

NGAWHA
INNOVATION
& ENTERPRISE
PARK

Growing people
Growing innovation
Growing enterprise



Mihi

Kia horo te haere,
me haere takitahi.
Kia haere matara,
me kāpuia te haere.

If you want to go fast,
go alone.
If you want to go far,
go together.

Tēnā rā tātou katoa

Greetings to all

E mihi ana ki ngā maunga hakahī e taiāwhio mai ana, e hōrapa ana i a tātou.
E mihi ana ki ngā awa e rere mai ana i ngā maunga e mau mai ana i te oranga hōu
E mihi ana ki te whenua, e tangi ana ki ngā tāngata katoa.
Nau mai ki te Ngawha Innovation and Enterprise Park
Ko te whakatauki i runga ake nei e kawē mai ana i te mahi tahi

Thank you to the proud mountains surrounding and spreading around us
Thank you to the rivers that flow from the mountains and bring life
Grateful to the land, a cry to all our people
Welcome to the Ngawha Innovation and Enterprise Park
The whakatauki above informs the way we will work together as one

Tēnā koutou, tēnā koutou, tēnā rā tātou katoa.

Welcome!

Welcome to Ngawha Innovation & Enterprise Park.

We are so glad to have you as part of our community at the Park

Ngawha Innovation & Enterprise Park is a new kind of business park: it's a collaborative community that is all about growing people, growing innovation and growing enterprise.

It is a place that connects local people, businesses and innovation to generate opportunities for all. Through a circular economy ethos (creating value, regenerative resource use and zero waste), through relationships, shared work and values, and positive exchanges, a sense of whanaungatanga, or family, together we are creating a unique culture for success.



We tread in the footsteps of the tupuna (ancestors) of this whenua (land) and we create footprints for future generations. We take seriously the responsibility we share for nurturing the whenua, the people, and the businesses at the Park.

We collectively acknowledge and uphold the mauri, the spirit, of this place and the vision and values that underpin this special place. This uplifts the ora, the well-being, of the Park and of all those who do mahi (work) here.

This booklet sets out the support you can receive from us and the expectations we have of you in return. Together with you as our partners, we are seeking to make the Park a place where wellbeing of businesses, employees and the environment comes first and we work creatively and collaboratively to make this vision a reality.



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Introduction

Our vision for the Park

The Park provides an opportunity for our people, our businesses and innovation to grow hand-in-hand. Our aims for the Park are:

For our community and workforce:

- There will be enough jobs for every unemployed person in this community.
- Everyone employed at the Park will be paid the living wage (as a minimum) and be encouraged and supported to increase their skills and to achieve their goals and aspirations.
- Those working at the Park will have a strong work ethic, will be respected, and there will be a high degree of loyalty and low turnover because we collectively value and care for our people.

For businesses:

- Businesses will have access to a workforce that is keen to work and is skilled to meet business needs.
- Education and training for your workforce will be targeted to your business needs and able to take place on site with minimum disruption to your business.
- Business viability will be nurtured and grown through collaboration: sharing knowledge, sharing inputs, using each other's by-products, sharing logistics and distribution.
- Through working together, businesses will have the scale to take on bigger markets.
- Innovation will happen through investment in R&D, building connections with networks and others in the same or similar field and sharing our knowledge with each other.
- Together we will create a circular economy through our own business practice and through industrial symbiosis at the Park which will lower the cost of borrowing, increase your market credibility, and reduce your waste costs and emissions taxes.

Our Values

Mahi tahi - Inclusiveness, working together

Kotahitanga – through unity and collective action, we seek to enhance our people and our businesses.

Tohungatanga (expertise) - pursue knowledge and ideas that will strengthen and grow our businesses.

Kaitiakitanga (stewardship) – protect the people, environment, knowledge, culture, language and resources.

Manaakitanga (looking after our people) – nourish, nurture, and protect one another.

