used human-centred design methodologies to bring together all ideas and discussion points around the Business Hub Concept, and shape a final proposal which forms the basis of this paper.

See the appendix for the concept poster summarising the proposal.

## Version Control

Version #	Date	Author	Purpose
1	17 <sup>th</sup> Oct 2019	Liz Webb	Initial Draft, reviewed for structure/completeness by Neil Henry
2	19 <sup>th</sup> Nov 2019	Liz Webb	Updates to next steps and concept poster based on discussion in Business Support Meeting on 18 <sup>th</sup> Nov.
3	25/11/2019	Liz Webb	Added photos of Hawkes Bay hub
4	16/12/2019	Liz Webb	Updated exec summary with feedback from Alistair S, and added photo of workshop.
5	17/12/2019	Liz Webb	Finalised version – all attendee organisations have confirmed they are comfortable with the content.
6	28/01/2020	Liz Webb	Updated with feedback from the January Meeting. Change to funding application detail.

## Key Outputs

The group agreed to focus on “How do we better support Marlborough businesses and each other in a collaborative and innovative way?”

This allowed the discussion to include ideas and options wider than the physical hub originally proposed, but did not remove the Hub as a key idea for discussion.

- The group considered a wide range of options. There was support for a more cohesive and engaging business support model in Marlborough and an investigation of the potential and costs of a physical business hub.
- Benefits identified for businesses (both in Blenheim and looking to move here) are one of clarity and simplicity of support and a way to show New Zealand businesses that Marlborough is “open for business.” The potential exists for government agencies to have a presence in the region.
- From the perspective of the organisations involved, the benefits focus around increased collaboration, a reduction in duplication, and (potentially) cost, as well as a way to build thought leadership and leverage the work, advocacy, and voice of the group.
- Concerns raised centred around brand and risk to identity, ownership of data, loss of independence, and the ability to advocate if sited centrally funding and sponsorship, and the feasibility in terms of scale and cost.
- The benefits and risks of the proposal change depending on your organisation and model.
- Continuing work to present a cohesive and engaging business support model is not reliant on the physical hub.

The group identified an opportunity for:

- Better visibility and support to business
- Better handover between providers
- Better dialogue between providers
- Better insights into successes and gaps in service provision

Key actions were agreed to drive the proposal forward.

1. Quick wins/actions that can be progressed and review and;
2. Planning for a physical hub which will require further structure and funding applications. The Hub grows on wins identified in the quick wins and provides additional benefits of co-location.

### Quick Wins

- MOU's across the organisations to formalise a way of working. This will include (for example) agreements around co-hosting events/streamlining event calendars to remove duplication.
- Each organisation will provide an elevator pitch on their service offerings and contact details, which will be placed on the Marlborough live/work/play site, and each member organisations site to help present a united “Marlborough Inc” face.
- Each organisation will ensure that its team discusses any service provided by another provider that may support the business and will provide a warm handshake across. Further

work will be required to shape/decide on reporting to be used to track the benefits of this structure.

- Discussion held around the concept of a concierge (mid term goal as would require funding) to streamline, and direct queries.

## Business Hub

The Business Hub will require funding, and additional information to allow each organisation to make an informed decision on whether to take part in this proposal. Each organisation is in a very different place in regards to their office space, and the outcomes of discussions and funding applications will drive a final decision.

- It was agreed that the decision whether to progress to a feasibility study for the Business Hub would be made by the stakeholder organisations in April 2020

Full details of actions agreed, owners and timelines can be found in the appendix

## Background

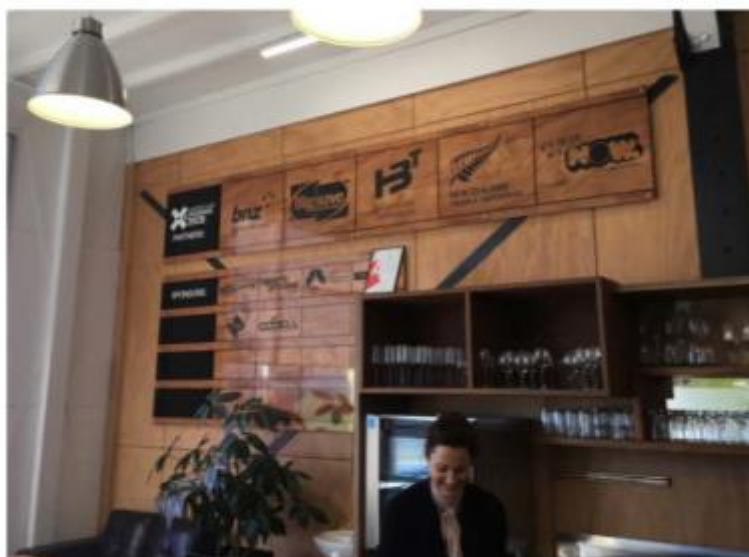
### Chamber proposal

The Chamber of Commerce made a submission to the 2019 – 2020 Draft Annual Plan.

“As a voice for the region’s business community (both present and into the future), the Chamber’s focus is to ensure our region is well placed to attract economic investment, skilled labour and create a thriving business community. ” ...

“The Chamber would like Council to investigate the feasibility of a Business Hub for Marlborough, including the benefit of moving towards a shared operating environment and single front door for business support in Marlborough. The Blenheim Business Association and Business Trust Marlborough have also expressed interest in the concept and support the Chambers request that Council investigate the feasibility of a business Hub for Marlborough by funding the initial steps including a (1) facilitated workshop with all interested parties and (2) a feasibility study to determine proof of concept.”

## Hawkes Bay Business Hub Visit





## Workshop Planning & Structure

A premeeting with representatives from the following organisations; Chamber of Commerce, Business Trust Marlborough, Blenheim Business Association, Destination Marlborough, and the Economic Development Team from Marlborough District Council; approved the structure of the workshop, and the outputs required.

The workshop was designed to answer the following questions

1. What is the question we as a group want to answer (physical hub or wider)
2. Who are the organisations involved, what are their goals, and what do they do to achieve them
3. Do these goals align?
4. What are the benefits, issues, and opportunities of moving to a closer relationship?
5. How might this work? What would the client experience, and the attendant organisation experience be?
6. Document a go forward concept and agree next steps.

Attendees included for full workshop

- Marlborough District Council – Dean, Neil & Alistair
- Marlborough Chamber of Commerce – Hans, Anthony & Nita
- Business Trust Marlborough – Brendon & Brian
- Blenheim Business Association – Lynette & Caroline
- Destination Marlborough – Unable to attend, however, provided input both in the premeeting and in a session with Liz Webb



## Appendix

### Actions Planned – Business Support

Action	Owner	Due
Report (this paper)	Created by Liz Reviewed by Neil Board support gained by Hans (Chamber), Brian (Business Trust), Lynette (Business Association) Each organization to consider the risks/benefits/opportunities from their perspective	Initial version reviewed in meeting on 18 <sup>th</sup> Nov. Second iteration to be reviewed by each organization with wider board/organization and comments bought back for final agreement in the 16 <sup>th</sup> December meeting.
Meeting of key organisations to progress quick wins, and agree Hub action item owners	Neil to book, attended by Chamber, Council, Business Trust, Business Association and Liz (facilitator)	Late Oct/Early Nov – Complete, meetings ongoing.
Committee Meeting	Liz/Neil to review what to present based on meeting and report above Neil to present and feed back to the wider group	The committee meeting will be in February. Draft paper in 3 <sup>rd</sup> week of Jan post first three monthly meetings of this group.
Design key information on each provider, and their services to be placed on Marlborough Inc website	All	The website will be live in November. Discussion in December meeting on how each website directs people.
Design common working and direction to be placed on each organisations website	All	Discussion in December meeting on how each website directs people.
Process/reporting documentation designed (for handover of clients) Includes privacy considerations.	Brian Drafting, finalised by all.	Brian to draft and bring to the December meeting for discussion.
Memorandum of Understanding	Each organisation in the core group.	Neil & Dean to provide template for wider discussion in December meeting
Review of quick wins, decision on next steps	TBA	

## Actions Planned – Collaboration

Action	Owner	Due
Business case for Hub. Include which additional organisations to engage, at which time.	TBA	Review in April. Go/No go decision.
Papers for funding – split into years.	TBA – reliant on action above.	Hub papers -YR1 / YR2 / Bus case February
Plan for communication All – how are we going to communicate the decision, are we going to communicate actively? Do we need an ongoing manager meeting set up?	TBA	



## Marlborough Inc. open for business

### What's the idea?

*"How do we better support Marlborough businesses and each other in a collaborative and innovative way?"*

### Stakeholders

Marlborough Council, Marlborough Chamber of Commerce, Business Trust Marlborough, Blenheim Business Association, Destination Marlborough

### How does it work?

#### 1. Business Support



Client requires support



Access through Marlborough.nz or One of organisations sites

Information on all sites to show what support each organisation provides and contact details



Approach one of organisations



Shared reporting

Any organisation speaking to a customer discusses services provided by others and handshakes over as appropriate

#### 2. Collaboration



Walk into shared space

Greeted by, and assisted by multiple organisations

### Challenges

Huge project – split into stages  
Cost  
Issues of identity for organisations

### Measuring Success

TBA – work required – shape around benefits identified for business and organisations involved.

### Timeline of Actions

2019 – report from workshop reviewed and approved by each organisation. Meeting to further plan for further work. MOU's designed and signed, websites and team training updated to include other organisations.  
2020 – Continue work on Business support. Go/No go decision on Collaboration -further actions TBA

## Organisation Presentations

### Marlborough District Council



#### Why

Desirable region  
Strong communities  
Strong economy

#### How

Create infrastructure and controls which support growth  
Provide Funding

#### What

Facilitate discussions  
Funding for research and support  
Statistical information  
Events

#### Regional Reach

- Marlborough District wide

#### Size

- 300 Staff,
- within economic development currently 5 (Neil, Adi, Heather, Sam and Alistair).

#### Current Relationship with Attendee organisations

- Funding provided to BBA, Destination Marlborough and Business Trust Marlborough
- Regular conversations with Chamber (monthly at both governance and staff level) and others

#### KPI's

- Growth in visitor spend/stay and reduced seasonality
- Our community and industries are linked and empowered to strategically think/plan and act
- Growth in key sector contribution to the economy (GDP, employment)
- Growth in business investment in R&D, innovation & capability in the region
- Growth in local population
- Increase in the proportion of high growth businesses
- The collaborative approach to industry development is sustained
- There is community support for local economic development
- Better than average long-term employment growth
- Sustained low unemployment levels

### Marlborough Chamber of Commerce



#### Why

Be the most valued first point of contact for business support and advocacy in the region

#### How

Provide programmes, services, and initiatives designed with business success in mind

#### What

Advocacy on key issues which affect business in the region  
Networking  
Business Development and education  
Membership value  
Trade – leveraging international network

#### Regional Reach

Picton, Nelson, Renwick, Seddon, Havelock, Kaikoura, Out of Region

#### Size

- Marlborough
  - 4 Staff and 9 board members
  - Support 742 local businesses, 372 local business + NFP members, Combined workforce of 7,500, contribute \$2.2 Billion to Marlborough economy
- New Zealand
  - 35 Chambers with 4 regional hubs
  - 25,000 members
- Worldwide
  - largest business network
  - 13,000 Chambers with 45 Million Members

#### Current Relationship with Attendee organisations

Supporting collaboration  
Memorandum(s) of understanding

## Business Trust Marlborough



### Why

Empowering new and existing businesses in Marlborough

### How

By connecting people with those who can support their growth

### What

Business Mentoring Services (from Volunteer mentors)  
Client advisor (Brian) meetings  
Connection to other services both regional and national  
Networking events  
Angel investors

### Regional Reach

All of Marlborough, with some cross over to Canterbury Mentors in the South

### Size

- Contractor Manager (Brian)
- Volunteer board – 5 members
- 60 Volunteer Mentors who assist 58 businesses
- 52 Angels invested in 20 businesses, and sharing knowledge and contacts with dozens more

### Current Relationship with Attendee organisations

- Partially funded by the council
- Leads received from Destination Marlborough

### KPI's

KPIs to June 2020	MDC	BAMEZ	BTM
Number of Business Mentors	45		
Number of client engagements	170		
Events/Workshops held	14		
Number of mentor Matches	65	50	
Total Businesses being mentored			70

## Blenheim Business Association



### Why

Create a CBD which beats as the heart of the region

### How

Inspire continued business growth and development

### What

Provide a voice for the CBD business community  
Work to bring events into the CBD  
Provide advice and advocacy to business owners

### Regional Reach

Blenheim CBD area

### Size

- 9 Volunteer board members
- Paid co-Ordinator 20 hours a week
- 32 Members

### Current Relationship with Attendee organisations

- Partially funded by the council
- Meet Quarterly with Chamber of Commerce
- Ad hoc discussions with Business Trust

### KPI's

- None from council
- Rejuvenate the CBD

Marlborough

Brilliant  
EVERY DAY



### Why

Grow Marlborough as a visitor destination

### How

Marketing the region both nationally and internationally

### What

Build visitor experience capability

Identify regions growth potential  
Facilitate networking and collaboration opportunities for visitor industry and across industry sectors

Work with new tourism operators or products to build capability and access market.

Bid nationally and internationally for conferences (Business Events) to be held in Marlborough targeting the regions key industry sectors

Manage new Marlboroughnz.com platform on behalf of region (Live/Work/Play)

### Regional Reach

All of Marlborough

### Size

- 5 FTEs Destination Marketing
- Part time Destination Development Contractor – 20 hours a month
- Business Events Marlborough – 1 full time resource
- 6 – 14 FTEs Visitor Information Centre provision (seasonal)

### Current Relationship with Attendee organisations

- Council is Key Funder and directs people to Destination Marlborough
- Provide referrals to Business Trust Marlborough and Chamber of Commerce

### KPI's

- Not currently mandated for Destination Management.
- Trust has set KPI's and service levels in business support area e.g. Three (one hour) workshops a month on business development and product capability

## National Organisations Supporting Marlborough Business

## Serving Marlborough



Inclusive interagency approach to providing health and social services to build the capacity of all New Zealand families.



Government agency providing tax services, and collecting tax.



agency within the New Zealand Ministry of Business, Innovation and Employment that is responsible for border control, issuing travel visas and managing immigration to New Zealand.



The Ministry for Primary Industries is the public service department of New Zealand charged with overseeing, managing and regulating the farming, fishing, food, animal welfare, biosecurity, and forestry sectors of New Zealand's primary industries.



Government agency supporting hi-tech businesses in New Zealand.



Government agency. NZTE is New Zealand's international business development agency.



public service department of New Zealand charged with "delivering policy, services, advice and regulation" which contribute to New Zealand's economic productivity and business growth.



Provides employment services and financial assistance throughout New Zealand. Work and Income is a service of the Ministry of Social Development

## Services Offered

The discussion centred on those services offered to the business community and pertinent to the service hub. Several of the attendant organisations offer services outside this scope, and this would need to be considered as the concept evolves, i.e., Destination Marlborough.

Nothing discussed raised any concerns of misalignment of goals or purpose which would prevent the closer working relationship

The services provided fit into the following key areas.

- Funding
- Mentoring
- Networking
- Advocacy
- Workshops/training and events
- Advice
- Other/Business Support

The group also discussed and included information on other national organisations which also support the Marlborough business community.

Full details of the presentations provided by each organisation and the services provided are in the section above.

