

Otago Regional Council meeting 17 May 2017

Attached is the agenda for the next Council meeting of the Otago Regional Council, which is to be held on Wednesday 17 May 2017, commencing at 9:00am.

The venue is the Otago Regional Council, Council Chambers, 70 Stafford Street, Dunedin.

Members of the public are welcome to attend. Copies of attachments are available from the Committee Secretary (see contact details below) or online at

<http://www.orc.govt.nz/Meetings-Consultations-and-Events/Council-meetings-and-Agendas/>.



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OTAGO REGIONAL COUNCIL

**Agenda for an ordinary meeting of Council to be held
in the Council Chambers at Otago Regional Council on
Wednesday 17 May 2017, commencing at 9:00am**

Membership:

- Cr Stephen Woodhead (Chairperson)**
- Cr Gretchen Robertson (Deputy Chairperson)**
- Cr Graeme Bell**
- Cr Doug Brown**
- Cr Michael Deaker**
- Cr Carmen Hope**
- Cr Trevor Kempton**
- Cr Michael Laws**
- Cr Sam Neill**
- Cr Andrew Noone**
- Cr Bryan Scott**

Apologies:

Leave of Absence:

**Please note that there is an embargo on agenda items until 8:30am on
Monday 15 May 2017.**

CONFIRMATION OF AGENDA

CONFLICT OF INTEREST

PUBLIC FORUM

MINUTES

The minutes of the public portion of the meeting of Council held on 5 April 2017, having been circulated, for adoption.

6- 13

ACTIONS

Status report on the resolutions of Council

Report No.	Report Title	Presented to	Date of meeting	Resolution	Status
2016/1113	Committee Structure and Purpose	Council	2/11/16	<p><i>That the committee structure, purpose and membership as set out in this report be adopted and a review of the structure and Committee names be held in June 2017.</i></p> <p>Discussion item for 28 June Council meeting</p>	OPEN
2017/0652	Chairperson's report	Council	22/2/17	<p><i>That the minutes of the Mayoral Forums be circulated to all regional councillors</i></p> <p>Cr Woodhead to address the Mayoral Forum on 11 May 2017 meeting re circulation of approved minutes</p>	OPEN
2017/0651	Code of Conduct	Council	22/2/17	<p><i>That the attached Otago Regional Council Code of Conduct be adopted and the Common Seal affixed</i></p>	CLOSED
2017/0732	Clean Water 2017	Council	5/4/17	<p><i>Crs Robertson, Scott and Woodhead work with staff to help shape up the Council submission to meet the 28 April submission deadline.</i></p>	CLOSED
	Chairman's report	Council	5/4/17	<p><i>That Council supports the Chairman in writing a letter to the Prime Minister and Minister of Health in supporting the central city rebuild of an international quality teaching hospital</i></p>	CLOSED

PART A – PRESENTATIONS**LINZ presentation on lagarosiphon control in Otago lakes**

David Mole, senior Portfolio Manager Biosecurity

Marcus Girvan, Project Manager, LINZ Biosecurity, Boffa Miskell

Mary de Winton, Manager, Aquatic Plants Group, NIWA

Paul Champion, Programme Leader, freshwater Biosecurity, NIWA

Genetic manipulation for pest control.

Prof John Knight, Department of Marketing, University of Otago

PART B - CHAIRPERSON'S AND CHIEF EXECUTIVE'S REPORTS

- Item 1 15- 16
2017/0797 Chairperson's report. Chair, 10/05/17
 Providing an overview of the Chairperson's activities for the period to May 2017.
- Item 2 17- 21
2017/0799 Chief Executive's Report, CE, 10/05/17
 Providing an overview of the Chief Executive's activities for the period to May 2017.

PART C – RECOMMENDATIONS

- Item 3 22- 95
2017/0794 Regional Public Transport Plan Otago 2014 – Draft addendum for Wakatipu Basin – March 2017 DCS, 09/05/17
- This report provides a summary of the submissions received in response to the Wakatipu Basin component of “The Otago Regional Council Regional Public Transport Plan 2014 draft Addendum: Wakatipu Basin and Green Island – Concord Link March 2017”.
- The report also includes an overview of the Hearing Panels deliberations and the Panel's recommendation to adopt the draft Addendum as it relates to the Wakatipu Basin with further amendments.
- Four appendices attached with the report:
Appendix 1 – Draft Addendum: Wakatipu Basin and Concord – Green Island Link
Appendix 2 – Summary of submissions
Appendix 3 – The outer boundaries of the Wakatipu Basin integrated public transport network
Appendix 4 – RPTP Addendum – Wakatipu Basin Public Transport Network – May 2017
- Item 4 96-102
2017/0798 Review of Local Government Elected Members Remuneration – Consultation document, DCS, 10/05/17
- The report provides staff comment to the Remuneration Authority Consultation document for Council consideration. The full consultation document “*Remuneration Authority Consultation Document, Local Government Review*” is attached with the agenda. 103-132

PART D– ITEMS FOR NOTING

Item 5		133- 134
2017/0804	Local Governance Statement, DCS, 12/05/17	
	The Local Government Act 2002 requires the Council to prepare and make available a ‘Local Governance Statement’ providing information on the Council, consultation policies, policy documents and information access. The Otago Regional Council’s Local Governance Statement has been updated following the 2016 local body elections.	
	The full Otago Regional Council Local Governance Statement is circulated separately with the agenda.	

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PART E – MINUTES OF MEETINGS **136**

Item 7	Recommendations of the Finance and Corporate Committee meeting held on 3 May 2017, for adoption	137- 143
Item 8	Recommendations of the Communications Committee meeting held on 3 May 2017, for adoption	144- 145
Item 9	Recommendations of the Regulatory Committee meeting held on 3 May 2017, for adoption	146- 149
Item 10	Recommendations of the Technical Committee meeting held on 3 May 2017, for adoption	150- 151
Item 11	Recommendations of the Policy Committee meeting held on 3 May 2017, for adoption	152- 154

OTAGO REGIONAL COUNCIL

**Minutes of an ordinary meeting of Council held
in the Moeraki Conference Room, Brydone Hotel,
115 Thames Street, Oamaru on
Wednesday 5 April 2017, commencing at 1:03pm**

Membership:

- Cr Stephen Woodhead (Chairperson)
- Cr Gretchen Robertson (Deputy Chairperson)
- Cr Graeme Bell
- Cr Doug Brown
- Cr Michael Deaker
- Cr Carmen Hope
- Cr Trevor Kempton
- Cr Michael Laws
- Cr Sam Neill
- Cr Andrew Noone
- Cr Bryan Scott

Apologies: Cr Sam Neill, Cr Michael Laws
Apologies were adopted on the motion of Crs Kempton and Hope.

Staff and public were welcomed to meeting.

Leave of Absence: No Leave of Absence recorded.

In attendance:

- Peter Bodeker (CEO)
- Nick Donnelly (DCS)
- Fraser McRae (DPPRM)
- Gavin Palmer (DEHS)
- Scott MacLean (DEMO)
- Caroline Rowe (DSHE)
- Ian McCabe (Executive Officer)
- Lauren McDonald (Committee Secretary)

CONFIRMATION OF AGENDA

Two additional items were requested to be added to the agenda.

Moved Cr Woodhead
Seconded Cr Scott

1. *To hold discussion under the Chairperson's report in regard to the email received from the Dunedin City Council Mayor in respect of the request for ORC support to the DCC "Save our Site" campaign for the Dunedin Hospital.*
2. *To move into Public Exclusion for Item 14 of the agenda and for the adoption of the In Committee minutes of the Council meeting of 22 February 2017, and the recommendations of the In Committee Finance and Corporate meeting of 22 February 2017.*

Motion carried

CONFLICT OF INTEREST

No conflicts of interest were advised.

PUBLIC FORUM

No public forum held.

MINUTES

The minutes of the public portion of the meeting of Council held on 22 February 2017, having been circulated, were adopted on the motion of Crs Noone and Hope.

ACTIONS

The report provided an update on the status of resolutions of Council.
No further discussion was held on this item.

PART A – CHAIRPERSON'S AND CHIEF EXECUTIVE'S REPORTS

Item 1

2017/0730 Chairperson's report. Chair, 28/03/17

Providing an overview of the Chairperson's activities for the period to March 2017.

Horticulture NZ Tour, 9-10 March 2017

Cr Woodhead summarised the report. He advised that the Horticulture NZ co-ordinated Central Otago field trip on 9 and 10 March was well planned and provided a good understanding of the growth of horticulture in Otago and an awareness of issues faced by horticulturists, e.g. access to land, water and biosecurity issues.

A suggestion was made for the Chief Executive and Directors to consider opportunities to provide in depth inform to councillors of issues in the region, e.g. as addressed by the Horticulture NZ tour.

Item 2c – Cr Woodhead confirmed he has written to MP Jackie Dean, and was awaiting a response. He clarified that ORC is not the lead agency with respect to lagarosiphon control in Lake Dunstan, and that LINZ is the lead agency. He confirmed there is a management plan in place, reviewed in 2016, with nine signature stakeholders, including ORC and the Guardians of Lake Dunstan. He advised that LINZ and Contact Energy Ltd currently provide \$100,000 per annum, for control of lagarosiphon in Lake Dunstan.

Discussion was held on the value of holding discussions with LINZ to understand the management plan and work programme in more detail and for this to occur prior to making direct contact with central government in regard to lagarosiphon control.

Action: Mr MacLean to work with the Committee Secretary to arrange an update from LINZ to councillors to explain their role and the agreed management plan.

Item 2

2017/0716 Chief Executive's Report, CE, 15/03/17

Providing an overview of the Chief Executive's activities for the period to March 2017. Mr Bodeker summarised the report and provided additional comment on the following:

Health & Safety - Mr Bodeker confirmed Health and Safety is reported in full at the Audit & Risk Subcommittee meetings and that his CE report contained a summary of this full report. He advised he was pleased with ORC staff approach and commitment to health and safety, and the report results. He confirmed work was underway in identifying the five key health and safety hazards for Council and that future reports would report against those five key hazards.

In response to a question, Mr Bodeker outlined his responsibility for duty of care to councillors and confirmed that the Committee Secretary is certified first aider.

Environmental Enhancement Fund – Mr Bodeker confirmed that any grant request greater than \$50,000 is referred to Council. Councillors expressed interest in visiting some of the projects that Council has funded to date.

Water Management Reserve (Bulk Rural Water fund) – Mr Bodeker advised an application has been received from the Chisholm Links Golf Club for use of grey water on the golf links. The applicant has been requested to amend their application to regard the community acceptance of the use of grey water on a public facility.

Councillors congratulated staff involved in the very successful “Lab in A Box” event in Wanaka. A suggestion was made for Council to consider funding a similar facility, possibly as a joint venture approach with Environment Canterbury and Environment Southland. A “lab in a box” facility was seen as a good opportunity to enhance environmental knowledge.

Action – Cr Woodhead and Mr Bodeker will include in their discussions with Environment Canterbury and Environment Southland.

Tsunami Evacuation Zone Mapping - Mr Bodeker confirmed the maps being provided, would indicate areas to be considered for evacuation during an event, rather than being classed as an inundation zone.

A suggestion was made for additional communication to individual households in the evacuation zones. Mr Bodeker confirmed a direct communication option with households is being considered, outside of the planned public meetings.

Discussion was held on the additional item to the Chairman's report in response to the DCC Mayor's request for ORC support to the "Save our Hospital" campaign.

Moved Cr Deaker
Seconded Cr Scott

That Council supports the Chairman in writing a letter to the Prime Minister and Minister of Health in supporting the central city rebuild of an international quality teaching hospital.

Motion carried

Moved Cr Woodhead
Seconded Cr Noone

That the Chairs and Chief Executive's report be received.

Motion Carried

PART B – ITEMS FOR NOTING

Item 3

2017/0735 **8 Month Review to 28 February 2017**, DSC, 30/3/17

The report advised that a formal review of progress on all projects are undertaken at four, eight and twelve months and reported to Council. The report summarised the project progress for the eight months to 28 February 2017.

The full report entitled "8 Month Review to 28 February 2017" was circulated separately with the agenda.

Staff responded to questions from councillors on the variations between actual and estimated expenditure within the projects detailed in the report.

Moved Cr Robertson
Seconded Cr Brown

That this report and the “8 Month Review to 28 February 2017” report be received

Motion carried

Item 4

2017/0732 **Clean Water 2017**, DPPRM, 28/3/17

The report outlined the background on the submission preparation to provide feedback to the Clean Water 2017 package of government initiatives to help improve water quality.

Mr McRae responded to questions from councillors on the issues to be addressed in the submission, including stock exclusion from waterways, monitoring requirements, and swimmable water.

Mr McRae confirmed this Council’s focus was on maintaining the good water quality in the region and also on how the central government initiatives will impact on the Otago region.

It was agreed that Crs Robertson and Woodhead will assist staff in shaping up the ORC submission, as the deadline for the submissions closes prior to the next meeting of Council on 3 May.

The meeting adjourned at 2:37pm due to a power failure and resumed at 2:41pm.

Moved Cr Woodhead
Seconded Cr Kempton

That the report be noted.

Crs Robertson, Scott and Woodhead work with staff to help shape up the Council submission to meet the 28 April submission deadline.

Motion carried

Item 5

2017/0694 **Financial Report to 28 February**, DCS, 27/3/17

The report provided information in respect of the overall Council finances for the eight months ended 28 February 2017.

Mr Donnelly outlined the reasons for overspend and underspends within the report.

Moved Cr Noone
Seconded Cr Brown

That the report be received

Motion carried

Item 6

2017/0737 **Documents signed under Council Seal,
September 2016 to March 2017, DSC, 30/3/17**

The reported advised Council of delegations which have been exercised during the period 30 September 2016 to 30 March 2017.

Moved Cr Woodhead
Seconded Cr Hope

That the report be noted.

Motion carried

Item 7 **Reports from Councillors**

Cr Deaker – Attended the Tertiary Precinct Association (TPPA). Routine discussions held including quality of student housing, cleanliness re rubbish on the streets. He reported on the start of ITS bend work of the Leith Flood Protection Scheme and reported on PTOM and the bus hub. He commented that Council should consult on super stops in the campus area.

Cr Kempton:

- 20 March – Attended the South Island RTC Chairs meeting in Christchurch with Cr Bell and Dr Turnbull also in attendance.
- Cr Bell commented this was discussed at the Zone 5 & 6 meeting and was introduced by Terry Sloan. The intention is for the RTC to try to meet with Zone 5 & 6 group on one of their meeting days.
- 30 March – RTC workshop
- Chaired a series of road shows with the TLAs to upskill councillors on the role of the Regional Land Transport Committees, and explain the process of preparing the RLTP and the strategic framework to the plan.

Cr Scott - represented ORC at the Otago Anniversary Day dinner on 23 March.

Cr Bell:

- Horticulture tour – very useful network and education for the horticulture world in the Dunstan Ward.
- 20 March – attended the South Island Regional Land Transport Chairs meeting in Christchurch with key presentations from Ministry of Transport staff.
- 27 March – attended the Deemed Permits Forum, more than 120 attendees. Very well run with good interaction and discussion from the meeting, most of the message well received. He confirmed it was a successful day with all interest groups participating.
- 31 March - attended the Zone 5&6 meeting in Christchurch, representing Council with Peter Bodeker. Going from strength to strength, building up relationship with Zone 5 & 6 – He signed on behalf of the ORC, a picture presented to Sir Mark Solomon.

Cr Robertson:

Represented ORC at the signing of the Predator Free Dunedin MOU for at Orokanui on 16 March. She advised this is a good step and the MOU has 19 other signatories, including the DCC, Landcare, University of Otago, OSPRI, Kāti Huirapa Rūnaka ki Puketeraki and Te Rūnanga o Ōtākou. Good positive feedback received in terms of Council's Environmental Enhancement fund and the difference it is making to our public profile.

Item 8 **Recommendations of the Regulatory Committee meeting** held on 22 March 2017, for adoption

Moved Cr Scott
Seconded Cr Hope

Motion carried

Item 9 **Recommendations of the Technical Committee meeting** held on 22 March 2017, for adoption

Moved Cr Woodhead
Seconded Cr Kempton

Motion carried

Item 10 **Recommendations of the Policy Committee meeting** held on 22 March 2017, for adoption

Moved Cr Robertson
Seconded Cr Deaker

Motion carried

- Item 11 **Recommendations of the Finance and Corporate Committee meeting**
held on 22 March 2017, for adoption

Moved Cr Brown
Seconded Cr Noone

Motion carried

- Item 12 **Recommendations of the Communications Committee meeting** held on
22 March 2017, for adoption

Moved Cr Deaker
Seconded Cr Hope

Motion carried

- Item 13 **Recommendations of the meeting of the Combined Regional Transport
Committees of the Southland and Otago Regional Councils** held on
17 February 2017, for adoption

Moved Cr Kempton
Seconded Cr Bell

Motion carried

PART D- RESOLUTION TO EXCLUDE THE PUBLIC

Moved Cr Woodhead
Seconded Cr Robertson

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

*Confirmation of the In Committee Minutes of the Ordinary Council meeting held on 22
February 2017, public excluded, and*

- Item 14 *Recommendations of the Public Excluded Finance & Corporate Committee
held on 22 March 2017, for adoption*

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
Minutes - Confirmation of the In Committee Minutes of the Ordinary Council meeting held on 22 February 2017, public excluded	The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. <i>Section (2) (j)</i>	Section 48 (1) (a) Section 7(2)(j)
Item 14– Recommendations of the Public Excluded portion of the Finance & Corporate Committee held on 22 March 2017, namely for: <i>Regional Integrated Ticketing System (RITS); Transport Agency National Ticketing Programme (NTP), and the Notice of Requirement with the Dunedin City Council.</i>	enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). <i>Section 7 (2)(i)</i>	Section 48 (1) (a) Section 7(2)(i)

Motion carried

At the conclusion of the discussion of Item 14 it was resolved to resume the meeting in open session on the motion of Crs Woodhead and Deaker.

The meeting was declared closed at 3:13pm.

Chairperson.

REPORT

Document Id: A1001805

Report Number: 2017/0797

Prepared For: Council

Prepared By: Cr Woodhead - Chairperson

Date: 10 May 2017

Subject: **Chairperson's Report - May 2017**

1. Queenstown Transport Governance

Cr Kempton, Mr Collings and I attended a meeting at the end of April. A short snapshot of the current work-streams is as follows:

- Work is concluding on the first stage improvements at Frankton roundabout;
- Construction of the new Kawarau River Bridge is progressing. It is likely there will be some work required in early 2018 to complete the project, however, the aim is to have some traffic using it for the peak Christmas period.
- The District Council is working through changes to the provision of, and cost of parking.
- The changes to public transport are on target, timeframes are very tight. (As you are aware, hearings for the Regional Public Transport Plan amendments were held on the 8th of May.)
- Queenstown airport park and ride facilities, situated on Brookes Road, will be operating by late June. The shuttle will use the eastern access road to travel to the airport.
- All agencies are working together and understand that it is crucial that the various work-streams are integrated.
- Discussion is also focusing on the longer term transport challenges and options for the Wakatipu Basin.

2. Environment Canterbury

Mr Bodeker, Mr MacLean and I met with Chair and CE of Environment Canterbury on Tuesday 9 May. Topics where opportunities for collaboration or joint provision of services between the two Councils, or wider South Island, included Wallaby control, harbourmaster services, provision of Building Consent Authority services for dams, Regional Land Transport planning, and management of the South Island great lakes.

With respect to wallaby control, staff have jointly agreed a work plan with a number of targets, including a five-year target to significantly reduce the population south of the Waitaki (so as not to be putting pressure on the political boundary), with the 10 year objective of having eradicated them. This relies on being able to stop wallabies coming over the dam. It was pleasing to hear a joined up process is underway. Both Councils will need to shape up and cost this project in more detail for their LTP's. Environment Canterbury is visiting Councils in the southern end of their region on the 23rd and 24th of May. There is an opportunity for available ORC councillors to also meet Environment Canterbury councillors, details will follow.

3. Environmental Monitoring and Reporting (EMaR)

Mrs Rowe, Ms Loughnan and I, along with communication staff from a selection of regional councils, attended a workshop facilitated by Allan Gourie from Quantiful, to develop a communication strategy to grow the visibility and use of the Land Air Water Aotearoa website. We heard that monitoring social media conversations showed water was the top environmental topic and third overall. Local Government and the primary industry are not engaged in the social media conversations which often lack facts, and we are caught in the response to issues mode. Key audiences and influencers were identified. Quantiful will bring back a proposal to the EMaR governance group, and if accepted, a pilot would be trialled.

4. Mayoral Forum, Otago Emergency Management Group and Regional Sector

Verbal updates will be provided as these meetings are being held from the 10th to 12th May.

Cr Stephen Woodhead
Chairperson

REPORT

Document Id: A1001934

Report Number: 2017/0799
Prepared For: Council
Prepared By: Chief Executive
Date: 10 May 2017

Subject: **Chief Executive's Report - May 2017**

1. Melbourne Business School – Futures Thinking and Strategic Direction

For the week ending Friday 5 May 2017, I attended a course at the Melbourne University's Mt Eliza campus, focusing on futures thinking as it relates to strategic development.

Futures thinking is a discipline where consideration of the world in which an organisation will exist in the future is the driving point for its strategic direction, rather than the focus on the organisation per se. Futures thinking considers aspects of a scientific discovery and is highly relevant to all aspects of both commerce and government, both local and central. Examples of futures thinking, relevant to the Otago region, include the production of synthetic meat and milk, the ability for at a point analysis of technologies such as water and air quality, driverless vehicles, genetic technologies for pest control, nano technology for human health, and a raft of artificial intelligence applications around many of the tasks that are currently undertaken in a corporate services type role.

Futures thinking is not for the faint-hearted as it does require a leap of faith as to what technologies will be possible within a generation or two. However, looking backwards at the change in technologies should serve as a reminder of how much the world in which we currently live in has changed.

I've been in discussions with Peter Crow who will undertake the strategic planning exercise with Council in July, and he is supportive of including a futures thinking approach to that activity.

2. Health and Safety***Critical Risk Identification***

Historically the Council has a low number of incidents, and based on the incident categories, the majority are 'minor' incidents with the rest significant.

From a recent review of our hazard register, the development of Standard Operating Procedures (SOP), and discussion with managers, the following activities are our top seven critical risks.

Rank (1 highest)	Description	Risk Area
1	Driving: on and off road	All
2	Working in contact with water: flood gauging off bridges and manned cableways	Field
3	Working from a boat (gauging/tree removal/spraying)	Field
4	Working in contact with water: electric fishing	Field
5	Working from helicopter – heli-gauging	Field
6	Working in environments; farms, industrial sites, discharges - (effluent, chemicals, contaminants)	Field
7	Flood Management (situational); actual weather situations from flood to civil emergency	Field

Items 2 to 6 need to be considered in context to preparedness. Whilst from a raw risk standpoint the activities could be considered high risk, due to Council operational management decisions, safe practice training, SOP procedures, and daily risk assessment, staff are highly prepared to carry out these activities safely. This is borne out by there being no 'notifiable events'.

The top critical risk (driving on and off road) is rated so from the following factors;

- Our staff cover large distances on road travel, in the course of their work;
- Otago has high tourist activity, particularly international travelers at the wheel of rental cars and camper vans, and as is demonstrated daily, it requires heightened focus and concentration in road travelling on a lot of our region's roads, highways and local roads;
- Staff all agree that road travel is a high risk activity.

The Council has not had any notifiable event impacts or road related incidents reported. Our road/vehicle induction and training programmes support staff being prepared to travel in a safe manner. Fatigue has been identified as a key risk element in this activity, particularly the ability of drivers to recognise their level of fatigue. The H&S Adviser is investigating workable solutions.

Health and Safety Activity

- Major projects update:
 - Contractor Approval: Contractor approval list proposed to go live 1 August 2017.
 - SOP: Identified critical risk activities completed and remaining activities being completed.
 - Landowner/Occupier PCBU and Safety Permit: legal opinion sought.
- The H&S Adviser has been involved in continuing the process of reviewing and revising policies and procedures, providing a range of advice to staff and managers.
- Induction and H&S training. With the HR Adviser, reviewed and revised new staff preparation and induction processes so the Council has a consistent, formal and professional approach. Associated was a Council wide-health and safety competency based training policy including identified training matrix, and recording processes. This was rolled out to all managers/team leaders.

- Staff Training is ongoing for first aid renewal. There are currently 68 trained first aiders in Council which includes all field staff and several office-based staff. Upcoming staff training includes 4WD and refresher training for emergency wardens.
- Flu vaccinations were recently offered to staff with a total of 55 staff taking up the opportunity. This is undertaken by a public health nurse at ORC's Dunedin office and those staff from outside Dunedin may get the vaccine from their GP and claim back the charge.
- Staff H&S Committee meets monthly and since the last reporting period meetings have been held on 3 March and 27 April 2017.

c. Incident Reporting

Incidents: for period 1 July 2016 to 5 May 2017 (accumulative).

The Council has a low incident history. In field activity this is a reflection of the safety culture that exists in the approach to their work and their team and management preparation procedures.

All Incidents by type, category and work area			
	Near Miss	Injury	Work Area
Notifiable Event (A)		0	
Significant (B)		5	Field
Minor (C)		4	Corporate
Minor (C)		1	Field
Significant (D)	2		Corporate
Minor (E)	8		Field
<i>Total for Report Period</i>	10	10	

INJURY

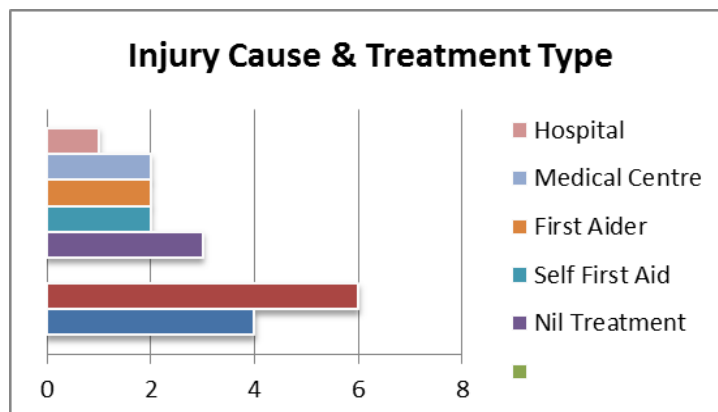
A Notifiable Event: – as per legislative criteria, required to WorkSafe NZ report.

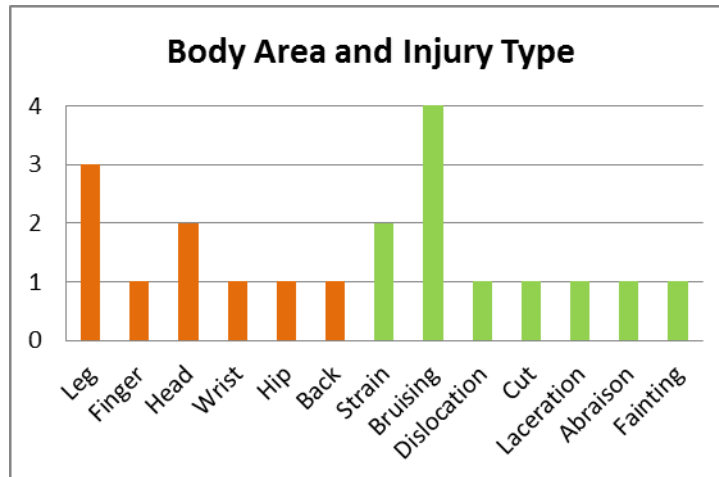
B Significant Incident –high potential harm or damage and/or medical intervention required (Dr. / A&E / XRay).

