

If calling, please ask for Democratic Services

Council

Thursday 19 August 2021, 9.30am

Council Chamber, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

Members

Cr Ponter (Chair)

Cr Staples (Deputy Chair)

Cr Blakeley

Cr Brash

Cr Connelly

Cr Gaylor

Cr Hughes

Cr Kirk-Burnnand

Cr Laban

Cr Lamason

Cr Lee

Cr Nash

Cr van Lier

Recommendations in reports are not to be construed as Council policy until adopted by Council

Council

Thursday 19 August 2021, 9.30am

Council Chamber, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

Public Business

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Exclusion of the Public

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Public Excluded Business

16. Confirmation of the Public Excluded minutes of the Council meeting on 29 June 2021	PE21.307	201
17. Appointment of Trustee to Wellington Regional Stadium Trust	PE21.363	205
18. Chief Executive performance review for 2020/21	RPE21.298	213
19. Chief Executive remuneration review for 2020/21	RPE21.299	238
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Please note these minutes remain unconfirmed until the Council meeting on 19 August 2021.

Report 21.306

Public minutes of the Council meeting on 29 June 2021

All members participating remotely via Microsoft Teams at 9.30am.

Members Present

Councillor Ponter (Chair)
Councillor Staples (Deputy Chair)
Councillor Blakeley
Councillor Brash
Councillor Connelly
Councillor Gaylor
Councillor Hughes
Councillor Kirk-Burnnand
Councillor Laban
Councillor Lamason
Councillor Lee
Councillor Nash
Councillor van Lier

All members participated at this meeting remotely via Microsoft Teams, and counted for the purpose of quorum, as per clause 25B of Schedule 7 to the Local Government Act 2002.

Public Business

1 Apologies

There were no apologies.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Council meeting of 10 June 2021- Report 21.256

Moved: Cr Hughes / Cr Kirk-Burnnand

That the Council confirms the Public minutes of the Council meeting of 10 June 2021 - Report 21.256.

The motion was **carried**.

Strategy, policy or major issues

5 Adoption of the 2021-31 Long Term Plan – Report 21.169

Greg Campbell, Chief Executive, introduced the report. Zofia Miliszewska, Team Leader, Corporate Planning and Reporting, spoke to the report. An updated version of Attachment 1 – Greater Wellington 2021-31 Long Term Plan and two additional documents – Greater Wellington Long Term Plan Audit Report and the Carbon Emissions reduction infographic – were tabled.

Clint Ramoo, Audit Director, Audit New Zealand, advised that Audit New Zealand has issued an unqualified opinion on the Long Term Plan, with the Long Term Plan being an appropriate document for Council decision making.

Moved: Cr Ponter / Cr Blakeley

That the Council:

- 1 Adopts the 2021-31 Long Term Plan (Attachment 1).
- 2 Delegates to the Chief Executive the ability to make minor editorial changes to the 2021-31 Long Term Plan prior to publication to correct errors and improve public understanding.
- 3 Notes that Audit New Zealand has provided their Audit opinion on the 2021-31 Long Term Plan at the meeting and the opinion will be included in the document.
- 4 Authorises the Chief Financial Officer to enter into any debt facilities, or borrowing that are required to implement the 2021-31 Long Term Plan for the 2021/22 year that are in accordance with the Council's Treasury Management Policy.
- 5 Notes that the Resource Management Charging Policy is also being considered by Council for adoption (Report 21.283).
- 6 Notes that separate reports are being considered at this Council meeting to set the:
 - a Wellington Regional Council rates for 2021/22 (Setting the Wellington Regional Council Rates 2021/22 – Report 21.210)
 - b Wholesale water levy for 2021/22 (Wholesale water levy for 2021/22 – Report 21.282).

The motion was **carried**.

Noted: Council thanked officers for their work in bringing the Long Term Plan to a completion.

6 Adoption of the Resource Management Charging Policy 2021-2024 – Report 21.283

Moved: Cr Kirk-Burnnand / Cr Brash

That the Council adopts the Resource Management Charging Policy 2021-24 (Attachment 1).

The motion was **carried**.

7 Setting of the Wellington Regional Council rates 2021/22 – Report 21.210

Alison Trustrum-Rainey, Chief Financial Officer, spoke to the report.