This piece of work confirmed and expanded on the concern mentioned that there is currently a lack of clear understanding of who does what, with a potential resulting confusion caused to the businesses supported.

	Structure	FUNDING	MENTORING	NETWORKING	ADVOCACY	WORKSHOPS / TRAINING / EVENTS	ADVICE	OTHER / BUSINESS SUPPORT
<b>Marlborough District Council</b>	Govt	Provides fund to BBA, Destination Marlborough, and BTM Fund events. Funds Marlborough research centre. Sponsors business awards at chamber		Through Events, Smart + Connected groups, Chinese sister city	Reform i.e. Visa. Submission to central Government.		Co-ordinate Council Advice. Stats	Bi Law / Business Support. Small townships. S + C consents etc. Infrastructure.
<b>Marlborough Chamber of Commerce</b>	Not for Profit	Receives funding from NZTE, Membership and Sponsorship  Provides funding through NZTE to businesses	Provided through Award Process. And one on one member meetings	Through Events And access to the national and international Chamber networks  Monthly meetings with Mayor. Awards dinner	Annual Business plan submissions. Work with central government	Run events and workshops. Some shared events with Business trust	Through internet chambers. Weekly and quarterly news.	Business development trade. Data access CRM
<b>Business Trust Marlborough</b>	Not for Profit	Funded by council, Angel investment and Business Mentors NZ	Provides business mentors and advisor meetings	Connect to network groups.  Monthly networking event		Events Workshops.	Connect to other agencies.	

		FUNDING	MENTORING	NETWORKING	ADVOCATING	WORKSHOPS / TRAINING / EVENTS	ADVICE	OTHER / BUSINESS SUPPORT
<b>Blenheim Business Association</b>	Not for Profit	2/3 council funded 1/3 Membership  Annual application for council funds.		Community meeting.	Voice for town centre. Existing and new.	Events – bring people into town.	Know council and provide this advise to business. Support Clubs, i.e., motor as they come into Blenheim	
<b>Destination Marlborough</b>		Part funded by Council		For travel industry.	Advocate for Marlborough and industry.	Training for the travel industry Bring conferences into the region.	Advice to industry.	
<b>Maata Waka</b>	Not for Profit	Provide funding for mentoring. Wave funding.	Refer business to Business Trust					
<b>IRD</b>	Govt					Workshops	Help line	
<b>MPI</b>	Govt	Advice on Government funding			Back to Government	Might co-sponsor. Not here Nelson	Help line	
<b>Immigration NZ</b>	Govt	Welcome community funds. New Migrants			Back to Government.		Help line.	



		FUNDING	MENTORING	NETWORKING	ADVOCATING	WORKSHOPS / TRAINING / EVENTS	ADVICE	OTHER / BUSINESS SUPPORT
NZTE	Govt	Funding for coaching Coalitions program Top 700 export Sponsor conference.						
MBIE	Govt	Regional business partners. Mentors and Chambers.					Business. Government. New Zealand Food Standards.	
CALLAHAN	Govt	Innovation fund.	If funded	Nelson Roadshows			individual businesses	
IWI	Not for Profit							
PDU	Govt	Subset part of MBIE. Provincial fund			Back to Government.		Advice on PGF app's	
NMIT		Student Funding						
MARLBOROUGH RESEARCH (MRC)						Research Centre.	FBI Cluster	



## Why/How might we

This exercise was designed to challenge preconceptions, refocusing on our goal and build a shared understanding of the direction of the workshop

The initial question posed was, "How might we create a business hub for Marlborough." Attendees initially workshopped WHY this was a benefit, and then looked at HOW the items identified in the WHY space could be addressed.

The output of this exercise was to widen the scope of the workshop to *"How do we better support Marlborough businesses and each other in a collaborative and innovative way?"*

WHY	HOW
<ul style="list-style-type: none"><li>• Supportive environment for businesses wanting to grow.</li><li>• Clarity for business</li><li>• Place to get all the help needed</li><li>• Better collaboration</li><li>• Attract / Regain business</li><li>• Cost savings</li><li>• Place for non-Marlborough based business support.</li><li>• For community-focused approach</li><li>• Collaborative environment</li><li>• Marlborough is a beautiful place</li><li>• Consolidated support for Marlborough business.</li><li>• Show NZ we are open for business</li><li>• Efficiency</li><li>• Single / linked online presence</li><li>• One place for Marlborough business knowledge</li><li>• A place for thought leadership in Marlborough.</li><li>• Engaging "Marlborough inc" voice</li><li>• Business growth opportunities</li><li>• Make it easy</li><li>• Landing pad for Government</li><li>• One-stop shop</li><li>• Better communication between stakeholders.</li><li>• Leverage Investment.</li></ul>	<ul style="list-style-type: none"><li>• More regular meetings</li><li>• Story sold well through all entities</li><li>• Website/s</li><li>• Create one business organisation</li><li>• Increase membership/fees</li><li>• Overarching ED strategy to guide organisations</li><li>• Increase rates</li><li>• Marlborough Central offering</li><li>• Clear communication of purpose/strategies</li><li>• Combined governance model</li><li>• MOU</li><li>• Collaborate rather than compete</li><li>• Leverage existing infrastructure.</li></ul>

## Benefits, Issues, and Insights

A robust discussion was had around the benefits and concerns organisations had around the proposal.

Note that this list captures items from all present. These items may affect each organisation differently, with an issue for one, being a benefit for another.

As mentioned in the Key Outtakes, the group identified the benefit for businesses (both in Blenheim and looking to move here) as one of clarity and simplicity of support. It was also seen as a way to show New Zealand businesses that Marlborough is “open for business” and a potential space for government agencies to have a presence in the region.

From the perspective of the organisations involved, the benefits focus around increased collaboration, a reduction in duplication, and (potentially) cost, as well as a way to build thought leadership and leverage the work, advocacy, and voice of the group.

Concerns raised centered on some key themes around brand and risk to identity, ownership of data, loss of independence, and ability to advocate if sited with council, funding and sponsorship, and the feasibility in terms of scale and cost.

A third part of this discussion was to look at the opportunities open to the group.

A significant part of this discussion centred around options for funding, placement of the physical hub, other potential partners (i.e., Icehouse, Iwi), and potential services offered (i.e., Incubator, hotdesking).

The lists below are a direct copy of notes made by attendees.

Benefits
<ul style="list-style-type: none"><li>• More mentor matches/engagements</li><li>• Show that Marlborough is the place to do business</li><li>• Cover while I am on Holiday</li><li>• Shared back office</li><li>• Greater knowledge of support available (referrals)</li><li>• Vibrant work environment</li><li>• More investments, Jobs</li><li>• Joint business voice for Marlborough</li><li>• Will reduce confusion by providing the place to go for business advice</li><li>• Enable stronger organisations/impact</li><li>• Bench of sharks</li><li>• Multi-agency conversations with clients</li><li>• Improve knowledge and engagements</li><li>• Questions around ID and respond to challenges/opportunities</li><li>• Efficiency, gains, shared cost.</li><li>• Attract investments</li><li>• Reduce duplications</li><li>• A chance to create a drive innovation and prosperity.</li><li>• Entities team can collaborate</li><li>• Instant knowledge</li><li>• Opportunity for innovation</li><li>• Easier access for Marlborough business community</li><li>• Consolidate</li><li>• opportunities for business.</li></ul>

<ul style="list-style-type: none"> <li>• Communication challenge</li> <li>• Democracy</li> </ul>
Issues
<ul style="list-style-type: none"> <li>• Bad performance of one partner effecting all.</li> <li>• Clashes with council.</li> <li>• Reduced access to technical expertise in the council (if council resources co-locate).</li> <li>• Reduced visibility/access to governance decision makers.</li> <li>• Tarred with the same brush</li> <li>• Who are sponsors sponsoring?</li> <li>• Competition for the client.</li> <li>• Who owns the data?</li> <li>• Dominant personalities winning out.</li> <li>• Change in council / Government funding</li> <li>• Too much information.</li> <li>• Community confusion</li> <li>• Competition</li> <li>• Change in key people changes relationships</li> <li>• If one entity "Fails," what is the effect on others?</li> <li>• Lack of scale / critical mass to make it feasible</li> <li>• Being seen as a government/council puppet organisation.</li> <li>• Loss of independent voice of business.</li> <li>• Potential effect on the bottom line – without addressing the core issues</li> <li>• Cost of space in hub – BTM currently \$ 285 per month</li> <li>• Loss of identity</li> <li>• Reducing autonomy for member organisations</li> <li>• Reduced contact with my organisation</li> <li>• May not encompass all BBA's work – too narrow</li> <li>• Unwieldy</li> <li>• Cost of building, new operation, establishments running cost.</li> <li>• Responsibility for outcomes</li> <li>• Funding</li> </ul>
Insights/opportunities
<ul style="list-style-type: none"> <li>• Picton, Seddon, Renwick, Havelock Business Group added to the mix</li> <li>• Sector organisations MFA, WM, FF, MFIA etc.</li> <li>• MAF included</li> <li>• Combine to one organisation</li> <li>• Silicon Hub</li> <li>• Continued centralisation offers good support to Marlborough with less investment</li> <li>• Link to other business hubs around NZ</li> <li>• Encourage lower infrastructure footprint business to Marlborough</li> <li>• Icehouse engagement</li> <li>• Labour skills hub and outputs.</li> <li>• Collaborate funding – multi organisations.</li> <li>• Work with Iwi to create a co-hub</li> <li>• Establish wine/seafood centre and incubator hub</li> <li>• We may have to move away from centre</li> <li>• Contracts for service</li> <li>• Attract / landing pad for government agencies</li> <li>• Incubator</li> </ul>

- Meeting place for business
- Hot desk
- Greater collaboration with AIM
- More organisations understand council regulatory, infrastructure, community.
- Better directing council investment
- Locating centre at the airport?
- Council owned building, e.g., old clubs/library/ gallery.
- Other funding sources, e.g., PGF
- Get NZKS to establish a visit to HQ in Blenheim, hub, as adjunct.
- Put hub to AIM to create funding pitch.
- Revenue generation, e.g., sharing with companies.
- Work to relocate a minor Government dept to Blenheim into Hub
- Sole operator business space.
- MOUs
- Physical Hub
- Align and collaborate virtually
- Have a short/medium- and long-term plan
- Plan and funding requests – look at multiple funders
- Invite other organisations
- Get runs on board before we ask for funding
- Work closer – MOUs
- AI and automation – could we be at the front of this in Marlborough?

## Parking Space

The following items were captured by the group as a parking space of items that did not fit in the current discussion, but that needed to be captured.

- How do we fund it?
- Where do we put it?
- Coordinate council advice – Proximity to technical export
- Formal processes are needed, e.g., constant applications
- Duplicate events (
- How do we attract interest and participation from central government – MBIE, NZTE, etc?
- Capability
- How do we include sector organisations MFA, DM, WM, FF etc?
- Advocacy and separate entities
- Advocacy to respective membership bases?
- Government support to region dropping
- Marlborough as separate entity to top of south
- Continued centralisation of Government to Nelson
- Playing organisations off against each other
- Membership
- Revenue streams
- Rate payers' lens.

## Potential Clients

As part of designing the client workflow the following types of client were identified

- Existing clients of organisations
- Existing Marlborough Businesses
- New Businesses
- Information Seekers
- Media
- Mentors
- Employees
- Employers
- Potential Migrants
- Special interest groups
- Not for Profits

## 4. Marlborough Smart+Connected and Smart Business Marlborough update

(Clr Croad)

E100-010-01

### Purpose of report

1. To provide an update on Marlborough Smart+Connected and Smart Business Marlborough activities between September and December 2019.

### Executive Summary

2. Smart Business Marlborough
  - 2.1 Progress is being made across a range of activities in the Smart Business Marlborough portfolio, including:
    - i) Completion of the upgraded marlboroughnz.com website with information about live and work, do business and screen.
    - ii) Release of the draft Te Tauihu Intergenerational Strategy for public comment
    - iii) Facilitation of discussions about a Business Hub and participation monthly meetings with business support providers.
    - iv) Creation of a screen section on the marlboroughnz.com website to promote the region as a filming location. The local project Northspur was filmed in Marlborough over the summer.
    - v) Undertaking the latest town centre health check for Blenheim and Picton.
3. Smart+Connected
  - 3.1 Industry
    - i) Aquaculture Smart+Connected's Value and Innovation group held a successful Annual Forum in November 2019 with approximately 50 attendees. The Harmony working group is planning the Aquaculture Week activities for March 2020 prior to the Havelock Mussel Festival.
    - ii) Labour and Skills Smart+Connected have issued two surveys relating to labour shortages and aspirations of 55+ age group for work. The group has also supported two government initiatives for new services in the region.
    - iii) Forestry and Wood sector Smart+Connected have reformed following a review and have established two working groups - positive industry reputation and domestic added value opportunities.
  - 3.2 Community
    - i) The Picton, Renwick, Seddon Awatere Smart+Connected and the Havelock Community Association steering groups have met regularly over the last three months and have been involved in a number of public meetings, cycling and walking initiatives, a planting day, Cruise Ship Think Tank and managing community assets.
  - 3.3 Regional
    - i) A regional Smart+Connected programme has been developed to support the role of steering groups in supporting community and industry initiatives.

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### RECOMMENDATION

That the information be received.

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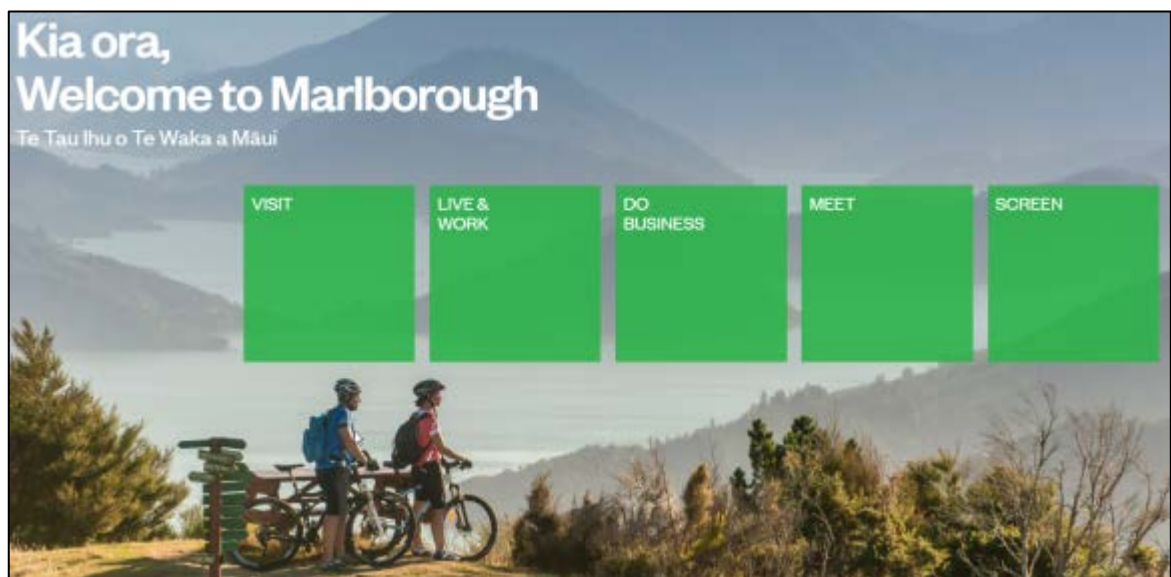


## Background/Context

4. Smart Business Marlborough is a range of services provided or supported by Council to assist business growth and development. These services include:
  - 4.1 Development advice for commercial/industrial activities, promoting Marlborough as a place to live, work and do business, supporting international connections including a sister region relationship with Ningxia, China, screen office, working with other business support providers, economic statistics, Business Trust Marlborough and developing a Te Tauihu Intergenerational Strategy.
5. Marlborough Smart+Connected is an economic and community development programme designed to empower industries and communities to create a shared vision focussing on the future and to drive local actions towards creating a new Marlborough. The implementation of the Smart+Connected Strategy is two-fold and focuses on both industry and community workstreams.
  - 5.1 The industry groups currently underway:
    - i) Forestry and Wood Sector, Visitor Economy, Blenheim Business Association, Aquaculture and Labour and Skills
  - 5.2 The community groups underway are:
    - i) Havelock, Picton, Renwick, Seddon

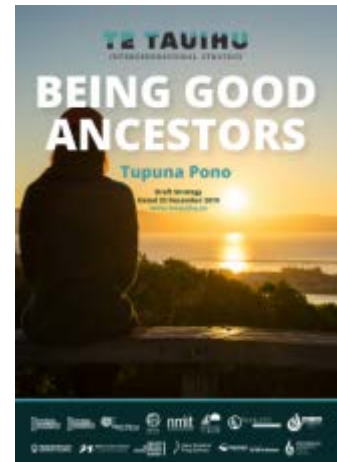
## Smart Business Marlborough

6. Development enquiries
  - 6.1 Three enquiries have been received since the last meeting, two of which (food, office development) were provided information and referred onwards, and one (primary sector) is receiving advice relating to a proposed development.
7. Upgraded marlboroughnz.com website
  - 7.1 The project to expand the marlboroughnz.com website to include information on live and work, do business and screen with Destination Marlborough has been completed and the new website was published on 30 January. Work will be ongoing to continue to develop the website and monitor its usage.