Whanaungatanga (family) – respect, foster and maintain relationships for the good of all at the Park.

Manawanui - Facing challenges and taking opportunities, resilience, courage,

Our History

Over many generations, this area of rich and productive Ngāti Rangi land – often referred to as the 'Garden of Ngāpuhi' – has been highly prized. Under the leadership of Rangatira, or chiefs, its cultivation and nurturing by many has ensured community sustenance, strength, and growth for all. Now, a new season that will nurture opportunities for generations to come, has begun.



Mana whenua has a history of innovation and collaboration, working with colonial farmers to share their local knowledge of the growing conditions and to learn new farming techniques.

In 2018, this land was purchased by Far North Holdings Ltd after it was offered for sale to the community by Top Energy. There was overwhelming local support to purchase the land for the purpose of creating more employment and economic activity in the district.

The land, its geology, ecology, and archaeology were mapped to understand what natural and cultural assets that Park has and to protect and enhance as many areas of ecological and cultural value as possible.

Over approximately 22 months from late 2018 until 2020, the concept for the Park was developed with a range of different stakeholders, having regard for the assets and interests of the district. The government's Provincial Growth Fund provided the seed funding to open the site up for development. Far North Holdings Ltd and some of the individual businesses at the Park have invested capital to develop the sites and create and grow the business activity you see today at the Park.

Working with mana whenua, Ngāti Rangī, as kaitiaki, construction of Stage 1 started in November 2020 and was completed in December 2022.

Our four pou

We have four pou that summarise what we want the Park to support.

1. *High Value production and manufacturing*: extracting more value from regional strengths
 - ❖ Under-utilised Māori land
 - ❖ Value-added manufacturing
 - ❖ High value crops
 - ❖ Value not volume
2. *Workforce development and support*: targeted at employment outcomes
 - ❖ Creating employment based on business needs - bespoke
 - ❖ Building skills & recognizing them
 - ❖ Equipping the workforce for future jobs
 - ❖ On-the-job / on site learning – bringing the trainers to the Park
3. *Circular economy*: creating value, regenerative resource use and zero waste
 - ❖ Protects the environment
 - ❖ Supports business, the region and the nation to meet climate change targets
 - ❖ Saves business cost (waste disposal and greenhouse gas emissions/tax)
 - ❖ Adds to business imprimatur
4. *Innovation*: to learn, to share and to teach the mātauranga, information and knowledge that future success relies on
 - ❖ Attracting R&D alongside business
 - ❖ New and leading-edge business
 - ❖ Businesses developed from processing by-products or waste streams.



How will the Park operate?

The Park partners with everyone who chooses to make the Park their home. Far North Holdings Ltd (FNHL) are the owners and developers who manage the Park including the commercial relationships with all who base themselves on the Park.

Northland Inc (NInc), the region's economic development agency, works alongside FNHL to attract tenants and support businesses coming onto the Park. NInc holds the head lease for the Innovation Centre and manages the co-working spaces, laboratories, meeting rooms and conference facilities and deliver and coordinate supporting services for businesses on the Park.

Staff

On opening, the Park will have the following key people located on site:

Sarah Selkirk - Innovation Centre Coordinator – Northland Inc – in the Innovation Centre who can direct people to your businesses.

Andy Nock – FNHL Group CEO – responsible for commercial relationships with Park businesses

Robert Binney – Far North Holdings Ltd – Chief Operating Officer responsible for leases and day-to-day Park management services including maintenance.

Wayne Rogers - Skills and Employment Coordinator for the Park – Northland Inc

Suzanne Hall – Manager of Mai Ngā Hau Collective, the Natural Products Cluster

Michael Turner – Business Partner, Northland, Employers and Manufacturers Association (EMA)

Jude Thompson – GM Strategic Programmes – the Tai Tokerau Northland Economic Action Plan and Regional Economic Development Strategy

Other members of Northland Inc's Business Innovation Growth team from time-to-time.