Moved: Cr Brash / Cr Staples

That the Council:

- 1 Sets, pursuant to sections 23 and 24 of the Local Government (Rating) Act 2002, the rates as set out in Attachment 1 for the period commencing 1 July 2021 and concluding 30 June 2022, with all dollar amounts being exclusive of Goods and Services Tax (GST) and with GST to be added to these amounts at the prevailing rate at the time of supply.
- 2 Sets the instalment due dates as set out in Attachment 2.
- 3 Resolves, pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, to add penalties to unpaid rates as outlined in Attachment 2.
- 4 Requests officers to send a copy of these resolutions to all territorial authorities acting as Wellington Regional Council's agents for rates collection.
- 5 Requests officers to place these resolutions on Greater Wellington's website.

The motion was **carried**.

8 Wholesale water levy and end of year adjustment for levy 2020/21 – Report 21.282

Alison Trustrum-Rainey, Chief Financial Officer, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr Brash

That the Council:

- 1 Approves, pursuant to section 91 of the Wellington Regional Water Board Act 1972, the wholesale water contributions payable by constituent authorities for 2021/22 as follows:

Council	2021/22 Levy \$ (GST exclusive)
Hutt City Council	\$10,305,753
Porirua City Council	\$4,635,174
Upper Hutt City Council	\$4,283,529
Wellington City Council	\$20,094,672
Total	\$39,319,128

- 2 Approves the end of year adjustment levies for 2020/21 as follows:

Council	2021/21 adjustments \$ (GST exclusive)
Hutt City Council	\$25,893 debit
Porirua City Council	\$8,036 debit
Upper Hutt City Council	\$109,606 debit
Wellington City Council	(\$143,535) credit

The motion was **carried**.

9 Approval of the Wellington Regional Land Transport Plan – Report 21.257

Amy Helm, Senior Strategic Advisor, spoke to the report.

Moved: Cr Staples / Cr Ponter

That the Council:

- 1 Approves the Wellington Regional Land Transport Plan 2021, as set out in Attachment 1.
- 2 Agrees to the Wellington Regional Land Transport Plan 2021 being forwarded to Waka Kotahi (New Zealand Transport Agency).
- 3 Delegates to the Chief Executive authority to approve any minor editorial amendments to the Wellington Regional Land Transport Plan 2021 prior to it being published.

The motion was **carried**.

Noted: Council thanked officers for their work on the Wellington Regional Land Transport Plan.

10 Report on the Regional Public Transport Plan Hearing – Report 21.167

Emmet McElhatton and Councillor Blakeley spoke to the report.

Moved: Cr Blakeley / Cr Lee

That the Council:

- 1 Notes that the Transport Committee heard submissions on the Wellington Regional Public Transport Plan from 20 to 22 April 2021.
- 2 Notes the recommendations from Transport Committee deliberations, as minuted in Attachment 1.
- 3 Notes that the Transport Committee delegated to the Transport Committee Chair the authority to approve minor editorial changes to the Wellington Regional Public Transport Plan prior to submission to Council.
- 4 Notes that Transport Committee recommendations are addressed in Report 21.168.
- 5 Notes that all submitters who supplied a contact email address have been sent a letter from Greater Wellington Chair and Transport Committee Chair on the outcomes of the consultation process.

The motion was **carried**.

11 Adoption of Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington Regional Public Transport Plan 2021-2031– Report 21.168

Emmet McElhatton, spoke to the report.

Moved: Cr Blakeley / Cr Lee

That the Council:

- 1 Adopts Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington Regional Public Transport Plan 2021-2031.
- 2 Notes that a regional public transport plan takes effect 20 working days after the date on which the regional council adopts the plan.
- 3 Notes that adoption of Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington Regional Public Transport Plan 2021-2031 formally establishes the new Unit 20, Airport Service.
- 4 Notes that officers will be providing notification of adoption of the plan to stakeholders and the public as per the requirements of section 121 of the Land Transport Management Act 2003.
- 5 Notes that accessible versions of the Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington Regional Public Transport Plan 2021-2031 will be created and made public following Council adoption.
- 6 Notes that the transition towards the National Ticketing Solution, and potential amendments to central government public transport policy from the Ministry of Transport review of the Public Transport Operating Model will likely require variation or renewal of the Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington Regional Public Transport Plan 2021-2031 earlier than the standard triennium review cycle.
- 7 Delegates to the Chief Executive the ability to make minor editorial changes to the Te Mahere Waka Whenua Tūmatanui o te Rohe o Pōneke Wellington

Regional Public Transport Plan 2021-2031 prior to publication to correct errors and improve public understanding.