## 8. Te Taihū Intergenerational Strategy

- 8.1 Council is participating in the development of an intergenerational strategy across the Top of the South, led by Wakatu Inc and funded locally and by the Provincial Growth Fund. A draft of the strategy was released for public consultation in December 2019, closing for comments on 28 February 2020. The strategy can be viewed here: <https://tetaihu.nz/strategy> The final strategy is expected to be adopted in June.

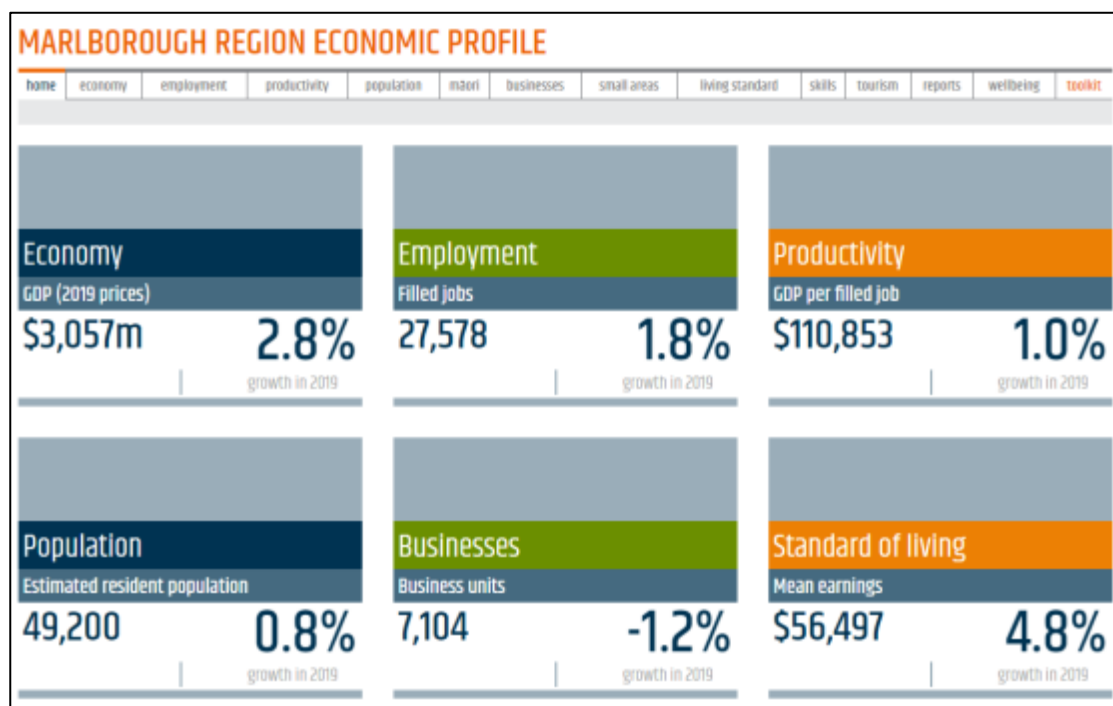


## 9. Wine Tech Coalition

- 9.1 Council and New Zealand Trade and Enterprise (NZTE) are facilitating discussions between a number of Marlborough wine tech companies to support a joint approach to exporting in various markets. The most recent discussion took place on 30 January. The companies are considering what level of support they require and what funding they are able to pool, which could be matched by NZTE. Marlborough has a significant competitive advantage in the wine technology used in our region compared to other wine regions around the world.

## 10. Infometrics annual and quarterly reports

- 10.1 The Annual Economic Profile was updated with 2019 data on 31 January 2020. This profile contains a range of detailed information across a range of categories about the Marlborough economy such as industry breakdown, types and numbers of businesses, productivity, living standards and skills. It can be viewed here: <https://ecoprofile.infometrics.co.nz/Marlborough+Region>



## 11. Business Hub meetings

- 11.1 Elsewhere on this agenda is an item relating to a Business Hub for Marlborough. One of the outcomes of the report was that a monthly meeting between the various locally based business support providers was initiated. To date, three meetings have been held where detailed discussions have taken place about closer working practices.



## 12. Screen Wellington

- 12.1 A dedicated screen section has been created on the marlboroughnz.com website. Locally based project Northspur was filmed over the summer. A Korean director and screen writer visited Marlborough in November as part of a New Zealand trip.

## 13. Town centre health check

- 13.1 Council undertakes a biennial town centre health check report for Blenheim and Picton that investigates the composition, public perception, environmental quality and other factors about the two towns. The report is undertaken by a summer student and is expected to be completed in February. The report will be made available on the Council website and circulated to relevant partner organisation and Council staff.

## Marlborough Smart+Connected

### 14. Community

#### 14.1 Havelock Community Association

The township prepared for the influx of tourists over the holidays with new banners, Christmas decorations as well as interior painting of the town hall and sorting out permission for campers to use the showers at Memorial Park when the campground overflows into the Domain over the Christmas/New Year period. The I-site opened at the end of October but due to high demand they are considering opening it at the start of the month next year.

They reported that the upgraded track along the Mole is being used a lot and was much appreciated by the community. There are fourteen rat traps placed along there now that are monitored by local people. They are looking forward to the upgrade of the toilets on the Main Street and the Pavilion and the improvements in Neal Street.

The Resource Consent for the Havelock Community Pathway has been approved and costing is underway with Marlborough Lines, HCA and the Link Pathway Trust working together. The Small Townships Programme has allocated half of the construction costs, with the community seeking external funding for the remaining amount. The association have raised \$25,000 so far and are working with the other partners to use this funding to get work on the Havelock end of the track underway as soon as possible.

#### 14.2 Picton Smart+Connected

The Picton Steering Group met on 26 September, 31 October and 5 December.

In September Ian Shapcott gave a presentation on engaging iwi and youth in planning decisions. The group discussed the successful Meet the Candidates evening on 11 September and a youth art project to create native bird signs.

The Visitor Economy Working Group organised a Cruise Ship Think Tank on 2 October ahead of the 2019/20 season. It was well attended by Councillors, staff and key stakeholders who talked about the NZ Cruise Conference and how stakeholders have been brought together to identify issues and addresses them positively. They hoped that the strategic plan for Picton will address what the cruise season will look like in five to ten years and how we can start planning for this to happen.

The steering group meeting on 31 October included updates from the Heritage Working Group on a grant application for further heritage plaques around Picton, positive feedback on the Council's Heritage Trails and Marlborough Street Names projects and information on regional promotion funding for heritage in the Destination Marlborough Tourist Guide.



The last meeting for the year was held on 5 December and the group discussed how to involve more people in the Public Spaces Working Group, the Port Marlborough consultation, supporting the Marlborough Heritage Trust to care for the Edwin Fox Museum and how to progress the Annual Plan submission for a Town Maintenance Think Tank.

They also discussed the Bike Walk Picton Working Group's report on supporting the three large pathways that affect Picton (the Link Pathway, Queen Charlotte Track and the Whale Trail) as well as focussing on the cycling and walking projects in Picton. These include getting people and students safety along Waikawa Road or the Marina to Marina Track, repurposing Nelson Square and future design of Dublin Street.

Later in December the Arts Working Group reported on the success of the project to work with Queen Charlotte College students to improve the appreciation of biodiversity on High Street in Picton by painting and installing a series of native bird signs.



### 14.3 Renwick

The Renwick Steering Group met on 25 September, 30 October and 11 December.

Renwick S+C hosted a community planting day 13 October for the first stage of the Village Green development at the Renwick Domain. Displays were set up for each of the working groups and update on the Small Townships Plan including the full Village Green project, Renwick streetscape and the bike boulevards.



At the September meeting, the Bike Walk Working Group reported that a design and safety assessment for Jacksons Road had been completed and Pernod Ricard have come on board with the Renwick Vineyard Trails project by opening the Brancott Boulevard Cycle Path to the public on 15 October. Twenty cyclists celebrated the opening of the 1.6 kilometre path. This section was supposed to be completed in Year four, but is now one of the first sections to be completed. The path runs from Middle Renwick Road to New Renwick Road and is part of a network of planned



vineyard paths that will connect the area's cellar doors for visitors and also provide a recreational opportunity for locals.

The main discussion at the meeting on 30 October was around the proposed Renwick Street Gardens and was attended by two representatives of the business community. The upgrade of the water pipes was an opportunity to leverage off this contract to install the street gardens in November. Consultation with the local businesses and residents got underway, but this brought up some opposition to the gardens replacing car parks. The group did not want to let down the community people who were involved in the project and supported the safety and beautification outcomes, but preferred to develop a solution that everyone is happy with. A number of the business representatives are keen to work with the group to find a way forward.

The meeting on 11 December 2019 covered water saving tips to go on the website, the Marlborough Lines planting, possible Council support for rain tanks and the ongoing maintenance of the new AEDs.

#### 14.4 Seddon and Awatere

The steering group met on 5 September, 3 October, 7 November and 5 December.

At the September meeting the Health Focus reported on the trial of the first virtual consultation practice. They are having ongoing discussions with the District Health Board to find a location for a medical centre in Seddon. There was also a report on the new Neighbourhood Support Neighbourhood support – membership is increasing and new signage and stickers are available for letterboxes. The group has a number of community events planned including a pop up shop for clothing and footwear. The Yealands Wines Awatere Memorial Hall Re-opening and Community Fun Day was held on Sunday 15 September 11 - 3pm.



The Steering group also organised a Meet the Candidates event on 3 October. At the regular meeting in the evening they discussed the medical centre, funding for the hall and youth, neighbourhood support and setting up a new working group to provide an overview for funding applications for Seddon.

The Steering Group met on 7 November and worked on a proposal for the medical centre that has been sent to the District Health Board, community pool investigation work, funding for the hall and after funding is received from rata foundation and the lotteries commission. Marlborough Roads has been carrying out work in a number of areas and positive feedback has been received regarding the street tree planting by Reserves

### 15. Industry

**15.1 Aquaculture** – The Harmony Working Group is focused on planning for Aquaculture Week in the build up to the Havelock Mussel Festival in March 2020 and also engaging marine students at Marlborough Girls College. The Value and Innovation Working Group held its forum event on 29 November, with approximately 50 attendees. Six value and innovation work streams were prioritised including zero waste, spat, solar power and recruitment. The working group has also progressed with the mussel float grinding project which is close to completion.

**15.2 Labour and Skills** – the group has had successful input into supporting the development of two new government funded initiatives for Marlborough – Youth Employment





Success and Education to Employment Brokerage. An employers survey has been developed by the employers working group to get insights into current labour shortages, and the 55+ age group has also developed a survey to understand the labour market aspirations of the over 55s. The housing group is participating in the work developing a Marlborough Housing Strategy.

- 15.3 Forestry and wood sector – this group has been reformed following a review. Henry Morris of PF Olsen is the Chair of the steering group. Two working groups have been formed – positive industry reputation and domestic added value opportunities. Further details about the group can be found here:  
[https://www.marlborough.govt.nz/repository/libraries/id:1w1mps0ir17q9sgxanf9/hierarchy/Documents/Your%20Council/Marlborough%20Smart%20and%20Connected/Smart\\_and\\_Connected\\_Forestry\\_and\\_wood\\_sector-info\\_sheet.pdf](https://www.marlborough.govt.nz/repository/libraries/id:1w1mps0ir17q9sgxanf9/hierarchy/Documents/Your%20Council/Marlborough%20Smart%20and%20Connected/Smart_and_Connected_Forestry_and_wood_sector-info_sheet.pdf)

## 16. Regional Programme

A regional Smart+Connected programme (S+C) has been developed over the last three months to co-ordinate and support both the community and industry groups. The objectives of this programme are to:

- Support the growth of connections between groups
- Develop positive and effective working relationships between the groups and Council
- Support key roles within the organisation
- Grow understanding within Council of S+C groups and their work
- Regularly review and reflect on progress
- Celebrate successes

To achieve these objectives the following actions have been identified:

- Quarterly combined industry and community newsletter
- Bi-monthly facilitated community administrator meetings and ongoing support
- Regular facilitated Chairs meetings
- Bi-annual regional meeting of all participants
- Update and maintenance of the S+C section of the Council website, including the video

### 16.1 Administrator Support

Council funds administration support for the Picton, Renwick and Seddon Awatere groups through S+C and the Havelock Community Association through a grant. These roles provide vital support to the steering groups and drive the groups' connection to the wider community. Council has initiated regular meetings from July 2019 focusing on bringing together administrators to share learnings, provide a closer connection with Council and build professional connections. This group is now well established with quarterly meetings planned for 2020 that are timed to provide support at key reporting times and council submissions.

### 16.2 Chair Support

The first meeting of the S+C Chairs was held on 16 September 2019 and was attended by representatives from the Blenheim Business Association, Havelock Community Association, Seddon Awatere, Picton, Forestry Wood Sector, Labour and Skills, Visitor Economy and Aquaculture S+C groups. The purpose of the meetings are to enable attendees to learn about the work of each group, discuss common issues and areas of interest, Council's role in supporting S+C, future meetings and a space for an open discussion. It was agreed that the meeting had been useful and will now be held two to three times per year.

### 16.3 Video

The new shot video can be viewed here: <https://youtu.be/O3D33Lznw3U>

### Next steps

17. To continue with the delivery of the Marlborough Smart+Connected and Smart Business Marlborough programmes and to report back to the committee in April 2020.