A directory will be developed with details of key staff from all of the Park businesses as more join us.

Sue Dobbie – Chief Connector, Ngawha I&E Park provides connections with national networks and coordinates all the aspects of the Park's vision. She is based at the Park approximately 1 week in 4.

Park Business Network

We are always keen to get your feedback about how we are going in our support for you, how we are all going with our circularity and sustainable business practices and for you to have informal interactions with each other. We plan to hold quarterly networking events but feel free to contact us at any time with your feedback and queries.

Questions/feedback can be directed to Sarah Selkirk sarah.selkirk@northlandnz.com Mob: 021 791 558



What do we offer you?

Innovation Centre – workspaces, meeting rooms café and conference facilities

The Innovation Centre (Mahinga Building) offers co-working spaces (either hot desks or more permanent arrangements), meeting rooms, conference facilities and a café. These are available for you to hire and a price list and availability can be obtained from the Innovation Centre Coordinator.



Workforce Development & Support

We acknowledge that the community surrounding the Park has had many challenges which include school completion rates and unemployment. But we have learned that when we set clear expectations, pay living wages, communicate well, encourage a whānau atmosphere at work, and provide support to develop skills, this results in a trusted and committed workforce.

Our Skills and Employment Coordinator, Wayne Rogers, is there to understand the needs of businesses and workers alike. He connects workers, businesses and training agencies to support the development of all of the staff on the Park.

Wayne is from the Kaikohe community and knows many of the whānau. He has developed positive relationships with the schools across the Mid-North and works with education and training providers and businesses to give workers pathways to acquiring more skills that will set them up for the future.

As you bring your business to the Park, he will sit down with you to understand your needs and support your recruitment, training and career development. He interviews everyone looking for work at the Park to understand their skills and passions so that he can match the right people with the right positions.

Wayne's contact details are: Wayne.rogers@ngawhainnovation.co.nz Mobile: 021 771 358

Business Development Support

Many of the businesses locating at the Park are in early stages of development or at critical growth points. The Business Innovation and Growth Team at Northland Inc, and the EMA and the Chamber of Commerce will all have representatives at the Park (from time-to-time) to understand your needs and to support you through connections to funding, research and development, and business development support and mentoring. If you need more support, you can contact one of the Northland Inc team or Michael Turner who will help you find the support you need.

NInc BIG Team: Prue Street prue.street@northlandnz.com Mobile: 021 396 775

EMA: Michael Turner Michael.turner@ema.co.nz Mobile: 027 259 5586

Natural Products Cluster: Suzanne Hall Suzanne.hall@ngawhainnovation.co.nz Mobile: 027 499 4797

Collaboration & clustering

Ngawha Park has an ethos of collaboration to overcome distance from markets, and the seasonality and small scale of many of our local businesses. We facilitate connections between businesses at the Park and within the district/region. This could be, for example, to source packaging that several businesses can use so that each benefits from the purchasing power of buying in larger quantities. It could be that you are selling into the same market and could share distribution and logistics.

We can also provide connections to local growers and suppliers of raw materials for manufacturing.

We work closely with the NZ Food Innovation Network and particularly The FoodBowl in Auckland to provide support to food, beverage and natural products companies that locate at the Park.

We have a cluster of more than a dozen companies producing natural products. We are connecting them together to cost-effectively access ingredients, packaging and marketing, and to produce product using shared equipment.

We are always actively looking at ways we can support your business to be successful and to grow.



You will get the best out of being located at the Park if you take advantage of being co-located with other similar businesses and working together to solve similar issues.

Research & Development

We make it our business to get to know the Crown Research Institutes and parts of the R&D system that intersect with the interests of those at and surrounding the Park. This doesn't mean that we know everyone, but we have a network to help you find the right R&D partners. We can also connect businesses that have shared R&D interests where it makes sense to invest in knowledge together.