C Minor incident – first aid.

NEAR MISS

D Significant - damage to property or significant outcome if actual **E**: minor consequences if actual.





3. Civil Defence and Emergency Management

The Civil Defence and Emergency Management restructure continues to progress positively. All the staff previously employed by the territorial authorities are now reporting in through Emergency Management Otago under the management of ORC.

Additional staff have been employed as per the budget, and these include the position of a Public Education and Public Information Manager. This role is critically important in ensuring that information around both communities' readiness and during a time of emergency, information is able to be disseminated.

It remains important that each TLA continues to actively engage in the development and delivery of civil defence and emergency management through their respective communities, and the two key areas where strong support is required is in the area of staff training within the territorial authority, and the provision and resourcing of an effective emergency operations centre. The new role created within the restructure of Training Officer will support that process as the position holder will work closely with each territorial authority to ensure the base from which the Emergency Management Office will operate has an appropriate level of resourcing.

Alpine Fault 8 Project

As reported previously, ORC in conjunction with Emergency Management Southland, is heavily involved in a central government funded project around identifying the consequences of a major alpine fault rupture. Noting that the likelihood of an alpine fault rupture is high, and the fact that should it be at a magnitude 8 it is likely to impact on Wellington city, the ability for significant support from the rest of New Zealand would be limited.

The major outcomes of the project work to date have been identifying how displaced non-residents would be catered for, particularly with respect to those who may be visiting the Queenstown Lakes/Central Otago area. Part of the programme as a result of the project activity, is to undertake a workshop in the central lakes and alpine district where specific planning projects to develop responses before the event, will be established. Two key plans have been identified and will be completed over the next six months, and these include an integrated aviation response plan, and a regional fuel plan. Both are important components in preparedness, and provided they are in place and well socialised, and prepared in partnership with all relevant agencies and organisations, it is believed that Emergency Management Otago will be more effective in the event of a response being required.

The integrated aviation response will detail how air operations may be conducted to both evacuate the sick and injured, but also to bring in necessary personnel and supplies, and is of significant importance due to the number of people who may need support.

The fuel plan likewise is focusing on how fuel will be made available to undertake that evacuation work. The 'just in time' approach to logistics means that large supplies of fuel are not currently available in Central Otago, and consideration as to how this will be rectified is being made.

The Emergency Management Otago Manager and his team are currently engaging with territorial authorities to prepare the long term CDEM plan. Emergency Management Otago has decided to link its planning cycle with the territorial authorities' LTP cycle to ensure alignment, and the opportunity for longer term and more strategic discussion to be held, both within the territorial authorities and within the Otago Regional Council with regard to reporting.

Peter Bodeker
Chief Executive

REPORT

Document Id: A1001720

Report Number: 2017/0794
Prepared For: Council
Prepared By: Regional Public Transport Plan Hearings Subcommittee
Date: 9 May 2017

Subject: **Regional Public Transport Plan Otago 2014 draft addendum Wakatipu Basin March 2017**

1. Précis

This report provides a summary of the submissions received in response to the Wakatipu Basin component of “The Otago Regional Council Regional Public Transport Plan 2014 draft Addendum: Wakatipu Basin and Green Island – Concord Link March 2017”.

The report includes an overview of the Hearing Panels deliberations and the Panel’s recommendation to adopt the draft Addendum as it relates to the Wakatipu Basin with further amendments.

The Panel note the proposed changes to the Wakatipu Public Transport Network were well received and supported by most submitters. The Panel consider the feedback received indicates the community was ready to embrace an affordable, simple, effective and convenient Public Transport System.

2. Background

The Regional Public Transport Plan 2014 (RPTP) sets out the priorities and needs for public transport services and infrastructure in Otago. When adopting the plan in December 2014 Council signalled a review of the Public Transport Services in the Wakatipu Network. This also aligns with the need to put in place a public transport contract/s under NZTA’s Public Transport Operating Model, including a necessary negotiated contract with the incumbent operator.

In addition to the Wakatipu Network Review, Council resolved to seek an amendment to the RPTP as a result of community feedback, resulting from changes made to services through the implementation of Unit 5.

At its 22 February meeting, Council approved draft amendments to the RPTP for public consultation relating to changes to the Wakatipu Basin components of the RPTP, and a further amendment to reinstate the community link between Concord and Green Island.

A copy of the Draft Addendum as consulted on is attached as Appendix 1.

Consultation on the proposed amendments was undertaken in two parts being;

- The Wakatipu Basin – full community engagement between 21 March and 21 April 2017.
- Concord – Green Island by a targeted mail box drop and via Council’s website between 8 and 28 April 2017.

529 submissions were received on the Wakatipu Basin Network proposed amendments, of which 23 were received late.

52 submissions were received on the Concord – Green Island proposed amendments.

Unlike the proposed changes to the Concord Green Island amendments, changes to the Wakatipu Basin Network, if adopted, will need to be included within the Regional Land Transport Programme. In order to meet timing constraints, separate hearings are required for the two components.

This report provides a summary and recommendations from the Hearing Panel solely for the amendments as they relate to the Wakatipu amendments. The Panel will report back to Council through the next Finance and Corporate Committee on its deliberations and recommendations relating to the Concord – Green Island amendments upon completion of hearing and deliberating on those submissions.

3. The Hearing

The hearing of submissions was undertaken in accordance with the requirements of the Local Government Act.

Council's Hearing Panel Subcommittee appointed the following members to the Hearings Panel (Panel);

- Cr Gretchen Robertson (Chair)
- Cr Andrew Noone
- Cr Alexa Forbes (Queenstown Lakes District Council)

The Panel convened to hear submissions at a publicly advertised meeting at 10.15am 8 May 2017 in Queenstown. At the commencement of the hearing the Panel considered whether or not the late submissions should be heard.

The Panel considered that due to the timing of mail delivery that the late submissions would be considered.

Those submitters that had indicated a wish to be heard in support of their submission were invited to present their submissions. 21 submitters presented in support of their submissions. The Panel took the opportunity to ask questions of submitters and where appropriate asked the ORC support staff for clarification and qualification on matters pertaining to the submissions and the proposed RPTP amendment.

A summary of the submissions received is attached as Appendix 2.

Upon hearing all submissions the Panel then undertook its deliberations. The deliberations were undertaken in the open public meeting.

The Panel noted the significant public support for the direction signalled in the draft addendum as consulted.

The Panel further noted that further long term improvements are being formulated and developed through a joint collaborative effort between the key transport stakeholders responsible for delivering transport solutions in the Wakatipu Basin.

Having given regard to the matters raised in the submissions, the Panel recommend the adoption of the draft Addendum to the RPTP (Appendix 1) with amendments as outlined in 4 below.

4. Panel's Recommended Amendments to the Draft Addendum

Having considered the submissions received, the Panel consider the following amendments to "The Otago Regional Council Regional Public Transport Plan 2014 draft Addendum: Wakatipu Basin and Green Island – Concord Link – March 2017" will provide a public transport solution for the Wakatipu Basin that meets the communities' immediate needs, and provides the flexibility sought by the community to respond to the changing and growing demands in the Wakatipu Basin.

Recommended further amendments are as follows (refer Appendix 3):

➤ **Executive Summary**

- **Further additional content (addendum page 3) add:**
"13 Council will work collaboratively with the Queenstown Airport Corporation (QAC) to enable a coordinated approach to the delivery of public transport services to and from the airport.

This Means:

- a) Working with QAC to understand, plan for, and manage the impacts of flight scheduling on network services."

Reason: The Panel supports submitters' views that the operations of QAC have a significant impact on public transport and roading demands within the Wakatipu Basin.

➤ **Water Taxis/Ferry Services**

- **Amend Figure 3 The Outer Boundaries of the Wakatipu Basin integrated public transport network – to include Queenstown Bay and Jacks Point.**

Replace with Appendix 3.

- **Amend to addendum Network Design Principles(page 9) add bullet point 5 as follows:**
 - **"Investigates the feasibility of integrating Water Ferry/Taxi Services into the Public Transport Network for the Wakatipu Basin".**

Reason: A number of submitters expressed a desire for Water Ferry/Taxi services to be integrated with the Public Transport Services, the Panel consider that Council should investigate the feasibility of and integrated Ferry service.

➤ **Hours of Operation and Frequencies**

• **Amend Proposed Addendum Table 6.2 proposed Routes and Frequencies**

Route	Description	Initial Hours of Operation between	Desirable hours of operation between	Initial Frequency	Desirable Minimum Frequency	Contract Unit
1	Sunshine Bay (peak only) Fernhill to Queenstown-Frankton Flats-Airport-Remarkables Park-Airport	6am to 12am	6am to 1 am	15 minutes 30 minutes (evening off-peak)	15 Minutes	6
2	Arrowtown-Frankton Flats-Queenstown Town Centre-Arthurs Point	6am to 10pm	6am to 12pm	30 minutes (peak) 60 minutes (off-peak)	30 Minutes	7
3	Five Mile-Frankton Flats-Airport-Remarkables Park-Kelvin Heights	6am to 10pm	6am to 12pm	60 minutes	30Minutes	7
4	Lake Hayes to Jacks Point	6am to 10pm	6am to 12pm	30 minutes (peak) 60 minutes (off-peak)	30 Minutes	6

○ **Amend Addendum “Services integral to the new network” Page 12 Paragraph 3 to read:**

“Services will operate at the same frequency irrespective of the day of the week and on all days of the year except for Christmas day. The extent of services, service hours, and service frequency may be extended/changed during special events, occasions such as New Year’s Eve depending on demand.

Reason: The Panel considered the views expressed by submitters and recommend the above changes with regard to hours of operation and frequency to allow Council greater flexibility to instigate change in response to demand.

5. Further Comment

Submitters raised a number of matters that while in the Panel’s view they either did not require further amendment or were matters outside of what could be considered by the Panel.

The Panel consider the following matters should be raised and considered as changes are implemented:

5.1 Communication and Information

The Panel support the views expressed by submitters that information regarding the services and changes must be clear, easy to understand, accessible, and up to date.

5.2 Supporting Infrastructure

The Panel support the views expressed by submitters that supporting infrastructure such as stops and shelters should be accessible, well lit, and provide shelter from the extreme climate of the Wakatipu Basin. In addition, safety of access to and from the Network access points should be a key consideration. The Panel ask staff of ORC and QLDC to have particular regard to the proposed stops servicing Quail Rise and Fern Hill.

5.3 Technology

The Panel support the views expressed by submitters that supporting technology is a necessary part of modern public transport networks including, but not limited to, real-time information, ticketing, and WiFi.

5.4 Park and Ride

The Panel support the view of submitters that express the support for Park and Ride at key locations along the Public Transport Network being considered through the further work of the strategic partners, and note the following suggested locations; Frankton, Remarkables Park, and Sunshine Bay.

6. Panel's Recommendations

- a) That Council receive this report.
- b) That Council adopt "The Otago Regional Council Regional Public Transport Plan 2014 Addendum: Wakatipu Basin May 2017" attached as appendix 4.
- c) That Council note the further matters raised by the Panel.

Cr Gretchen Robertson

Hearing Panel Chair

Attached:

Appendix 1 – Draft Addendum: Wakatipu Basin and Concord – Green Island Link (A1002520)

Appendix 2 – Summary of submissions

Appendix 3 – The outer boundaries of the Wakatipu Basin integrated public transport network

Appendix 4 – RPTP Addendum – Wakatipu Basin Public Transport Network – May 2017 (A1002523)

Appendix 1

**The Otago Regional Council
Public Transport Plan 2014
Draft Addendum:
Wakatipu Basin and Concord – Green Island Link
March 2017**



The Otago Regional Council Public Transport Plan 2014

Draft Addendum:
Wakatipu Basin and Concord –
Green Island Link

MARCH 2017

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1.0 About This Addendum

The Otago Regional Public Transport Plan 2014 (RPTP) sets out the priorities and needs for public transport services and infrastructure in Otago. When adopting the plan in December 2014 Council signalled a review of the public transport services in the Wakatipu Basin. This review also aligns with the legislative need to put in place a public transport contract/s under NZ Transport Agency's Public Transport Operating Model (PTOM).

The amendments set out in the Draft Addendum address:

- A new network structure for Wakatipu Basin public transport, reflecting the outcomes of the Wakatipu Basin Public Transport Network Review and subsequent feedback from key strategic partners: the Queenstown Lakes District Council (QLDC), the NZ Transport Agency and Queenstown Airport
- An extension of Unit 5 Southern Route services to reinstate the community link between Concord and Green Island.

Table 1 provides a summary of the amendments to the RPTP:

Table 1: Amendments to the Regional Public Transport Plan

Amendment	Heading	Refer to RPTP
1	Executive Summary	Page 7
2	How we developed the Plan	Pages 12-13
3	Public Transport Funding	Pages 19-20
4	What recent investments and changes have we made	Page 39
5	What challenges do we face	Pages 41
6	What do we want to achieve	Pages 44
7	Wakatipu Basin Public Transport	Page 67
8	Units for Public Transport Services	Page 71
9	Implementation of Units	Page 72
10	Fares and Ticketing	Page 81
11	Policy 30	Page 83
12	Explanation of the Farebox Recovery Policy	Page 83
13	Unit 5 route map	Page 120-121
14	Wakatipu base unit map	Page 122-123

2.0. A new network structure for Wakatipu Basin public transport

The amendments to the RPTP are structured to show the necessary policy changes and detail for Council to implement a new network structure for Wakatipu Basin public transport that will enable:

- The introduction of a new fare zone structure and a flat fare structure
- A Unit structure that will allow the procurement of the necessary service contracts
- Collaboration with the Ministry of Education to provide a coordinated and shared approach to school services in the Wakatipu basin
- Public transport Services that are responsive to the communities' needs and desires.

2.1. Amendment 1

RPTP Reference: Executive Summary, Page 6- 7

In Dunedin

ADDITIONAL CONTENT

9. A change in the description of services provided through Unit 5

This means:

- (a) The introduction of a service linking the Concord and Green Island communities;

ADDITIONAL CONTENT

In the Wakatipu Basin

Subject to the funding assistance of Council's strategic partners, NZ Transport Agency and QLDC:

10. A new subsidised network of bus routes and frequencies that will form the platform for future network changes and be able to respond to changing community needs will be introduced.

This means:

- (b) There will be changes to current bus routes and frequency of services
 (c) Services will operate with public subsidy

(d) Services will complement and assist with the future requirements of the wider integrated programme of network improvements being developed with our strategic partners QLDC and NZTA

11. A zonal fare structure will be introduced. The current fare structure will change to a flat fare structure for Go-Card customers and a three-zone fare structure for cash fares.

This means:

- (a) Public transport will become more affordable for all passengers as fares across the network will decrease
- (b) Frequencies will become regular and some frequencies may change.

12. Council will work collaboratively with the Ministry of Education to enable a coordinated approach to investment in transport services between the two agencies.

This means:

- (a) Some school pupils may use the public transport network for their journey to and from school.
- (b) A more efficient use of public investment.

2.2. Amendment 2

RPTP Reference: Chapter 1, Page 13 - 14

How we developed the Plan

ADDITIONAL CONTENT

As a result of the 2016/17 Wakatipu Public Transport Network Review, three additional work-streams have been added. The work-streams consist of:

- A full review of the Wakatipu Public Transport Network to enable optimisation of public bus services and implementation of PTOM units
- A full review of the fare structure and fare levels for the Wakatipu Public Transport Network
- The NZTA's Business Case approach process for proposed improvements to the Wakatipu Public Transport Network.

A fourth work stream is being undertaken collectively with our strategic partners to ensure an integrated and collaborative approach to the partners' responses to the fast-changing needs of the wider Wakatipu transport network. This work will result in further changes over the medium to long term. The strategic partners are:

- Otago Regional Council
- Queenstown-Lakes District Council
- New Zealand Transport Agency (NZTA)
- Queenstown Airport Corporation (QAC)

2.3. Amendment 3

RPTP Reference: Chapter 2, Page 19 - 20

Public Transport Funding

ADDITIONAL CONTENT

As a result of a review of the Wakatipu Basin network in 2015/16, a change to the delivery of public transport in the Wakatipu Network is considered necessary. Changes to the network will be carried out in a number of phases, the first of which focuses on the improvements contained within this Plan which prioritise everyday trips made by locals that could contribute to reducing congestion. We will implement the first phase of changes in 2017 by establishing a new base public transport network operating under the PTOM framework. Details of the proposed changes to the network are set out in **chapter 6.1**. The success of these changes relies on QLDC addressing the availability of low cost parking in the Wakatipu Basin which is a direct inhibitor to the increased use of public transport. It has been assumed in the development of this programme that to ensure a strategic alignment a financial contribution towards the provision of Public Transport will be provided by QLDC.

2.4. Amendment 4

RPTP Reference: Chapter 3, Page 38 - 39

Future Investments and changes

ADDITIONAL CONTENT

We have a number of projects under development in the Wakatipu Basin which we have detailed in Chapter 6 of the Plan. In addition, Council is working with its strategic partners to develop an integrated programme of work to meet the medium to long term transport needs of the Wakatipu basin. This is likely to result in the need for further changes to this plan.

2.5. Amendment 5

RPTP Reference: Chapter 3, Page 41-42

ADDITIONAL CONTENT

Table 3.4 Major challenges facing public transport in the Wakatipu Basin

Challenge	Current situation	Proposed response
Mode shift	Public Transport services in the Wakatipu Basin are currently experiencing declining patronage. Significant barriers to travel exist because of complexities in the network, lack of integration with other transport modes and the cost of using the service, as well as an over-supply of relatively cheap short and long-stay car parking and a dominant car culture for both short and long trips.	The new network structure aims to provide a simple consistent network with better frequencies and routes. It will enable people to rely on bus services, improving their understanding of how they can use the bus, and how to work out where it will take them. Improved fares and transfers will make use of the public transport network more affordable.
Integration with land use planning	Poor integration and consideration of public transport services with land use creates barriers to public transport use.	Integrating land use planning with the new network will enable the QLDC to achieve compact centres with good transport networks for all modes of travel.
Meeting diverse travel needs	Travel patterns in the Wakatipu basin are diverse, with many origins to many destinations. The current network struggles to provide services that meet the desired travel needs.	The new network will allow greater ease of transferring buses, thereby creating a network that enables diverse travel patterns. The further work being undertaken with our strategic partners will ensure an alignment of response and investment to community needs.

Farebox recovery	The national farebox recovery target is an aggregated 50%. ORC want to target this level of farebox recovery over the long term to ensure equity between the users and public funding.	It is expected that there will be a drop in farebox recovery in the short term. However, providing our strategic partners implement strategies that are sympathetic to growing patronage on the network, existing trends will be reversed.
Uncompetitive travel times	For most public transport journeys, travel is far slower than private motor vehicle travel, due to congestion on the network, stop-start travel and a network of meandering routes and low travel frequencies.	<p>The new network proposes more direct services on better frequencies as well as better ticketing options. These will all work to reduce boarding times, and the travel time to and from the city.</p> <p>The new network is part of an integrated investment approach addressing wider roading and infrastructure issues in the network caused by rapid growth in population and visitor numbers.</p> <p>Future investment in priority measures will be critical to the long term success of the Wakatipu Public Transport Network</p>
Improving energy efficiency	Public transport offers the potential for more energy-efficient travel by carrying more people in fewer vehicles.	The Plan proposes a network that will supply an increased level of service thereby enabling more users to travel by bus and reduce the volume of fuel used for regular travel.
Social perception	Members of the general public currently have a negative perception of public transport in the Wakatipu Basin, in particular around reliability and the cost to use the service	The Plan will provide residents and visitors in the Wakatipu Basin with a network that is affordable. The other work streams being developed in conjunction with our strategic partners will improve the reliability and accessibility of the service.

2.6. Amendment 6

RTP Reference: Chapter 4, Page 44

What we want to achieve

REPLACEMENT CONTENT

The Otago Southland Regional Land Transport Plans 2015-21 sets out the strategic context for public passenger transport in Otago

Public passenger transport (scheduled/unscheduled services, taxis, shuttles, private hire)

Delivering on priorities: Users are able to access the network, in a manner that is convenient and affordable to users and funders. The network is reliable and resilient, helps community resilience and provides value for money.

The Plans envisage public passenger transport continuing to play a vital role in supporting community well-being by providing a means for those without cars, and those who choose not to travel by car, to travel longer distances. Public passenger transport will also remain important for those for whom active transport poses a physical challenge. As the regions' population ages, with younger generations being less reliant on the private motor vehicle, and as changes in the price and supply of petroleum oil fuel affect people's ability to travel by private vehicle, the role of public passenger transport (and shared transport) will grow. In busy areas such as SH6A between Queenstown and Frankton, public transport – scheduled bus services – will play an important role in easing the current and projected congestion. Gradually reducing reliance on private motor vehicles will require significant investment over time in public transport services and infrastructure, from both the public and the private sectors.

Public transport networks operate in Dunedin, Invercargill and the Wakatipu Basin. Outside these three areas, existing bus services are largely orientated to the visitor market (both domestic and international), and priced accordingly. The services on arterial routes across/through Otago and Southland are either shuttle services or scheduled inter-regional bus services. Shuttle bus services also support the operation of off-road cycle networks such as the Great Rides in the two regions. The Plans envisage these visitor-oriented services continuing to be an important mode of travel in coming decades. The Plans also envisage steady improvements to the two public transport networks operating in Dunedin and the Wakatipu Basin. These improvements are intended to build patronage while maintaining the viability of these networks. The Plans anticipate shuttle services, taxis and the Ministry of Education-funded school bus network and special education travel assistance continuing to fill the roles they currently play. The public transport network in Invercargill will be operated to meet the basic needs of the community.

Passenger rail for commuting is unlikely to be viable within the term of this plan, but rail could be increasingly used for transport to special events and for visitor excursions.

For any public transport service, whether existing or new, to be viable, the community must be prepared to support it (e.g. through rates, if necessary), and users must be willing to pay a sufficient share of the operating costs.

If public transport is to be viable outside of regions' urban areas, even at the basic level of service currently available between many towns, then it must be supported by land use planning that concentrates housing within walking and cycling distance of the key roading corridors used by buses.

In order for usage of public transport to increase, services need to be accessible for those with disabilities and for older people. This requires attention to roading design and layout, bus infrastructure including bus stops, plus a greater proportion of the regions' buses and shuttles being accessible.

2.7. Amendment 7

RPTP Reference: Chapter 6, Page 67

Wakatipu Basin Public Transport

REPLACEMENT CONTENT

Objective of the new network structure in Wakatipu Basin public transport

The objective of improving the Wakatipu Basin public transport network is to provide the core of a public transport network that contributes to addressing congestion issues on key corridors in the Wakatipu Basin as well as meeting the needs of local communities and visitors by providing;

- Affordable and direct services connecting key destinations, that operate at regular frequencies and for sufficient hours to provide a realistic alternative to private car use
- An easy to understand public transport network with a simple fare structure that is attractive to both residents and visitors to the area
- Contribute to the wider objectives of a 20 percent mode¹share for public transport, walking and cycling in Queenstown.

¹ Set through the Wakatipu Transport Strategy 2007

The principles for the new network structure

Bus routes, frequencies and fares for the Wakatipu Basin will be based on the following key design principles adopted for the Dunedin network design which seek to:

- Eliminate or minimise route variations
- Coordinate timetables to enable easy transferring between services
- Implement a simple route structure
- Use a fare structure and products to encourage patronage and revenue growth by designing them to appeal to market segments with the most potential for growth
- Integrate and connect with other transport modes

Network design principles

- Routes that are direct as possible using common corridors, without unnecessary deviation or variation
- Schedules that provide for easy transfers between services where routes cross or join
- A small number of transfer points, with most transfers happening at a Frankton and Queenstown bus stops that are easy-to-see for both customers and bus drivers
- Is flexible to meet changing demands and is responsive to community needs

Patronage principles

- The network design principles recognise the needs of local communities as well as visitors and ensure a good match between:
 - The route, number and timing of the services
 - Operating hours and the desire to travel (based on minimum loadings)
 - Bus capacity and demand
- The majority of services are concentrated on localities likely to generate the bulk of the demand
- The ability to increase service capacity on a route when needed.

Access and mobility principles

Working with NZTA and QLDC to ensure

- Other transport users such as cyclists, pedestrians and car users have integrated access to the public transport network so that it can form all or part of their journey.
- Optimal spacing of bus stops so walking times to/from stops are reasonable
- Safe access to/from bus stops, particularly for stops with greater demand
- People walk further to take a higher frequency service

Efficiency principles

- Routes designed to provide acceptable travel times (compared to other common transport modes) as the wider Wakatipu Basin transport network evolves with the introduction of bus priority measures and roading infrastructure designed to alleviate congestion

- Priority allocation to buses for key space, particularly at Frankton and Queenstown where interchange between services may occur
- Different peak and off-peak frequencies, if needed, to match capacity and demand
- scheduling that make good use of the bus fleet
- Scheduling that avoids, as far as possible, clustering of buses in common corridors
- A good match between the size of the bus, the topography of the area, and the demand for services
- For new growth areas, transport planning considers all travel options, with services to these areas to be considered only if the stability of the network bus routes is not compromised and where average service loading and farebox recovery are sufficient to ensure service viability

Structure of the proposed public transport network

The ORC propose a changed approach to providing public transport in the Wakatipu Basin, based on a simplified route and timetable structure. The proposed new network structure is the first stage of what we anticipate being a number of structure reviews and amendments to enhance and improve the Wakatipu Basin public transport network over the medium to long term. These further measures are currently being developed with our Strategic Partners.

Stage one focuses on:

- Simplifying the network by reducing route variations
- Reducing fares to a more affordable level
- Working with Ministry of Education to ensure a collaborative and coordinated approach to providing transport for school children

The new network will be flexible and responsive to both future population and visitor growth. It will be a scalable, simple network which will enable future stages of the new network structure to focus on network expansion and greater provision of services targeted at visitors.

The proposed network consists of four routes. These operate predominantly on the same roads as the current routes.

The routes are:

- Arrowtown: Frankton – Queenstown - Arthurs Point
- Sunshine Bay: Fernhill – Queenstown – Airport - Remarkables Park
- Kelvin Heights: Frankton -Five Mile
- Jacks Point: Frankton - Shotover Country - Lake Hayes Estate

Figure 6.1 illustrates the simplified route structure. We anticipate the new network structure to commence within the third quarter of 2017.

A key element of the network is the stability of routes. The new network will use main corridors and will avoid using small residential streets, except where they will form a safe route to turn the bus at the end of a journey, or in denser housing areas.