### Attachments

None

Author	Neil Henry, Manager, Economic Development and Strategic Planning and Adi James, Community Advisor – Marlborough Townships
Authoriser	Neil Henry, Manager, Economic Development and Strategic Planning

## 5. Policy – Charging for Official Information

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(The Chair)

I100-005-001-01

### Background

1. The Local Government Official Information and Meetings Act 1987 allows for Local Authorities to charge for the supply of information.
2. In December 2001 Council adopted the following the policy:

***That pursuant to Section 13 of the Local Government Official Information and Meetings Act 1987 the Council hereby resolves to establish the following policy relevant to charging for requests for official information with such policy to be effective from 1 January 2002:***

1. ***For any request made for personal information about and by the individual concerned such request will not be subject to any charge.***
2. ***For all other requests where the aggregate amount of staff time spent in actioning the request exceeds one half hour then the basis of charging is as follows:***
  - ***An initial charge of \$30 GST inclusive for the first chargeable half hour or part thereof.***
  - ***An additional charge of \$30 GST inclusive for each additional half hour.***
3. ***In all other cases where repeated requests are made in respect of a common subject in any four week period, requests after the first shall be aggregated for charging purposes.***
4. ***Photocopying on standard A4 paper where the total number of pages is in excess of 20 pages shall be charged out as follows:***
  - ***20 cents GST inclusive for each page after the first 20 pages.***
5. ***All other charges incurred shall be fixed at an amount which recovers the actual costs involved:***
  - ***Producing a document by use of a computer or other like equipment.***
  - ***Reproducing a film, video or audio recording.***
  - ***Arranging for the requester to hear or view an audio or visual recording.***
  - ***Providing a copy of any map, plan or other document larger than A4 size.***
6. ***Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be charged and if so, how much.***
7. ***A charge may be modified or waived at the discretion of the District Secretary where payment might cause the requester financial hardship, where remission or reduction of the charge would assist the Council in its work.***
8. ***The charge may not include any allowance for:***
  - ***Locating and retrieving information which is not where it ought to be.***

- *Time spent deciding whether or not access should be allowed and in what form.*
9. *A deposit may be required where the charge is likely to exceed \$60 or where some assurance or payment is required to avoid waste of resources.*
  10. *A record shall be kept of any costs incurred. Where a charge is to be made, the requester is to be notified of the method of calculating the charge beforehand, and this fact is to be noted on the appropriate file.*
3. Since that time there would have been only two occasions when a charge has been levied though there have been many times when the ability to charge has been raised and it was suggested that refinement of requests might avoid us considering a charge. It is not intended to increase the use of the ability to charge.
  4. Requests for information received are increasing on a daily basis. Often, for example, requesters will go on a 'fishing expedition' against an expectation that the ratepayers should fund the costs involved in retrieval of information thought to be of interest by the media or others.
  5. The figure of \$60 per hour equivalent has been in place since 2001 and it is considered the amount should be reviewed to take some account of the true costs involved. Often researching for information will involve senior officers.
  6. For that reason it is considered that an increase from \$60 per hour up to \$100 per hour is appropriate.

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## **RECOMMENDATION**

**That the decision of Council under resolution A.01/02.369 be confirmed but with modifications effective from 1 July 2020 that the amount in decision 2 be increased from \$30 to \$50 and an adjustment under decision 9 that the figure of \$60 is changed to \$100.**

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## 6. Picton Regional Forum Targeted Rate Refund

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(Clr Oddie)

C230-001-P02

### Purpose of Report

1. To decide on the recommendation from the Picton Regional Forum to remit the unspent balances from the targetted rate back to the ratepayers from which it was raised.

### Executive Summary

2. The Picton Regional Forum (PRF) have investigated options for the disposal of the funds held by Council raised via the targetted rate.
  3. The PRF recommend that the funds be refunded back to the ratepayers within the targetted rate area.
  4. The use or refund of this unspent balance requires a decision of Council.
- 

### RECOMMENDATIONS

1. That Council endorse the option recommended by the Picton Regional Forum to remit the proceeds from the targeted rate to the ratepayers from which it was raised.
  2. That the remission be calculated on the basis of total fund divided by the number of SUiPs in the target area.
  3. That the remission be included in the 2020/21 rate calculation for the affected area.
- 

### Background/Context

5. The PRF (formerly the Picton Ward Forum) was formed to enhance consultation and information sharing between Council and the Picton region.
6. The formation of the PRF came as a result of the failed petition in 2006 for the formation of a Picton Community Board. Then Mayor Sowman asked the ward Councillors and staff to develop the forum concept to improve communication with the Picton area.
7. The original concept was for funding to be provided for an independant Chair and various other administration and research aspects of the forum. These funds were raised via a targetted rate.
8. Over time the secretarial and support functions were absorbed into Council's business as usual support of advisory groups and the chairing of the forum was undertaken by the ward councillors. This is funded via general rates. There was also very little call on the funds being raised via the rate.

### Assessment/Analysis

9. The operation of the PRF no longer requires direct funding. The targetted rate was disestablished for the 2019/20 Annual Plan on advice from the PRF via a submission to the annual plan.
10. Previous unexpended funds had been put into a reserve each year resulting in \$60,000 being held by Council on behalf of the PRF.
11. The PRF undertook a series of reviews with its member groups on the potential use and distribution of these surplus funds.



12. A number of options were submitted to the PRF which under analysis could not be supported as the proposals were already being funded by Council, and therefore, ratepayer funds.
13. The member groups voted unanimously that Council should refund the surplus funds to those that the funds had been raised from. This was based on the premise that the funds had been raised for a stated purpose and if that purpose was no longer valid the funds should be renitted back to their source.

### **Option One (Recommended Option)**

14. Remit the funds on a total funds divided by affected SUIPs via the 2020/21 Annual Plan / rating process to the current property owners.

#### *Advantages*

15. Clears the funds from Council.
16. Remits the funds back to the source of funding as no longer required for the purpose they were raised.
17. Endorses the recommendation from the PRF.

#### *Disadvantages*

18. The funds may be useful for a Picton regional project – e.g. the Picton Redevelopment Study.
19. Funds are remitted to current property owners, who may not have actually paid the rate.

### **Option Two – Status Quo**

20. The funds stay in reserve at Council for future distribution to a project or organisation in the Picton region.

#### *Advantages*

21. Could be a source of one off funding for a communtiy project e.g. the Picton Redevelopment Study.

#### *Disadvantages*

22. Adopting a very narrow interpretation of the prupose, the funds are no longer held for the purpose they were raised. However, if the view is taken that the funds were raised to support the PRF and in turn the development of Picton, the use of funds for a project such as the Picton Redevelopment Study is very appropriate.

### **Next steps**

23. That the Council endorse the recommendation of the PRF te remit the funds held in Reserve back to the area it was raised from.
24. That the remittance be actioned in the 2020/21 Annaul Plan / Budget process.

Author	Dean Heiford – Manager Economic, Community and Support Services
Authoriser	Martin Fletcher – Chief Financial Officer

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>  The proposal enables local decision-making and action by, the Picton Regional Forum it is considered good-quality and cost effective.			
<b>Fit with Council policies and strategies</b>			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Social well-being	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	✓
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	✓
This proposal contributes to the categories identified above to enable local decision making, financial impacts and social wellbeing.			
<b>Nature of the decision to be made</b>  The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>  The project needs to be budgeted for in to 2020/21 budgets.			
<b>Significance</b>  The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>  Engagement has occurred with the Picton Regional Forum and their wider group members.			
<b>Risks: Legal / Health &amp; Safety etc</b>  There are no known significant risks or legal implications as [describe why].			
<b>Climate Change Implications</b>  There are no known climate change implications to this decision.			

## 7. MDC Youth Plan Council 2019

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(The Mayor)

C150-002-018-01

### Purpose of report

1. The purpose of this report is to provide an update to Council on the progress made by the Youth Council on their plan implementation for 2019.

### Executive Summary

2. Since the Plan was adopted in 2019 there has been considerable progress on actions in the Youth Plan which has included young people in all aspects of the planning, implementation and delivery of the activities. This includes decision making in terms of what projects have priority for funding.
3. Council continues to get positive feedback from youth service providers, principals of local secondary schools and youth themselves on the engagement that Council has with youth along with support for youth projects.
4. It is anticipated that support will continue in 2020.

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### RECOMMENDATION

**That Council receive the Youth Council Plan Report for the 2019 year.**

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### Background/Context

5. Council adopted a Youth Policy in 1999 that states:

“The Marlborough District Council will work towards developing a District where:

  - young peoples’ views and contributions to their families and their communities are valued;
  - young people are cherished and their diversity is recognised, acknowledged and celebrated;
  - the views of young people will be sought and taken into account in the development of the Council’s policies and activities.”
6. The Youth Council was then established in 2000 as a mechanism to communicate and gain participation by young people in civic activities.
7. In 2005 Council undertook a Youth Scoping Project in conjunction with Public Health which comprised a survey of Youth Service Organisations and a Talking Walls Project with secondary schools students, Council requested that the Youth Council provide information on how Youth Initiatives funding could be utilised. A Youth Initiatives Plan was presented to Council for consideration and encompassed the information provided by the Youth Council and some recommended actions.
8. As a result Council agreed to adopt the plan and provide an annual budget for the Youth Council to implement the actions identified in the plan to achieve positive outcomes for young people in our community.
9. Since then each Youth Council develops a Youth Plan identifying actions they want to achieve for the year they operate. These are reported to Council annually.
10. All six of the Council’s Long Term Plan community outcomes relate either directly or indirectly to youth and the work of the Youth Council.

## The Plan

11. Attached for Committee members' information is a progress report on implementation of actions identified in the 2019 Youth Plan. (Refer Attachment 1)
12. Highlights for 2019 have been:
  - *Youth Civic Awards* – modelled on the Civic Honours, these awards acknowledge significant volunteer input by young people with four recipients being awarded this honour.
  - *Involvement in the Top of the South Youth Hui* – this has provided leadership opportunities for youth and connections with others with a future planning focus.
  - *Future of Work Conference* – this event saw over 140 young people participate in interactive workstations, presentations and workshops to open their insight into future local work options. This was supported well by local business with Youth Council members as MC's.
13. These activities/events provided opportunities for youth involved to develop skills as well as promote youth positively within the community.
14. The My Voice Youth Website, Facebook page and Instagram are effective tools for promoting information to young people. The ongoing challenge is to ensure that information is current and relevant to young people.

## Youth Funding

15. The Youth Council has an annual budget of \$60,000. This covers activities that are funded on an annual basis such as CACTUS programmes, Peer Support in schools, Industry Training Graduation, youth events.
16. The Mayor and Chair of the Community & Finance Committee along with one youth representative from each of the secondary schools continue to have delegated authority for decisions on the Youth Funding requests that align with their plan within the annual budget within the annual budget. The majority of decisions on funding however are made at Youth Council meetings for wider youth input.
17. The Youth Council is very prudent with the funding and ensures that activities are funded that benefit youth across the District including rural areas.

## Youth Council 2020

18. The review of the structure of the Youth Council that took place in 2017 saw changes implemented in subsequent years for the process for membership. This included an application process and screening of potential members to ensure they understand their role and have time to commit to achieve the expectations of the role. This also provided potential members with the ability to opt out if they felt they could not commit to the level required.
19. Overall it is believed that this has been more successful along with a greater focus on governance and leadership skill development. More opportunities were given to extend skills including co-Chairing with the Mayor.
20. This overall focus will continue for 2020 and secondary school principals have already indicated their support for young people to participate.

Author	Lyne Reeves, Community Development Advisor
Authoriser	Dean Heiford, manager Economic, Community & Support Services

## MDC Youth Council Plan 2019 - Report

### Introduction

This report provides an update on progress of the actions identified in the Youth Council Action Plan for 2019.

### Youth Council Purpose

The purpose of the Youth Council is to:

- Provide a line of communication between youth, Council and other organisations.
- Provide an opportunity for youth to raise issues relating to them and undertake some projects to address these.
- Increase youth awareness of wider community issues.
- Gain youth input on Council processes and projects.
- Development of youth leadership skills through involvement in civic activities.
- To provide opportunities in decision making for allocation of Council's youth funding.

### Objectives

The objectives of the plan are as follows:

- **Youth Voice** - youth views are valued and listened to
- **Youth Support** – youth are supported to take action and participate
- **Leadership** - opportunities for personal growth and community participation
- **Events & Activities** – regular youth events are supported
- **Youth Health** – promotion of youth friendly health services
- **Youth Achievement** – showcase young people and their achievements
- **Positive Promotion of Youth** – positive youth profile in the community
- **Education & Training** – opportunities for career development
- **Environment** – think and act sustainably

### The Plan

The plan summarises the issues identified by the Youth Council members that they want to make a difference on for Marlborough Youth. It also identifies actions to be undertaken both by the Youth Council and in conjunction with other organisations such as the Marlborough Youth Trust (MYT), Police.

It is intended that this will assist Council in achieving the Community Outcomes in relation to youth and the Youth Policy as well as give guidance on priorities for allocation of youth funding.

### Plan Implementation

Along with working in partnership with key youth service providers, the Youth Council considered proposals from organisations who can contribute to positive outcomes for youth as outlined in this Plan.

The Youth Council worked towards achieving the action points throughout 2019.

## Marlborough Youth Council Plan 2019 - Report

Youth Voice - youth views are valued and listened to.			
Actions	When will this be achieved?	Who is involved - Youth Council and others?	Outcome
<ul style="list-style-type: none"> <li>Information about the Youth Council membership to be provided on the website.</li> </ul>	<ul style="list-style-type: none"> <li>May 2019</li> </ul>	Council Staff	Completed
<ul style="list-style-type: none"> <li>Youth Council representatives promote who they are so that young people know who to contact to raise their issues at the Youth Council meetings. This will be done through school notices and assemblies, My Voice website and social media.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing throughout the year</li> </ul>	Youth Council - all	Communication mainly via Social Media Identified more can be done in this area. Ideas given: Wear hoodies at school Make short videos of YC members Poster at schools identifying YC similar to peer support
<ul style="list-style-type: none"> <li>Youth Council representatives to gain wider youth input on issues raised through their school and other networks.</li> </ul>	<ul style="list-style-type: none"> <li>As required throughout the year</li> </ul>	Youth Council - all	Significant interest from Youth Council in respect of environmental/climate issues Alcohol campaign Top of the South Hui process
<ul style="list-style-type: none"> <li>Utilise the Youth Website/social media options to get youth feedback on issues.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing throughout the year</li> </ul>	Council staff with Youth Council sub group	Poll for new logo design to be attempted Ongoing use of social media to promote youth voice & events
<ul style="list-style-type: none"> <li>Consider making a submission to Council's Annual Plan on youth related activity.</li> </ul>	<ul style="list-style-type: none"> <li>By 6 May 2019</li> </ul>	Council staff with Youth Council sub group	Submission made by Jack, Lennox, Charlotte & Luka – on continued support for Youth initiatives, facilities & environment

<b>Youth Support – youth are supported to take action and participate</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Support the Peer Support programme in Secondary Schools.</li> </ul>	<ul style="list-style-type: none"> <li>Annual Request</li> </ul>	Youth Council - all	Funding of \$1300 approved for training
<ul style="list-style-type: none"> <li>Support the Regional SADD committee including attendance at conference and initiatives throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>April 2019 for conference</li> <li>Initiatives on request</li> </ul>	Youth Council – all Council staff	Funding was offered but not taken up this year
<ul style="list-style-type: none"> <li>Promote Pink Shirt Day activities.</li> </ul>	<ul style="list-style-type: none"> <li>During Youth Week 2019</li> </ul>	Youth Council members MVIP Co-ordinator	Youth Week – ‘day in the life’ videos created & shared via social media. Participation with pink shirt day activities in colleges
<ul style="list-style-type: none"> <li>Promote Cyber safety education and initiatives, including online resources</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	Council staff with Youth Council Cyber—safety working group PrComm group	New link updated on the website
<b>Leadership - opportunities for personal growth and community participation</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Training for Youth Council members is provided to develop leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	Youth Council – all Council staff	Info/training sessions held with Community law, Youth Addiction case worker, Youth Development Centre visits, involvement in Top of the South Youth Hui, MC role at Future of Work conference, training at Youth Council annual Top of the South get together.