Circularity

The Park is committed to creating a circular economy to benefit businesses at the Park. We are continuously looking at ways that by-products or waste streams of one manufacturer can be used by another at the Park or in the local area. Not only is this good for the planet and the community, but it is good for your business financially and environmentally.

We are already working with groups like Circularity, Sustainable Business Network, Zero Waste Network, BioEnergy Association and research agencies like Scion and NIWA to provide support to businesses and to the Park to help us achieve our circularity aspirations at the Park.

Sustainability Rating

We are seeking to be accredited for our sustainability efforts both now and in the future. Through this process there are 5 lenses through which we consider our activity at the Park:

- ❖ Enhanced liveability
- ❖ Economic prosperity
- ❖ Environmental responsibility
- ❖ Design Excellence
- ❖ Strong Leadership and Governance

What does this mean? It means that you are part of a community where we care about our footprint on the local community, on the whenua (land), in the lives of all those who work at the Park and we strive to live this out together.

Cultural Induction

Out of respect for the whenua (land) and for mana whenua (the people of the land) , we want everyone who comes to work at the Park from management to worker, to understand the story of the whenua. To that end, we have a short cultural induction process that we give to all who call the Park their working home. This is currently given by our Skills and Employment Coordinator and you can arrange this with him for any new employees or managers joining your business.

We ask that if this induction cannot be done on the day your employees start, that it be carried out within one month of starting.



What do we expect of you?

Living out our values together

We expect that in wanting to locate your business at the Park, you also share our vision for the Park and its place in the local community.

We are sure that you will see great value in living out our shared values in your business, benefitting your business, your workforce, your standing in the local community and for the mana of the Park.

Workforce recruitment, development and training

A key rationale of the Park is to provide employment and upskilling opportunities for the local workforce. We encourage the payment of the living wage to those with lower skills and support providing employment opportunities for those who may not have equal opportunities. We have a relationship with Corrections and encourage businesses to think about supporting release-to-work programmes with a view to employing inmates permanently on release.

We also encourage you to use our Skills and Employment Coordinator to support you. He knows the locals and can help you find the right staff for your business, work with service providers and education and training agencies to equip them to do the job you need them to do and work with you on employee development plans so that you have a loyal workforce equipped for today and for the future.

Participating in maintaining and building our Sustainability Rating

Achieving a sustainability rating will set the Park apart from most business parks or industrial developments around the country but this requires a team effort to achieve and maintain this. In return for your participation in this with us, you will get the marketing benefits that this gives your business.

Being part of our circular economy

When we consider all potential uses of a raw material as it is harvested, processed, the by-products processed and the end waste stream put back into Papatūānuku (the earth) as food, we not only respect our planet but it saves your business money or could potentially create another revenue stream for you. As you have joined our community of businesses, we expect that this is part of our appeal for you and that you will be as committed to this aspiration as we are, recognising that we are all on this journey together and that we can learn from one another.

Further information on our sustainability requirements and building a Circular Economy can be found in a companion document called "Ngawha Park: Towards a Circular Economy and a Sustainability Rating"

The Park is not only an asset for the district, it is also increasingly a regional and national showcase for business clustering and circularity.

The practicalities

Health and Safety

FNHL as the Park owner and manager is committed to the health, safety and welfare of its employees, business partners, contractors, and visitors to the Park. FNHL will work with you to ensure we all understand our joint health and safety responsibilities and are successfully working together to keep everyone safe and well. .