The motion was **carried**.

Noted: Council thanked officers for their work on the Wellington Regional Public Transport Plan.

12 Report of the Environment Committee on Hearing submissions and feedback – Proposed Wellington Regional Navigation and Safety Bylaws 2021 – Report 21.245

Grant Nalder, Manager Harbours, spoke to the report.

Moved: Cr Gaylor / Cr Lamason

That Council agrees to the Environment Committee's proposed changes to the proposed amendments to the Wellington Regional Navigation and Safety Bylaws 2009, namely that:

- a 'Wing' is added to the definition of 'Sailboard'
- b The following stand-alone provision be included:

No person who is permitted by any provision of this bylaw or any Maritime Rule to navigate a vessel at a speed exceeding 5 knots shall do in any manner that is likely to endanger or unduly interfere with the reasonable enjoyment of any person who is in, on, or using the waters, or fishing, or undertaking any activity in the vicinity of the vessel.
- c Clause 2.6 be amended by adding:

No vessel may use a mooring without the mooring owner's permission. If they do so, the Harbourmaster may direct the owner of the vessel to remove it from that mooring. If they do not comply or the owner cannot be located then the vessel may be removed by the Harbourmaster (or their agent) at the vessel owner's expense.
- d Clause 3 be amended by adding:

Swimmers more than 200 metres from shore must tow a float or other means of increasing visibility, unless accompanied by a support craft.
- e Clauses 2.3.1 and 2.8.1 be amended by adding 'Designated launching area'
- f The following be added to the definitions:

Dive flag – see Flag A

Free diving – breath hold diving that relies on breath holding until resurfacing

Shore SCUBA diver – a diver using breather apparatus that enters and exits the water from shore and not a vessel

Diver's marker float – any float that can be deployed on or before surfacing by a SCUBA diver, can include a safety sausage or Surface Marker Buoy

Underway – as defined in Maritime Rules Part 22

- g Clause 3.4.5 be modified to read:
- Any shore SCUBA diver that intends to surface, or is likely to surface more than 200 metres from shore must display a diver’s marker float similar that marks their position when surfacing.
- h The following be added to the definitions:
- Restricted visibility – as defined in the Maritime Rules Part 22
- i New clause 5.5.4 be added as follows:
- A commercial operation that displays a MNZ or MSA number satisfies the identification requirements in clauses 5.3 or 5.4.
- j Clause 5.4.1 be replaced with the following:
- Every personal water craft being used on the waters of the Wellington Region must display a distinctive individual numbers; this may be the trailer’s registration or a PWC registration number.
- k New clause 5.4.2 be added as follows:
- If not using the trailer registration number then the personal water craft must be registered with:
- The Council; or
 - An authorised agent of the Council; or
 - Another regional council.
- l New clause 5.4.3 be added as follows:
- If using a PWC registration number, this must be displayed on the trailer drawbar.
- m Clause 5.5.4 be replaced with the following “The vessel name or identifying letters and number must be displayed prominently on the trailer”
- n Clause 2.8.1 be amended by replacing “by waters” with “from seaward”
- o The definition of ‘Explosive’ be amended to have the same meaning as in the Hazardous Substances and New Organisms Act 1996
- p Subclause 4.1.1(c) be amended by inserting the following words “This declaration must include Net Explosive Quantity and gross weight”
- q New clauses 5.4.3 (the second reference) and 5.5.1 be amended by inserting the words “In a contrasting colour”
- r Schedule 2 be amended by including “bunker barges”
- s The definition of ‘Paddle craft’ be amended by inserting the words “includes waka ama”
- t The following be added to the definitions:
- In writing – includes ‘communication by email’
- u The definitions of the lakes be revised to:

Lake Wairarapa – the more or less continuous area of water commonly known as Lake Wairarapa, including the Ruamahanga Cut-off, in south Wairarapa and extends as far downstream as the barrage gates.

Lake Onoke (Lake Ferry) – the more or less continuous area of water commonly known as Lake Onoke or Lake Ferry located in the south Wairarapa and extending through to Palliser Bay (when the entrance is open).