<ul style="list-style-type: none"> <li>Youth Leadership opportunities are promoted to young people</li> </ul>	<ul style="list-style-type: none"> <li>As required throughout the year</li> </ul>	Youth Council – all Council staff	Supporting youth organising Pre-formal party Opportunities in planning & delivery of Future of Work Conference Sharing of opportunities for youth to join groups & take leadership roles.
<b>Events &amp; Activities – regular youth events are supported</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Continue the relationship with the Marlborough Youth Trust for regular one off youth activities across the region. Request minimum of one event to be held in Picton. Youth Council assist with delivery of events.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	Marlborough Youth Trust Youth Council – all Council staff	Plan supported for 6 annual events following consultation with YC. Support to MySpace opening & various events held there.
<ul style="list-style-type: none"> <li>Work with Millennium Art Gallery to provide an annual Youth Art Project, including development of skills for young people. This year a Youth Mural in Picton.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by December 2019</li> </ul>	Millennium Public Art Gallery Youth artists Council staff College Art Teachers	Picton Youth Mural preparation has been started with group formed with QCC, MGC & YC members with artists from Gisborne & Sustainable Coastlines
<ul style="list-style-type: none"> <li>Continue the partnership with the Marlborough Civic Theatre to support youth productions- a maximum of three per annum.</li> </ul>	<ul style="list-style-type: none"> <li>On request</li> </ul>	ASB Theatre Youth Council – all Council staff	Two requests have been approved for this year *This partnership is currently under review by ASB Theatre.
<ul style="list-style-type: none"> <li>Participate in activities that build relationships with other organisations and provide opportunities for intercollege participation. – e.g. Future of Work Conference</li> </ul>	<ul style="list-style-type: none"> <li>As identified and agreed throughout the year</li> </ul>	Youth Council – all Council staff Marlborough Youth Trust, Graeme Dingle Foundation & other organisations	Future of Work conference was a huge success with positive feedback from the 142 who attended, as well as businesses participating. Involvement & support for Top of the South Youth Hui

<ul style="list-style-type: none"> <li>Continue support for CACTUS programmes and PCT activities.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing contract in place with Marlborough Youth Trust – reported annually</li> </ul>	Youth Council – all Council staff Marlborough Youth Trust & other organisations	Approval of funding for Cactus/PCT
<b>Youth Health – promotion of youth friendly health services</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Utilise the Youth Website to ensure information about health services is available to youth. Ongoing review of content to ensure the services contact details are up to date.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	Public Health Youth Council Sub Group Council staff	Current & up to date
<ul style="list-style-type: none"> <li>Support initiatives that encourage a change in the drinking culture and exposure to drug use with a focus on keeping young people safe.</li> </ul>	<ul style="list-style-type: none"> <li>By December 2019</li> </ul>	Marlborough Alcohol Advisory Group Youth Council – Sub Group Council Staff MVIP	Provided design input & survey information for delaying drinking campaign. Information provided via website & info session held with addiction services
<b>Youth Achievement – showcase young people and their achievements</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Youth Civic Awards</li> </ul>	<ul style="list-style-type: none"> <li>By December 2019</li> </ul>	Youth Council Council Staff	Completed with 4 recipients being awarded in October.
<ul style="list-style-type: none"> <li>Continue to support youth chosen to represent Marlborough and/or New Zealand at a national or international level under the policy for supporting youth in need.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	Young people Youth Council Council Staff	Several individual and small group funding awarded for sports and attending climate meetings at a national level

Positive Promotion of Youth – positive youth profile in the community			
Action	When will this be achieved?	Who is involved - Youth Council and others?	
<ul style="list-style-type: none"> <li>Continue the relationship with local media and the Youth Council to promote positive stories about local youth on an event/activity basis also utilising Youth Council social media tools.</li> </ul>	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	Marlborough Express Youth Council ProCom Council staff	Media were active with YC regarding the Annual Plan submission, MySpace opening, Youth Civic Awards, Future of Work Conference as well as several individual Youth Council members
<ul style="list-style-type: none"> <li>Promote activities for Youth Week that profile the positive contribution young people make in our community. This to include youth profiles</li> </ul>	<ul style="list-style-type: none"> <li>May 2019</li> </ul>	Youth Council Council Staff Marlborough Youth Trust MVP	YC members recorded their "every day life" fitting with this year's theme 'I am more than you see'.
Education & Training – opportunities for career development			
Action	When will this be achieved?	Who is involved - Youth Council and others?	
<ul style="list-style-type: none"> <li>Continue support for services that provide trades information including the annual Industry Training Graduation</li> </ul>	<ul style="list-style-type: none"> <li>December 2019</li> </ul>	Mayor Council Staff	Graduation successfully held 31 October
<ul style="list-style-type: none"> <li>Ensure information about services that support transition from school are kept up to date on the Youth Website</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	ProCom Group	Website updated this year to include local employment programmes as well as the Future of Work Conference

<ul style="list-style-type: none"> <li>Investigate employment opportunities for college students.</li> <li>Future of Work Conference</li> </ul>	<ul style="list-style-type: none"> <li>By December 2019</li> <li>12 June 2019</li> </ul>	Youth Council – all Council Staff	Through a partnership with Graeme Dingle Foundation & MDC the Future of Work Conference was held in June. It was a success with positive feedback & planning to expand this in 2020.
<b>Environment – think and act sustainably</b>			
<b>Action</b>	<b>When will this be achieved?</b>	<b>Who is involved - Youth Council and others?</b>	
<ul style="list-style-type: none"> <li>Encourage youth participation in environmental issues by including information on the My Voice website and promoting activities on FB page and inclusion in any contracts with Youth Funding.</li> <li>Continue to voice youth views on climate change and run off into waterways via an Annual Plan Submission and environmental activities in the colleges.</li> <li>Youth messaging encouraging people to take self-responsibility for dumping of rubbish/waste.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Annual plan submission by 6 May</li> <li>Throughout the year</li> </ul>	Youth Council Sub Groups Council Staff	Climate Change Strikes X 2 Activities carried out in the community – encouraging cycling/ tree planting Support for Marlborough Youth to attend national meetings Annual Plan submission Environmental consideration incl in Youth event contract Using the Youth Mural as another medium to community about environmental messages & working in partnership with Sustainable Coastlines NZ







## 8. Proposed National Policy Statement on Indigenous Biodiversity

(The Chair)

L225-09-05-01

### Purpose of Report

1. To introduce the proposed National Policy Statement on Indigenous biodiversity (NPSIB); and
2. To confirm a process for approving a Council submission on the policy.

### Executive Summary

3. The NPSIB was released in November 2019. The Ministry for the Environment (MfE) is calling for submissions by 14 March 2020.
4. The NPSIB provides direction to councils on their responsibilities for protecting and maintaining indigenous biodiversity on all land – both public, private and Māori land.
5. If the NPSIB is approved in its current form there will be significant planning, implementation and financial implications for Marlborough District Council. In particular:
  - The cost and associated resources required to identify, assess and map all Significant Natural Areas (SNAs) in the district.
  - Managing the change from Council's existing voluntary SNA programme (which has enabled good relationships to be developed with private landowners on the basis that information about biodiversity values on private land be kept confidential) to a compulsory one which requires all mapped information to be made public in Council's plans.
6. Due to the timing of the submission closing dates in relation to the Committee meeting schedule, it is recommended that should the Committee choose to submit on the proposed NPSIB, that it delegate the approval of the submission to representatives of the Committee. All Councillors will receive a copy of the final submission once it has been approved.

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### RECOMMENDATIONS

1. That the information be received.
  2. That the Committee delegate the approval of any Council submission on the NPSIB to the Chair of the Planning, Finance and Community Committee; the Chair of the Environment Committee; a rural ward Councillor; and the Rural Representative to the Environment Committee.
- 

### Background/Context

7. The Government released the proposed NPSIB and the related discussion document He Kura Koiora I hokia on 25 November 2019. A summary of the discussion document is attached for the Committee's consideration. (Refer Attachment 1). Copies of the full documents can be provided on request.
8. The overall purpose of the proposed NPSIB is to provide direction to councils on their responsibilities for protecting and maintaining indigenous biodiversity under the RMA. It will apply to all land – public, private and Māori land. Councils will still be required to manage indigenous biodiversity in other environments, such as freshwater and the coastal marine area under separate policies.



9. The NPSIB has been developed in response to the continuing decline of biodiversity values in New Zealand, despite direction under the Resource Management Act to recognise and provide for the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna as a matter of national importance.
10. MfE is calling for submissions by 14 March 2020.

## **Assessment/Analysis**

11. The NPSIB includes guidance and direction in the following key areas:
  - a) Recognises te ao Māori and the principles of the Treaty of Waitangi, giving Māori a more explicit role in the management and protection of biodiversity.
  - b) Requires councils to identify, assess and map areas with significant biodiversity within five years.
  - c) Provides direction on how to manage adverse effects on biodiversity within SNAs.
  - d) Provides for some specific new activities to occur within SNAs (even if the activities may have adverse effects on biodiversity in those areas).
  - e) Introduces the concept of plantation forest biodiversity areas and provides direction on how biodiversity in these areas is managed.
  - f) Provides for existing activities in SNAs such as pastoral farming, while managing any adverse effects of those activities on biodiversity values.
  - g) Provides direction on how to manage adverse effects on biodiversity outside of SNAs.
  - h) Provides for the use and development of Maori land that has significant biodiversity values where it makes a significant contribution to the social, cultural or economic wellbeing of Tangata Whenua.
  - i) Requires councils to consider climate change in biodiversity management.
  - j) Provides options for geothermal ecosystem management.
  - k) Provides a framework for biodiversity offsetting and compensation.
  - l) Provides for restoration and enhancement of biodiversity in degraded areas, and restoration of depleted indigenous vegetation.
12. Council officers are in the process of analysing the potential implications that the NPSIB will have for Council and the Marlborough District. Of initial concern are the significant implications around the requirement to identify and map areas of significant vegetation and habitats of significant fauna within five years of the date of gazettal, using a 'suitably qualified ecologist'.
13. Since 2001 the Council has implemented the "Significant Natural Areas Project", which has involved extensive field based ecological survey work and a subsequent protection and monitoring programme.
14. Approximately 711 SNAs in Marlborough have been identified through the programme, covering over 45,000 hectares. 291 landowners have opted to have potential areas of significance on their land assessed, identified and mapped to date on the condition that the information remains confidential. This represents approximately 75% of landowners approached by Council.
15. The voluntary SNA programme has enabled good relationships to be established between Council and landowners, which in turn has resulted in around 92 biodiversity management programmes to take place where needed.

16. If the NPSIB is adopted, identification and mapping will become mandatory and all information will be publicly available. This has a number of implications:
- Requiring mapped information to be made public has the potential to disadvantage the good relationships Council has built up with consenting land owners under the existing voluntary and confidential programme. This will need to be managed through communication with landowners.
  - As well as identifying and mapping those areas not currently covered in the existing SNA programme, Council would need to re-map all SNAs that have already been mapped. This is because while the mapping done to date has been sufficient for management purposes, it is not of a quality suitable for including in the plan. This will come at a significant cost.
  - Identifying and mapping all SNAs in Marlborough within five years is not an achievable timeframe. For example, it has taken 15 years to map the existing SNAs in the Marlborough District using two ecologists. There are also unlikely to be enough suitably qualified ecologists in New Zealand available to do the work for all councils within the expected timeframe.
17. MfE is seeking information in submissions about the anticipated costs to councils of implementing the NPSIB, and what support would be needed in order to do so.

### **Option One (Recommended Option) – Submit on the proposed NPSIB**

18. Provide a submission to MfE on the proposed NPSIB by 14 March 2020.

#### *Advantages*

19. The MfE is made aware of the Council's views on the NPSIB, including the implications it is likely to have on the Council and on the Marlborough District, and the advantages and disadvantages of the NPSIB.
20. Provides an opportunity to suggest changes to the proposed NPSIB where advantages are seen in doing so.

#### *Disadvantages*

21. No significant disadvantages.

### **Option Two – Status Quo**

22. Do not provide a submission on the proposed NPSIB.

#### *Advantages*

23. No significant advantages.

#### *Disadvantages*

24. There are significant implications (both financial and other) for Council and the Marlborough District in the gazettal of the NPSIB in its current form. Not making a submission would not allow these implications to be considered as part of the process of confirming the final NPSIB.

### **Next steps**

25. The submission closing date falls before the date of the next Planning, Finance and Community Committee meeting. It is therefore recommended that the Committee delegate the approval of a submission to the Chair of the Planning, Finance and Community Committee; the Chair of the Environment Committee; a rural ward Councillor, and the Rural Representative to the Environment Committee. All Councillors will receive a copy of the final submission once it has been approved. This process was used successfully for recent submissions to the National Policy Statements on Urban Development and Highly Productive Land, and on the Fresh Water Package.

## Attachments

**Attachment 1** – He Kura Koiora i hokia: a summary of the discussion document on a proposed NPS for indigenous biodiversity

Author	Emma Toy, Strategic Planner
Authoriser	Pere Hawes, Manager Environmental Policy

### **Summary of decision-making considerations**

#### ***Fit with purpose of local government***

Making a submission contributes to democratic local decision-making and action by, and on behalf of, communities. It is an opportunity to influence national policy that has implications for Council in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses.

#### ***Fit with Council policies and strategies***

	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	■	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	■	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	■	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	■	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	■	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	■	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	■	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	■	<input type="checkbox"/>	<input type="checkbox"/>

The proposed NPSIB and its implementation has possible implications across many of Councils functions, and on the natural environment, cultural wellbeing of the community, and economic development of the region. Implementation of the NPSIB will require considerable financial commitment. Making a submission on the NPSIB enables Council to make these implications clear to the Ministry for the Environment before the NPSIB is finalised.

#### ***Nature of the decision to be made***

The proposal is one put forward by central government. Any person has the opportunity to make a submission on the proposal. In these circumstances, although the proposal involves indigenous biodiversity and Tangata Whenua are kaitiaki, Tangata Whenua also have the opportunity to make a submission. It is understood that MfE are also holding hui with Iwi on the proposal.

<b>Summary of decision-making considerations</b>
<p><b>Financial considerations</b></p> <p>There are no known financial implications to making a submission on the proposed NPSIB. There are significant financial implications in implementing the NPSIB if it is adopted in its current form.</p>
<p><b>Significance</b></p> <p>The decision is considered of low significance under Council's Significance and Engagement Policy.</p>
<p><b>Engagement</b></p> <p>No community engagement is proposed in the writing of the submission as the timeframes do not permit. The proposed NPSIB is a public document and any person or organisation may make a submission. The Council's experience with administering the SNA programme will be used to inform the preparation of the submission. This programme has involved community engagement.</p>
<p><b>Risks: Legal / Health &amp; Safety etc</b></p> <p>There are no known significant risks or legal implications in making a submission.</p>
<p><b>Climate Change Implications</b></p> <p>There are no known climate change implications in making a submission.</p>



# He Kura Koiora i hokia: A summary

A summary of the discussion document on a proposed National Policy Statement for Indigenous Biodiversity



New Zealand Government

In Aotearoa New Zealand, we have a special relationship with nature. Whether tramping, camping, or relaxing with family and friends in the wilderness, nature inspires us.