To highlight a few of the key health and safety messages:

1. **Drugs** – consumption of drugs is not permitted anywhere at the Park.
2. **Alcohol** – consumption of alcohol is not permitted during working hours or in public spaces at the Park at any time. The only exceptions to this policy are in the context of business activity (e.g. if your business involves the production of alcoholic products) or under a controlled environment such as closed business social events that do not require a liquor licence. If you are having a business social event, we ask that you ensure that all staff are looked after to ensure that they get home safely.
3. **Smokefree** – smoking and vaping are prohibited in all public spaces at the Park. For individual businesses, we require all buildings to be smokefree and for businesses to have nominated smoking areas that are equipped with proper disposal for cigarette butts. Please make these fireproof and enclosed to prevent smouldering butts from setting fire to our beautiful landscape.
4. **Gang insignia or activity** – the Park is safe a place where we seek to nurture the wellbeing of everyone who works there. We will have workers and students of a range of ages. Any behaviours or activity that creates disharmony at the Park will not be tolerated. This means any form of gang recruiting or expressions of gang allegiances (patches, scarves/ handkerchiefs) are not welcome on Park at any time.
5. **Road speed** – the road speed through the Park is 30kms and we ask all traffic to abide by this speed for the safety of all of the Park workers.
6. **Park access** – all access on and off the Park will be through the main entrance off SHW12. Only authorised HCV's will have access to leave the Park via Wallis Road.
7. **Parking** – no vehicles are to be parked on the main Park roads. All vehicles are to be parked in tenant car parks

Respect for the cultural and historical heritage of the Park

Over time, we will be placing pou (carvings) and interpretation panels across the Park. These are a way of honouring those that have walked on the whenua (land) before us and are designed to help us all understand the history and heritage of the site. Damaging or defacing these in any way will be taken very seriously.

Park maintenance

FNHL is responsible for the maintenance of the **public spaces** at the Park.

Park leases have conditions relating to each site which we ask that you familiarise your team with. Where sites are owned, we are requesting support from the businesses to maintain their facilities to a high environmental and aesthetic standard.

If you have questions or concerns about maintenance please contact: propertysupport@fnhl.co.nz

Security

FNHL has overarching responsibility for management of security on the Park notwithstanding that each business/tenant is responsible for its own security programme for its owned or leased property/premises. FNHL in management of the Park will support you where we can with your delivery of your security management programme.



Access to the Park from State Highway 12 will be controlled by a gate locked at specified times outside normal business hours. Tenants have 24/7 access to the Park. The FNHL Team will inform you the gate opening hours, which may be changed from time to time, and of how to access the gate after hours.

Should you have any security concerns or questions please contact the FNHL Team.

Emergency Response

Fire - The Park has a number of ponds located on the site that are filled through storm water for firefighting purposes. Should you have a fire in your premises, call 111 as usual which will activate the local fire-fighting response team.

Other emergencies – a Community Resilience Plan has been developed to deal with a range of other natural disaster responses. A printed copy from the Coordinator at the Innovation Centre.

Waste minimisation and management

As part of our environmental considerations, we are keen to minimise the waste being brought onto or generated as part of your business operations. There is more about how you might do this in the document “*Ngawha Park: Towards a Circular Economy and Green Star Community Rating*”. Found Here.

FNHL will oversee the waste disposal on site and, together with the Park activation staff, ensure that there are opportunities for recycling and reusing as many of the waste streams on site as possible.

Construction waste: is to be sorted into bins provided by Phoenix Metalman. These are located at each site where construction takes place (Regent Training Centre, Te Pūkenga, and Corrections house-building facility).

Organic waste: cooked/ processed food waste is to be collected at each site in a sealed plastic drum. It will be collected daily and be processed through the worm farm at the Park.

Green waste (which will initially be generated through the activities of FNHL’s maintenance team) will be collected and composted on site also.

Non-organic waste: all other waste will be separated, collected and recycled initially offsite. Can you please encourage your staff to consider de-packaging any food items they bring in their lunches before they bring it to the Park? If you are bringing materials on site, please consider how they are packaged and how they will be treated at end of life.

Further information on waste minimisation and management is found in “*Ngawha Park: Towards a Circular Economy and Sustainability Rating*”.

The contact for waste management issues is: Robert Binney

Policies

The sustainability requirements and building a Circular Economy can be found in a companion document called “*Ngawha Park: Towards a Circular Economy and Sustainability Rating*”. This also contains some guidance for the content of policies for your business.