Figure 6.1 Stage One Preferred Network



The new network will be supported by investment in roading infrastructure, including bus priority measures at key points on the network. Investment in this infrastructure will assist in making the public network visible and will increase its status; it will also increase the reliability of services. Increased investment in the following areas is also key to the new network:

- Encouraging and supporting QLDC to reduce the availability of low cost parking
- Introduction of a new ticketing system
- Journey Planner
- New timetable information including on street and web
- Consistent route displays on the buses (head signs)
- Improved website
- Simplified concessions
- Online top-ups for GoCard
- Bike-racks on all buses

Working with QLDC and NZTA to ensure;

- the installation of bus shelters and seating where appropriate
- Consistent bus stop signage and flags
- Installation of tactile guides from shelters and seating where appropriate
- Ensure all bus stops have pavement access to boarding and alighting areas of the bus
- Other supporting infrastructure as necessary

Services integral to the new network

Table 6.2 details routes, targeted frequencies and intended hours of operation for the proposed new services.

Table 6.2: Proposed routes and frequencies

Route	Description	Desirable hours of operation between	Frequency	Contract Unit
1	Sunshine Bay (peak only) Fernhill to Queenstown-Frankton Flats-Airport-Remarkables Park-Airport	6.00am to 12 midnight	15 minutes 30 minutes (evening off-peak)	6
2	Arrowtown-Frankton Flats-Queenstown Town Centre-Arthurs Point	6.00am to 10.00pm	30 minutes (peak) 60 minutes (off-peak)	7
3	Five Mile-Frankton Flats-Airport-Remarkables Park-Kelvin Heights	6.00am to 10.00pm	60 minutes	7
4	Lake Hayes to Jacks Point	6.00am to 10.00pm	30 minutes (peak) 60 minutes (off-peak)	6

Services will operate at the same frequency every day of the year except Christmas Day

Timetables will be coordinated to enable transfer between services in Queenstown and Frankton.

Services will operate at the same frequency irrespective of the day of the week and on all days of the year except for Christmas day. The extent of services and service hours may be extended during special events and or occasions such as New Year's Eve depending on demand.

Council will work with the Ministry of Education to enable a coordinated approach in providing access to schools. This may result in children using the public transport network as their primary means of transport.

Fare-zone structure and concessions

We have reviewed the fare structure and fare levels for Wakatipu Basin services. The aim of the fare review is to simplify the Wakatipu Basin fare-zone system and break down barriers to bus usage, including the cost of services.

Due to the fare review and proposed flat fares, it is suggested that only the following concessions will apply in the Wakatipu basin;

- GoCard concession against cash fare
- Child concession

- Super Gold off-peak
- Any other fare concessions and fare products will only be available through the GoCard.

Fares will be defined in Council's Annual Plan process for 2017/18. We propose to implement the final fare products and concessions in line with the introduction of the new network. Table 6.3 reflects the fares to be consulted on through the draft Annual Plan 2017/18.

Table 6.3: Proposed fare-zone structure

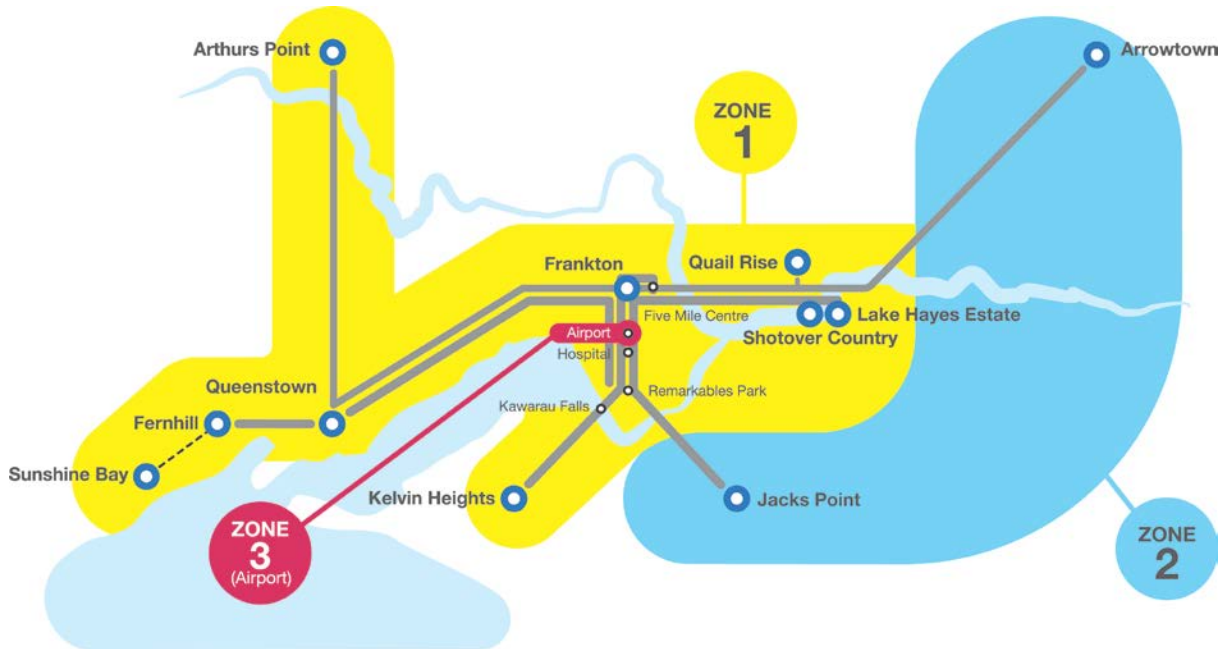
Zone	Cash		Go Card	
	Child	Adult	Child	Adult
Zone 1 and 2	\$4.00	\$5.00	\$1.50	\$2.00
Zone 3 (Airport)	\$8.00	\$10.00	\$1.50	\$2.00

As with Dunedin, we acknowledge that there is a need to ensure that the public get the best outcome by keeping fares as low as possible, while also taking into account the constraints we face as an agency contracting bus services. The ORC will target a long term farebox recovery level of 50%. It is acknowledged over the short to medium term that this may not be achievable.

Fare-zone structure

The zone structure for the Wakatipu Basin network is provided in Figure 6.4.

Figure 6.4: Proposed fare-zone structure



The business case approach

To obtain funding from Central Government to assist us in developing the Wakatipu Basin public transport network, we need to adhere to 'business case' process requirements required by the New Zealand Treasury and administered by the NZ Transport Agency. The business case process provides the information required by the NZ Transport Agency to facilitate investment decisions. The 'business case' approach is outlined in more detail on page 63.

A business case is being developed for the proposed improvements identified in the amendment to the plan based on the following investment objectives;

- Increased appeal to businesses and visitors
- Increased customer satisfaction
- Reducing the proportion of trips by car
- Travel time reliability
- Value for money

The business case focuses on the short-term requirements of the community.

The medium to long term investment programme is being developed as part of the wider Queenstown-Integrated Transport Programme Business Case (QITPBC). The QITPBC has developed a long list of potential transport interventions for an integrated transport network. It provides an umbrella approach for bringing together all transport interventions and provides strategic alignment for the strategic transport business cases being developed in the Wakatipu basin by the ORC, NZ Transport Agency and the QLDC. This process ensures investment is focused on a travel demand management approach to responding to traffic congestion in the Wakatipu Basin. The Wakatipu Basin Public Transport Network review is the first step of the wider work programme to transform the Wakatipu Basin public transport and roading network and is being advanced ahead of the completion of the wider programme.

Future projects for better public transport

Future projects for the public transport network are being developed as part of the Queenstown-Integrated Transport Programme Business Case.

2.8. Amendment 8

RPTP Reference: Chapter 7, Page 71

Wakatipu Basin

REPLACEMENT CONTENT

Table 7.6. Unit 6

Route
Sunshine Bay - Fernhill – Queenstown - Airport - Remarkables Park
Jacks Point - Frankton - Shotover Country - Lake Hayes Estate

Table 7.7. Unit 7

Route
Arrowtown – Frankton - Queenstown - Arthurs Point
Kelvin Heights - Frankton - Five Mile

2.9. Amendment 9

RPTP Reference: Chapter 7, Page 72

Implementation of units

Common Corridors

ADDITIONAL CONTENT

The following corridors are common for the Wakatipu Basin bus network:

- Shotover Street
- Stanley Street
- Ballarat Street
- Frankton Road/State Highway 6A
- Frankton Ladies Mile Highway
- Kawarau Road/ State Highway 6

2.10. Amendment 10

RPTP Reference: Chapter 7, Page 81

Fares and Ticketing

REPLACEMENT CONTENT

These policies apply to contracted bus services in the Dunedin and Wakatipu Basin networks.

We will implement these policies through:

- Contracts: See standards and provisions for fares/ticketing (business as usual)
- Management of ORC's integrated ticketing system (business as usual)
- ORC seeking a common fare structure in each network
- ORC promoting GoCard as its preferred method of collecting fares, through considering:
 - (a) New fare products able to be introduced under a new ticketing system

- (b) A more appropriate fare zone structure for the Dunedin and Wakatipu Basin networks
- (c) An integrated fare system in Dunedin and the Wakatipu Basin with apportionment of fares between Units

2.11. Amendment 11

RPTP Reference: Chapter 7, Page 83

Policy 30

REPLACEMENT CONTENT

Fare levels will be set through the ORC's Annual Plan process.

2.12. Amendment 12

RPTP Reference: Chapter 7, Page 83, first paragraph

Explanation of the fare-box recovery policy (29 (d))

REPLACEMENT CONTENT

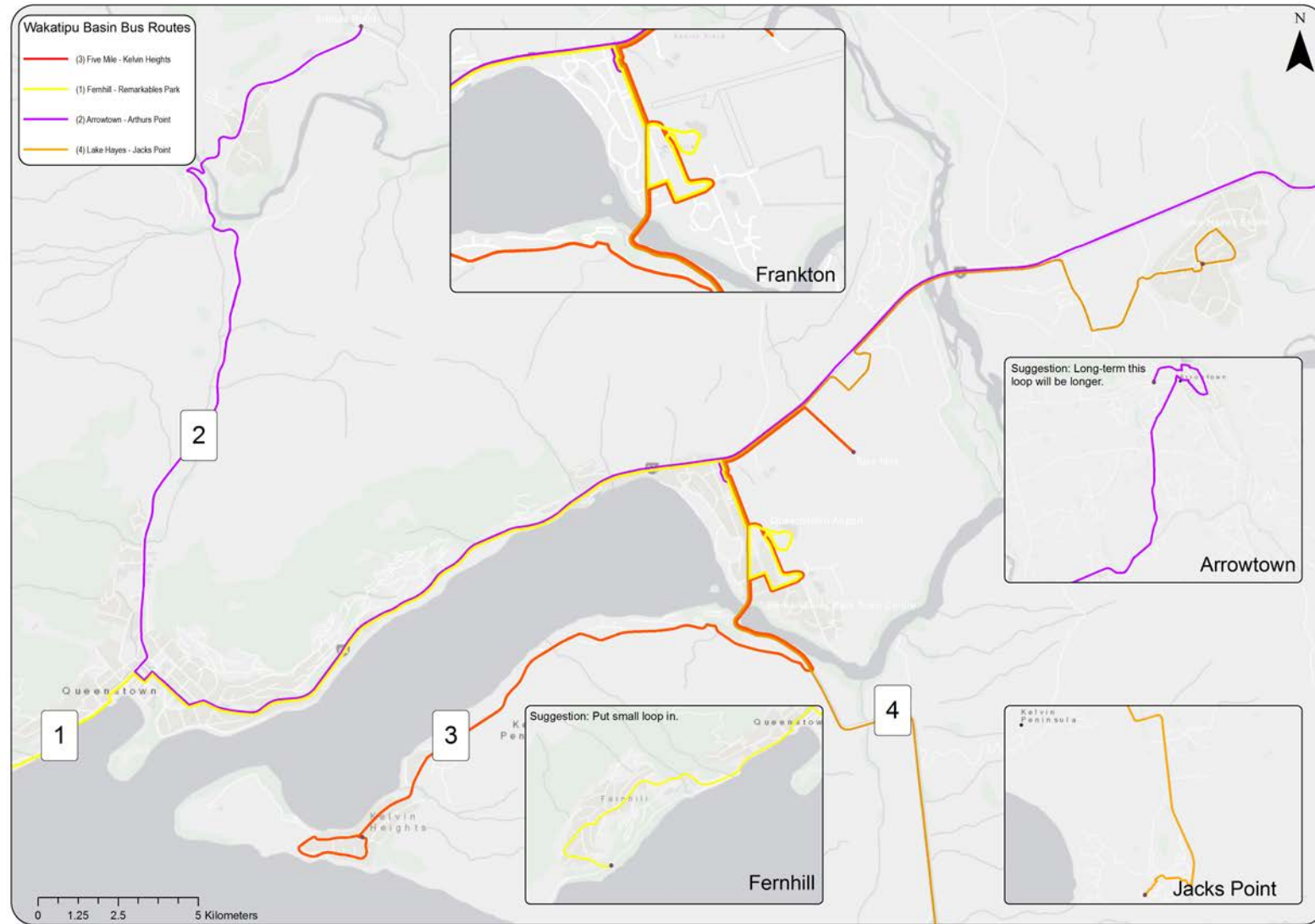
Bus services in the two integrated networks are funded by a combination of bus fares and public subsidy split between rates and the National Land Transport Fund (the latter funded by road users).

2.13. Amendment 13

RPTP Reference: Appendix 5, Figure 18

REPLACEMENT MAP

See page 19



3. An extension of Unit 5 Southern Route services

The following amendments to the RTP provide the necessary detail to enable the Number 70 Brighton-Abbotsford bus service, Unit 5 to be extended to include a community link between Concord and Green Island during off-peak hours.

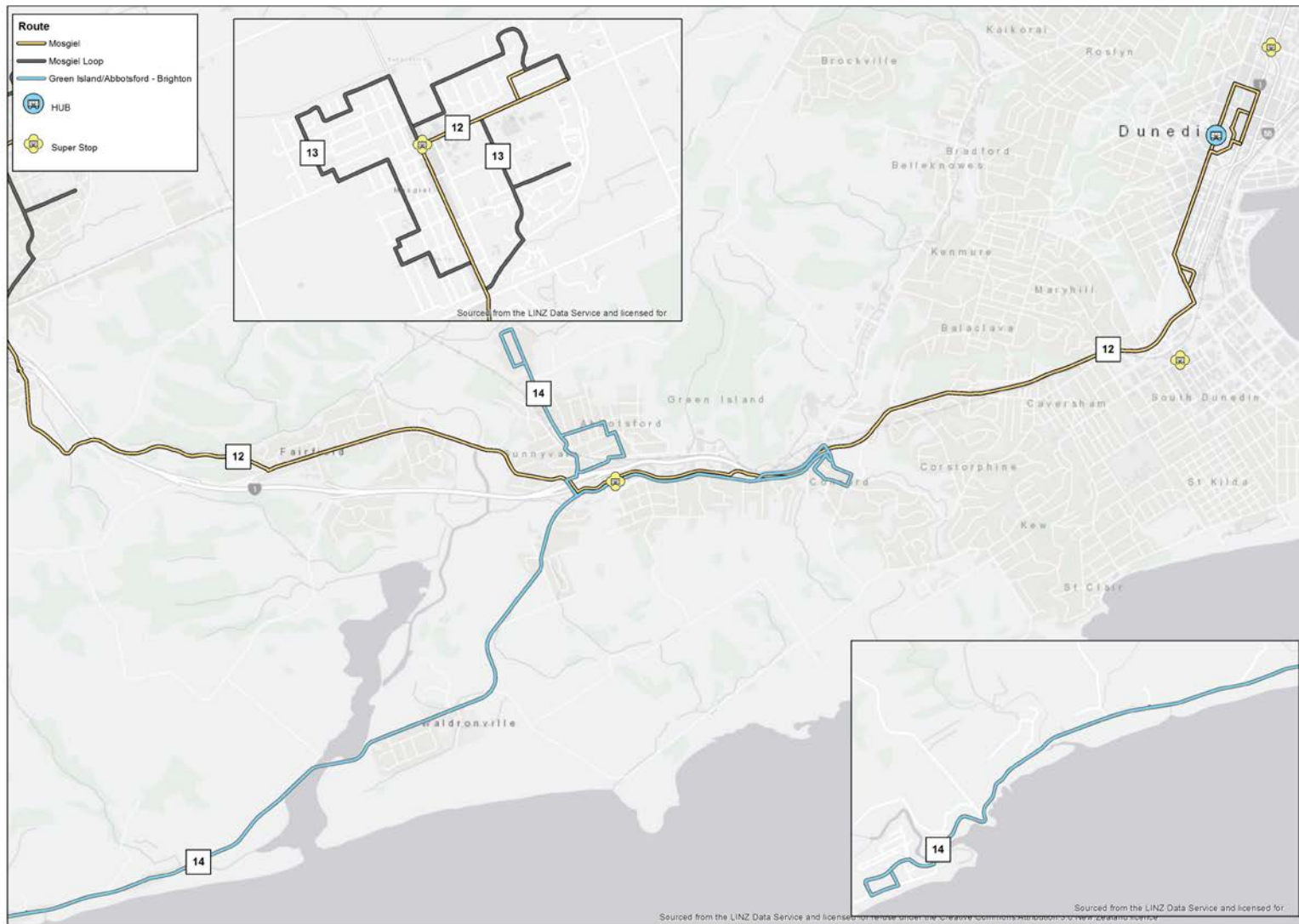
3.1. Amendment 14

RTP Reference: Appendix 5, Figure 17

REPLACEMENT MAP

See page 21

OTAGO REGIONAL COUNCIL
DRAFT ADDENDUM
REGIONAL PUBLIC TRANSPORT PLAN 2014



4. Conclusion

The amendments as outlined in this addendum will enable a new public transport network and service structure for the Wakatipu Basin as well as allow an extension to the Brighton-Abbotsford bus service to Concord during the off-peak.

The proposed amendments will be subject to a consultation process which will target the communities immediately impacted by the changes proposed in this addendum. The changes outlined in this addendum for the Wakatipu Basin will require funding approval to be obtained from the NZ Transport Agency and the Otago Regional Council and the Queenstown-Lakes District Council Annual Plans 2017/18.

Appendix 2

Variation to the Regional Public Transport Plan 2014 Draft Appendix for Hearing Panel's Recommending Report

The following is a summary of the submissions pertaining to the Wakatipu Basin only received on "The Otago Regional Council Regional Public Transport Plan 2014 draft Addendum: Wakatipu Basin and Green Island – Concord Link March 2017".

(Note this summary is a consolidation of the views expressed in the written and oral submissions. The Panel have considered each and every matter raised in each submission, including the presentations provided at the Public Hearing).

1. Are the hours of operation appropriate for the community?

71% (responses = 374) submitters answered that the proposed hours of operation are appropriate for the community. 25% (responses = 130) submitters answered that the proposed hours of operation are not appropriate for the community. 4% (responses = 20) submitters are uncertain whether the hours of operation are appropriate for the community. Table 1 provides a summary of comments from those submitters who were in support of the proposed hours of operation. Table 2 provides a summary of comments from those submitters who were either not in support or were unsure whether they supported the proposed hours of operation.

Table 1: The proposed hours of operation are appropriate for the community

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	This is the most logical route to run the extended hours of operation on.	Sub 137, 214
Route 2	The hours of operation are appropriate for the community, however the hours of operation on Route 2 need to be extended short/medium/long term.	Subs 36, 85, 170
Route 3	The hours of operation are appropriate for the community, however the hours of operation on Route 3 need to be extended.	Subs 17, 85
Route 4	The hours of operation are appropriate for the community, however the hours of operation on Route 4 need to be extended	Subs 20, 29, 235

All Routes	The hours of operation are appropriate for the community, however the hours of operation on all the routes need to be extended.	Subs 34, 46, 125, 176, 193, 268, 272, 289,292, 296, 303, 304, 311, 312, 319,341, 432, 437, 441,450
General comments	The hours of operation suit the needs of the community and are suitable for core working hours (7am – 6pm) and school hours (9am – 3pm).	Subs 35,39, 51,61, 79, 91, 109, 144,145,157,190, 191, 201, 207, 230, 236, 247,253,256,257,259, 267, 271, 290,292, 295, 303, 306, 309,442, 460
	The hours of operation suit the needs of tourists and visitors.	Sub 273
	The hours of operation should align with airport arrivals and departures.	Sub 50, 148, 508
	People who need transport after the proposed hours should take taxis and not be subsidised by the ratepayer.	Subs 54, 171, 269

Table 2: The proposed hours of operation are not or may not be appropriate for the community

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	The hours of operation need to be extended on Route 1.	
Route 2	The hours of operation need to be extended on Route 2.	Sub 6, 111, 177, 200, 208, 222, 299, 439, 485
Route 3	The hours of operation need to be extended on Route 3.	Sub 45, 63, 210
Route 4	The hours of operation need to be extended on Route 4.	Sub 32, 87,160, 167, 177, 222, 242, 258, 278, 288, 372, 454

All Routes	The hours of operation need to be extended on all the routes to suit the community, in particular to suit hospitality workers who start earlier and finish later than '9am – 5pm', and for people who want to go for a night out in Queenstown.	Sub 38, 44,52, 53, 59, 77, 90,93, 94, 95, 99, 105, 112, 120, 124, 129, 133, 135, 136, 151, 152, 153, 167, 168, 182, 183, 199, 204, 212, 216, 223, 225, 246, 248, 251, 260,264, 275, 279, 280, 286, 305, 310, 328, 342, 347, 353, 354, 357,358, 360, 370, 377, 381, 383, 385, 387, 389, 396, 400, 405, 415, 420, 421, 434, 435, 436, 451, 452, 455, 456, 459, 465, 467, 478, 480, 481, 483, 493, 496, 503, 504, 511, 513, 519
	The proposed hours of operation are too long when depositing people into residential communities.	Sub 255
	The proposed hours of operation need to be flexible based on season and demand and to accommodate special events.	Sub 71, 184, 187, 525

2. Are the proposed frequencies appropriate for the community?

73% (responses = 383) of submitters answered that the proposed frequencies are appropriate for the community. 20% (responses = 107) submitters answered that the proposed frequencies are not appropriate for the community. 7% (responses = 38) of submitters are uncertain whether the frequencies are appropriate for the community. Table 3 provides a summary of comments from those submitters who were in support of the proposed frequencies. Table 4 provides a summary of comments from those submitters who were either not in support or were unsure whether they supported the proposed frequencies.

Table 3: The proposed frequencies are appropriate for the community

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	The proposed frequencies are specifically appropriate for Route 1.	Sub 13, 52, 70, 105, 214, 236
	Need increased frequencies for off-peak hours on Route 1.	Sub 189
Route 2	The increased frequency from Arrowtown is a big improvement.	Sub 268
Route 3	The proposed frequencies in general are appropriate but the proposed frequencies for Route 3 are not appropriate.	Sub 53, 72, 107, 133, 165, 171, 229, 267
Route 4	The proposed frequencies in general are appropriate but the proposed frequencies for Route 4 are not appropriate.	Sub 259, 260, 277, 447
All Routes	The minimum frequencies need to be 20 – 30 minutes.	Sub 311, 342, 438, 450
	The proposed frequencies are a good starting point but frequencies should be extended in the future according to population growth.	Sub 20, 99, 123, 127, 153, 162, 176, 183, 239, 295, 298, 453, 459
	The proposed frequencies are appropriate relative to the current demographics of areas served and the projected demand.	Sub 29, 54, 120, 190, 35, 80, 85, 88, 93, 118, 137, 141, 173, 187, 328

General comments	The community need to know when the peak times are.	Sub 111, 148, 199, 445
	The proposed frequencies are appropriate if the services are reliable and the transfer systems work from the beginning.	Sub 25, 34, 46, 75, 79, 81, 101, 230, 52, 296, 152, 170, 216, 262, 273, 303, 315, 437
	The proposed frequencies suit the needs of the community and are suitable for core working hours.	Sub 38, 67, 133, 218
	The proposed frequencies will be appropriate only if the buses have sufficient capacity, especially during peak periods.	Sub 39, 213
	Airport coverage is excellent.	Sub 61
	Bus needs to be semi-full to be viable.	Sub 144
	The proposed hours of operation need to be flexible based on season and demand and to accommodate special events.	Sub 184, 103, 525

Table 4: The proposed frequencies are not or may not be appropriate for the community

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	The off-peak frequencies for Route 1 need to include Sunshine Bay.	Sub 94, 130, 442
	Fernhill does not require a 15-minute service.	Sub 518
Route 2	The proposed frequencies need to be extended on Route 2.	Sub 4, 6, 36, 127 177, 278, 433, 467, 519
Route 3	The proposed frequencies need to be extended on Route 3.	Sub 7, 59, 74, 87, 104, 113, 124, 145, 187, 188, 210, 280, 301, 467, 472, 477, 504, 522
Route 4	The proposed frequencies need to be extended on Route 4.	Sub 5, 83, 112, 168, 126, 212, 251, 278, 345, 458, 473

All Routes	All the routes should have standardised 30 minute frequencies.	Subs 25, 82, 90
	All routes should have standardised 20 minute peak frequencies and 40 minute off-peak frequencies.	Subs 208, 282
	Routes need to be more frequent in general during both peak and off peak periods.	Sub 30, 33, 69, 85, 100, 135 ,150, 174, 180, 185, 207, 225, 227, 243, 249, 253, 278, 208, 282, 290, 300, 304, 305, 306, 321, 325, 452, 470, 505, 513
General comments	Only time will tell whether the proposed frequencies are appropriate for the community.	Sub 90
	Unnecessary to run to midnight to Sunshine Bay, 7am start adequate, buses always minimally filled.	Sub 166,
	Winter will be terrible if you finish late and have to walk or cycle home.	Sub 275

3. Do you support the flatter fare structure?

90% (responses = 470) of submitters answered that they support the flatter fare structure. 6% (responses = 34) submitters answered that they do not support the flatter fare structure. 4% (responses = 20) of submitters are uncertain whether they support the flatter fare structure. Tables 5 provides a summary of comments from those submitters who were in support of the flatter fare structure. Table 6 provides a summary of comments from those submitters who were either not in support or were unsure whether they supported the flatter fare structure.