As New Zealanders, biodiversity is part of our identity. However, our nature is facing a crisis. The indigenous plants and animals of Aotearoa New Zealand are in serious decline. Around 4000 of our native species have been identified as threatened with or at-risk of extinction. Some of these native plants and animals will disappear forever if we don't work together to increase our national efforts to reverse the decline and restore what has been lost.

## Why does indigenous biodiversity matter?

Indigenous biodiversity is the variety of native plants and animals and the habitats they live in. Indigenous biodiversity includes the pristine mountain forests, regenerating bush, native scrub and grasslands, and native animals that make their homes in our productive landscapes and cities.

In Aotearoa New Zealand, we have flora and fauna with unique qualities that are irreplaceable and found nowhere else in the world. Indigenous biodiversity is our inheritance and our responsibility.

Iwi, hapū and whānau have distinct and special connections to their land and the environment in their rohe. In te ao Māori, identity, wellbeing, knowledge and how the culture is nourished, are indivisible from the health of Papatūānuku, the Earth Mother. Humans are embedded in the environment, not distinct from it.

Our economic success also relies on our natural environment. It gives us a competitive advantage that underpins New Zealand's top two earners, tourism and primary production. Indigenous biodiversity contributes to the success of farming, forestry and horticulture through ecosystem services such as clean water, nutrient cycling, pollination, and protection from flooding. Safeguarding ecosystems and the services they provide is important for New Zealand's future prosperity.

## The need for a National Policy Statement

The Resource Management Act 1991 (RMA) provides the main framework for maintaining and protecting indigenous biodiversity on private land (sections 5, 6, 7, 30 and 31 of the RMA). However, these provisions don't provide detailed direction and are often

subject to different interpretation, application and monitoring by councils. This has led to repeat litigation costs, confusion, uncertainty and an undervaluing of biodiversity in decision-making. Overall, we continue to lose our indigenous biodiversity and taonga – regardless of current efforts to protect and restore them.

The main objective of the proposed National Policy Statement is to maintain indigenous biodiversity under the RMA. Managing Significant Natural Areas and other provisions in the proposed National Policy Statement for Indigenous Biodiversity will ensure biodiversity is maintained overall, including no reductions in the following:

- ▶ the size of populations of indigenous species
- ▶ indigenous species occupancy across their natural range
- ▶ the function of ecosystems and habitats
- ▶ the full range and extent of ecosystems and habitats
- ▶ connectivity between, and buffering around, ecosystems
- ▶ the resilience and adaptability of ecosystems.

The proposed National Policy Statement is consistent with the purpose of the RMA, which is to promote the sustainable management of natural and physical resources.

## Creating a National Policy Statement

The first draft of the proposed National Policy Statement for Indigenous Biodiversity was developed by the stakeholder-led Biodiversity Collaborative Group. The group comprises industry representatives, environmental groups, and an iwi advisor to the Iwi Chairs' Forum. The Ministry for the Environment and the Department of Conservation have worked together to further develop the Biodiversity Collaborative Group's draft proposed National Policy Statement.



## Te ao Māori and the Treaty of Waitangi provide a foundation

The proposed National Policy Statement has *Hutia te Rito* as a fundamental concept to achieve an integrated and holistic approach to maintaining indigenous biodiversity. The concept of *Hutia te Rito* recognises that the health and wellbeing of our environment – its ecosystems and unique indigenous plants and animals – has intrinsic value. This acknowledges *kaiahiakitanga* and that our dependence on the environment comes with a responsibility to look after it. This connects to all parts of the proposed National Policy Statement and how it would be implemented by councils and communities on the ground.

Councils will need to work with *iwi*/Māori to protect *taonga*, recognise *te ao Māori* and the principles of the Treaty of Waitangi in biodiversity management.

## All land tenures are covered

The proposed National Policy Statement will affect the management of biodiversity on all types of land including public, private and Māori land. Much of New Zealand's indigenous biodiversity is on privately owned and managed land. This includes ecosystems that are poorly, if at all, represented within public conservation land, such as lowland ecosystems.

The proposed National Policy Statement seeks actions from councils and landowners to show the vital role we all play in ensuring indigenous biodiversity is maintained. Partnerships and collaboration between landowners, *tangata whenua*, communities, councils, and public agencies are critical to the success of this National Policy Statement.

Councils will need to implement regional biodiversity strategies to align communities behind a shared set of priorities and provide a strong link to the [New Zealand Biodiversity Strategy](#).

## Significant Natural Areas

The proposed National Policy Statement requires councils to consistently identify areas with significant vegetation and habitats of indigenous fauna and manage their protection through regional and district plans, and consent processes under the RMA.

Significant Natural Areas would be identified by councils and ecologists working with landowners, using significance criteria developed by ecologists. The proposed National Policy Statement recognises the importance of species and ecosystems that are locally rare but nationally abundant, as well as those that are locally abundant but nationally rare.

The proposed National Policy Statement also includes provisions to manage adverse effects from new activities that impact on Significant Natural Areas.

## Other important biodiversity

Indigenous biodiversity that exists outside of Significant Natural Areas is also important. Councils will be required to determine where and when to manage adverse effects on indigenous biodiversity outside of Significant Natural Areas.

The proposed National Policy Statement will also require councils to survey for highly mobile fauna that are difficult to detect but threatened or at risk and impacted by land-use activities.



Nelson Green Gecko. Photo credit: Samantha King



# Looking after our indigenous biodiversity together

*This visual shows how the proposed National Policy Statement will protect, maintain and restore our indigenous biodiversity*



## Managing particular land-use activities

For the following activities, the proposed National Policy Statement for Indigenous Biodiversity has some specific management approaches that are different from Significant Natural Areas in general.

For pastoral farming, some areas may have the potential to be identified as Significant Natural Areas (eg, if they contain significant indigenous grasses or rare indigenous fauna). The proposed National Policy Statement provisions allow existing farming to continue as long as impacts on indigenous biodiversity don't increase.

Plantation forests also have the potential to be identified as Significant Natural Areas, as threatened or at-risk fauna may establish populations in these plantations. Plantation forests will be managed as plantation forest biodiversity areas rather than Significant Natural Areas to ensure harvest is still possible. The proposed National Policy Statement and National Environment Standard for Plantation Forestry will be aligned to provide consistent direction to councils.

There are also specific provisions regarding nationally significant infrastructure, activities on Māori land, mining and aggregate, dwellings and options for managing adverse effects on geothermal systems.

## Restoring indigenous biodiversity

Restoration and enhancement are also an important part of maintaining New Zealand's indigenous biodiversity. Some ecosystems in New Zealand have suffered so much loss the only way they can be maintained is through restoration and reconstruction.

In 2014, there were 71 identified rare ecosystems, with 45 of them threatened with collapse. Wetlands are now only about 10 per cent of their pre-human extent. The proposed National Policy Statement will require councils to promote restoration of degraded Significant Natural Areas, important buffering or connectivity areas, wetlands, urban areas, or other areas that align with national priorities.

## Timeline







## Have your say

You can access *He Kura Koiora i hokia: A discussion document for a proposed National Policy Statement for Indigenous Biodiversity* and information about the consultation process – including how to make a submission – on our website at: [www.mfe.govt.nz/consultations/nps-indigenous-biodiversity](http://www.mfe.govt.nz/consultations/nps-indigenous-biodiversity).

Your input will help achieve the best outcome for New Zealand.

We want to hear from interested organisations and individuals by 5pm on 14 March 2020.

An online submission tool is available at [www.mfe.govt.nz/consultations/nps-indigenous-biodiversity](http://www.mfe.govt.nz/consultations/nps-indigenous-biodiversity). **This is our preferred way to receive submissions.**

- ▶ Submissions can also be emailed to: [indigenousbiodiversity@mfe.govt.nz](mailto:indigenousbiodiversity@mfe.govt.nz)
- ▶ Submissions can also be posted to: Ministry for the Environment, PO Box 10362, Wellington 6143.

You can also share your views and have questions answered at workshops being held in early 2020.

If you have any questions or need more information email: [indigenousbiodiversity@mfe.govt.nz](mailto:indigenousbiodiversity@mfe.govt.nz).



**Making Aotearoa New Zealand  
the most liveable place in the world**  
Aotearoa - he whenua e ora, he aroaro ki te rangi

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## 9. Increase Annual Funding for Energy Efficiency Loans

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(The Chair)

F270-36-19

### Purpose of report

1. To recommend increasing the funding for energy efficiency loans from \$1.0 million to \$2.0 million per annum.

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### RECOMMENDATION

**That Council approve an increase to the Annual Funding for Energy Efficiency Loans to \$2.0 million per annum.**

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### Background

2. Council has four residential energy efficiency schemes in operation, developed initially with assistance/encouragement for EECA (Energy Efficiency and Conservation Authority):

- Retrofit insulation
- Clean heating
- Solar water heating
- Solar power (photovoltaic)

Under these schemes Council funds part or all of an approved energy efficiency solution and recovers the costs (plus interest and fees), via a voluntary targeted rate on the property for nine years.

3. At its 6 August 2015 meeting, Council agreed to increase the annual funding for its energy efficiency funding service from \$0.5 million to \$1.0 million per annum.
4. The schemes have proved popular with the demand and the average amount borrowed generally increasing over time as the following table illustrates:

First rating year after advance	Number of loans	Total energy efficiency rates (excl GST)	Average amount borrowed
2011-12	71	\$174,825	\$2,462
2012-13	84	\$215,813	\$2,569
2013-14	106	\$267,848	\$2,526
2014-15	53	\$136,460	\$2,574
2015-16	115	\$635,031	\$5,522
2016-17	73	\$351,433	\$4,814
2017-18	128	\$623,899	\$4,874
2018-19	201	\$923,862	\$4,596
2019-20	180	\$874,220	\$4,856

5. In August 2015 Council also agreed to investigate the establishment of a scheme for Photovoltaic (PV) solar power.
6. Regular updates of the status of the energy efficiency funding service are provided to Council via the Planning, Finance and Community Committee so Council can remain informed of the current status of the funding service.

## Assessment/Analysis

7. As at 31 December 2019 payments to all energy efficiency service providers totalled \$690,451 (excl GST) for this financial year. (The small difference between the loans approved and payments made are due to timing differences i.e. approval and payment rarely occur in the same calendar month. Further applications totalling an estimated \$232,700 were either at the 'approved' or 'installed' stage of the funding process (i.e. not yet invoiced to Council). At this rate it is likely that the current borrowing cap of \$1 million will be reached before 30 June 2020.
8. In trying to assess future funding demand, there are several unknowns:
  - In April 2019 solar power (PV) was added to Council's existing energy efficiency funding services of home insulation, clean heating and solar water heating. As at 31 December 2019, 45 solar power installations had been approved totalling \$502,137 (excl GST). The average cost for solar power installations to date is \$11,159.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number completed	-	7	7	7	7	2	5	9	1	45
Installation Cost	-	79,056	73,912	70,408	75,583	24,888	61,964	103,283	13,043	502,137

While the above table shows that after an initial spike during May through to August, September and October were slower and applications increased again in November. As solar power funding is in its first year it is hard to predict whether the uptake will continue to be strong, tail off over winter or actually increase during the colder months.

- The information mail-out to homeowners in deprivation 8, 9 and 10 areas (October 2019 Rates Report) about funding options for insulation and clean heating is complete. Those that qualify for part funding from EECA may choose to fund the balance via Council. Non-qualifying households can choose to continue funding the whole cost via Council's funding service.
- In their recent progress report EECA said they are initiating a new project that will trial various options to provide LED lighting to low income households. Anecdotal evidence suggests that converting a whole house to LED lighting can be as much as \$2,000, but generate savings of between \$100 and \$300 per bulb over its life. Although further information is not yet available, Council might be interested in extending current schemes to include this initiative as well.

### Option One (Recommended Option) – Increase funding to \$2m pa

9. Based on the increasing demand for the Scheme and the increasing cost of installations, this option would future proof the scheme and extend the time before we need to come back to Council to increase the borrowing cap.

### Option Two – Increase borrowing cap to \$1.5 m

10. Increase the current borrowing cap to \$1.5 million per annum (\$685,875 extrapolated to June 2020 = \$1,371,750). Based on current trends this should allow Council to continue to actively support people into warmer, healthier homes and to improve air quality in the region to 30 June 2020.

### Option Three – Status Quo

11. Leave the borrowing cap at \$1 million per annum and stop funding energy efficiency installations when the cap is reached each year. This is not recommended as the increasing uptake is encouraging from both the healthy living conditions and environmental perspectives

## **Summary of decision-making considerations**

### **Fit with purpose of local government**

The proposal enables Council's environment community outcome where our air quality is managed, protected, enhanced and valued as part of the cornerstone to our quality of life.

The proposal also contributes to Council's living community outcome whereby life in Marlborough is safe and healthy.

### **Fit with Council policies and strategies**

	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social well-being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environment & RMA Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### **Nature of the decision to be made**

The options do not involve a significant decision in relation to land or a body of water.

### **Financial considerations**

There are no known financial implications as the funding service is cost neutral to Council.

### **Significance**

The decision is considered of low significance under Council's Significance and Engagement Policy.

### **Engagement**

No engagement is proposed as the service providers are already in place. Additional service providers are considered by staff, taking into account the demand for services, the number of service providers already in place and their ability to meet demand. In the case of home insulation and heating, whether the proposed service provider is already approved by EECA is also taken into account.

### **Risks: Legal / Health & Safety etc**

Any financial risk of increasing the borrowing cap has been mitigated by the contracts between Council and the service providers and Council and the homeowners. The service providers' contract has been recently reviewed by Council's solicitor and updated to reflect a change in statute.

### **Climate Change Implications**

Staff consider that the decision to increase funding will have a positive effect in reducing climate change.

## 10. Financial Report for Council – Period Ended 31 December 2019

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(Cllr Peters)

F275-002-19

### Purpose

1. To present the Financial Report for Council for the period ending 31 December 2019.

### Executive Summary

2. The Financial Report for Council for the six months ending 31 December 2019 is presented below. Additional information is given for information and clarity. Key items to note are:
  - The Income Statement reports an operating surplus of \$4.1M for the year to date. This is a \$2.7M improvement on the \$1.3M surplus budgeted.
  - Operating Income is ahead of budget by \$2.0M (4%) compared to \$2.4M (5%) ahead of last year for the same period.
  - Operating Expenditure is behind budget by \$0.7M (1%) compared to \$0.2M (0.5%) ahead of last year for the same period.
  - Capital Expenditure is lower than budget by \$35.0M (67%) compared to \$32.2M (60%) behind last year for the same period.
  - Details of variances in income and expenditure between actual and year to date budget and year end forecast and budget greater than \$100,000 are given below.
  - The simplified Source and Disposition of Funds Statement shows the movement in receipts, payments, and borrowings and investments at a high level for the same period.

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### RECOMMENDATIONS

That Council receive the Financial Report for Council for the period ending 31 December 2019.