- v In clause 2.15 the word “one” be replaced with the word “two”
- w The following new paragraph be added to clause 2.15:
 - (d) a non-motorised vessel within a harbour or less than 1000 metres of the coast only requires one waterproof form of communication.
- x In clause 3.2.7 “Director of Maritime Safety” be replaced with ‘Harbourmaster’
- y New clause 6.2.2 be added to include:
 - Before any vessel on a commercial berth that clause 6.2.1 applies to starts an engine that may result in their propulsion system operating that vessel must contact Wellington Harbour Radio to ensure it is safe to start their engine,’ and:
- z Subsequent subclauses and any cross-references are renumbered
- aa Clause 6.1.2 be replaced with:
 - Pleasure craft are exempt from clause 6.1.1 except during the hours of darkness and in restricted visibility.
- bb New clause 6.2.4 be amended by replacing the words ‘This does not apply to Pleasure Craft during daylight and good visibility’ with ‘Pleasure craft are exempt from clause 6.2.4 except during the hours of darkness and in restricted visibility’
- cc Each clause that refers to knots is amended to incorporate references to speed in both knots and kilometres per hour.

The motion was **carried**.

13 Making the Wellington Regional Navigation and Safety Bylaws 2021 – Report 21.243

Grant Nalder, Manager Harbours, spoke to the report.

Moved: Cr Gaylor / Cr Brash

That Council:

Refinements to the Council’s agreed changes

- 1 Notes the expert maritime lawyers’ identification of further refinements and changes.

- 2 Adopts the further refinements and changes to the Wellington Regional Navigation and Safety Bylaws 2009, proposed after consideration of expert legal advice (as set out in Attachment 1)
- 3 Notes that, to assist Council's consideration, its agreement to these proposed refinements and changes was assumed:
 - a In preparing the proposed Wellington Regional Navigation Safety Bylaws 2021 (Attachment 2)
 - b By the external lawyers in advising whether there are any implications for the proposed Wellington Regional Navigation Safety Bylaws 2021 under the New Zealand Bill of Rights Act 1990 (see recommendation 8).

Identification of additional issues

- 4 Notes the expert maritime lawyers' identification of additional issues with some of the clauses in the Wellington Regional Navigation and Safety Bylaws 2009 that continue in the proposed Wellington Regional Navigation Safety Bylaws 2021.
- 5 Agrees that there is insufficient time to address these additional issues before the Wellington Regional Navigation and Safety Bylaws 2009 expire on 1 July 2021.
- 6 Agrees that these additional issues should be addressed once the current external risk assessment of the management of shipping in the main harbour channel is completed.

Legislative determinations and making the 2021 Bylaws

- 7 Determines, in accordance with section 155(2)(a) of the Local Government Act 2002, that the proposed Wellington Regional Navigation Safety Bylaws 2021 (Attachment 2) are the most appropriate form of bylaw.
- 8 Notes the external lawyers' advice that there are no implications of the proposed Wellington Regional Navigation Safety Bylaws 2021 under the New Zealand Bill of Rights Act 1990.
- 9 Determines, in accordance with sections 155(2)(b) and 155(3) of the Local Government Act 2002, that whilst the proposed Wellington Regional Navigation Safety Bylaws 2021 do give rise to any implications under the New Zealand Bill of Rights Act 1990, those bylaws are not inconsistent with that Act.
- 10 Makes the Wellington Regional Navigation Safety Bylaws 2021 (Attachment 2).
- 11 Delegates to the Chief Executive the ability to make minor editorial layout and graphical changes prior to publication to correct errors and improve the presentation of the Wellington Regional Navigation Safety Bylaws 2021.

The motion was **carried**.

Noted: Council thanked officers for their work on the bylaws.

The meeting adjourned at 10.51am and resumed at 11.05am.

14 Let's Get Wellington Moving: Confirming Programme Objectives– Report 21.228

Luke Troy, General Manager, Strategy, spoke to the report.