Table 5: Commentary in support of the flatter fares structure

Category	Summary of comments	Submitter reference where further comment has been provided
Route 2	I support the flatter fare structure, however the cash fare to Arrowtown should be increased because most users will be tourists.	Sub 212
	The flatter fare structure will encourage more visitors to Arrowtown.	Sub 302
	Will assist with bringing more people out to Arrowtown to work.	Sub 302
All Routes	The flatter fare structure is more affordable across the network.	Sub 5, 11, 25,27,34,35,37,46,50,65, 75, 77,79, 82,91,94, 109,120, 125,133, 140,168, 171, 178, 182, 190, 193,202, 207, 210, 215, 216,222,225, 226,227,229,236, 243, 247, 256, 258, 261, 264, 268, 274, 277, 289, 290, 295, 296, 301, 302, 309, 312, 313, 315, 317, 320, 324, 343, 430, 435, 439,441, 443,446, 447,451, 453,455,456, 459,460,461,462, 464,466,467,468, 470,472,473, 475,478,481, 482,485, 487,489, 508,510,513, 521,522

General comments	I support the flatter fare structure, however the fare should reflect the distance travelled.	Sub 13, 99, 104
	I support the flatter fare structure, however the cash fare to the airport is too expensive (note out of scope for this Panel).	Sub 87, 433
	The flatter fare structure is easy to understand.	Sub 25,26,29, 34,35,37,39,61,91, 107, 121, 125,144,145, 148, 170, 202, 210,222, 225, 247, 280, 306,454, 457,492
	The flatter fare structure is a good start towards the target of free travel, particularly for locals.	Sub 44, 282
	The flatter fare structure will encourage people, particularly locals, to use the Go Card.	Subs 59, 67,88, 120, 212, 251
	The flatter fare structure okay for a trial but how long will the fares remain at this price? (Note out of scope for this Panel).	Sub 103, 141, 199
	It is great to have a free transfer as part of the flatter fare structure. (Note out of scope for this Panel).	Sub 165, 246
	The flatter fare structure will enable teenagers to travel independently.	Sub 79
	Fare should be cheaper than hiring a rental car for 4 people.	Sub 1
	There should be a special rate for children, high school students, elderly and disabled in addition to the flatter fare structure.	Subs 30, 32, 72, 93, 97 206, 316
	There should be weekly and monthly passes in addition to the flatter fare structure. (Note out of scope for this Panel).	Sub 32, 75, 167, 178, 189, 209,258, 315, 324, 468, 486
	Despite the flatter fare structure, I will still have to pay for the Go Card in order to receive the 'flat fare' which should have a long period in which it remains valid. (Note out of scope for this Panel).	Sub 55,57, 148, 267, 280
	More information on the zones in the context of the flatter fares structure is needed. (Note out of scope for this Panel).	Sub 87
	If lower fares are not economical I will not support the flatter fare structure. (Note out of scope for this Panel).	Sub 166
I support the flatter fare structure, however I don't agree with putting our rates up to subsidise public transport in the Wakatipu Basin. (Note out of scope for this Panel).	Sub 95, 151, 183, 201	

	I would not like to see car park fees become more expensive as a result of the flatter fare structure. (Note out of scope for this Panel).	Sub 137
	Even with the flatter fare structure, it will still cost me more to catch the bus with my two children than what it costs for me to drive. (Note out of scope for this Panel).	Sub 150

Table 6: Commentary in opposition to the flatter fares structure

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	I do not support the flatter fare structure because the cash fare to Fernhill is too expensive	Sub 449
All Routes	I do not support the flatter fare structure because fares should reflect the distance travelled	Sub 52, 438
General comments	I do not support the flatter fare structure because the cash fares are too expensive and should not cost more than Go Card fares. (note out of scope for this Panel)	Subs 14, 167, 173, 177, 269, 288, 471,488
	The Go Card fare should only be for locals	Sub 56, 64, 250
	I do not support the flatter fare structure because both Go card and cash fares are still too expensive (note out of scope for this Panel)	Sub 155, 449
	We don't have access to the bus route so therefore should not be subsidising it (note out of scope for this Panel)	
	Cheap fares will jeopardise the viability of shuttle services	Sub 179, 265
	I do not support the flatter fare structure because I do not agree with putting our rates up to subsidise public transport in the Wakatipu Basin (note out of scope for this Panel)	Sub 21, 30, 31, 54, 60, 64, 149, 172, 187, 269, 302, 440, 491, 499, 518

4. Would you be more likely to take the bus if these improvements were made?

82% (responses = 433) of submitters answered that they would be more likely to take the bus if these improvements were made. 12% (responses = 63) of submitters answered that they would not be more likely to take the bus if these improvements were made. 6% (responses = 30) of submitters are uncertain whether they would be more likely to take the bus if these improvements were made. Table 7 provides a summary of comments from those submitters who answered that they would be more likely to take the bus if these improvements were made. Table 8 provides a summary of comments from those submitters who either would not, or were unsure whether they would be more likely to take the bus if these improvements were made.

Table 7: Commentary from submitters who would be more likely to take the bus if these improvements were made

Category	Summary of comments	Submitter reference where further comment has been provided
Route 1	I would be more likely to take the bus because it will provide easier access to key destinations Route 1.	Sub 89, 91
Route 2	I would be more likely to take the bus because it will provide easier access to key destinations Route 2.	Sub 32, 67, 73, 89, 91, 290, 302
Route 3	I would be more likely to take the bus because it will provide easier access to key destinations Route 3.	Sub 301
Route 4	I would be more likely to take the bus because it will provide easier access to key destinations Route 1.	Sub 32, 89,118,125,179, 263, 457, 463
All Routes	As an out of town resident, I would park my car and use the services in to Queenstown from Frankton.	Subs 13,109, 165, 291
	The proposed new routes provide easy and convenient access to where I want to go around the Wakatipu Basin.	Subs 39, 49, 50, 56, 59, 71,88, 104, 148,191, 226, 247, 259, 292, 295, 301, 309,311, 314, 464
	It would be better if there were more direct routes on the network.	Sub 513

General comments	The proposed improved cost of the bus services appeals to me because taking the bus will be more affordable than driving my car.	Subs 12, 29, 32, 44,47, 51, 52, 54, 59,65, 71, 79, 82, 85, 87, 92, 94, 99, 100,101,102,104,105,111,113,121,124,133,140, 148, 168, 170,171, 173, 177,189, 190,191,195, 201, 214, 216, 218, 220, 227, 230, 236, 237, 238, 239, 242, 245, 247, 248, 253, 259, 260, 261, 262, 270, 277, 279, 286,292, 296, 298, 300, 302, 303, 306,307,308,311, 314, 329, 430, 435, 437, 442, 451, 453, 455, 458, 461, 472, 473, 476, 478, 481, 490, 504, 513, 517, 522
	I would be more likely to take the bus because the proposed improved frequencies of the bus services appeals to me.	Sub 12, 29,44, 69, 85, 94,101,104,105,124, 140, 148, 168,171, 173,177, 216, 245, 292, 329, 433, 442, 481
	I would be more likely to take the bus because the proposed hours of operation appeal to me.	Sub 191, 229, 286, 289, 481, 522
	The proposed improvements will make it easier and more convenient to use public transport over my car.	Sub 25, 34,121,140, 145, 158,180,214,229, 243, 248, 249, 253, 260, 277, 315, 456, 458, 459, 461, 472, 473, 508, 513

The proposed improvements will help towards easing congestion at key pinch points in the Wakatipu Basin.	Subs 7, 9,51, 36, 54,59, 61, 65, 66, 71, 85, 93,96 100,101, 104, 108, 111, 112, 118, 152, 157, 158, 160, 162,183,188 190, 191, 192, 193 195, 197, 205, 213, 214, 218, 221, 239, 243,246, 255, 257, 260, 261, 264, 271, 273, 289, 290, 295, 311, 322, 323, 442, 456, 462, 493, 498,519
The proposed improvements will help towards encouraging less drinking and driving.	Sub 264, 456
I would be more likely to take the bus because it will save me having to find and pay for a park.	Sub 29, 55, 61. 65, 66, 81,93, 100,109,117, 142,144, 162, 216, 239,242, 251, 273, 288, 293, 303, 443, 451, 456, 462, 489, 512
I would be more likely to take the bus only if it was reliable.	Sub 7, 17, 75,77, 82, 102, 111, 180, 236, 272, 293, 296, 303, 443, 453, 455, 472, 517
I would be more likely to take the bus because it will reduce my carbon footprint and be good for the environment.	Sub 51, 93, 270
I would be more likely to take the bus because the social aspect of catching the bus appeals to me.	Sub 100,112, 278
I would be more likely to take the bus because the interchange points are logical.	Sub 292
Council needs to consider bus routes between the housing up the hills and along the main roads.	Sub 486

Table 8: Commentary from submitters who would not/were uncertain whether they would be more likely to take the bus if these improvements were made

Category	Summary of comments	Submitter reference
Route 1	I will not be likely to take the bus because the proposed route/hours of operation/frequencies on Route 1 do not meet my needs.	Sub 241, 244
Route 2	I will not be likely to take the bus because the proposed route/hours of operation/frequencies on Route 2 do not meet my needs.	Sub 23, 60, 100,120, 167, 177,199, 202, 205, 208, 225, 240, 243, 269, 302, 322, 323, 316, 434, 445, 519
Route 3	I will not be likely to take the bus because the proposed route/hours of operation/frequencies on Route 3 do not meet my needs.	Sub 7, 268, 477
Route 4	I will not be likely to take the bus because the proposed route/hours of operation/frequencies on Route 4 do not meet my needs.	Sub 83, 305, 312, 471, 479
General comments	I will not be likely to take the bus because it is not a practical option for some trips e.g. supermarket shopping or for multiple trips.	Sub 1, 5, 17, 130, 141, 255, 507
	I will not be likely to take the bus because I don't live near any of the routes.	Sub 2, 35, 103, 123, 149, 151, 185, 186, 285
	I will not be likely to take the bus because there are too many topographical and environmental constraints where I live.	Sub 150, 154
	I will not be likely to take the bus because I prefer the independence of private travel options.	Sub 166, 227, 254, 280, 287, 440
	The current public transport network is sufficient.	Sub 74, 97
	Buses are deliberately slowing car traffic and are too big for our roads.	Sub 167
	I will not be likely to take the bus because it will not be reliable due to congestion.	Sub 449

5. Is there anything else you think we should know?

A summary of comments is provided in Table 9 from submitters who raised other issues relevant to the proposed changes to the Wakatipu Bus Network.

Table 9: Commentary from submitters

Category	Summary of comments	Submitter reference
Route 1	Please don't take the route away from the Mercure Hotel and the Queenstown Resort College.	Sub 241,244
Route 2	There should be a direct or loop route from Arrowtown to Queenstown via Arthurs Point.	Sub 23, 60, 100,120, 167, 177,199, 202, 205, 208, 225, 240, 243, 269, 302, 322, 323, 316, 434, 445, 519
	There should be a direct route to/from Arrowtown to the Hospital.	Sub 302
	There should be a direct route to/from Arrowtown to the Airport.	Sub 302
Route 3	Services from Kelvin Heights to Queenstown should be direct with no transfers at the Frankton Hub.	Sub 112
	Route 3 should include Lake Hayes Estate so they have direct access to the supermarkets at Frankton Flats and Five Mile.	Sub 167, 209
	There should be better access to Frankton Flats and Five Mile by bus.	Sub 15, 49, 53, 87, 184, 207, 212, 249, 268, 270, 280, 448, 504, 522
Route 4	There should be a direct bus from Lake Hayes and Shotover Country into Queenstown.	Sub 168, 185, 206, 238, 239, 253, 274, 299, 269, 293 306, 458, 471, 479,495, 523
	There should be a direct bus to/from Lake Hayes and Shotover Country to/from Arrowtown to/from Queenstown.	Sub 114,160, 302, 317
	There should be a direct bus from Jacks Point into Queenstown.	Sub 253
	Route 4 should go via Kelvin Heights on the way to Jacks Point.	Sub 167
All Routes	Quail Rise needs a regular service.	Sub 156, 157, 278, 284, 288
	The Eastern Access Road needs to be part of the network.	Sub 207, 247, 520
	A bus route should go past the hospital.	Sub 25

Timetables	The timetable needs consistency and continuity so that it is easy to understand.	Subs 82, 87, 202
	The timetables should be 15-20 minutes before the hour because most people start on the hour.	Sub 102, 136
	The timetables need to account for traffic congestion to ensure the services are reliable.	Sub 133, 153
Airport Services	It will be essential for the airport service to always be on time.	Sub 46
	An express airport bus is needed.	Sub 136, 225
Transfers	The waiting times for the transfer services should be minimal for this system to work.	Sub 92, 126, 159, 202, 220, 251, 272, 445, 522
	The transfers at Frankton hub will cause the services to be unreliable.	Sub 278
	The 30-minute transfer time should be valid for as long as the passenger is going in one direction. (Note out of scope for this Panel).	Sub 208
	A 90-minute transfer time would work better in case you missed the bus.	Sub 210
Bus Lanes	Bus lanes will be essential to the reliability of the services. (Note out of scope for this Panel).	Sub 40, 55, 77, 169, 172, 176, 200, 207, 212, 291, 435
Bike racks on buses	There should be bike racks on all the buses.	Sub 25, 47, 107, 118, 180, 182, 201, 272, 285, 300, 307, 316, 453, 464, 469, 498, 512
Water-taxis	The Otago Regional Council should subsidise the water taxi service as part of the Wakatipu Public Transport Service.	Sub 70, 99, 112, 177, 183, 188, 196, 204
Bus fleet	Buses need facilities for bags, prams, and ski/ sporting equipment.	Sub 87, 118, 171, 201, 296, 316
	Electric buses should be part of the fleet for the Wakatipu Basin public transport network.	Sub 93, 180, 465
	Buses are too noisy/smelly/ugly/cumbersome/outdated.	Sub 166, 232, 263, 465
	Buses should not be allowed to idle.	Sub 255, 263
	There should be smaller vehicles in use for off-peak times.	Sub 105, 166, 180, 232
	Buses need to be accessible for people with disabilities.	Sub 183, 296, 440
	Buses need to be modern and comfortable. Warm in winter and cool in summer.	Sub 207, 521
	Buses should be branded.	Sub 232
WiFi access	Buses should have free WiFi.	Sub 167

Tourists	Tourists should be a key target group for using the buses.	Sub 1, 21, 30, 107, 300
	There should be maps on board the buses so drivers don't spend time giving directions to tourist. (Note out of scope for this Panel).	Sub 88
	Incentivise hotels to encourage their guests to use public transport.	Sub 250
	Buses will be congested with tourists due to the cheap fares.	Sub 179
Website	Better information needed on the costs of journeys needs to be provided on a website.	Sub 220
Topping up Go Cards	Need to be able to top up your GoCard using a mobile phone 'app' or online.	Sub 220, 342, 487
Payment methods	Customers should only be allowed to pay by GoCard and Paywave.	Sub 207, 433, 438, 442, 452
Bus drivers	Good customer service and well-trained drivers are essential to a bus service that people want to use.	Sub 85, 98, 100, 142, 177, 187, 207. 222, 264, 296, 445, 452, 504
Park and Ride	Need a park and ride facility at Frankton/Five Mile/Sunshine Bay/Arrowtown/Lake Hayes Estate.	Sub 13, 35, 38, 72, 80, 100, 117, 139, 143, 145, 162, 165, 170, 200, 213, 273, 308, 444
Bus Hub	Need to provide a better bus hub facility in Queenstown/Frankton/Remarkables Park.	Sub 44, 56, 87, 92, 167, 271
School services	How will the school services work when the Ministry of Education disband their school services?	Sub 160, 204
Communications and Marketing	Need an effective marketing campaign to encourage people to use the bus services.	Sub 25,87,97
Real Time Information	There should be access to real-time information at key bus stops/on the bus/online.	Sub 6, 112, 171, 207, 262, 342, 452, 472, 504
Out of scope	Need more bus stops and bus shelters across the network.	Sub 15, 25, 56, 57, 66,79, 91, 140, 141, 177, 178, 183, 184, 202, 206, 207, 209, 211, 255, 303, 316. 339, 432, 433, 452, 454, 456, 458, 459, 462, 472, 481, 520, 525
	The consultation document is terrible.	Sub 69
	There is no point in having buses to Jacks Point.	Sub 269
	Routes should be circular not in a straight line.	Sub 291

There should be a bus to the bottom of all the ski-fields in winter.	Sub 324
Consideration should be given to transport to and from other areas in the Otago Regional Council's constituency.	Sub 3, 19, 43, 93, 103, 106, 123, 158, 167
Central Government should fund a free bus between Five Mile and Queenstown. (Note out of scope for this Panel).	Sub 56
Should also have regular buses servicing big employers, like school buses. Smaller companies should band together to share a bus.	Sub 56
Stage 2 plans are not mentioned in this publication.	Sub 87
A direct route to Remarkables Park without stopping at the Frankton hub should be included in this proposal.	Sub 470
Shotover Jet buses run every 15 minutes already and could be utilised to run a service to Arthurs Point, meaning less buses on the road and more buses to service other routes.	Sub 84
How do you get to work on Christmas Day if reliant on buses?	Sub 177
The buses will still be caught in traffic on Frankton Road. Not enough people will use it to reduce congestion.	Sub 14
All the main residential areas should connect directly with Queenstown, Glenda Drive Industrial Area and Remarkables Park during peak hours.	Sub 206, 207, 238, 345
Tourism activities should be developed elsewhere to take the pressure off Queenstown. (Note out of scope for this Panel).	Sub 67
Need more car parking. (Note out of scope for this Panel).	Sub 4, 110, 285, 450
The cost of the public transport network needs to be borne by residents of the Wakatipu Basin only. (Note out of scope for this Panel).	Sub 11
There should be better cycle facilities in the Wakatipu Basin. (Note out of scope for this Panel).	Sub 25, 76, 174
Shift Queenstown town centre to Five Mile so people have somewhere to park. (Note out of scope for this Panel).	Sub 56
Public transport should be funded in its entirety by central government. (Note out of scope for this Panel).	Sub 68

	There need to be restrictions on car use, including parking to encourage people to use public transport. (Note out of scope for this Panel).	Sub 71, 83, 137, 242
	The airport should not allow so many flights without the roads improving first. (Note out of scope for this Panel).	Sub 108, 196
	The Otago Regional Council should have a presence in the Wakatipu Basin. (Note out of scope for this Panel).	Sub 152
	The Wakatipu Basin should have light rail in the future.	Sub 176, 195
	Ratepayers' money should not be wasted on the wealthy people of Queenstown.	Sub 198
	A portion of the fare subsidy should be paid by local businesses, especially bars and restaurants. (Note out of scope for this Panel).	Sub 260
	What happens to money from GoCards, does it go to ORC or back to benefit Wakatipu residents? (Note out of scope for this Panel).	Sub 173

Appendix 3



Figure 3. The outer boundaries of the Wakatipu Basin integrated public transport network

Appendix 4

**The Otago Regional Council
Public Transport Plan 2014
Draft Addendum:
Wakatipu Basin – Public Transport
May 2017**



**The Otago Regional Council
Public Transport Plan 2014**

**Addendum:
Wakatipu Basin –
Public Transport**

MAY 2017

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1.0 About This Addendum

The Otago Regional Public Transport Plan 2014 (RTP) sets out the priorities and needs for public transport services and infrastructure in Otago. When adopting the plan in December 2014 Council signalled a review of the public transport services in the Wakatipu Basin. This review also aligns with the legislative need to put in place a public transport contract/s under NZ Transport Agency's Public Transport Operating Model (PTOM).

The amendments set out in this Addendum address:

- A new network structure for Wakatipu Basin public transport, reflecting the outcomes of the Wakatipu Basin Public Transport Network Review and subsequent feedback from key strategic partners: the Queenstown Lakes District Council (QLDC), the NZ Transport Agency and Queenstown Airport

Table 1: Amendments to the Regional Public Transport Plan

Amendment	Heading	Refer to RTP
1	Executive Summary	Page 7
2	How we developed the Plan	Pages 13-14
3	Public Transport Funding	Pages 19-20
4	Network Boundary Map	Page 26
5	What recent investments and changes have we made	Page 39
6	What challenges do we face	Pages 41
7	What do we want to achieve	Pages 44
8	Wakatipu Basin Public Transport	Page 67
9	Units for Public Transport Services	Page 71
10	Implementation of Units	Page 72
11	Fares and Ticketing	Page 81
12	Policy 30	Page 83
13	Explanation of the Farebox Recovery Policy	Page 83
14	Wakatipu Basin Indicative Route map	Page 122-123

2.0. A new network structure for Wakatipu Basin public transport

The amendments to the RPTP are structured to show the necessary policy changes and detail for Council to implement a new network structure for Wakatipu Basin public transport that will enable:

- The introduction of a new fare zone structure and a flat fare structure
- A Unit structure that will allow the procurement of the necessary service contracts
- Collaboration with the Ministry of Education to provide a coordinated and shared approach to school services in the Wakatipu basin
- Public transport Services that are responsive to the communities' needs and desires.

2.1. Amendment 1

RPTP Reference: Executive Summary, Page 6- 7

ADDITIONAL CONTENT

In the Wakatipu Basin

Subject to the funding assistance of Council's strategic partners, NZ Transport Agency and QLDC:

10. **A new subsidised network of bus routes and frequencies that will form the platform for future network changes and be able to respond to changing community needs will be introduced.**

This means:

- (a) There will be changes to current bus routes and frequency of services
- (b) Services will operate with public subsidy
- (c) Services will complement and assist with the future requirements of the wider integrated programme of network improvements being developed with our strategic partners QLDC and NZTA

11. **A zonal fare structure will be introduced. The current fare structure will change to a flat fare structure for Go-Card customers and a three-zone fare structure for cash fares.**

This means:

- (a) Public transport will become more affordable for all passengers as fares across the network will decrease
- (b) Frequencies will become regular and some frequencies may change.

- 12. Council will work collaboratively with the Ministry of Education to enable a coordinated approach to investment in transport services between the two agencies.**

This means:

- (a) Some school pupils may use the public transport network for their journey to and from school.
- (b) A more efficient use of public investment.

- 13 Council will work collaboratively with the Queenstown Airport Corporation (QAC) to enable a coordinated approach to the delivery of public transport services to and from the airport.**

This Means:

- a) Working with QAC to understand, plan for, and manage the impacts of flight scheduling on network services.”

2.2. Amendment 2

RPTP Reference: Chapter 1, Page 13 - 14

How we developed the Plan

ADDITIONAL CONTENT

As a result of the 2016/17 Wakatipu Public Transport Network Review, three additional work-streams have been added. The work-streams consist of:

- A full review of the Wakatipu Public Transport Network to enable optimisation of public bus services and implementation of PTOM units
- A full review of the fare structure and fare levels for the Wakatipu Public Transport Network
- The NZTA’s Business Case approach process for proposed improvements to the Wakatipu Public Transport Network.

A fourth work stream is being undertaken collectively with our strategic partners to ensure an integrated and collaborative approach to the partners’ responses to the fast-changing needs of the wider Wakatipu transport network. This work will result in further changes over the medium to long term. The strategic partners are:

- Otago Regional Council
- Queenstown-Lakes District Council
- New Zealand Transport Agency (NZTA)

- Queenstown Airport Corporation (QAC)

2.3. Amendment 3

RPTP Reference: Chapter 2, Page 19 - 20

Public Transport Funding

ADDITIONAL CONTENT

As a result of a review of the Wakatipu Basin network in 2015/16, a change to the delivery of public transport in the Wakatipu Network is considered necessary. Changes to the network will be carried out in a number of phases, the first of which focuses on the improvements contained within this Plan which prioritise everyday trips made by locals that could contribute to reducing congestion. We will implement the first phase of changes in 2017 by establishing a new base public transport network operating under the PTOM framework. Details of the proposed changes to the network are set out in **chapter 6.1**. The success of these changes relies on QLDC addressing the availability of low cost parking in the Wakatipu Basin which is a direct inhibitor to the increased use of public transport. It has been assumed in the development of this programme that to ensure a strategic alignment a financial contribution towards the provision of Public Transport will be provided by QLDC.

2.4. Amendment 4

RPTP Reference: Chapter 3, Page 26

Replace Map Figure 3 with



New Figure 3.
The outer boundaries of the Wakatipu Basin integrated public transport network

2.5. Amendment 5

RPTP Reference: Chapter 3, Page 38 - 39

Future Investments and changes

ADDITIONAL CONTENT

We have a number of projects under development in the Wakatipu Basin which we have detailed in Chapter 6 of the Plan. In addition, Council is working with its strategic partners to develop an integrated programme of work to meet the medium to long term transport needs of the Wakatipu basin. This is likely to result in the need for further changes to this plan.

2.6. Amendment 6

RPTP Reference: Chapter 3, Page 41-42

ADDITIONAL CONTENT

Table 3.4 Major challenges facing public transport in the Wakatipu Basin

Challenge	Current situation	Proposed response
-----------	-------------------	-------------------

<p>Mode shift</p>	<p>Public Transport services in the Wakatipu Basin are currently experiencing declining patronage. Significant barriers to travel exist because of complexities in the network, lack of integration with other transport modes and the cost of using the service, as well as an over-supply of relatively cheap short and long-stay car parking and a dominant car culture for both short and long trips.</p>	<p>The new network structure aims to provide a simple consistent network with better frequencies and routes. It will enable people to rely on bus services, improving their understanding of how they can use the bus, and how to work out where it will take them. Improved fares and transfers will make use of the public transport network more affordable.</p>
<p>Integration with land use planning</p>	<p>Poor integration and consideration of public transport services with land use creates barriers to public transport use.</p>	<p>Integrating land use planning with the new network will enable the QLDC to achieve compact centres with good transport networks for all modes of travel.</p>
<p>Meeting diverse travel needs</p>	<p>Travel patterns in the Wakatipu basin are diverse, with many origins to many destinations. The current network struggles to provide services that meet the desired travel needs.</p>	<p>The new network will allow greater ease of transferring buses, thereby creating a network that enables diverse travel patterns. The further work being undertaken with our strategic partners will ensure an alignment of response and investment to community needs.</p>
<p>Farebox recovery</p>	<p>The national farebox recovery target is an aggregated 50%. ORC want to target this level of farebox recovery over the long term to ensure equity between the users and public funding.</p>	<p>It is expected that there will be a drop in farebox recovery in the short term. However, providing our strategic partners implement strategies that are sympathetic to growing patronage on the network, existing trends will be reversed.</p>

Uncompetitive travel times	For most public transport journeys, travel is far slower than private motor vehicle travel, due to congestion on the network, stop-start travel and a network of meandering routes and low travel frequencies.	<p>The new network proposes more direct services on better frequencies as well as better ticketing options. These will all work to reduce boarding times, and the travel time to and from the city.</p> <p>The new network is part of an integrated investment approach addressing wider roading and infrastructure issues in the network caused by rapid growth in population and visitor numbers.</p> <p>Future investment in priority measures will be critical to the long term success of the Wakatipu Public Transport Network</p>
Improving energy efficiency	Public transport offers the potential for more energy-efficient travel by carrying more people in fewer vehicles.	The Plan proposes a network that will supply an increased level of service thereby enabling more users to travel by bus and reduce the volume of fuel used for regular travel.
Social perception	Members of the general public currently have a negative perception of public transport in the Wakatipu Basin, in particular around reliability and the cost to use the service	The Plan will provide residents and visitors in the Wakatipu Basin with a network that is affordable. The other work streams being developed in conjunction with our strategic partners will improve the reliability and accessibility of the service.

2.7. Amendment 7

RTP Reference: Chapter 4, Page 44

What we want to achieve

REPLACEMENT CONTENT

The Otago Southland Regional Land Transport Plans 2015-21 sets out the strategic context for public passenger transport in Otago

Public passenger transport (scheduled/unscheduled services, taxis, shuttles, private hire)

Delivering on priorities: Users are able to access the network, in a manner that is convenient and affordable to users and funders. The network is reliable and resilient, helps community resilience and provides value for money.