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### Income

3. Total Income for the December year to date is ahead of budget by \$2.0M (4%).
4. Comments are provided below on variances greater than \$100,000:
  - a. Rates is less than budget due to metered water sales. This is partially a timing difference as the Awatere and Seddon areas are invoiced every 4 months. Water sales in the Southern Valley Irrigation Scheme historically peaks in the third quarter and is expected to be closer to budget by April. Forecast has been updated to include the difference in the annual rate levied to the budget, which includes an increased uptake of the Energy Efficiency voluntary rate.
  - b. The dividends forecast has been updated to reflect the increase in the expected second dividend from MDC Holdings.
  - c. External interest revenue is under budget due to continued low interest rates. As investments mature, the proceeds have been reinvested in short dated term deposits rather than corporate bonds as the marginal yield advantage is not sufficient to offset the longer terms required to invest in bonds. Forecast has been updated.



- d. The unbudgeted gain on sale of fixed assets relates to the 4 remaining BPOT stage 6 sections sold this year. Forecast has been updated.
- e. Funds received from Marlborough Regional Forestry are less than budgeted due to a decrease in log prices and the timing of income vs expenditure. At this stage, we expect to meet the budget by 30 June 2020 due to a recent upward trend in log prices and increased harvesting.
- f. Property and other revenue is ahead of budget due to 6 months of unbudgeted rentals and disbursement recoveries for 22 Queen St which was expected to be sold in the 2018-19 financial year as well as a tourism facilities grant received for responsible camping. Forecast has been updated.
- g. The Housing for Seniors variance relates to the unbudgeted gain on the sale of the Buller St property in Picton. Forecast has been updated.
- h. Community Support is higher than budget due to increased energy efficiency repayments and funding for the Queen Charlotte Track from MBIE. This is partially offset by lower public transport subsidies. These subsidies are based on actual expenditure incurred. Forecast has been updated.
- i. Community Facilities is less than budgeted due to less than anticipated reserve fund contributions caused by lower than expected subdivisions. Forecast has been updated.
- j. Roads and Footpaths income is less than budget mainly due to:
  - i. Slower than anticipated subdivision and development contributions together with development impact levies.
  - ii. Less than budgeted NZTA capital and operational expenditure subsidies. These subsidies are reliant on the timing of expenditure incurred (see Roads and Footpath expenditure 4 (c) (i) and (ii)). Forecast has been updated.
- k. Water Supply is greater than budgeted mainly due to higher than anticipated backflow prevention charges as the installations continue.
- l. Solid Waste Management is ahead of budget due to higher than expected dump fees partially offset by less than anticipated sales of compost and related products. Forecast has been updated.
- m. Environmental Science and Monitoring is higher than budget due to unbudgeted government grants for High Country Erosion and Fish Farm Monitoring. Forecast has been updated.
- n. Building Control is ahead of budget mainly due to higher building consent fees driven by increasing values of the work being undertaken.
- o. Compliance is ahead of budget due to:
  - i. Increased monitoring administration charges which have been applied more consistently over the last 2 years.
  - ii. Liquor Licences are higher than expected due to the timing of renewals. Forecast has been updated.
- p. Biosecurity is ahead of budget due to:
  - i. Unbudgeted funds received from the Ministry of Primary Industries to complete the Molesworth national wilding conifer control programme.
  - ii. Unbudgeted contributions from our Top of the South partners for their share of the marine biosecurity contract co-ordination costs. Forecast has been updated.
- q. Regional Development is ahead of budget mainly due to higher than expected parking infringements. Forecast has been updated.

## Expenditure

- 5. Total operating expenditure is less than budgeted by \$0.7M (1%).
- 6. Comments are provided below on variances greater than \$100,000:

- a. Community Support is ahead of budget due to:
- i Continuing higher than anticipated uptake of energy efficiency services including internal recharges for associated energy efficiency interest and administration fees.
  - ii Grants are higher than anticipated as more than expected grants have been uplifted in the first six months. This is a timing variation.
- These unfavourable variances are partially offset by:
- iii The delay in the trial bus services which are yet to begin. Forecast has been updated.
- b. Community Facilities is forecast to be ahead of budget due to:
- i. Additional costs incurred in maintenance of the additional areas of the Upper Taylor River and the Lansdowne North (softball).
  - ii. Additional costs relating to Blenheim's new November 2018 maintenance contract regime were not entered into the budget system.
  - iii. Increased repairs and maintenance including earthquake demolition on the Seddon Domain Hub.
  - iv. Higher material costs mainly for the Picton foreshore in preparation of the Tuia 250 celebrations.
- c. Roads and Footpaths expenditure is lower than budget mainly due to:
- i. Emergency reinstatement costs less than expected as fewer flood events than anticipated. It is expected to be closer to budget by year end due to \$900k worth of slip removal yet to be invoiced.
  - ii. Less than anticipated road maintenance including sealed and unsealed pavement together with structure (including bridges) due to a change in contract. Costs will be coming in soon for the implementation of the transition. Spending should be close to budget by year end.
  - iii. Interest costs are below budget due to less than budgeted capital expenditure last year therefore less borrowing required.
- These favourable variances are partially offset by:
- iv. Higher than expected environmental maintenance to control spring vegetation growth. We expect year end to be closer to budget.
  - v. Higher than expected minor events due to the December weather events.
  - vi. Network and asset management ahead of budget due to increased professional services for the design component of the roading programme. Forecast has been updated.
- d. Sewerage is less than budget due to:
- i. Lower treatment costs including power which are seasonal as a result of the vintage. We expect the majority of the variance to be corrected by May 2020.
  - ii. Less than budgeted reticulation maintenance including infiltration/leaks and mains work.
  - iii. Interest costs are below budget due to less than budgeted capital expenditure last year therefore less borrowing required.
- These favourable variances are partially offset by:
- iv. Higher than anticipated pump station maintenance costs. Forecast has been updated.
- e. Stormwater is less than budget due to lower than expected reticulation maintenance as less reactive maintenance has been required.
- f. Water Supply is ahead of budget due to:
- i. Increased backflow prevention costs offset by increased revenue (refer to 2 (k)).
  - ii. Higher than expected reticulation toby maintenance and treatment costs.
- These unfavourable variances are partially offset by:

- iii. Less than anticipated pump station maintenance costs.
    - iv. Interest costs are below budget due to less than budgeted capital expenditure last year therefore less borrowing required. Forecast has been updated.
  - g. Solid Waste is ahead of budget due to:
    - i. Higher contracts and levy payments from increased landfill utilisation (offset by higher dump fees).
    - ii. Project costs for the Grape Marc Minimisation project which is funded by Ministry for the Environment. These costs were unbudgeted and yet to be reimbursed.
    - iii. Higher repairs and maintenance for the removal of equipment from the damaged waste sorting facility.
    - iv. Project costs relating to the Container Return Scheme funded by Ministry for the Environment. These costs were unbudgeted and yet to be reimbursed.
  - h. Environmental Policy is forecast to be over budget by year end due to continuing the costs related to the Marlborough Environment Plan which will be partially offset by lower personnel costs.
  - i. Resource Consents is ahead of budget due to consultancy costs which have been required for a major marine farm application due to the complexity and expertise required. This will be recovered on the completion of the consent. Forecast has been updated.
  - j. Biosecurity forecast is ahead of budget due to increased contracts for the costs associated with the Molesworth wilding conifer project offset by income (refer to 2 (p) (i) above).
  - k. Harbours is behind budget due to delays in the Tory Channel Risk assessment and delay of invoices for Niwa's Tory Channel wave measurement.
  - l. Regional Development is less than budget due to:
    - i. Lower than expected pump station, reticulation and general repairs & maintenance costs which is historically seasonal, based on running the Southern Valley's irrigation network. We expect to be closer to budget by year end.
    - ii. Lower Internal loan interest expense due to delays with the Flaxbourne Irrigation Scheme where both 2018-19 and the majority of this year's capital expenditure has been deferred and rebudgeted in 2021-22.
    - iii. Commercial event grants allocated from previous rounds not yet invoiced.
    - iv. Consultancy and Professional Fees not yet spent due to delays in setting up the Smart and Connected Working Group. Forecast has been updated.
  - m. External interest expense is lower than anticipated due to the savings, deferrals and delays in the 2018-19 capital expenditure programme resulting in less external borrowings. Forecast has been re-estimated.
  - n. Property and other expenditure is ahead of budget due to:
    - i. Higher than expected contracts mainly for Information Technology to the meet demand for improved technology services. These costs will be reviewed to identify any amounts that can be capitalised.
    - ii. Staff recruitment advertising and relocation higher than anticipated due to appointing qualified replacements from outside of Marlborough. Some of these appointments were for higher level positions and required a transition period leading to higher personnel costs.
    - iii. Personnel Costs are also ahead of budget due to additional staff in Community Facilities and Assets and Services with one position being offset by a reduction in expenditure
    - iv. Staff training and related travel and accommodation being ahead of budget.
- These unfavourable variances have been partially offset by:

- v. Professional fees less than expected. The budget includes a carryover from 2018-19 for climate change projects to be undertaken this year.
- vi. Slower than predicted consultancy expenditure for the year to date. Forecast has been updated.

## Capital Expenditure

7. Budgeted capital expenditure for the year is \$96.26M includes \$25.84M of carryovers from the 2018-19 financial year.

Total capital expenditure is \$17.1M for the six months year to date, which is \$3.96M less than the same period last year (\$22.23M) and less than budget by \$34.96M.

8. We have identified \$13.8M of carryovers in the following activities:

Activity	\$M	Comment
Community Facilities	\$2.9M	Delays with Flaxbourne Hall upgrade, Lansdowne Sports Hub and Public Conveniences Upgrades. Picton cemetery heritage preservation works delayed due to ongoing consultation with families. Development at Omaka cemetery work deferred to next year.
Corporate Overhead, Information Technology	\$2.5M	Delays with the implementation of a number of projects.
Flood Protection and Control Works	\$0.5M	Delay in development of Wither Hills Woolshed to review options.
Roads & Footpaths	\$3.4M	Small Township upgrades slower than expected due to delays including community consultation and the process in obtaining resource consent. Wairau/Awatere seal extension on Ugbrooke Road delayed while the community organise their contribution. Cycle facilities deferred due to lack of resources. Marlborough Mile project on hold while review is completed. North West zone delayed due to development being behind schedule. Urban cycle ways and Kenepuru Barge site reprogrammed to 2021-2022.
Sewerage	\$3.0M	Earthquake pipeline renewals to go to tender in February. The majority of the work will be pushed to 2020-2021.
Water	\$1.5M	Renwick water treatment delayed due to the complexities of the small site. Havelock treatment and reservoir delayed due to finding land and obtaining consent.

9. There is an additional \$20.58M identified where there will be savings or the projects have been rebudgeted into future years in the following activities:

Activity	\$M	Comment
Community Facilities	\$0.5M	Awatere Hall upgrade saving to the revised budget which included carryovers.
Flood Protection & Control Works	\$2.81M	Lower Wairau stopbank upgrades rebudgeted over 2 years 2020-21 and 2021-2022 whilst negotiating with landowners and Ngati Rarua Marae. Rock protection and stopbank work for sections of Tuamarina bridge to Waihopai, Tuamarina River and Ruakanakana (Gibsons) Creek, which are all rebudgeted to 2020-2021.
Regional Development	\$6.85M	Resource Consent to build Flaxbourne Irrigation Scheme is expected to be lodged by March 2020 and construction is expected to start July 2021 for a period of 8 months. Rebudgeted over 2 years 2020-21 with the majority in 2021-22.
Sewerage	\$10.42M	Blenheim modelled pipe and pump station upgrades for growth are rebudgeted to 2020-21 & 2021-22. Havelock treatment plant rebudgeted to 2021-22 due to the flow on effect of delays with finalising land purchase for the site. Picton sewerage pipeline upgrade rebudgeted to 2020-21. Picton treatment pump station upgrade rebudgeted over 2 years 2020-21 & 2021-22. Seddon treatment for the land based treatment and discharge project is still at the design phase with the majority already rebudgeted to 2020-21 last year.

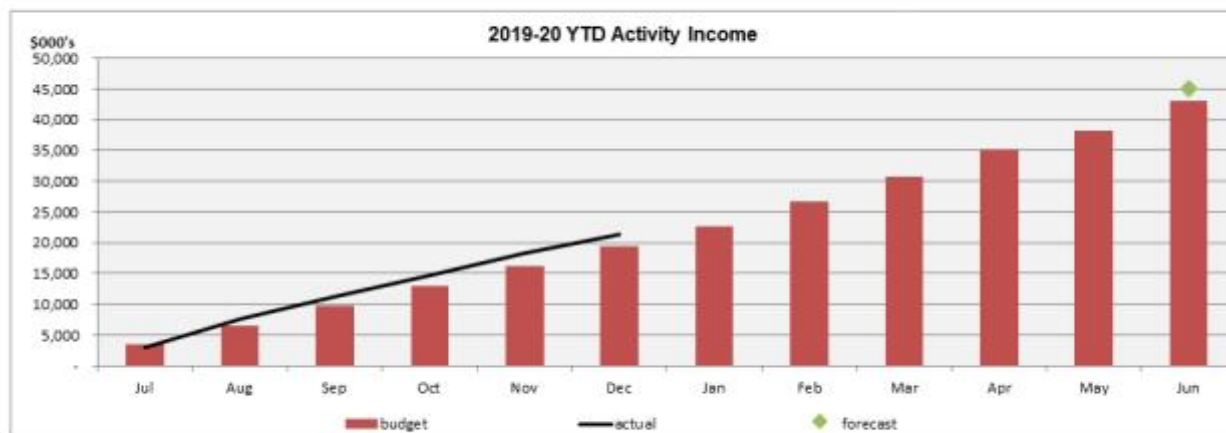
## Source and Disposition of Funds Statement

Source and Disposition of Funds	
for the 6 months ending 31 December 2019	December 2019 \$000's
Receipts from rates revenue	31,086
Receipts from user charges	13,379
Receipts from property rentals	2,936
Subsidies	5,486
Interest and dividends	6,474
Sale of assets	621
Other revenue	7,377
<b>Cash flow inwards</b>	<b>67,360</b>
Net GST movements	6,687
Payments for operating costs	(55,460)
Payments for capital expenditure	(17,093)
<b>Cash flow outwards</b>	<b>(65,866)</b>
<b>Net (increase)/decrease in investments</b>	<b>(2,094)</b>
<b>Net increase/(decrease) in cash</b>	<b>(601)</b>
<b>Cash and cash equivalents:</b>	
at the beginning of the year	3,585
	<b>2,984</b>



Income and Expenditure Statement  
31 December 2019

Income	Year to Date				Forecast	Whole Year		
	Actual	Budget	Variance			Budget	Variance	
Rates	34,806,541	35,017,088	(210,546)	-1%	70,055,615	70,034,175	21,440	0%
Less remissions	(380,821)	(322,428)	(58,393)	18%	(644,856)	(644,856)	-	-
<b>Rates</b>	<b>34,425,720</b>	<b>34,694,660</b>	<b>(268,939)</b>	<b>-1%</b>	<b>69,410,759</b>	<b>69,389,319</b>	<b>21,440</b>	<b>0%</b>
Rates penalty income	248,705	157,500	91,205	58%	406,205	315,000	91,205	29%
<b>Total Rates</b>	<b>34,674,425</b>	<b>34,852,160</b>	<b>(177,735)</b>	<b>-1%</b>	<b>69,816,963</b>	<b>69,704,319</b>	<b>112,644</b>	<b>0%</b>
<b>Other Income</b>								
Dividends	2,381,262	2,300,000	81,262	4%	2 b	3,150,000	2,911,000	239,000 8%
Interest Revenue (external)	875,213	1,308,125	(432,912)	-33%	2 c	1,486,101	2,616,250	(1,130,149) -43%
Petroleum Tax	193,696	183,500	10,196	6%		377,196	367,000	10,196 3%
Gain on Sale of Fixed Assets	483,511	-	483,511	0%	2 d	522,325	9,222	513,103 5564%
Marlborough Regional Forestry	699,150	1,250,000	(550,850)	-44%	2 e	2,500,000	2,500,000	-
Property and Other Revenue	1,487,429	1,044,043	443,386	42%	2 f	2,486,726	1,920,321	566,405 29%
<b>Total Other Income</b>	<b>6,120,260</b>	<b>6,085,668</b>	<b>34,592</b>	<b>-26%</b>	<b>10,522,348</b>	<b>10,323,793</b>	<b>198,555</b>	<b>5561%</b>
<b>Activity Income</b>								
Democratic Process	676	35,840	(35,164)	-98%		36,516	71,680	(35,164) -49%
Culture and Heritage	951	-	951	0%		951	-	951 -
Housing for Seniors	890,801	717,253	173,548	24%	2 g	1,611,784	1,434,506	177,278 12%
Community Support	469,049	345,839	123,210	36%	2 h	769,888	671,286	98,602 15%
Library Services	61,252	63,250	(1,998)	-3%		124,502	126,500	(1,998) -2%
Emergency Management	195,072	286,575	(91,503)	-32%		303,499	304,150	(651) -0%
Community Facilities	647,432	753,045	(105,612)	-14%	2 i	2,221,025	2,554,100	(333,075) -13%
Roads and footpaths	2,968,874	4,693,054	(1,724,180)	-37%	2 j	11,338,916	12,454,115	(1,115,199) -9%
Flood protection and control works	1,772,938	1,739,008	33,931	2%		3,552,381	3,498,653	53,728 2%
Sewerage	1,698,755	1,793,500	(94,745)	-5%		3,612,255	3,707,000	(94,745) -3%
Stormwater drainage	35,115	38,000	(2,885)	-8%		273,115	276,000	(2,885) -1%
Water Supply	348,375	223,750	124,625	56%	2 k	767,125	642,500	124,625 19%
Solid Waste Management	4,823,928	4,171,644	652,283	16%	2 l	9,049,891	8,283,289	766,602 9%
Environmental Policy	16,735	-	16,735	0%		16,735	-	16,735 -
Environmental Science and Monitoring	145,254	2,500	142,754	5710%	2 m	310,628	5,000	305,628 6113%
Resource Consents	857,683	909,500	(51,817)	-6%		1,767,183	1,819,000	(51,817) -3%
Building Control	1,864,914	1,727,320	137,594	8%	2 n	3,514,935	3,333,930	181,006 5%
Compliance	1,565,325	1,336,800	228,525	17%	2 o	1,832,125	1,603,600	228,525 14%
Biosecurity (Pest Management)	1,385,409	12,000	1,373,409	11445%	2 p	1,397,409	24,000	1,373,409 5723%
Harbours	493,534	483,823	9,711	2%		551,162	525,323	25,839 5%
Regional Development	1,149,341	846,516	302,825	36%	2 q	1,995,857	1,693,032	302,825 18%
<b>Total Activity Income</b>	<b>21,391,413</b>	<b>20,179,217</b>	<b>1,212,196</b>	<b>6%</b>	<b>45,047,882</b>	<b>43,027,664</b>	<b>2,020,218</b>	<b>5%</b>



<b>Total MDC Income</b>	<b>62,186,098</b>	<b>61,117,045</b>	<b>1,069,054</b>	<b>2%</b>	<b>125,387,194</b>	<b>123,055,777</b>	<b>2,331,418</b>	<b>2%</b>
Total revenue which is non-cash or tied to a reserve or to fund capex	(8,220,224)	(9,184,634)	964,410	-11%	(20,011,180)	(20,120,894)	109,714	-1%
<b>Total MDC Operating Income</b>	<b>53,965,874</b>	<b>51,932,410</b>	<b>2,033,464</b>	<b>4%</b>	<b>105,376,014</b>	<b>102,934,883</b>	<b>2,441,132</b>	<b>2%</b>

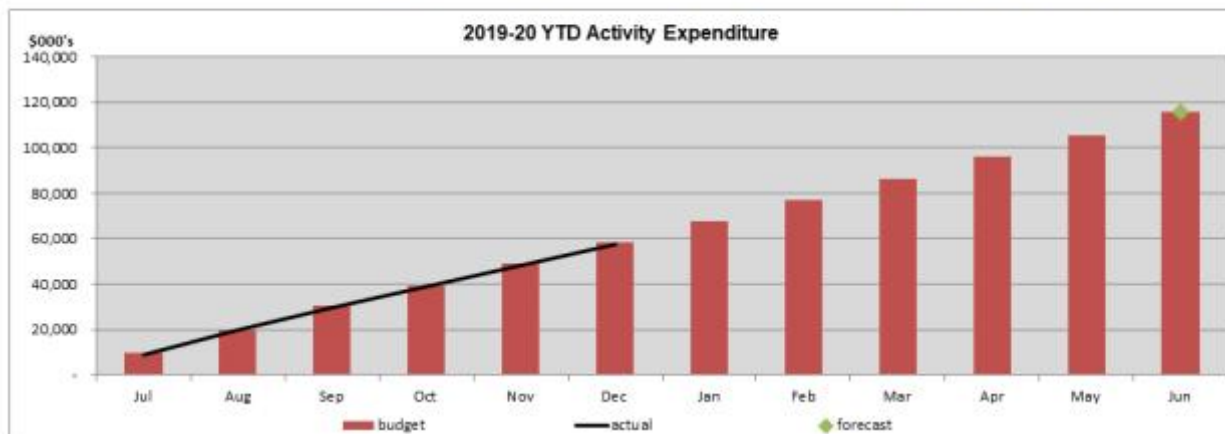




**Income and Expenditure Statement  
31 December 2019**

**Expenditure**

Expenditure	Year to Date				Whole Year				
	Actual	Budget	Variance		Forecast	Budget	Variance		
Activity Expenditure									
Democratic Process	1,703,385	1,788,625	85,240	5%	3,471,848	3,552,409	80,561	2%	
Culture and Heritage	1,149,335	1,201,376	52,041	4%	1,712,356	1,784,088	71,732	4%	
Housing for Seniors	820,979	781,469	(39,510)	-5%	1,494,345	1,478,729	(15,615)	-1%	
Community Support	1,980,994	1,464,962	(516,032)	-35%	4 a	3,280,510	2,952,683	(327,827)	-11%
Library Services	1,524,857	1,459,755	(65,102)	-4%	2,894,447	2,819,895	(74,552)	-3%	
Emergency Management	339,575	303,189	(36,386)	-12%	638,154	597,836	(40,318)	-7%	
Community Facilities	6,566,412	6,501,214	(65,198)	-1%	4 b	12,739,919	12,351,532	(388,386)	-3%
Roads and footpaths	10,625,542	11,830,111	1,204,569	10%	4 c	22,061,443	23,770,250	1,708,808	7%
Flood protection and control works	2,683,519	2,632,305	(51,214)	-2%	5,289,283	5,250,562	(38,721)	-1%	
Sewerage	5,793,943	6,338,975	545,032	9%	4 d	12,068,983	12,622,426	553,443	4%
Stormwater drainage	1,049,195	1,175,874	126,679	11%	4 e	2,252,764	2,398,436	145,671	6%
Water Supply	4,953,007	4,666,471	(286,536)	-6%	4 f	9,665,000	9,454,816	(210,185)	-2%
Solid Waste Management	5,653,400	5,288,302	(365,098)	-7%	4 g	11,254,823	10,873,339	(381,485)	-4%
Environmental Policy	786,041	766,425	(19,616)	-3%	4 h	1,687,106	1,532,606	(154,499)	-10%
Environmental Science and Monitoring	2,020,613	1,998,527	(22,086)	-1%	4,497,849	4,439,723	(58,127)	-1%	
Resource Consents	1,534,067	1,406,121	(127,946)	-9%	4 i	2,975,123	2,811,617	(163,506)	-6%
Building Control	2,173,889	2,169,917	(3,972)	0%	4,366,782	4,336,933	(29,849)	-1%	
Compliance	1,478,271	1,516,982	38,710	3%	3,013,656	3,030,616	16,960	1%	
Biosecurity (Pest Management)	730,696	717,207	(13,489)	-2%	4 j	2,828,569	1,659,883	(1,168,686)	-70%
Harbours	776,666	966,908	190,242	20%	4 k	1,550,795	1,836,516	285,722	16%
Regional Development	3,005,615	3,248,734	243,119	7%	4 l	5,952,497	6,323,438	370,941	6%
Total Activity Expenditure	57,350,000	58,223,448	873,448	2%	115,696,252	115,878,333	182,081	0%	
Includes Internal Interest	2,907,120	3,380,056	472,936	14%	6,287,176	6,760,113	472,936	7%	
	54,442,880	54,843,391	400,512	1%	109,409,075	109,118,220	(290,855)	-0%	



<b>Other expenditure</b>								
Interest expense (external)	1,446,483	2,339,188	892,705	38%	3,000,000	4,698,375	1,698,375	36%
Property and other expenditure	3,287,457	2,499,741	(787,716)	-32%	4,272,673	3,037,863	(1,234,810)	-41%
<b>Total other expenditure</b>	<b>4,733,940</b>	<b>4,838,929</b>	<b>104,989</b>	<b>2%</b>	<b>7,272,673</b>	<b>7,736,238</b>	<b>463,565</b>	<b>6%</b>
<b>Total MDC expenditure</b>	<b>59,176,819</b>	<b>59,682,320</b>	<b>505,501</b>	<b>1%</b>	<b>116,681,748</b>	<b>116,854,457</b>	<b>172,709</b>	<b>0%</b>
Total expenditure which is non-cash or reserve funded	(9,290,728)	(9,084,442)	(206,285)	2%	(18,464,552)	(18,278,840)	(185,713)	1%
<b>Total MDC operating expenditure</b>	<b>49,886,091</b>	<b>50,597,877</b>	<b>(711,786)</b>	<b>-1%</b>	<b>98,217,195</b>	<b>98,575,617</b>	<b>(358,422)</b>	<b>-0%</b>
<b>Operating SURPLUS</b>	<b>4,079,783</b>	<b>1,334,533</b>	<b>2,745,250</b>	<b>206%</b>	<b>7,158,819</b>	<b>4,359,265</b>	<b>2,799,554</b>	<b>64%</b>

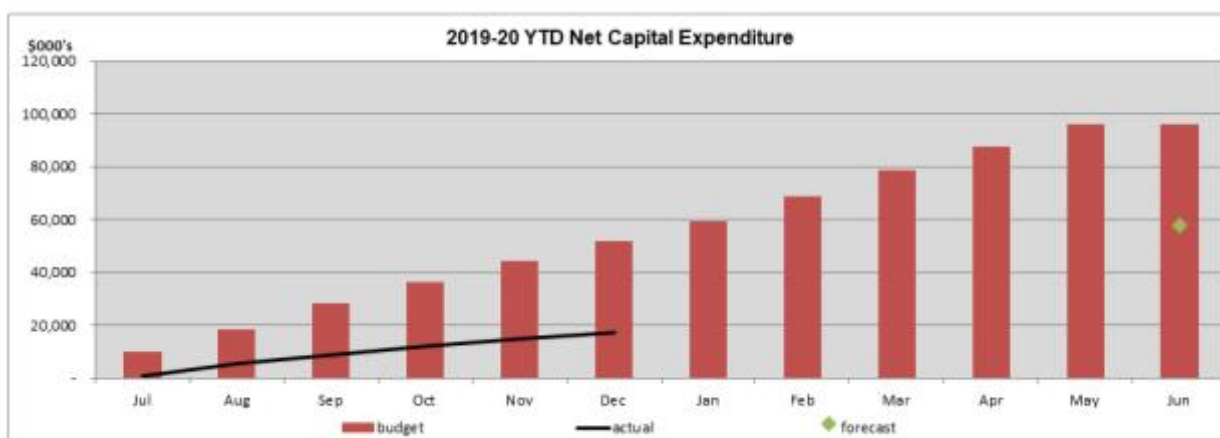


**MARLBOROUGH  
DISTRICT COUNCIL**

**Capital Expenditure Statement  
31 December 2019**

**Net capital expenditure**

	Year to Date				Whole Year		
	Actual	Budget	Variance		Forecast	Budget	Variance
Democratic Process	3,913	-	(3,913)	-	3,913	-	(3,913)
Culture and Heritage	-	5,000	5,000	100%	5,000	10,000	5,000
Housing for Seniors	-	65,778	65,778	100%	-	131,559	131,559
Community Safety	-	-	-	-	-	-	-
Community Support	44,915	40,000	(4,915)	-12%	44,915	40,000	(4,915)
Library Services	1,710,346	1,192,764	(517,582)	-43%	1,880,346	1,385,524	(494,822)
Emergency Management	247,651	320,400	72,749	23%	267,112	334,900	67,788
Community Facilities	1,895,963	6,255,134	4,359,172	70%	9,205,219	13,595,724	4,390,505
Roads and footpaths	3,550,375	7,559,931	4,009,556	53%	16,912,041	21,043,302	4,131,262
Flood protection and control works	608,672	4,394,049	3,785,377	86%	3,653,842	7,558,099	3,904,257
Sewerage	1,557,348	15,315,950	13,758,602	90%	6,505,231	21,829,564	15,324,334
Stormwater drainage	269,323	1,405,000	1,135,676	81%	2,015,752	3,009,999	994,247
Water Supply	2,627,762	6,498,972	3,871,211	60%	7,375,430	10,087,922	2,712,492
Solid Waste Management	2,742,649	1,116,431	(1,626,218)	-146%	2,900,581	1,338,498	(1,562,083)
Environmental Science and Monitoring	544,149	575,000	30,851	5%	2,995,410	1,180,000	(1,815,410)
Consents and Compliance	3,470	3,250	(220)	-7%	6,720	6,500	(220)
Harbour Control	40,853	315,002	274,149	87%	96,853	630,000	533,147
Regional Development	86,819	3,704,836	3,618,017	98%	1,023,113	8,280,081	7,256,967
Investment activities	168,326	200,000	31,674	16%	200,895	200,000	(895)
Corporate Overheads	985,787	3,076,607	2,090,820	68%	2,696,167	5,596,946	2,900,780
<b>Total Net Capital Expenditure</b>	<b>17,088,322</b>	<b>52,044,106</b>	<b>34,955,784</b>	<b>67%</b>	<b>57,788,540</b>	<b>96,258,619</b>	<b>38,470,079</b>



## 11. Information Package

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### RECOMMENDATION

That the Planning, Finance & Community Information Package dated 13 February 2020 be received and noted.

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## 12. Decision to Conduct Business with the Public Excluded

**Decided:** That the public be excluded from the following parts of the proceedings of this meeting, namely:

- **Contract**
- **Sub-Committee Community Representation**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Contract	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Sub-Committee Community Representation	In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.