The Plans envisage public passenger transport continuing to play a vital role in supporting community well-being by providing a means for those without cars, and those who choose not to travel by car, to travel longer distances. Public passenger transport will also remain important for those for whom active transport poses a physical challenge. As the regions' population ages, with younger generations being less reliant on the private motor vehicle, and as changes in the price and supply of petroleum oil fuel affect people's ability to travel by private vehicle, the role of public passenger transport (and shared transport) will grow. In busy areas such as SH6A between Queenstown and Frankton, public transport – scheduled bus services – will play an important role in easing the current and projected congestion. Gradually reducing reliance on private motor vehicles will require significant investment over time in public transport services and infrastructure, from both the public and the private sectors.

Public transport networks operate in Dunedin, Invercargill and the Wakatipu Basin. Outside these three areas, existing bus services are largely orientated to the visitor market (both domestic and international), and priced accordingly. The services on arterial routes across/through Otago and Southland are either shuttle services or scheduled inter-regional bus services. Shuttle bus services also support the operation of off-road cycle networks such as the Great Rides in the two regions. The Plans envisage these visitor-oriented services continuing to be an important mode of travel in coming decades. The Plans also envisage steady improvements to the two public transport networks operating in Dunedin and the Wakatipu Basin. These improvements are intended to build patronage while maintaining the viability of these networks. The Plans anticipate shuttle services, taxis and the Ministry of Education-funded school bus network and special education travel assistance continuing to fill the roles they currently play. The public transport network in Invercargill will be operated to meet the basic needs of the community.

Passenger rail for commuting is unlikely to be viable within the term of this plan, but rail could be increasingly used for transport to special events and for visitor excursions.

For any public transport service, whether existing or new, to be viable, the community must be prepared to support it (e.g. through rates, if necessary), and users must be willing to pay a sufficient share of the operating costs.

If public transport is to be viable outside of regions' urban areas, even at the basic level of service currently available between many towns, then it must be supported by land use planning that concentrates housing within walking and cycling distance of the key roading corridors used by buses.

In order for usage of public transport to increase, services need to be accessible for those with disabilities and for older people. This requires attention to roading design and layout, bus infrastructure including bus stops, plus a greater proportion of the regions' buses and shuttles being accessible.

2.8. Amendment 8

RPTP Reference: Chapter 6, Page 67

Wakatipu Basin Public Transport

REPLACEMENT CONTENT

Objective of the new network structure in Wakatipu Basin public transport

The objective of improving the Wakatipu Basin public transport network is to provide the core of a public transport network that contributes to addressing congestion issues on key corridors in the Wakatipu Basin as well as meeting the needs of local communities and visitors by providing;

- Affordable and direct services connecting key destinations, that operate at regular frequencies and for sufficient hours to provide a realistic alternative to private car use
- An easy to understand public transport network with a simple fare structure that is attractive to both residents and visitors to the area
- Contribute to the wider objectives of a 20 percent mode¹share for public transport, walking and cycling in Queenstown.

The principles for the new network structure

Bus routes, frequencies and fares for the Wakatipu Basin will be based on the following key design principles adopted for the Dunedin network design which seek to:

- Eliminate or minimise route variations
- Coordinate timetables to enable easy transferring between services
- Implement a simple route structure
- Use a fare structure and products to encourage patronage and revenue growth by designing them to appeal to market segments with the most potential for growth
- Integrate and connect with other transport modes

Network design principles

¹ Set through the Wakatipu Transport Strategy 2007

- Routes that are direct as possible using common corridors, without unnecessary deviation or variation
- Schedules that provide for easy transfers between services where routes cross or join
- A small number of transfer points, with most transfers happening at a Frankton and Queenstown bus stops that are easy-to-see for both customers and bus drivers
- Is flexible to meet changing demands and is responsive to community needs
- Investigate the feasibility of integrating Water Ferry/Taxi Services into the Public Transport Network for the Wakatipu Basin

Patronage principles

- The network design principles recognise the needs of local communities as well as visitors and ensure a good match between:
 - The route, number and timing of the services
 - Operating hours and the desire to travel (based on minimum loadings)
 - Bus capacity and demand
- The majority of services are concentrated on localities likely to generate the bulk of the demand
- The ability to increase service capacity on a route when needed.

Access and mobility principles

Working with NZTA and QLDC to ensure

- Other transport users such as cyclists, pedestrians and car users have integrated access to the public transport network so that it can form all or part of their journey.
- Optimal spacing of bus stops so walking times to/from stops are reasonable
- Safe access to/from bus stops, particularly for stops with greater demand
- People walk further to take a higher frequency service

Efficiency principles

- Routes designed to provide acceptable travel times (compared to other common transport modes) as the wider Wakatipu Basin transport network evolves with the introduction of bus priority measures and roading infrastructure designed to alleviate congestion
- Priority allocation to buses for key space, particularly at Frankton and Queenstown where interchange between services may occur
- Different peak and off-peak frequencies, if needed, to match capacity and demand
- scheduling that make good use of the bus fleet
- Scheduling that avoids, as far as possible, clustering of buses in common corridors
- A good match between the size of the bus, the topography of the area, and the demand for services
- For new growth areas, transport planning considers all travel options, with services to these areas to be considered only if the stability of the network bus routes is not compromised and where average service loading and farebox recovery are sufficient to ensure service viability

Structure of the proposed public transport network

The ORC propose a changed approach to providing public transport in the Wakatipu Basin, based on a simplified route and timetable structure. The proposed new network structure is the first stage of what we anticipate being a number of structure reviews and amendments to enhance and improve the Wakatipu Basin public transport network over the medium to long term. These further measures are currently being developed with our Strategic Partners.

Stage one focuses on:

- Simplifying the network by reducing route variations
- Reducing fares to a more affordable level
- Working with Ministry of Education to ensure a collaborative and coordinated approach to providing transport for school children

The new network will be flexible and responsive to both future population and visitor growth. It will be a scalable, simple network which will enable future stages of the new network structure to focus on network expansion and greater provision of services targeted at visitors.

The proposed network consists of four routes. These operate predominantly on the same roads as the current routes.

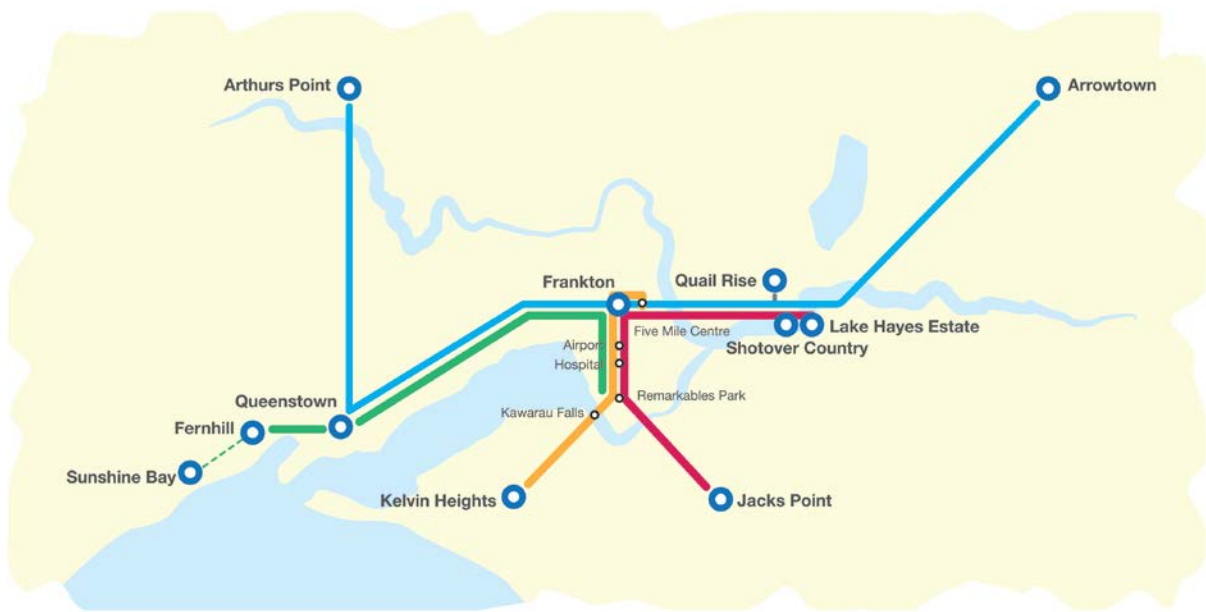
The routes are:

- Arrowtown: Frankton – Queenstown - Arthurs Point
- Sunshine Bay: Fernhill – Queenstown – Airport - Remarkables Park
- Kelvin Heights: Frankton -Five Mile
- Jacks Point: Frankton - Shotover Country - Lake Hayes Estate

Figure 6.1 illustrates the simplified route structure. We anticipate the new network structure to commence within the third quarter of 2017.

A key element of the network is the stability of routes. The new network will use main corridors and will avoid using small residential streets, except where they will form a safe route to turn the bus at the end of a journey, or in denser housing areas.

Figure 6.1 Stage One Preferred Network (schematic)



The new network will be supported by investment in roading infrastructure, including bus priority measures at key points on the network. Investment in this infrastructure will assist in making the public network visible and will increase its status; it will also increase the reliability of services. Increased investment in the following areas is also key to the new network:

- Encouraging and supporting QLDC to reduce the availability of low cost parking
- Introduction of a new ticketing system
- Journey Planner
- New timetable information including on street and web
- Consistent route displays on the buses (head signs)
- Improved website
- Simplified concessions
- Online top-ups for GoCard
- Bike-racks on all buses

Working with QLDC and NZTA to ensure;

- the installation of bus shelters and seating where appropriate
- Consistent bus stop signage and flags
- Installation of tactile guides from shelters and seating where appropriate
- Ensure all bus stops have pavement access to boarding and alighting areas of the bus
- Other supporting infrastructure as necessary

Services integral to the new network

Table 6.2 details routes, targeted frequencies and intended hours of operation for the proposed new services.

Table 6.2: Proposed routes and frequencies

Route	Description	Initial Hours of Operation between	Desirable hours of operation between	Initial Frequency	Desirable Minimum Frequency	Contract Unit
1	Sunshine Bay (peak only) Fernhill to Queenstown-Frankton Flats-Airport-Remarkables Park-Airport	6am to 12am	6am to 1 am	15 minutes 30 minutes (evening off-peak)	15 Minutes	6
2	Arrowtown-Frankton Flats-Queenstown Town Centre-Arthurs Point	6am to 10pm	6am to 12pm	30 minutes (peak) 60 minutes (off-peak)	30 Minutes	7
3	Five Mile-Frankton Flats-Airport-Remarkables Park-Kelvin Heights	6am to 10pm	6am to 12pm	60 minutes	30 Minutes	7
4	Lake Hayes to Jacks Point	6am to 10pm	6am to 12pm	30 minutes (peak) 60 minutes (off-peak)	30 Minutes	6

Timetables will be coordinated to enable transfer between services in Queenstown and Frankton.

Services will operate at the same frequency irrespective of the day of the week and on all days of the year except for Christmas day. The extent of services, service hours, **and service frequency** may be extended/**changed** during special events, occasions such as New Year's eve, **and** depending on demand

Council will work with the Ministry of Education to enable a coordinated approach in providing access to schools. This may result in children using the public transport network as their primary means of transport.

Fare-zone structure and concessions

We have reviewed the fare structure and fare levels for Wakatipu Basin services. The aim of the fare review is to simplify the Wakatipu Basin fare-zone system and break down barriers to bus usage, including the cost of services.

Due to the fare review and proposed flat fares, it is suggested that only the following concessions will apply in the Wakatipu basin;

- GoCard concession against cash fare
- Child concession
- Super Gold off-peak
- Any other fare concessions and fare products will only be available through the GoCard.

Fares will be defined in Council's Annual Plan process for 2017/18. We propose to implement the final fare products and concessions in line with the introduction of the new network. Table 6.3 reflects the fares to be consulted on through the draft Annual Plan 2017/18.

Table 6.3: Proposed fare-zone structure

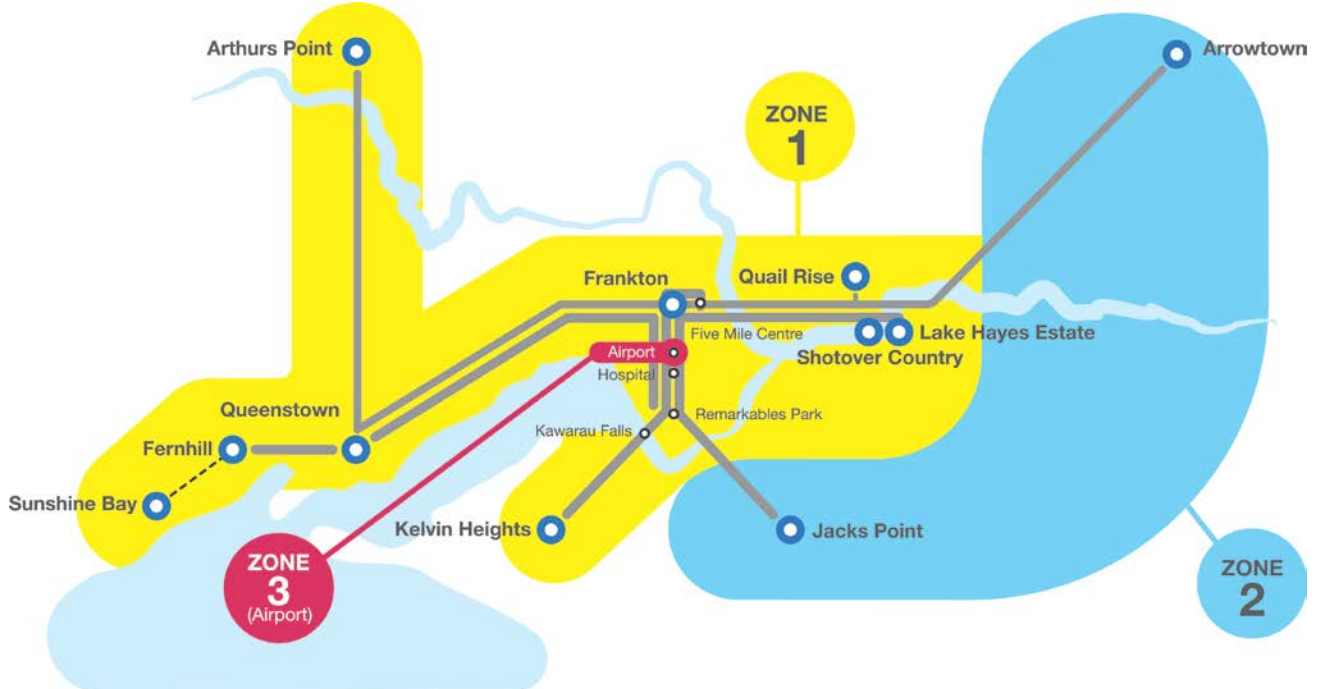
Zone	Cash		Go Card	
	Child	Adult	Child	Adult
Zone 1 and 2	\$4.00	\$5.00	\$1.50	\$2.00
Zone 3 (Airport)	\$8.00	\$10.00	\$1.50	\$2.00

As with Dunedin, we acknowledge that there is a need to ensure that the public get the best outcome by keeping fares as low as possible, while also taking into account the constraints we face as an agency contracting bus services. The ORC will target a long term farebox recovery level of 50%. It is acknowledged over the short to medium term that this may not be achievable.

Fare-zone structure

The zone structure for the Wakatipu Basin network is provided in Figure 6.4.

Figure 6.4: Proposed fare-zone structure



The business case approach

To obtain funding from Central Government to assist us in developing the Wakatipu Basin public transport network, we need to adhere to ‘business case’ process requirements required by the New Zealand Treasury and administered by the NZ Transport Agency. The

business case process provides the information required by the NZ Transport Agency to facilitate investment decisions. The 'business case' approach is outlined in more detail on page 63.

A business case is being developed for the proposed improvements identified in the amendment to the plan based on the following investment objectives;

- Increased appeal to businesses and visitors
- Increased customer satisfaction
- Reducing the proportion of trips by car
- Travel time reliability
- Value for money

The business case focuses on the short-term requirements of the community.

The medium to long term investment programme is being developed as part of the wider Queenstown-Integrated Transport Programme Business Case (QITPBC). The QITPBC has developed a long list of potential transport interventions for an integrated transport network. It provides an umbrella approach for bringing together all transport interventions and provides strategic alignment for the strategic transport business cases being developed in the Wakatipu basin by the ORC, NZ Transport Agency and the QLDC. This process ensures investment is focused on a travel demand management approach to responding to traffic congestion in the Wakatipu Basin. The Wakatipu Basin Public Transport Network review is the first step of the wider work programme to transform the Wakatipu Basin public transport and roading network and is being advanced ahead of the completion of the wider programme.

Future projects for better public transport

Future projects for the public transport network are being developed as part of the Queenstown-Integrated Transport Programme Business Case.

2.9. Amendment 9

RPTP Reference: Chapter 7, Page 71

Wakatipu Basin

REPLACEMENT CONTENT

Table 7.6. Unit 6

Route
Sunshine Bay - Fernhill – Queenstown - Airport - Remarkables Park

Jacks Point - Frankton - Shotover Country - Lake Hayes Estate

Table 7.7. Unit 7

Route
Arrowtown – Frankton - Queenstown - Arthurs Point
Kelvin Heights - Frankton - Five Mile

2.10. Amendment 10

RPTP Reference: Chapter 7, Page 72

Implementation of units

Common Corridors

ADDITIONAL CONTENT

The following corridors are common for the Wakatipu Basin bus network:

- Shotover Street
- Stanley Street
- Ballarat Street
- Frankton Road/State Highway 6A
- Frankton Ladies Mile Highway
- Kawarau Road/ State Highway 6
-

2.11. Amendment 11

RPTP Reference: Chapter 7, Page 81

Fares and Ticketing

REPLACEMENT CONTENT

These policies apply to contracted bus services in the Dunedin and Wakatipu Basin networks.

We will implement these policies through:

- Contracts: See standards and provisions for fares/ticketing (business as usual)

- Management of ORC's integrated ticketing system (business as usual)
- ORC seeking a common fare structure in each network
- ORC promoting GoCard as its preferred method of collecting fares, through considering:
 - (a) New fare products able to be introduced under a new ticketing system
 - (b) A more appropriate fare zone structure for the Dunedin and Wakatipu Basin networks
 - (c) An integrated fare system in Dunedin and the Wakatipu Basin with apportionment of fares between Units

2.12. Amendment 12

RPTP Reference: Chapter 7, Page 83

Policy 30

REPLACEMENT CONTENT

Fare levels will be set through the ORC's Annual Plan process.

2.13. Amendment 13

RPTP Reference: Chapter 7, Page 83, first paragraph

Explanation of the fare-box recovery policy (29 (d))

REPLACEMENT CONTENT

Bus services in the two integrated networks are funded by a combination of bus fares and public subsidy split between rates and the National Land Transport Fund (the latter funded by road users).

2.14. Amendment 14

RPTP Reference: Appendix 5, Figure 18

REPLACEMENT MAP

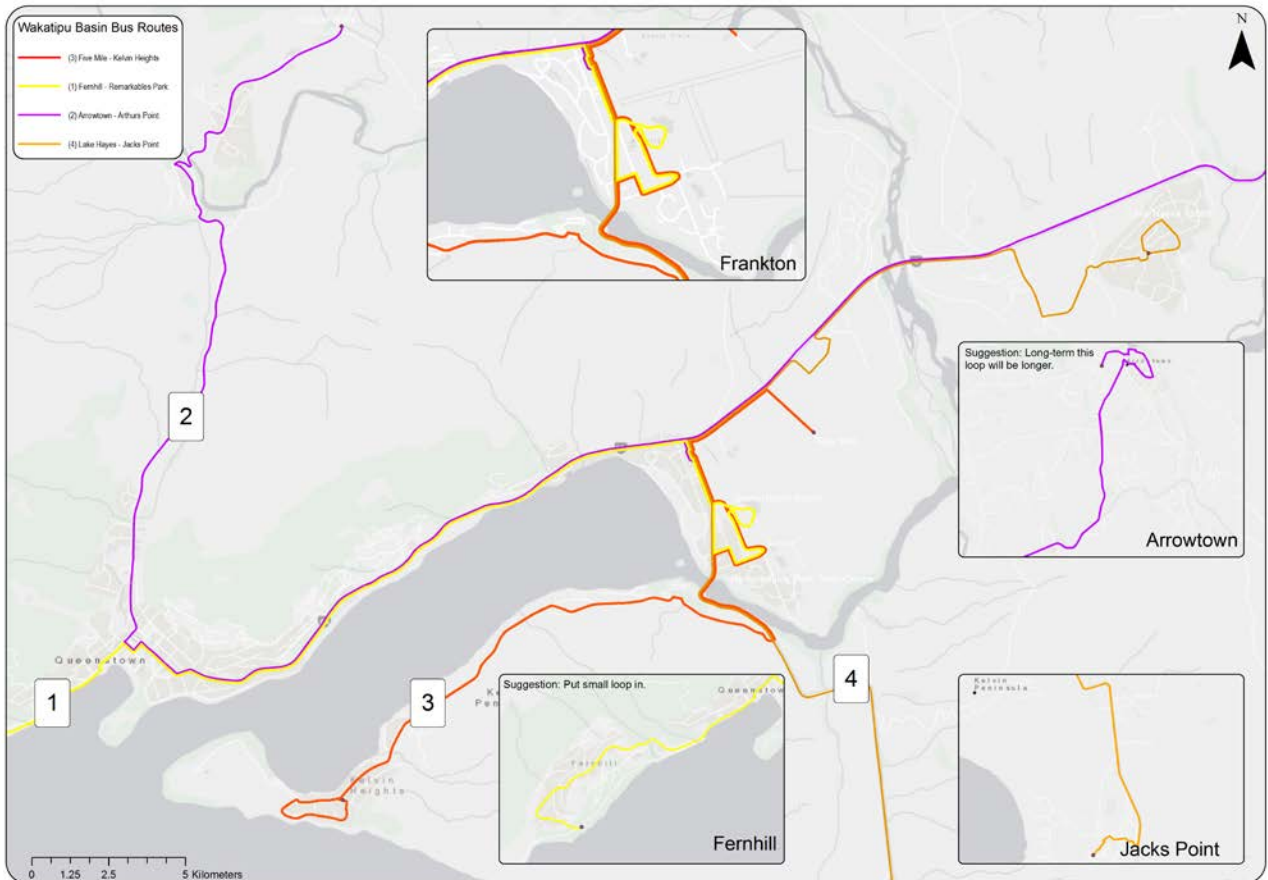


Figure 18 Wakatipu Basin Indicative Route Map (note indicative only subject to detailed network design)

3. Conclusion

The amendments as outlined in this addendum will enable a new public transport network and service structure for the Wakatipu Basin.

The amendments will target the communities immediately impacted by the changes proposed in this addendum. The changes outlined in this addendum for the Wakatipu Basin will require funding approval to be obtained from the NZ Transport Agency and the Otago Regional Council and the Queenstown-Lakes District Council Annual Plans 2017/18.

REPORT

Document Id: A1001820

Report Number: 2017/0798

Prepared For: Council

Prepared By: Director Corporate Services

Date: 10 May 2017

Subject: **Review of Local Government Elected Members Remuneration - Consultation Document**

1. Précis

The Remuneration Authority (the Authority) is required to issue a new determination covering local government elected members' remuneration and allowance which takes effect from 1st July 2017. In considering how they should approach this, the Authority have concluded that there is an opportunity for both short term improvements to the system for immediate implementation as well as some deeper changes which they propose to introduce in 2019.

They have issued a consultation document (attached) which discusses their proposals and requests feedback from Councils on those proposals. It is divided into two main sections:

- Part Two – Proposed Immediate Changes (2017 Determination): feedback requested 5pm Monday 19th June 2017 or earlier if you can.
- Part Three – Longer Term Proposals: feedback requested by Friday October 20th 2017.

The Authority notes they are seeking the views of Councils, not individual elected members or staff. The Authority's questions relating to the proposed changes are summarised below (in italics). Staff comments on the proposed changes are shown below the Authority's questions. Council will need to consider the changes and agree a response to each question and authorise staff to submit that feedback.

Part Two – Proposed Immediate Changes (2017 Determination)

2. RMA Plan Hearing Fees

- *Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?*
- *Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?*

Staff comment:

Currently RMA hearing fees are paid out of a pool of funds established when payments for additional duties are allocated. This is an annual maximum amount payable and is currently set at \$40,401 for the 2016/17 year. This amount is an increase on previous years and should be sufficient given the workload proposed. There have been instances in the past when the total pool amount has been fully utilised and Councillors have not been remunerated for some of their plan hearings time. Treating this work the same as resource consent hearings would prevent this occurring and ensure there is consistency in the way Councillors are remunerated

for their additional hearings related work. Councillors are required to be qualified commissioners to undertake this work so it makes sense they should be remunerated on similar terms to external commissioners, which includes being remunerated for preparation and time writing up decisions.

3. Leave of absence for elected members and acting mayor/chair payments

- *Do you agree that there should be provision for elected members to be granted up to six months leave of absence by councils? If not, what should be the maximum length of time?*
- *Do you agree that additional remuneration can be made to an acting mayor or chair under the circumstances outlined?*
- *If you disagree with any of the conditions, please state why.*
- *Are there any other conditions that should apply?*

Staff comment:

The proposal to allow a leave of absence appears sensible as it may negate the need for a by-election when a short absence is required. Six months appears appropriate noting that this is a maximum and Councillors requesting leave, and Council in approving the request, would need to consider the electoral risk involved in such leave.

Additional remuneration for an acting chair would be fair and appropriate.

4. Approach to expense policies

- *Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?*
- *Do you agree that each council's auditor should review their policy and also the application of the policy?*

Staff comment:

We agree a standard expense template would be useful to ensure independence and consistency across the sector. The current practice of the Authority approving the expense policy should continue and auditors should review the application of the policy.

Staff note that clarity also needs to be provided on the definition of Council business and when expenses are claimable. This issue, rather than the actual amounts to be paid, form the basis of most queries in relation to Councillor expenses.

5. Provision of and allowances for information and communication technology and services

- *Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members?*
- *Do you agree that exemptions to this policy would be limited to exceptional circumstances?*
- *Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?*
- *If you disagree with either of these proposals, please give reasons and outline your alternatives.*
- *Do you agree with the "unusual circumstance" provision in para 49 above?*

Staff comment:

Councillors are currently not provided with a mobile phone or an internet connection. They are provided with a tablet which is wifi enabled. Tablets automatically connect to ORC's wifi when the device is in the Council's office. An allowance for phone and internet use is provided. The Authority is proposing a phone and internet connection is provided in addition to the equipment ORC currently provides.

Staff consider the current allowance structure adequately reimburses Councillors for phone and internet use noting there are a variety of plans in the market and only a portion of this cost is related to Council business. Councillors are not full time in that role and Councillors may have full time jobs that may already include the provision of communication equipment. The current approach also allows Councillors to continue with their existing arrangements which may be desirable as they can choose the device they prefer and may be in a term contract that includes payment of hardware.

It would be useful if the Authority gave guidance or recommended the amounts for phone and internet allowances to ensure consistency.

The unusual circumstances provision appears sensible although ORC has not utilised this provision in the past.

6. Travel time allowance

- *Do you agree that the current policy on travel time allowance should be continued?*
- *If not, please state reasons for change.*

Staff comment:

The current policy works well, however, as previously noted, there needs to be guidance around when this allowance is applicable with respect to what meetings qualify as Council business.

7. Mileage claims

- *Do you agree with the proposed change to the current 5000km rule?*
- *If not, what should it be and why?*
- *Do you agree with the proposal to retain the 30km rule in its current form?*
- *If not, what should this rule be?*

Staff comment:

Staff don't agree with the change to the 5000km rule. It is our understanding that the IRD is reviewing this and they have indicated it will increase to 10000km for the 2017/18 tax year. Regardless of the km limit the current rule works well, is simple to apply, and acceptable under IRD tax rules. The km limit and the rates used, are in line with IRD's rates for non-taxable allowances, and any amounts paid over those rates would most likely be taxable. The proposed change would be complicated as it would require a retrospective year end calculation to assess the 25% of the remaining mileage that would be payable at the higher rate. As that payment is above the IRD rate, there is potential for that payment to be taxable. Given very few Councillors travel more than 5000km currently, the amount of any payment after tax is likely to be minimal.

The 30km rule is fair and works well. The only issue that occurs is when out of town Councillors are required to travel the night before to facilitate a 9am start to meetings the following day. We do this as it is a more efficient use of the meeting day, it eliminates the need for additional travel if meetings were spread over multiple days, and for safety reasons. Council meets the accommodation costs for that night. As the 30km threshold (and 1 hour travel time threshold) are applied per day, Councillors travelling the night before are therefore deducted the threshold twice as they travel each way on separate days. Councillors living closer to the Council office only travel on the day of the meeting therefore an inequitable situation arises that the Councillors traveling from out of town have two days impacted by the meeting and are deducted the threshold twice. Although the amount concerned is small, it does create an inequity between Councillors depending on their location. It would be useful if the Authority could provide a solution to this and potentially allow the thresholds to apply per meeting rather than per day.

8. Other

The Authority is not proposing any changes under the following areas (see paras 59-63 of the consultation document:

- Mayor/chair car valuations
- Annual changes in remuneration
- Changes following an election

Staff comment:

These areas are working well and no changes are necessary.

Part Three – Longer Term Proposals

9. Council sizing

With regard to the proposed factors to be used for sizing councils

- *Are there significant influences on council size that are not recognised by the factors identified?*
- *Are there any factors that we have identified that you believe should not be used and why?*
- *When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?*
- *If not, how should the Authority distinguish between different classes of assets?*

Staff comment:

The proposed factors adequately capture the significant influences for ORC noting land size has been added to regional councils and this is a significant factor for ORC.

Assets should include all council assets including CCO's, as ultimately they fall under Council's control and governance regardless of whether a separate Board structure is maintained.

10. Weighting

- *Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?*
- *If you believe other factors should be taken into account, where would they sit relative to others?*

Staff comment:

Geographical size is a significant factor for ORC as it is the only proposed factor that incorporates the number and size of natural environmental features within the region, i.e. lakes and rivers. Asset value may not adequately reflect a council's responsibilities as values may be based on relatively low historic cost and actual responsibilities are not solely based on assets that are owned by a council.

11. Mayor/chair remuneration

- *Should mayor/chair roles be treated as full time?*
- *If not, how should they be treated?*
- *Should there be a "base" remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?*
- *If so, what should determine this "base remuneration"?*

Staff comment:

It is more appropriate for the Chair to comment on the time commitment involved in that role and whether it should be treated as full time.

The current method the Authority uses to determine the Chair's remuneration works well. This method seems to reflect that there is a level of base responsibility for the roles with variations dependant on the size and issues faced by each council.

12. Councillor remuneration

- *Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?*
- *If so, should each additional position of responsibility, above a base councillor role, require a formal role description?*
- *Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?*
- *Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?*
- *Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?*

Staff comment:

The current system of the Authority determining the Chair, base Councillor and total available for additional responsibilities seems to work well for this Council. Guidelines on the amounts expected for deputy chair and committee chairs is useful, i.e. +40% for deputy chair. Increased clarity from the Authority is useful as it removes any perceived conflict of interest as Councillors are being placed in the position of approving their own remuneration.

The current system requires that additional responsibilities are documented to determine and justify the additional payment. This should be sufficient and no formal role description beyond that should be required.

A simple majority has been worked for allocating payments for additional responsibilities to date.

External representation roles are not generally significant and/or time consuming and are therefore adequately covered by existing remuneration. If there was a view that these appointments did warrant additional payment then they should be remunerated based on that additional responsibility as other internal roles are.

ORC does not appoint Councillors to the board of its CCO and so this is not applicable to this council. In principle the two roles are separate with distinct responsibilities and risks which should be recognised and remunerated separately.

13. Community Board remuneration

- *Should community board remuneration always come out of the council governance/representation pool?*
- *If not, should it be funded by way of targeted rate on the community concerned?*
- *If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?*

Staff comment:

Not applicable to ORC.

14. A local government pay scale

- *Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?*
- *If so, should the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?*
- *If not, how should a local government pay scale be determined?*

Staff comment:

This is potentially over-complicating the remuneration process and the existing system appears to be working well.

15. Timetable

The Authority is not proposing any changes to the current practice which involves a major three-yearly review with annual updating in non-review years.

Staff comment:

This approach has worked well.

16. Recommendation

That Council consider the changes proposed by the Remuneration Authority, agree a response and authorise staff to submit that feedback by the required deadline.

Nick Donnelly
Director Corporate Services

Attached: Consultation Document (A1002429)

CONSULTATION DOCUMENT

LOCAL GOVERNMENT REVIEW

Part One - General Introduction

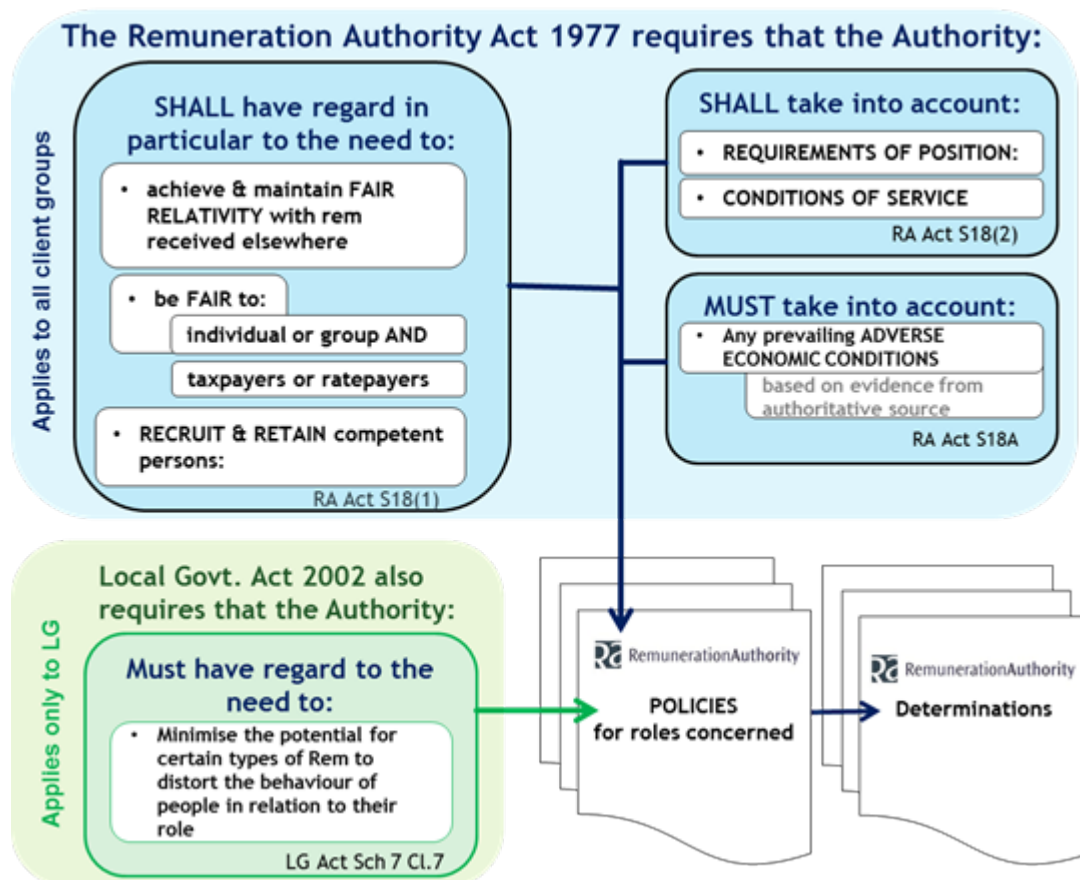
Introduction

1. The Remuneration Authority (the Authority) is required to issue a new determination, taking effect from 1st July 2017, covering local government elected members. In considering how we should approach this in future, we have concluded that there is an opportunity for both short term improvements to the system, including some clarification of current policies, as well as some deeper changes which we propose introducing in 2019.
2. Hence this paper has two substantive sections – Part Two covering proposals for this year and Part Three covering the longer term. We are seeking views of councils on both. The timetable for responses on the shorter-term proposals is unfortunately short. This is because as we got deeper into our review we saw the need for more fundamental change which, had we waited till we had all detail finalised, would have delayed our release of this paper. However, we feel that the issues in Part Two are sufficiently familiar for councils that they will be able to provide reasonably rapid responses. In contrast, Part Three contains more fundamental change proposals and we believe that the local government sector needs time to contemplate these. We have provided a window of several months and during that time we would anticipate attending either zone or sector meetings to discuss the proposals with you.
3. Recently the issue of the potential provision of child care subsidies or services has been raised. We have not addressed it in this paper but will be consulting the sector shortly about this issue.
4. The Authority would like to thank a number of people who have assisted us with the review so far. We commissioned ErnstYoung to provide facilitation, research and analysis. The following people also provided assistance and we very much appreciated their insights and information:
 - Local Government Leadership Group:
 - David Ayers, Mayor, Waimakariri District
 - Jan Barnes, Mayor, Matamata-Piako District
 - Brendan Duffy, Independent Consultant and former Vice-President LGNZ
 - Justin Lester, Mayor, Wellington City
 - Jane Nees, Deputy Chair, Bay of Plenty Regional Council
 - Rachel Reese, Mayor, Nelson City
 - Local Government New Zealand:

- Lawrence Yule, President
- Mike Reid, Principal Policy Advisor
- Local Government Commission:
 - Suzanne Doig, Chief Executive Officer
 - Donald Riezebos, Principal Advisor
- Local Government Officials:
 - Dennis Bush-King, Tasman District Council
 - Miranda Cross, Greater Wellington Regional Council
 - John O’Shaughnessy, Hastings District Council
- Central Government Officials
 - Deborah Brunning, Statistics New Zealand
 - Sarah Lineham, Office of the Auditor-General
 - James Stratford, Department of Internal Affairs
- Alistair Gray, Statistics Research Associates Limited

Legal requirements for the Authority when setting remuneration

5. The work of the Authority is governed by the Remuneration Authority Act 1977, which has had several amendments since it was first enacted. This act and the Local Government Act 2002 contain the statutory requirements which the Authority must follow when making determinations for local government elected members. They are summarised below:



Role of local government

6. In undertaking this review the Authority has looked at past thinking on local government remuneration. One particular document¹, issued by Local Government NZ in 1997, contained a thoughtful summary of the role of local government.

7. The document said:

“The strength of representative democracy ultimately depends on two factors. One is the level of citizen participation and trust in democratic institutions. The other is the ability and commitment of elected representatives and their role in encouraging participation and promoting levels of trust.

Local government constitutes one of the underpinning structures of democratic society, providing ‘voice and choice’ to citizens and communities, and the mechanism for making decisions about local needs and preferences. It also provides a forum to debate issues of mutual interest and concern.

Good local government depends upon the goodwill and understanding of its citizens, and the quality of its staff. Most of all, however, it depends on the ability of those elected to govern. Attracting people with the capacity to lead and govern at local level involves a number of factors. These include:

- *The opportunity to contribute effectively, be professionally valued and receive a sense of satisfaction at achieving a job well done*
- *The existence of structures and processes to support and professionally advise elected members and enable them to contribute constructively on matters of community importance*
- *The presence of consultative and participative arrangements that strengthen relationships between and with their communities*
- *The existence of a remuneration system that enables people from all sectors of the community to commit time and effort necessary to fulfil their responsibilities as elected members without being unduly disadvantaged.”*

8. In our view, this characterisation of local government has not changed since it was written twenty years ago.

¹ Options for Setting Elected Members’ Remuneration – A Discussion Document for Local Government and Stakeholders, prepared by the Local Government New Zealand Elected Members’ Remuneration Working Party (1997)

Part Two – Proposed Immediate Changes (2017 Determination)

Introduction

9. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors from each council including Auckland (councillors and local board members). Part of it will also affect community board members.
10. Please note that we are seeking the views of councils, not of individual elected members or staff.
11. We would appreciate any feedback that councils wish to give to be emailed to us by **5pm Monday 19th June 2017** or earlier if you can. Please email to info@remauthority.govt.nz

RMA Plan hearing fees

12. Current practice is that those elected representatives who are undertaking resource consent hearings can receive an hourly fee which is determined three-yearly by the Authority and which is not included in the council's pool of money to cover payment for additional positions of responsibility. This has not applied to other hearings conducted under the Resource Management Act (RMA). Nor does it apply to hearings for a plethora of other plans or policies developed by councils under different pieces of legislation.
13. The Authority has received many enquiries and suggestions from councils on this issue. In particular, there is growing concern about the treatment of often-protracted hearings of District Plans, Regional Policy Statements and other land, air, coastal and water plans under the RMA.
14. We have looked at the range of council plans that involve hearings and believe that many of them could be considered part of "business as usual" for councillors.
15. However, of particular concern is that councillors who sit on RMA plan hearings are required to be accredited commissioners. This means that they must have undertaken *the Making Good Decisions* course and they must renew their credentials every three years. The requirements for councillors are in this respect the same as for non-councillor commissioners and there is a cost in both time and money to gain and maintain the accreditation.
16. Because of the technical and legal nature of plan hearings, they tend to take months and, in some cases, can span an election period. This is especially the case if the hearing covers a review of the whole plan.

17. The Authority is aware of the increasing trend for councils to engage external commissioners as members of the panel for these plan hearings. This use of external contractors is being driven by several considerations, including time requirements, unavailability of sufficient numbers of councillors who are qualified commissioners, or a view that because councillors have developed the plans as part of their core business, the hearings should be conducted by a different set of independent commissioners. External commissioners are paid an hourly rate for the work. In some cases, a council will use a mixed panel of external commissioners and councillors, which clearly creates a disparity between panel members.
18. Because of these factors, we agree that any such hearings should be treated in the same way as resource consent hearings under the RMA insofar as councillor remuneration is concerned.
19. The Authority is proposing that an hourly rate should be paid to councillors who are members of such hearing panels.
20. The rate would be set every three years by the Authority, as with payments for consent hearings. It will apply to site visits, reading (not to exceed the hearing time) and, in the case of an elected person chairing such a committee, the hourly rate would also cover the time spent in writing the decisions. For clarity, we also propose that this last provision be included for elected members who are chairing resource consent hearings.

- **Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?**
- **Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?**

Leave of absence for elected members and acting mayor/chair payments

21. From time to time a councillor or mayor/chair needs extended leave of absence from council work. This could be for personal reasons such as family/ parental leave, extended holiday, illness or, in some cases, when standing for another public office. On these occasions the Authority is asked whether or not a council can grant such leave and, if it involves a mayor or chair, whether an additional payment can be made to the person (legally prescribed as the deputy) who is acting in place of the mayor/chair.

22. We have looked at the rules for governance boards in the state sector for guidance and adapted those rules for local government elected members. Rather than an ad hoc approach, we propose the following:

Councillors:

- Leave of absence without pay can be granted for a period of up to six months (maximum) by formal resolution of the council.
- The leave must involve total absence. The councillor cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the councillor speak publicly on behalf of the council or represent it on any issues.
- The councillor’s remuneration and allowances ceases during the period for which leave of absence is granted.

Mayors/Chairs:

- Leave of absence without pay can be granted for a period of up to six months (maximum) by formal resolution of the council.
- Notwithstanding the above, the period must be longer than a single cycle of council meetings, whether that be monthly or six weekly or whatever. This is because we consider that one of the key roles of a deputy mayor/chair is to cover for short absences by the mayor/chair, but that a longer absence would necessarily put an unexpected extended work burden on the deputy.
- If the deputy is to be paid extra remuneration for the period concerned, the leave must involve total absence. The mayor/chair cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the mayor/chair speak publicly on behalf of the council or represent it on any issues.
- The remuneration to mayor/chair ceases during the whole of the period for which leave of absence is granted and the deputy is acting in the role.
- Allowances including a mayor/chair vehicle will also be unavailable to the mayor/chair during that period, but would be available to the acting mayor/chair.
- We propose that under these circumstances the council may pay that deputy a sum up to the normal remuneration of the mayor/chair in place of the normal remuneration received by the deputy.

23. Councils may make decisions within the parameters of these rules but must inform the Authority as soon as possible.

24. We have reflected on the proposed six-month period and consider that it is likely to require exceptional circumstances for an absence of that period to be granted, especially to someone in a leadership position on a council. It would mean that the constituents who elected that person would be unrepresented or, under a multiple-member ward, less represented, than would normally be the case. This would be an electoral risk that the

person concerned would need to consider carefully. However there may be circumstances where it is appropriate so we are proposing that the maximum period would be six months.

25. A further issue is the extension of an acting role beyond the anticipated length of time – for example, if the incumbent were elected to another role and there needed to be a by-election. Under those circumstances, if the incumbent is the mayor or chair, and the deputy was acting in the role, that the acting role may need to be extended for a further period, perhaps up to three months. In that case, we advise that councils make a new, separate decision regarding the remuneration and allowances.

- **Do you agree that there should be provision for elected members to be granted up to six months leave of absence without pay? If not, what should be the maximum length of time?**
- **Do you agree that additional remuneration can be made to the deputy mayor or chair to act in the role under the circumstances outlined?**
- **If you disagree with any of the conditions, please state why.**
- **Are there any other conditions that should apply?**

Approach to expense policies

26. The current approach is for each council to send in their policy to the Authority every three years for approval. In between we often receive requests for assistance in interpreting the provisions in the determination. We are aware of the need for policies to be more transparent and for greater clarity in the explanatory notes, both in determination and on our website.
27. We have looked at many council expense policies and it is clear that some are struggling to develop them, possibly because small staff size does not provide any depth of expertise in this area. On the other hand, some policies are highly developed and contain clear guidance as to what is permitted and under what circumstances.
28. We are thus proposing that instead of each council needing to develop a policy from scratch and then gain approval from us, we work with local government to develop a prototype policy that could be adopted by all councils.

29. The metrics in such a prototype would obviously be the top (maximum) of the allowed range, so any council wanting to pay/reimburse less (or even nothing at all) would be free to do so.
30. With respect to the current role of the Authority in authorising or checking such policies, this is enabled by the legislation and has been required in our previous determinations. However, the Authority proposes that such compliance audits should be part of the role of local government auditors who should check council expenses policies to ensure conformity to the Determination. Auditors should also be assessing whether councils are actually following their own agreed policies in this area.

- **Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?**
- **Do you agree that each council's auditor should review their policy and also the application of the policy?**

Provision of and allowances for information and communication technology and services

31. A communications allowance has been included in the determination since 2008, and was introduced to bring some equity across the country in the reimbursement of costs and the provision of such support to elected members.
32. The continuing development of information and communication technology (ICT) has led the Authority to reconsider the allowance. Our view is that elected members should not carry the costs of communicating with councils or with residents.
33. Mobile technology is now ubiquitous and so much business is now conducted digitally that mobile phones and tablets are considered tools of trade in many businesses, in both the private and public sectors. It is no longer considered to be a personal benefit for a person to have her/his basic technology integrated with that of the business.
34. The Authority's preferred approach in the past was that councils provided the necessary equipment, consumables and servicing, as well as reimbursement (on proof of expenditure) of other costs that might occur. However, there was also provision for hardware costs incurred by elected members to be partly reimbursed.
35. Given recent changes in both the business environment and in technology, we are now of the view that all councils should provide an appropriate council-owned technology suite for their elected members. The two exceptions to this are payment for the use of broadband,

which can vary greatly depending on the nature of the household of the elected member, and payment for phone usage.

36. The complexities of ensuring that security is kept up to date mean that elected members are likely to find it increasingly difficult to manage the technical demands of being part of a larger organisation, which may have more stringent standards than they would have for their own personal technology. For the councils, there should be a major benefit in having all elected members using identical technology and systems, managed efficiently and effectively by the council's ICT officials. Councils often have complex software driving different parts of their systems (e.g. water plants) and possess large databases of residents and ratepayers. Managing these systems in a robust way and decreasing the possibility of cyber-attack is a challenge and will be assisted if there are fewer different entry points into the main system. This is also a protection for both the council and for residents/ratepayers who may have privacy concerns.

ICT hardware

37. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently. Decisions about equipment for individual councillors should flow from that. We note that councils should be able to get good purchasing leverage on equipment and on usage plans to keep costs down.
38. We propose that councils provide all elected members with the following equipment:
- a mobile phone
 - a tablet or laptop
 - a monitor and keyboard if required, plus the hardware to connect the various pieces of equipment
 - a printer
 - a connection to the internet.
39. Consumables such as paper and ink should also be supplied by the council as required by the elected member.
40. In the past, there has been a desire by some elected members to utilise their own communication equipment to undertake council business, possibly because of unwillingness to segregate personal and council usage on the same device. Now it is commonplace for people to have more than one account on one computer, so the issue of carrying round an additional tablet should no longer apply.
41. Equipment would remain the property of the council and be replaced or updated as part of the council's asset renewal programme – presumably triennially. This would allow councils to obtain the advantages of bulk purchase and ensure maximum efficiency by providing equipment that is consistent across the organisation, fit for purpose and adequately protected to provide security and privacy for ratepayers, elected members and staff.

42. Where there is a strong reason for the council not to supply the technology, the Authority would need to make a decision allowing that council to put in place a reimbursement system. We note that there is a cost in time and money to all parties in managing such a system and it would have the inherent technology security weaknesses described above. In such cases, exceptional circumstances would need to exist before the Authority was prepared to move to a reimbursement system. In addition, in the interests of efficiency, the reimbursement system would need to apply to the whole council, not just to a few councillors.
43. Where council decided to provide an allowance for the use of personal ICT hardware, it should cover all ICT equipment used by members and the Authority would prescribe an upper limit for expenditure. This would represent three years' depreciation on the hardware (mobile phone, tablet/laptop, printer, monitor, keyboard, installation of an internet connection) plus an assumption that half the usage would be on council business. The allowance can be paid monthly or at the beginning of a triennium.

Internet usage and phone plans

44. Previously the Authority considered the extent to which the costs of data and phone use were apportioned between council and elected member. This can be complex and will reflect differing household usage as well as council usage. For example, in a household which already has personal usage close to their broadband cap, the increased traffic required to move to electronic papers may require an increase in monthly band usage, even though the data transmitted is modest compared to other internet and electronic traffic.
45. With regard to home broadband, we propose that elected members should be responsible for their own plan. The Authority previously determined that no more than 25% of the usage charges could be regarded as bona fide additional costs incurred by an elected member in carrying out council business. We accept that this is still the case but note that there is now a huge variety and combination of plans available for home broadband, so arriving at an "average" is simply not possible. We therefore propose that councils continue to reimburse up to 25% of a maximum dollar amount to each elected member to cover internet usage costs, on production of receipts. The Authority would review the percentage and the maximum amount every three years.
46. The use of mobile phones as a primary form of communication is increasing exponentially. Alongside this is a proliferation of different types of plans for mobile phones, paralleling what is happening in home broadband connections. The difference between home internet use and phone use is that for the home broadband, anyone else in the household can access the internet connection, whereas a phone is a personal device. We therefore consider that, except for mayors and chairs, elected members should receive reimbursement of up to half the cost of their personal mobile phone usage up to a maximum dollar amount, on production of receipts. If the council owns the plan, the same rule would apply as for home broadband use - the council would pay for half the annual

usage cost with a capped dollar amount and the elected member would need to reimburse the council for the rest. Elected members would be charged for all private international calls.

47. For mayors and chairs the council should cover the total cost of the plan, except that the user will be charged for private international calls.

Unusual circumstances

48. Over the years the Authority has occasionally been approached to cover the one-off costs of providing connection access or non-standard equipment where regular landline or mobile coverage is not available. We propose to continue the current policy, which is that where such circumstances exist, the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

- **Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members?**
- **Do you agree that exemptions to this policy would be limited to exceptional circumstances?**
- **Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?**
- **If you disagree with either of these proposals, please give reasons and outline your alternatives.**
- **Do you agree with the “unusual circumstance” provision in para 49 above?**

Travel time allowance

49. We do not propose to make any changes to the approach on travel time allowances. This provides for all elected members who are not full time to be eligible for an hourly allowance when travelling on business for the council or community board in respect of any travel exceeding an hour and assuming the fastest form of transport. The rate is set by the Authority and is reviewed each three years.

- **Do you agree that the current policy on travel time allowance should be continued?**
- **If not, please state reasons for change.**

Mileage claims

50. About two thirds of all mayors/chairs take up their entitlement to have a dedicated vehicle provided for them by the council. Others choose to use their own vehicle for a variety of reasons but often, we understand, because of a belief that their constituents will not approve of them having the “perk” of a council vehicle. Our view is that for mayors/chairs, who normally travel great distances each year, the car is a “tool of trade” and an entitlement rather than a “perk”. In any other occupation, people who travelled the distances clocked up by most mayors/chairs would be provided with a company car rather than having to use their own.
51. We have checked the distances travelled annually by mayors/chairs. The average and the median are both around 22,000 to 23,000km a year. Unsurprisingly the distances vary greatly – from 35,000km down to a few thousand – though we wonder if the lower level reflects the fact that some who use their own vehicles claim very little. In fact at least three make no claims whatsoever.
52. Currently we utilise NZ Automobile Association metrics regarding the cost of running a vehicle and we use IRD formula for mileage rate reimbursement. We propose to continue to use these benchmarks, which will be updated as appropriate. The one exception is that in recognition of the fact that mayors/chairs using their private vehicles are likely to be in the medium/high group of users of their own cars for work purposes, we propose to alter the formula around the application of the higher and lower IRD rates.
53. At present the higher rate (currently 74 cents per km) applies to the first 5000km travelled on council business and the remaining distance on council business is reimbursed at a rate of 37 cents per km. We propose that above that first 5000km, which would act as a base, mayors/chairs using their own vehicles should be reimbursed at the higher rate for the first 25% of the remaining distance they travel on council business.
54. We have no data about councillor use of personal vehicles on council business and we assume that distances travelled would normally be less than that of a mayor - but not always, especially in the case of a “distant” ward. Regardless, we propose that the formula outlined above also applies to councillor travel reimbursement.

- **Do you agree with the proposed change to the current 5000km rule?**
- **If not, what should it be and why?**

55. The other issue which we are frequently asked to clarify is the “30km rule”. We propose to keep this approach. Basically it recognises that virtually all New Zealanders have to pay the cost of their own transport to and from their work place. However, elected members also have other work in other places. The 30 km rule is based on an assessment that most people would live within 15 km of their work place. That means that a “round trip” to and from the “work place” – i.e. the normal council meeting place – can be claimed only if it is above 30km. If the trip to and from the council’s normal meeting place is above 30km, the first 30km are always deducted. This means that if an elected member lives closer than 15km, then no claim can be made for attending a meeting at the council office. If a member must come to the office twice in one day, if she/he is not simply taking the opportunity to go home for lunch, then the whole of the distance for the second trip may be claimed. This assumes that most workers travel to and from work only once per day, but recognises that elected members may have a formal meeting, say in the morning, then another meeting much later in the afternoon. We expect common sense to prevail in councils when authorising such claims.

56. With regard to work of elected members outside of the normal council meeting place, the full mileage can be claimed. That means that the elected member may claim from her or his home to the address of the meeting or event and back again by the shortest route.

57. If an elected member has an additional place of residence (e.g. a holiday home) the primary place of residence, normally identified by being her/his address on the electoral role, will be considered the official residence.

58. If a council is holding one of its normal meetings in a different venue - for example in an outlying town - then the full mileage can be claimed. However, we expect common sense to prevail. If the exceptional meeting place is just down the road from the normal venue then the 30km rule would apply.

- **Do you agree with the proposal to retain the 30km rule in its current form?**
- **If not, what should this rule be?**

Mayor/chair car valuations

59. We do not propose to make any changes to the valuation of the mayor/chair motor vehicle at this stage. The formula is consistent with the methodologies applied to valuing motor vehicles for full private use in public sector roles. The Authority's formula goes one step further in that it recognises that a greater proportion of vehicle usage by a mayor/chair is spent on council business rather than on personal use.
60. The formula and associated variables used to value mayor/chair motor vehicles will be reviewed with the main determination triennially. Any changes will be applied in election year.

Annual changes in remuneration

61. The main local government determination will usually be applied in election year, then in the intervening two years we propose to change remuneration to reflect changes in the Labour Market Statistics (LMS) – (see Part Three for more details on the timetable).

Changes following an election

62. The Authority is aware that there has been some confusion in the past regarding the exact days on which payment ceases for outgoing elected representatives and commences for those who are newly elected, and around remuneration continuing for those who are re-elected.
63. The following outlines the legal situation:
- All newly elected and re-elected local government members come into office the day after the results are publicly notified under S.86 of the Local Electoral Act 2001.
 - All sitting members vacate office on the same day.

Part Three – Longer Term Proposals

Introduction

64. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors, as well as community board members, from every council except Auckland. Later this year we will be issuing an additional consultation paper on the Auckland Council, following the completion of its governance review. However, we are proposing that the general principles outlined in this paper around council sizing should apply to Auckland.
65. Please note that we are seeking the views of councils, not of individual elected members or staff.
66. We would appreciate feedback to info@remauthority.govt.nz by Friday October 20th 2017. Please email to info@remauthority.govt.nz

Recent history of local government remuneration setting by the Authority

67. In late 2011 the Authority issued a discussion document - *Review of Local Authority Remuneration Setting*. This was followed in November 2012 by a further document - *Remuneration Setting Proposals for Local Authorities* - which outlined the system that the Authority was proposing to institute from the 2013 election. A copy of that document is attached as *Appendix 1*. It transpired that for a variety of reasons in the years 2014 to 2016 the Authority did not completely implement the proposed process. However, significant elements are in place. Importantly, the work which the Authority commissioned from the Hay Group in 2015 remains current in our view and has provided useful data to assist with our current considerations.
68. To assist with context, the main elements of the 2013 proposal are summarised below. They were:
- a) Moving away from the traditional salary/meeting fee mix for local government remuneration.
 - b) Creating a size index for councils derived from population and council expenditure.
 - c) Basing the remuneration for councillors/mayors/chairs on:
 - the relative place of the council in the size index;
 - the job size of the positions as assessed for sample councils;
 - the proportion of full time work as demonstrated by survey results;
 - the Authority's pay scale.
 - d) Providing a pool for each council equivalent to one councillor's remuneration to be allocated for additional positions of responsibility.

- e) Reviewing local government remuneration approximately two years after each election and setting the base remuneration for councillor and mayor/chair roles at the beginning of each election year, together with provision for changes in positions of responsibility within each council.
 - f) Recalculating annually each council's place on the size index and, in the following July determination, automatically applying any increase warranted, with the proviso that any reductions in the base remuneration would not be implemented during the term of that council.
 - g) Providing a loading of 12.5% for unitary council remuneration to recognise their additional regional responsibilities.
 - h) Retaining arrangements for resource consent hearings whereby elected members can be paid an hourly fee in addition to their base remuneration.
 - i) Requiring councils to confirm their expenses policies only in election year rather than annually.
 - j) Retaining valuation methodology for mayor/chair vehicles with adjustments made each year on July 1 to coincide with the determination.
 - k) Various changes to community board remuneration setting.
69. The new system was in place for the 2013 Determination in which the Authority made the following comment: *"Aware of its responsibility of fairness to both elected members and ratepayers, the Authority moderated both increases and decreases to smooth the transition to the new system"*.
70. In the 2014 Determination, the same comment was made with the additional comment that *"this approach was continued, with moderation to reflect wage growth, this year"*.
71. In 2015 the same comment was again made. However, in issuing that Determination the Authority said the following: *"The relationships between council size and remuneration, as well as any necessity for moderation of large increases or decreases, will be reassessed during the 2015/16 year ready for implementation at the time of the 2016 local body elections"*.
72. During 2015 the Authority reviewed the framework again, including job-sizing the positions of a representative group of councils and assessing workloads. In issuing its 2016 Determination the Authority made the following comment: *"The Authority found clear evidence regarding the size of positions but has less confidence in the evidence relating to workload. Given that uncertainty, the Authority has not proceeded to fully or partially implement increases that would in many cases have been well in excess of 10%. It has instead applied increases to the base remuneration payable to councillors ranging from 1.5% to 3% depending on the size of the council. This reflects at the higher level the movements in the public sector remuneration more generally."* The following comment was also made: *"The Authority is also concerned that the expectations placed on local representatives continue to increase and remuneration does not in all circumstances reflect the skill and effort required from members. It will therefore begin further work this year to*

establish an ongoing basis for remuneration that treats both the ratepayer and the elected member fairly”.

Rationale behind current proposal

73. While the legal requirements are set out above in paragraph 2 of Part One (above), the Authority members have also decided that these legal requirements (including attraction and retention of competent people) should be aimed at attracting a wide variety of competent people and balanced by the need to have a local government remuneration system that is accepted in the wider community. To enable this, we require a robust process that is as transparent as possible, intuitively plausible and sustainable for the foreseeable future.
74. We recognise that whether or not the level of financial reward matches the personal contribution of any elected member is not necessarily a significant determinant of the willingness of many people to stand for election. However, remuneration may be an issue for some, depending on personal circumstances, and it may also become an issue for an incumbent deciding whether or not to continue.
75. In considering this proposal, the Authority has decided to maintain a number of existing approaches. The principal ones are:
- a) Maintaining a “total remuneration” approach rather than meeting fees.
 - b) Using a size index to determine relativity between various councils.
 - c) Adopting a “pay scale” for local government that is fair and seen to be fair.
 - d) Reviewing the components of the council size index every three years and applying appropriate factors to territorial authorities and regional authorities.
 - e) Recognising that unitary councils have dual responsibilities and sizing them accordingly.

Council Sizing

76. Overview

We define council size as the accumulated demands on any council resulting from its accountability for its unique mix of functions, obligations, assets and citizenry. The size of councils varies considerably. The most obvious difference is in the size of population with the biggest council (Auckland) having 1,614,300 citizens and the smallest (the Chatham Islands) just 610 at the last census. Even outside of these two, there still a wide population range from Christchurch (375,000) to Kaikoura (3,740).

77. However, despite their differences, there are also many similarities between different councils and the roles of elected representatives.

78. All local government representatives have a basic workload that includes decision-making around local plans, policies and regulations; civic representation; assisting constituents; and

working with other organisations (public and private sector). Importantly, councils are also tasked with employing a chief executive and monitoring performance and delivery.

79. With regard to differences, as noted above, the starkest is in population, but even then there is not an exact connection between population and work load. We have taken account of several characteristics in addition to population to compare the size of each council. We are limited by the ready availability of information. However, with the information that is available, we have been able to use statistical methods to identify several factors that are significant influences on the workload of Councils.
80. We can identify councils that are most likely to be comparable in size, despite differences in what brings this about. Such comparisons can never be exact, because amongst all the councils there are influences on their size that are either unique or unable to be quantified using existing evidence. The analytical approach taken this year by the Authority will be further developed whenever the information base is able to reflect such situations.
81. We considered a variety of factors that could be used for sizing councils and, after consultation and further analysis, we are proposing several factors, with some differences between territorial authorities and regional/unitary councils. The indicators for each factor came from official statistics and departmental reports, and they were analysed by standard statistical methods which enabled the variety of demands on councils from different sources to be compared and accumulated. The initial list of factors and the modelling was identified with a representative group of elected local authority leaders, and then developed further by the Authority.
82. The strong direct effects on size from population, assets and operational expenditure were modified by differences in guest night stays, social deprivation levels and physical size.

Factors proposed to be used in sizing

83. Territorial authorities:

- a) **Population.** This factor not only determines the scale of services that a council will provide, but also the rating base by which activities are funded. Population is most likely to be the indicator that most New Zealanders would use when asked to distinguish between various councils. The statistics we are using are the most recent population estimates by Statistics New Zealand.
- b) **Operational expenditure.** In many cases, operational expenditure correlates with population, but there are also some differences - in particular when a council may be in the midst of a specific expansion programme in a particular area of activity. Our data is taken from the annual accounts of councils.
- c) **Asset size.** This represents the capital base of the council that the council is required to manage, providing essential service such as water, wastewater, roads and flood protection, and also social infrastructure. One of the challenges in asset management is to ensure that assets do not lose value. In recent years there has been greater focus on asset management in the sector, requiring (if it is undertaken rigorously) a higher degree

of attention to detail on the part of elected members, not just the asset managers in the organisation. The data on asset size is also extracted from the consolidated annual accounts of councils and includes the value of their council controlled organisations (CCOs).

We acknowledge that there are different degrees of assets held by local government. Some have highly commercial assets with commercial boards comprising directors selected for their relevant competencies and business experience. Others have land holdings that are long-term and more “passive” investments. Others again are assets such as ports which although highly commercial and competitive are often also strategic assets for their local government owners.

There are also different degrees of oversight. Some councils are extremely “hands on” with their assets and others are more arms-length in their relationships, particularly with CCOs. We recognise that whatever measure of asset size is used, its relevance will differ somewhat among councils to a greater extent than is likely with other factors.

- d) **Social deprivation.** This measures the differences between councils in their need to take account of economic disadvantage among citizens. We recognise that in many council districts the high level of social deprivation in some areas is counterbalanced by a higher economic status in others. However, we believe there are some councils that do not have this balance and that, given the reliance of many councils on rates income, for those councils a high level of social deprivation will have a significant impact. Data is drawn from the third quartile of the NZDEP index prepared from the last population census.
- e) **Number of guest nights.** This represents the demands on councils (e.g. infrastructure development and service provision) resulting from visitors. We recognise that this is a current issue which may in future years be resolved and that it is but one sector in New Zealand’s economy which is of concern to local government. However, it has been raised with us on many occasions and we believe it is relevant to allow for such demands being faced by council at present. It may be that it is replaced by another factor in future years. For this factor we use the Monthly Accommodation Survey of Statistics New Zealand. We were unable to find any data on visitors who may pass through a district and use facilities but not stay overnight, or on the current vexed issue of freedom campers.

84. Regional councils:

Although all councils (territorial, regional and unitary) have a power of general competence, the legal responsibilities of regional councils and unitary councils differ from those of territorial authorities. The breadth of their mandate in national legal instruments (such as the Resource Management Act) requires regional and unitary councils to operate at a different scale from that of territorial authorities, especially in their focus on regulating and managing land and water. For example, regional and unitary councils must develop and administer Regional Plans and Unitary Plans, and territorial authorities must give effect to these plans, which drives behaviour around issues such as water quality (i.e. storm water

and waste water). In contrast, regional councils do not have the significant focus on social issues that is required from either unitary or territorial councils. Hence **land size** is inherently important to the work of a regional or unitary council. In measuring size, we are proposing to eliminate the deprivation index factor for regional councils and add a land area factor.

85. Unitary councils:

For some years, the Authority has added a loading of 12.5% to account for the additional regional council responsibilities of the four smaller unitary councils – Gisborne, Marlborough, Nelson and Tasman. This did not include Auckland, even though it is also a unitary council, because the remuneration for Auckland was considered separately when it was set up.

We are uncertain as to the basis for the 12.5%, and are thus proposing that this loading now be removed and that instead the size of these four unitary councils be measured by both the regional and the territorial authority factors. Thus the factors by which we measure the size of unitary councils would include both land area and social deprivation.

The Authority believes that with the additional regional council factor of land area included, this is a fairer way of sizing unitary councils.

With regard to the proposed factors to be used for sizing councils

- **Are there significant influences on council size that are not recognised by the factors identified?**
- **Are there any factors that we have identified that you believe should not be used and why?**
- **When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?**
- **If not, how should the Authority distinguish between different classes of assets?**

Weighting

86. The weight given to each factor was assessed intuitively by the Local Government Leadership Group, drawing on their knowledge and experience. These weights were then further refined by formal statistical analysis. The Authority has not yet completed this part of the exercise and, before we do, we would like to hear views on the proposed factors. Nevertheless, in our work to date, the following “order of magnitude” listing indicates what

we consider to be the relative importance of the various factors in determining size. They are listed here in terms of our current view of the highest to lowest influence on size.

87. Territorial authorities:

- Population; operational expenditure
- Assets
- Deprivation index; visitor nights

88. Regional councils:

- Operational expenditure; geographic size
- Assets; population
- Visitor nights

89. Unitary authorities:

- Population; operational expenditure; geographic size
- Assets
- Deprivation index; visitor nights

90. When the weighting exercise is completed, the size of each council estimated in this way will become the size index.

- **Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?**
- **If you believe other factors should be taken into account, where would they sit relative to others?**

Mayor/chair remuneration

91. The work that the Authority commissioned from the HayGroup in 2015 included a review and evaluation of the roles of mayor, regional council chair, committee chair and councillor across 20 councils.

92. The evidence reported by Hay was that mayor and regional council chair roles generally require a full-time commitment, though this is not true in absolutely all cases. Even in smaller authorities where the mayor's role may not be full time, the nature of the job means that it is usually difficult to get another job to supplement what might not be a fulltime income. From the knowledge of members of the Authority and advice from a range of participants in local government, including the Advisory Panel, the Authority accepts that mayors/chairs are full time and we propose that mayor/chair remuneration be determined on this basis.

93. We are also proposing that there should be a “base pay” for all mayors/chairs. Additional remuneration would then be on top of this, depending on the size of the council.

- **Should mayor/chair roles should be treated as full time?**
- **If not, how should they be treated?**
- **Should there be a “base” remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?**
- **If so, what should determine this “base remuneration”?**

Councillor remuneration

94. The relativity between mayor/chair and councillors is somewhat more difficult to determine and we note that in 2015 the Authority suggested that although there was evidence about the size of positions, there was less evidence about workload.

95. We are aware that there are clear differences in both the job size and the workload of councillors on different councils for a several reasons. There can also be significant differences in workloads of councillors within a single council. The influences on a councillor workload obviously include measurable factors such as population and the other indicators we have outlined above in paragraph 5, as well as the number of councillors, which varies from council to council.

96. However, other influences include current issues within a council area and individual councillor interest in or affiliation to different interest groups. The latter also applies to workload differences amongst councillors on a single council, as does the appetite for work amongst different councillors. The Authority is not able to take account of such differences in our determinations. Nor are we able to provide for “performance pay”. This means that on any single council the remuneration of the hardest working councillor will be the same as that of the lowest contributor.

97. Having looked carefully at the sizing factors, and discussed mayor/chair and councillor relativity with a variety of people, we have formed a view that we are unable to accommodate the differences between councillors on different councils with sufficient granularity to have a single national approach. The large metropolitan councils, for example, seem to have a higher councillor workload than of smaller rural and provincial councils, though this is not a universal rule. Additionally, there are differences between

similar sized councils which are addressed at council level by the allocation of committee and portfolio responsibilities.

98. We are also conscious of the discrepancies amongst councils in the current relationships between councillor remuneration and that of the mayor/chair. The range is from 54% down to 21%, and in some cases the proportion appears to be arbitrary. Discrepancies are also evident where councils of similar size (population) show variances of up to 10% in the ratio between councillors and mayors/chairs remuneration. Some of this may be historical - the legacy of previous approaches - or the result of councils having decreased or increased the number of councillors over time.
99. The Authority is looking at a new approach that, while providing a fiscal framework, would put the decisions round the details of councillor remuneration into the hands of the local council, which we believe is better able to understand and reflect community needs than we are on a national basis.
100. We are looking at setting a total "governance/representation pool" that each council would distribute. The pool would be linked to the size of the council and thus be irrespective of the number of elected members. Because we are now proposing formally that all mayor/chair roles be considered full time, the Authority would be in a position to set the salary for that position. Thus the mayor/chair remuneration would be separately allocated by the Authority, but included in the governance/representation pool allocated to each council. However, remuneration for all other positions – councillors, deputy mayor/chair, chairs of committees, portfolio holders etc and community board members – would be allocated from its own pool by each council. The council's proposed allocations would be forwarded to the Authority for inclusion in the Determination.
101. The pool proposal was included as one alternative in the 1997 LGNZ consultation paper, albeit the remuneration framework then was very different from how it has evolved today.
102. The advantages of this approach are that it focusses on the total governance and representation cost for each council (minus the mayor/chair) and that it allows each council to decide its own councillor and community board remuneration levels, including for positions of responsibility, reflecting its priorities for the current triennium. The total pool would be relative to the size of the council rather than to the number of elected members. Consequentially, if a council wished to increase its numbers via a representation review, and thus spread the workload, the allocated pool would need to be spread amongst more people. The reverse would also apply. It should be noted that if the workload for the whole council increased because of a change in the metrics of any factor(s) by which the council is sized, then the council would move to a higher ranking on the scale which would provide overall higher total remuneration pool.
103. The disadvantage is that no council is necessarily the master of its own destiny in terms of numbers of councillors. It must convince the Local Government Commission of the need to increase or decrease numbers. However, we do note that where representation changes

reflect changes in what we call the “size” of the council (as described above in para 77-91), any changes should also be reflected in the remuneration pool available to the council so there would then be a direct connection.

104. The pool approach provides councils with the flexibility to provide differences in positions of responsibility in a nuanced way. Because each council varies in terms of its committee/portfolio structure, this is an area where councils need discretion to decide. Current practice is for the Authority to set the councillor remuneration for each council, then to provide each council a “pool” equivalent to twice the base remuneration of one of its councillors to allocate to those undertaking specific positions of responsibility. These may include deputy mayor, committee chair, portfolio holder or other specifically designated roles. We have had no significant advice that the size of this extra pool is inadequate. However, we are aware that the provisions are applied in slightly different ways by different councils and that there are some councils that find the current provisions restrictive.
105. For example, there has been some confusion in the past as to whether every single councillor on a council can receive part of this additional pool by being allocated a position of responsibility. Generally, the Authority has not agreed to this when the council has proposed sharing the additional pool equally because this has simply amounted to a pay-rise for all councillors to move them above the level applied in the Determination. However, we have had enquiries about this and also observed current practice.
106. We propose that under the new regime (i.e. a total governance/representation pool for each council) the following rules should apply:
- a) All roles and remuneration levels will need to be agreed by formal resolution of the council, with a 75% majority.
 - b) A remuneration rate must be set for the base councillor role
 - c) The council needs to have a formal written role description for each additional position of responsibility above that of the base councillor role.
 - d) The Authority will expect that any such roles within a council will have different levels of additional remuneration, depending on the nature and workload involved. In particular this needs to apply where every single councillor is allocated an additional position (as distinct from a more usual practice of having a deputy mayor/chair and a handful of committee chairs).

- **Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?**
- **If so, should each additional position of responsibility, above a base**

councillor role, require a formal role description?

- **Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?**

107. We also note that elected members are increasingly being appointed to represent their council on various outside committees and bodies. We propose that if any council wishes to do so, such appointments can also be captured under the process outlined above.

- **Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?**

108. The issue of director's fees for elected members who are appointed to CCOs is a difficult one. On the one hand it could be said that a councillor sitting on a CCO is doing work that is similar to that of another councillor who may have a specified position of responsibility – or even less if the second councillor is, for example, a committee chair. However, the legal liabilities of CCO directors have become more onerous in recent years and may be more than those of elected members.

109. Those appointed as directors of CCOs need to be aware of the specific legislative duties and regulatory obligations that are imposed on them, in their capacity as directors, by the various acts, including the Local Government Act 2002, the Companies Act 1993, the Health and Safety at Work Act 2015, the Charities Act 2005 and the Public Audit Act 2001.

110. It is not for the Authority to determine whether or not elected members should be directors of a CCO, but we do recognise the additional responsibility that is taken on in those cases and that it may require developing capabilities to meet obligations that are different from those required of other elected members. We also observe the increasing trend towards the appointment of external professional directors to such roles.

- **Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?**

Community Board remuneration

111. We note that 40 councils (more than half the territorial authorities) have community boards. We also note that there is a huge variety in the nature of the work undertaken by community boards and in the powers delegated to them. Some undertake substantial and substantive governance work on behalf of the council, whereas others are more in the nature of community representatives and advocates.
112. We are also aware that in some places community board members are doing work that elsewhere might be undertaken by council officers. However, assuming that community boards are part of the governance/representation structure of a council, then this means that, all else being equal, the current cost of governance and representation for these councils could be relatively higher than that of councils which do not have them. Some councils fund the boards out of a targeted rate applied to the area that the board represents, whereas others use a general rate – i.e. the same as for funding the remuneration of councillors.
113. We suggest that if a council wishes to not cover remuneration for its community board members from the proposed governance/representation pool, then a targeted rate should apply to the area represented by the particular community board. However, councillors appointed to represent the council on the community board would be paid from the governance/representation pool.
114. We also consider that it is important that the functions undertaken by any community board are clearly and transparently defined by the council concerned and consider that all community board delegations should be by way of a formal council resolution.

- **Should community board remuneration always come out of the council governance/representation pool?**
- **If not, should it be funded by way of targeted rate on the community concerned?**
- **If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?**

A local government pay scale

115. Local government has no exact equivalent. The nearest that we have in New Zealand is central government, yet even that is not an exact match.

116. Section 2 of this paper sets out the legal requirements that the Authority is required to consider in making determinations. The first of those requires that the Authority “shall have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere”. This is particularly difficult in determining the remuneration for local government elected members because there is no obviously relevant comparator group. The Authority considered and rejected as inappropriate the following:

a) Local government senior managers’ salaries.

Information on local government management remuneration is readily available in market salary surveys and through councils’ annual reports. However employees of councils are selected for the knowledge, skills and experience they hold relative to the needs of the employment role. Elected members do not fit that profile at all. They are democratically chosen by the electors to represent the interests of the people of a particular area and provide governance over the council’s operations. There is no logical alignment that would connect the remuneration of the two groups.

b) Central government sector senior managers’ remuneration.

Information on public sector management remuneration is readily available in market salary surveys and the State Services Commission’s annual reports but this option suffers from exactly the same difficulties as option (a) above.

c) Remuneration of directors on boards, including public sector boards, commercial boards and large not-for-profit boards.

A significant part of the work of elected members consists of representational activities of one sort or another. Most boards of directors do not have this role. Those that do are often in the not-for-profit or NGO sector and, even there, the nature and time requirements of the representational work, including managing constituency issues, is different. Further, most boards are governing an enterprise that is essentially focused on a single group of goods or services within one industry, whereas councils have a significant array of services that are not necessarily similar in any manner – for example, providing building consents compared to social services.

117. Other aspects of local government elected roles which differ from the above are:

- The sheer “visibility” of the people involved, resulting in a lack of privacy. In some cases where the elected person is very high profile or important in a community, or

when the community is very small, this is extreme and often their close family members are also impacted by this.

- This visibility is associated with the need for publicly elected representatives to “front” on difficult issues. This is less common amongst other boards members and managers. When something goes wrong on a council the councillors and mayor/chair are held to account by the public, whereas on a board it would normally (though we recognise not always) be the CEO.
- The meeting requirements on local government are more onerous than they are in other sectors. The Local Government Official Information and Meetings Act 1987 and public expectation is that meetings will be held in public and that information behind decisions and actions will be readily available.
- Finally, and perhaps related to all the above, local government entities hold far more frequent meetings/workshops than do other governance boards and the distinction between governance and management is less clear than it is in most other models.

118. In the light of this, the Authority looked at a possible alignment with parliamentary remuneration for comparative purposes. Even though (as we note above) local government is not an exact match to central government, parliamentarians are also democratically elected to represent sections of the populace, and those who are members of the Government of the day also exercise governance over the public service. Within the parliamentary group there are different levels of remuneration between backbenchers, ministers and some other identifiable roles.

119. Given the obvious difference between central and local government elected members, any remuneration alignment could not be a direct one-on-one relationship. However, the nature of the roles is such that there are also similarities and this is the closest the Authority can find to “fair relativity with remuneration received elsewhere”. As in other areas of our work, this decision involved a degree of judgement – there is no exact science here and we would observe that the utility and value of any elected person is in the eye of the beholder.

120. We therefore propose that mayor/chair remuneration be related to that of MPs, but capped so that the highest remuneration for any individual mayor or chair cannot be more than that of a cabinet minister. All other mayor/chair roles would be provided with a relative alignment below that upper limit.

- **Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?**
- **If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?**

• **If not, how should a local government pay scale be determined?**

Timetable

121. The current practice of the Authority – major three-yearly reviews with annual updating in non-review years – has been a sensible approach. We propose to continue it in the interests of efficiency and also to reflect the fact that the data we are using for sizing is not necessarily available annually.
122. In the intervening years, we propose that any change in local government remuneration reflect the change in the salary and wage rates for the public sector as shown in Statistics NZ’s Labour Market Statistics (LMS) which are produced quarterly. In 2014 the LMS replaced the Quarterly Employment Survey (QES), which was the mechanism chosen as the reference index when Parliament passed the Remuneration Authority (Members of Parliament Remuneration) Amendment Act 2015. Therefore, changes in MP remuneration are also tied to the change in salary and wage rates as published in the LMS. In addition to salary and wage rates, the LMS contain information on New Zealand’s official employment and unemployment statistics, number of filled jobs by industry group, total hours worked, levels of income, total gross earnings and paid hours, and average hourly rates by sector.
123. The cycle adopted by the Authority for setting local government remuneration will be as follows:
- The first year of the cycle will be the local government election year. In that year the Authority will undertake a full review of council sizes, utilising the indicators described above. Prior to applying the result of the review, the Authority will apply the LMS changes to all local government remuneration, and the council sizing results will then be applied.
 - This determination will be issued on or about July 1 for implementation from the date the council formally takes office following the local government election later that year. At that time the Mayor/chair remuneration will be applied but the remuneration for all other positions to be decided out of the “governance/representation pool” will be applied on the day following the day on which the council formally resolves its remuneration policy for that triennium. Until then, from the day of assuming office, all councillors will be paid the base councillor remuneration that applied in the preceding triennium. The new determination will apply till the council ceases to formally hold office at the next local government election.
 - Meeting fees for RMA plan or consent hearings, as well as the parameters for expense reimbursement, will also be assessed at that time and any changes will apply to all councils at the same time as the remuneration changes.
 - In the subsequent two years, the determination will again be issued on or about July 1 but on these occasions for immediate implementation. For all councils, it will

contain adjustments reflecting the change in the LMS. There will be no changes in plan or consent hearing fees or expenses policies at this time.

This consultation process from now on

124. This proposal is being circulated to all councils to obtain feedback on the approach. The Authority would need to receive any written feedback that councils wish to make by **30 October 2017**. We look forward to hearing from you.
125. For this year (2017) the Authority proposes to change remuneration according to the LMS change and we also propose to introduce the new provisions outlined in Section Two of this paper. All other changes would be introduced for the year 2019. This timetable allows time for councils to fully discuss the proposals and give us their responses. It allows us to then refine and test our final model for the “governance/representation pool” prior to implementation.
126. **We are conscious that 2019 is three years after the local government sector would have been expecting changes. However, with our proposal to change the model for sizing councils and to radically change the way councillor remuneration is decided, we believe that such a time period is justified.**

REPORT

Document Id: A1002695
Report Number: 2017/0804
Prepared For: Council
Prepared By: Manager Projects
Date: 12 May 2017

Subject: **Local Governance Statement**

1. Précis

The Local Government Act 2002 requires the Council to prepare and make available a 'Local Governance Statement' providing information on the Council, consultation policies, policy documents and information access. Our Local Governance Statement has been updated following the 2016 local body elections.

2. Background

The Local Government Act 2002 requires local authorities to prepare and make publicly available following each triennial election, a Local Governance Statement. The statement is to include information on:

- the functions, responsibilities and activities of the local authority;
- any local legislation;
- the electoral system and opportunity to change it;
- representation arrangements;
- members' roles and code of conduct;
- meeting processes;
- consultation policies;
- policies for liaison with Maori;
- management structure;
- equal employment opportunities policy;
- key planning and policy documents;
- systems for public access;
- process for requests for official information.

3. Local Governance Statement

A Local Governance Statement has been prepared, and is separately attached for Councillors information. The document is available on council's web site.

The document is not required to be formally adopted by Council as it is a compilation of information and existing policies that have been already been adopted by Council.

The Local Governance Statement is to be updated as required. The document will be updated following the by-election for the Dunstan constituency in June, and following Council's consideration of the committee structure, also in June, if necessary.

4. Recommendation

1. That this report be noted.

Nick Donnelly
Director Corporate Services

Report back from Councillors

Minutes of Meetings

OTAGO REGIONAL COUNCIL**Minutes of a meeting of the Finance and Corporate Committee
held in the Council Chamber, 70 Stafford Street, Dunedin
on Wednesday 3 May 2017, commencing at 9:00am**

Membership: Cr Doug Brown (Chairperson)
Cr Andrew Noone (Deputy Chairperson)
Cr Graeme Bell
Cr Michael Deaker
Cr Carmen Hope
Cr Trevor Kempton
Cr Michael Laws
Cr Sam Neill
Cr Gretchen Robertson
Cr Bryan Scott
Cr Stephen Woodhead

Apologies: Cr Laws for lateness

In attendance: Nick Donnelly
Fraser McRae
Scott MacLean
Caroline Rowe
Lauren McDonald (Committee Secretary)
Gerard Collings (for Item 1)

Cr Brown welcomed members of the public in attendance.

CONFIRMATION OF AGENDA

Agenda confirmed.

CONFLICT OF INTEREST

No conflict of notice advised.

PUBLIC FORUM

Nil.

MINUTES

The minutes of the meeting held on 22 March 2017, having been circulated, were adopted on the motion of Crs Noone and Cr Brown.

Motion Carried

ACTIONS

Status report on the resolutions of Finance & Corporate Committee

Report No.	Meeting	Resolution	Status
2016/1136 Terms of Reference for the Finance and Corporate Committee	23/11/16	<i>That the Terms of Reference for the Finance & Corporate Committee be considered a final version to be presented to the Council on 7 December 2016 for adoption</i>	CLOSED (Adopted by Council on 7/12/16)
2016/1151 Passenger Transport Update	23/11/16	<i>Endorse staff taking a collaborative approach with the Ministry of Education regarding School Services in the Wakatipu Basin.</i>	CLOSED Resolution was endorsement of ongoing discussions with the Ministry of Education.
2017/0686 2017-18 Draft Annual Plan and Consultation Document	22/3/17	<i>That a Hearing sub committee be appointed.</i>	CLOSED (Hearing Panel appointed at the 22 March 2017 meeting)

PART A- RECOMMENDATIONS

Item 1

2017/0778 **Passenger Transport Update – April 2017**. DCS, 24/04/17

The report provided:

- An update on tenders for Unit 1, Unit 2, and Part Unit 3 for the Dunedin Network, seeking delegated approval for the Chief Executive to award contracts in consultation with the Chairperson and Chair of the Finance and Corporate Committee.
- The public consultation process for the Wakatipu and Concord related amendments to the Regional Public Transport Plan, and the community engagement regarding the Belleknowes Arthur Street extension.
- Update on the petition received at the Finance and Corporate Committee meeting of 22 March 2017.
- The award of the replacement ticketing system contract, total mobility and patronage trends for the twelve months 1 April 2016 to 31 March 2017.

Cr Laws arrived in the room at 9:03am

Dunedin Bus Tenders

Staff confirmed the tenders being issued reflected the changes as prescribed in the RPTP adopted in 2014, such as a transfer of evenings/weekends services to the day time routes and **mirroring** frequency.

RPTP Amendments - Wakatipu Public Transport and Concord

It was advised that an additional 105 late submissions have been received for the Wakatipu Public Transport network at close of business on 2 May and 51 submissions received in relation to the Concord service.

Belleknowes (Arthur St – Canongate extension)

Staff advised the mail survey of residents and ratepayers had been delayed, from the intended mail out date of 28 April, and were lodged with NZ Post on 2 May.

It was advised that the intention of the survey was to gain understanding of the residents desire to return to the old service, how the residents were using/accessing the service previously, how the service is being used/accessed currently, and if the old service was reintroduced, who would be utilising the service.

Staff confirmed if Council resolved to reinstate the service that it would not require an amendment to RPTP.

Petition – Mosgiel Bus Service Stop and Centre City New World

Discussion was held on consideration for a sheltered bus stop at the hospital site and a service link between the hospital site and the Bus Hub. Staff advised that where waiting time was required consideration could be given to a short term bus sheltered bus stop and that this would require consideration by the Bus Hub design team and DCC.

Patronage for Dunedin and Wakatipu networks

Discussion was held on the graphs of patronage trends for the period 2012 to 2017, including the actual long term impact of changes to fare structures on increased patronage

Moved Cr Brown

Seconded Cr Noone

That:

a) This report is received.

b) The request to retain the Centre City New World Stop for Mosgiel Services once the hub becomes operational be declined.

c) The Chief Executive, in consultation with the Chairperson and the Chair of the Finance and Corporate Committee, be delegated authority to award contracts for Unit 1, Unit 2, and Part Unit 3.

Motion carried

Item 2

2017/0769 **Director's report – April 2017**. DCS, 09/03/17

The report provided an update on the draft Annual Plan, response to the public forum discussion on Port Otago Ltd's impact on the Port Chalmers community and environment, and account payments for endorsement.

A suggestion was made to request that the Port Otago Ltd CEO respond to issues raised at public forum and for consideration to be given to them before submitting the draft Statement of Corporate Intent.

Benefit was seen in having a good understanding of the effects and opportunities in the Port Chalmers area and for a strengthened partnership with the community and Port Otago.

Agreed action: For the ORC Chairman to speak with the POL Chairman in regard to the issues raised in the public forum.

Moved Cr Brown
Seconded Cr Hope

- a) *That this report be received.*
- b) *That a response be made to Mary McFarlane as outlined above.*
- c) *That the payments and investments summarised in the table above and detailed in the payment schedule, totalling \$3,514,037.13, be endorsed.*

Motion carried

PART B – FOR NOTING

Item 3

2017/0781 **Grants, Legal Cases and Personal Grievances** DES, 26/04/17

The report provided details on financial grants made by Council for the period 1 July 2012 through to March 2017 and their effectiveness. The report also provided information on personal grievances and legal cases

Grants

Staff confirmed that the majority of grants, particularly for the Environmental Enhancement Fund only commenced near the end of the last financial year. The first annual report backs due at the end of this financial year. Grant recipients were requested to provide report back on activity from the grants provided.

Discussion was held on the need for an audit process for grants to establish the effectiveness and outcomes of the funding provided. Also the need to be more transparent and more financially responsible with the reporting requirements set. Look at the funds, the criteria to ensure these are clear. The reporting requirements need to be consistent and transparent for all the funds, and the schedule of reporting back required. Set both internal reporting requirements and reporting requirements from the parties that have been funded.

A report was requested on the \$544,000 funding to the Manuherikia Water Strategy Group to understand the value for funding provided to date.

The Chairman confirmed that there is a funding policy and delegation to the Chief Executive in place for use of those funds and is targeted for prefeasibility studies. He also advised that outputs from the applicants reporting are provided and is publicly accessible.

It was suggested that the Chairman of the Manuherikia Water Strategy Group be requested to report to Council on progress and current status.

Moved Cr Scott
Seconded Cr Deaker

That Council receive a report on the effectiveness and outcomes of each grant, including the bulk water grants at the end of this financial year, 30 June 2017.

Motion carried

It was also requested that the latest set of audited accounts be provided as part of the reporting process, (where applicable), to confirm their financial situation and that good practices are in place.

It was suggest that the development of a reporting framework should be developed through the Audit & Risk Subcommittee

Legal Cases

A question was raised on the reporting mechanism for legal cases the Council is involved in, due to the potential risk.

Cr Scott left the room at 10:13am and returned at 10:14am

Staff advised that reporting is provided to Council through reports to committees but confirmed that no overall summary report was provided of all legal cases involving Council.

Moved Cr Laws
Seconded Cr Bell

That a summary of all legal cases involving ORC be provided to the next meeting of the Finance & Corporate Committee.

A division was called, Vote: For 4/ Against7

The motion was declared lost

Moved Cr Neill
Seconded Cr Bell

That this report be received.

Motion carried

Item 4

2017/0772 **Financial Report to 31 March 2017**. DCS, 28/04/17

The report provided information in respect of the overall Council finances for the nine months ended 31 March 2017.

Moved Cr Brown
Seconded Cr Woodhead

That this report be received.

Motion carried

PART C– RECOMMENDATIONS OF MEETINGS

- Item 5 Recommendations of the public portion of the Audit & Risk Subcommittee meeting held on 8 March 2017, for adoption

Moved Cr Woodhead
Seconded Cr Kempton

That the recommendations of the public portion of the Audit & Risk Subcommittee meeting of 8 March 2017 be adopted.

Motion carried

Discussion was held on the structure and membership of the Audit and Risk Subcommittee.

Cr Brown confirmed that all elected members were welcome to attend Audit and Risk Subcommittee meetings and Mr Donnelly confirmed that all papers tabled to the subcommittee were available to Councillors via the drop box.

A request was made that all elected members become members of the Audit & Risk subcommittee and that the frequency of meetings be increased from quarterly.

It was confirmed that the 2 November 2016 Council meeting it was agreed for the Committees structure to be reviewed at the June 2017 Council meeting and that further discussion on the Audit & Risk Subcommittee structure would be held at this time.

PART D- RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Moved Cr Noone
Seconded Cr Hope

- Item 6 Confirmation of the Minutes of the public excluded portion of the Finance & Corporate Committee meeting of 22 March 2017
- Item 7 Adopting of the recommendations of the public excluded portion of the Audit & Risk Subcommittee meeting of 8 March 2017

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
Item 6 – Confirmation of the Minutes of the public excluded portion of the Finance & Corporate Committee meeting of 22 March 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). <i>Section 7 (2)(i)</i>	Section 48 (1) (a) Section 7(2)(i)
Item 7 – Adopting of the recommendations of the public excluded portion of the Audit & Risk Subcommittee meeting of 8 March 2017	<p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <i>Section 7 (2) (h)</i></p> <p>to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied. <i>Section 7 (2) (c) (i)</i></p> <p>to protect information where the making available of the information - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; <i>Section S7(2) (b) (ii)</i></p>	Section 48(1)(a) Section 7(2)(h) Section 7 (2) (c) (i) Section S7(2) (b) (ii)

Motion Carried

At the conclusion of discussion of items 6 and 7, Crs Brown and Noone moved that the meeting resume in open session.

The meeting was declared closed at 10:35am.

Chairperson

OTAGO REGIONAL COUNCIL

Minutes for a meeting of the Communications Committee held in the Council Chamber, 70 Stafford Street, Dunedin on Wednesday 3 May 2017, commencing at 10:55am

Membership:

Cr Michael Deaker (Chairperson)
 Cr Carmen Hope (Deputy Chairperson)
 Cr Graeme Bell
 Cr Doug Brown
 Cr Trevor Kempton
 Cr Michael Laws
 Cr Sam Neill
 Cr Andrew Noone
 Cr Gretchen Robertson
 Cr Bryan Scott
 Cr Stephen Woodhead

Apologies: Nil

In attendance:

Nick Donnelly
 Scott MacLean
 Caroline Rowe
 Fraser McRae
 Suzanne Watt
 Lauren McDonald (Committee Secretary)

CONFIRMATION OF AGENDA

No changes to the agenda.

CONFLICT OF INTEREST

No conflict of interest were advised.

PUBLIC FORUM

No public forum was held.

MINUTES

The minutes of the meeting held on 22 March 2017, having been circulated, were adopted on the motion of Crs Neill and Hope.

ACTIONS

Status report on the resolutions of the Communications Committee.

Report No.	Meeting	Resolution	Status
2016/1107 Director report	23/11/16	<i>That the report be noted and that a schedule of activities be provided and indicate where councillors have an open invitation to attend, and include the details of venue and time</i>	CLOSED

Notice of Motion	23/1/16	<ol style="list-style-type: none"> 1. That all Otago Regional Council controlled or generated public meetings, within the wards of elected member be advised to those members, as both a courtesy and to improve ORC's communication strategy. 2. That, prior to announcement, all elected members be informed of any decisions or pronouncements by the Chairman, Deputy Chairman or Chief Executive, especially those elected members within the ward to which the announcements/decisions directly apply. 	CLOSED
2017/0664 Director's report	22/3/17	<p>That ORC construct a simple explanation of water issues and how they interact, for water quality and water quantity.</p> <p>To be included in the next publication of Waterlines</p>	OPEN

PART A – ITEMS FOR NOTING

Item 1

2017/0742 **Stakeholder Engagement Report.** DSE, 13/04/2017

The report provided an update on the community, stakeholder and staff engagement activities carried out by Stakeholder Engagement directorate staff for the period 4 March to 13 April 2017 and upcoming events.

Discussion included feedback on the Ballance Environmental Farm Awards evening, the Urban Water Quality Strategy Forum, and the Council's profile and identity with ratepayers.

It was suggested for key messages to be considered as part of the strategic planning session in July for governance and management to use in communications.

A request was made to investigate the clippings service used by Council to be extended beyond mainstream media, such as community newspapers.

Action: Mrs Rowe to investigate copyright issues and additional resourcing required to provide electronic copy of articles.

Mrs Rowe was acknowledged and thanked for her significant work as Stakeholder Engagement Director, and wished well for her new role outside of Council.

Moved Cr Deaker
Seconded Cr Woodhead

That this report is noted.

Motion carried

The meeting was declared closed at 11:29am.

Chairperson

OTAGO REGIONAL COUNCIL**Minutes of a meeting of the Regulatory Committee
held in the Council Chamber, 70 Stafford Street, Dunedin on
Wednesday 3 May 2017 at 11:30am**

Membership: Cr Bryan Scott (Chairperson)
Cr Sam Neill (Deputy Chairperson)
Cr Graeme Bell
Cr Doug Brown
Cr Michael Deaker
Cr Carmen Hope
Cr Trevor Kempton
Cr Michael Laws
Cr Andrew Noone
Cr Gretchen Robertson
Cr Stephen Woodhead

Apologies: No apologies.

In attendance: Nick Donnelly
Fraser McRae
Caroline Rowe
Scott MacLean
Lauren McDonald (Committee Secretary)
Marian Weaver

CONFIRMATION OF AGENDA

No changes to the agenda.

CONFLICT OF INTEREST

No conflict of interest advised.

PUBLIC FORUM

No public forum held.

MINUTES

The minutes of the meeting held on 22 March 2017, having been circulated, were adopted on the motion of Crs Scott and Robertson.

ACTIONS

Status report on the resolutions of the Regulatory Committee

Report No.	Meeting	Resolution	Status
2016/1137 Terms of Reference for the Regulatory Committee	23/11/16	<i>That the Terms of Reference for the Technical Committee be considered a final version to be presented to the Council on 7 December 2016 for adoption</i>	Adopted by Council on 7/12/16 CLOSED
2017/0595	8/2/17	<i>That reserve funding of up to \$50,000 is approved for the coordinated release of the Korean strain of the rabbit Haemorrhagic Disease Virus (RHDV-1K5) at strategic locations throughout Otago</i>	Recommendation endorsed by Regulatory Committee on 8/2/17 CLOSED
2017/0569	8/2/17	<i>That the Chief Executive be requested to provide a paper to the next committee round on establishing effective Council management communications in regards to constituent complaints.</i>	Item 1 of agenda CLOSED
2017/0593	8/2/17	<i>That ORC approach central government ministers with the intention of improving and further resourcing lagarosiphon control management in the Southern Lakes.</i> Cr Woodhead advised Council had received a written response from the Minister which was circulated to all councillors. Noted a LINZ presentation is scheduled for Council - 17 May.	OPEN
Matters Arising	22/3/17	<i>That future committee agenda include action against motions passed at previous meetings</i>	CLOSEDs

Discussion was held and agreement reached that the LINZ presentation should be held as part of the Council meeting on 17 May 2017, and not as a Council workshop.

PART A - RECOMMENDATIONS

Item 1

2017/0779 **Responses to Constituent Complaints, DEMO, 28/4/17**

The report outlined the proposed process for responding to enforcement related complaints made by constituents to Councillors.

Discussion held on the process, as set out in the report.

It was agreed to remove the wording “when necessary” from section 2.8 – processes, from the report “The Chief Executive will communicate the outcome of investigations to Councillors when necessary.”

Moved Cr Robertson

Seconded Cr Scott

That the Committee endorses the proposed process in responding to enforcement related complaints made by constituents to Councillors, with the amended wording to 2.8 of the report.

Motion carried

PART B – REPORTS FOR NOTING

Item 2

2017/0738

Biosecurity and RMA Monitoring Report. DEMO, 19/04/17

The report described the regulatory activity for the reporting period of 3 March to 13 April 2017

Discussion was held on landholder responsibility for wallaby control under the Regional Pest Plan, reported velvetleaf sightings, lagarosiphon control, and public education of the MPI “Check, Clean, Dry” message including signage of key access areas to prevent the spread of aquatic weeds.

Mr MacLean advised work was being done with MPI to reinvigorate the national “Check, Clean, Dry” programme messaging. He acknowledged the benefit of increased joint Council/MPI signage for direct access areas.

LINZ to provide an update to Council on lagarosiphon control management in Otago at the 17 May Council meeting.

Moved Cr Woodhead

Seconded Cr Hope

That this report be received.

Motion carried

Item 3

2017/0757

RMA, Biosecurity Act and Building Act Enforcement Activities.

DPPRM, 13/04/17

This report detailed the Resource Management Act 1991, Biosecurity Act 1993 and Building Act 2004 enforcement activities undertaken by the Otago Regional Council during the period 4 March to 13 April 2017.

Moved Cr Woodhead

Seconded Cr Noone

That this report be noted.

Motion carried

Item 4

2017/0765

Consent processing, consent administration and Building Control Authority update. DPPRM, 19/04/17

The report detailed the consent processing, consent administration and building control authority activity for the period 6 March to 13 April 2017.

Moved Cr Neill
Seconded Cr Hope

That this report is noted.

Motion carried

Item 5
2017/0766

Progress Report 1C - Deemed Permit Replacements and Water Groups, DPPRM, 09/04/17

The report updated progress on Project 1C implementation of the Regional Plan: Water policies for the period 6 March to 13 April 2017.

Discussion was held on the progress of deemed permit surrenders, cancellations, consent replacements and also feedback on the Deemed Permit forum held on 29 March.

Mrs Weaver responded to questions from Councillors.

Moved Cr Deaker
Seconded Cr Hope

That this report is noted.

Motion carried

The meeting was declared closed at 12:05pm

Chairperson

OTAGO REGIONAL COUNCIL**Minutes of a meeting of the Technical Committee held in the
Council Chamber, 70 Stafford Street, Dunedin on
Wednesday, 3 May 2017, commencing at 12:05pm**

Membership: Cr Stephen Woodhead (Deputy Chairperson)
Cr Graeme Bell
Cr Doug Brown
Cr Michael Deaker
Cr Carmen Hope
Cr Trevor Kempton
Cr Michael Laws
Cr Sam Neill
Cr Andrew Noone
Cr Gretchen Robertson
Cr Bryan Scott

Apologies: Nil

In attendance: Nick Donnelly
Scott MacLean
Caroline Rowe
Fraser McRae
Lauren McDonald (Committee Secretary)

CONFIRMATION OF AGENDA

No changes to the agenda.

CONFLICT OF INTEREST

No conflict of interest advised.

PUBLIC FORUM

No public forum held.

MINUTES

Minutes of the meeting held on 22 March 2017, having been circulated were adopted on the motion of Crs Neill and Bell

Cr Laws left the room at 12:06pm

ACTIONS

Status report of resolutions of the Technical Committee.

Report No.	Meeting	Resolution	Status
2016/1138 Terms of Reference for the Technical Committee	23/11/16	<i>That the Terms of Reference for the Technical Committee be considered a final version to be presented to the Council on 7 December 2016 for adoption</i>	Terms of Reference adopted by Council 7/12/16 CLOSED

PART A ITEMS FOR NOTING

Item 3

2017/0739 **Director's report on progress, DEHS, 20/04/17**

The report provided information about the Clutha bioenergetics and instream habitat modelling; weather events; Leith Flood Protection Scheme, and the Dunedin City District Plan Natural Hazards.

Cr Laws returned to the room at 12:10pm.

Discussion was held on the flood management response to the 12-14 April rain event. Council staff were thanked for their organisation and communications during the event.

Cr Scott left at 12:12pm and returned at 12:14pm

Moved Cr Hope
Seconded Cr Noone

That this report is noted.

Motion carried

Meeting declared closed at 12:19pm

Chairperson

OTAGO REGIONAL COUNCIL**Minutes of a meeting of the Policy Committee held in the
Council Chamber, 70 Stafford Street, Dunedin on
Wednesday 3 May 2017, commencing at 1:05pm**

Membership: Cr Gretchen Robertson (Chairperson)
Cr Michael Laws (Deputy Chairperson)
Cr Graeme Bell
Cr Doug Brown
Cr Michael Deaker
Cr Carmen Hope
Cr Trevor Kempton
Cr Sam Neill
Cr Andrew Noone
Cr Bryan Scott
Cr Stephen Woodhead

Apologies: NIL

In attendance: Nick Donnelly
Scott MacLean
Caroline Rowe
Fraser McRae
Lauren McDonald (Committee Secretary)
Dale Meredith
Marian Weaver
Sylvie Leduc

CONFIRMATION OF AGENDA

A correction was noted for Item 1 –no appendices to be circulated with this item.

CONFLICT OF INTEREST

No conflicts of interest were advised.

PUBLIC FORUM

No public forum was held.

MINUTES

The minutes of the meeting held on 22 March 2017, having been circulated were adopted on the motion of Crs Noone and Cr Hope.

Motion Carried

ACTIONS

Status report on the resolutions of the Policy Committee.

Report No.	Meeting	Resolution	Status
2016/1139 Terms of Reference for the Policy Committee	23/11/16	<i>That the Terms of Reference for the Policy Committee be considered a final version to be presented to the Council on 7 December 2016 for adoption</i>	Adopted at Council meeting 7/2/17. CLOSED
2017/0679 Director's report on policy progress to March 2017	22/3/17	<i>Request legal clarification of appropriate mediation reporting to councillors</i>	Agenda item 3 of Policy Committee – 3 May 2017 CLOSED

PART A – RECOMMENDATIONS

Item 1

2017/0751 **Director's Report on policy progress to April 2017.** DPPRM, 13/04/17

The report provided an overview of significant activities undertaken by the Policy section for the period 10 March to 13 April 2017.

It was noted that section 5 of the report was duplicated in error and that the matter was addressed at the 22 March Policy Committee meeting.

Discussion was held on preparation of ORC's submission to the MBIE Urban Development Authority discussion document.

Action:

1. The ORC draft submission to be circulated to councillors for their review and feedback.
2. The Policy Committee Chair and Council Chair to ORC's final submission, prior to 18 May 2017.

It was confirmed that a Council workshop on Residual Flows (proposed Plan Change 1D) to be held on 18 May 2017.

Mr McRae confirmed the outcomes from the Council workshop on the proposed plan change would then be taken to the community for further consultation, prior to any public notification of a plan change.

Moved Cr Woodhead
Seconded Cr Kempton

That this report is noted.

Motion carried

PART B - FOR NOTING

Item 2
2017/0759

Resource Legislation Amendment Act 2017. DPPRM, 19/4/17 -

The report summarised the main legislation changes to the Resource Legislation Amendment Act 2017, and their implications for Council, effective from 18 April 2017.

The full report entitled “*Checklist for councils: New Mandatory actions form the 2017 Resource Legislation Amendments*” was provided in support of the report.

Discussion was held on:

A new National Policy Statement for Natural Hazard Management; new provisions for administrative charges for monitoring of permitted activities; and the Minister to set national environment standards; impact of new regulations for stock exclusion from waterways, and implementing iwi participation arrangements.

Moved Cr Hope
Seconded Cr Kempton

That the report is received.

Motion carried

Item 3
2017/0770

Environment Court Mediation. DPPRM, 20/4/17 -

The report provided a response to Council request for a legal clarification of appropriate mediation reporting to Councillors.

Moved Cr Neill
Seconded Cr Laws

That the report is noted.

Motion carried

The meeting was declared closed at 2:05pm.

Chairman