Moved: Cr Blakeley / Cr van Lier

That the Council:

- 1 Notes the outcomes of the review of the Let's Get Wellington Moving programme objectives.
- 2 Endorses the revised objectives and the proposed objectives weightings for the Let's Get Wellington Moving programme set out in Table 1. below:

OBJECTIVE HEADING:	Liveability	Access	Carbon emissions and mode shift	Safety	Resilience
OBJECTIVE DESCRIPTOR: A transport system that...	Enhances urban amenity and enables urban development outcomes	Provides more efficient and reliable access for users	Reduces carbon emissions and increases mode shift by reducing reliance on private vehicles	Improves safety for all users	Is adaptable to disruptions and future uncertainty
WEIGHTING:	20%	15%	40%	15%	10%

Table 1: Revised LGWM objectives and proposed weightings – June 2021

- 3 Notes the Let's Get Wellington Moving programme team will review the associated key performance indicators to ensure they are fit for purpose and appropriately reflect the revised objectives.
- 4 Notes that safety is an important component of the programme and will be a key consideration in all elements of the programme.

The motion was **carried**.

Governance

15 Changes to Council's delegation of powers, functions and responsibilities – June 2021 – Report 21.276

Francis Ryan, Manager, Democratic Services, spoke to the report.

Moved: Cr Brash / Cr Connelly

That the Council:

- 1 Revokes, with effect from 30 June 2021, the delegation made by Council on 10 December 2020 to specified officers under the Resource Management Act 1991.

- 2 Delegates its powers, duties and responsibilities under the Resource Management Act 1991 to specified officers, except those powers retained explicitly by Council, with effect from 30 June 2021, as set out in Attachment 1.

The motion was **carried**.

16 Wellington Water Committee meeting – 17 May 2021 [For Information]

Samantha Gain, General Manager, Corporate Services, spoke to the report.

17 Regional Transport Committee meeting – 8 June 2021 [For Information]

Councillor Staples spoke to the report.

Corporate

18 WRC Holdings Statement of Intent 2021/22 – Report 21.290

Samantha Gain, General Manager, Corporate Services, spoke to the report.

Moved: Cr Lamason / Cr Blakeley

That the Council receives the WRC Holdings Statement of Intent 2021/22.

The motion was **carried**.

Resolution to exclude the public

19 Resolution to exclude the public – Report <number>

Moved: Cr Connelly / Cr Brash

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:

Confirmation of the Public Excluded minutes of the Council meeting on 10 June 2021 – Report PE21.261

Airport Service tender – Report PE21.274

Snapper – change in corporate ownership – Report PE21.194

Confirmation of the Restricted Public Excluded minutes of the Council meeting on 10 June 2021 – Report RPE21.252

Draft Chief Executive performance indicators for 2021/22 – Report RPE21.196

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

Confirmation of the Public Excluded minutes of the Council meeting on 10 June 2021 – Report PE21.261	
<i>Reason/s for passing this resolution in relation to each matter</i>	<i>Ground/s under section 48(1) for the passing of this resolution</i>
<p>Information contained in the minutes relates to the proposed purchase of private properties. Having this part of the meeting open to the public would prejudice Greater Wellington’s negotiating position when engaging with owners and lessees of the subject properties.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act (to enable any local authority to carry on, without prejudice of disadvantage, negotiations (including commercial and industrial negotiations)).</p>
Airport Service tender – Report PE21.274	
<i>Reason/s for passing this resolution in relation to each matter</i>	<i>Ground/s under section 48(1) for the passing of this resolution</i>
<p>Information contained in this report relates to potential future bus service contracting in the Wellington Region. Release of this information would prejudice Greater Wellington’s negotiating position when engaging with tenderers, and would compromise probity of the Request for Proposal process.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act (to enable any local authority to carry on, without prejudice of disadvantage, negotiations (including commercial and industrial negotiations)).</p>

Snapper – change in corporate ownership – Report PE21.194	
<i>Reason/s for passing this resolution in relation to each matter</i>	<i>Ground/s under section 48(1) for the passing of this resolution</i>
<p>Certain information contained in this report relates to information which has been supplied under an obligation of confidence. Release of this information would likely prejudice the supply of similar information, or further from the same source.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(c)(i) of the Act (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 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).</p>
Confirmation of the Restricted Public Excluded minutes of the Council meeting on 10 June 2021 – Report RPE21.252	
<i>Reason/s for passing this resolution in relation to each matter</i>	<i>Ground/s under section 48(1) for the passing of this resolution</i>
<p>Information contained in the minutes includes the details on the negotiation parameters with the preferred candidate for appointment as Chief Executive. Release of this information would disadvantage the Council in its negotiations with the preferred candidate.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act (to enable any local authority to carry on, without prejudice of disadvantage, negotiations (including commercial and industrial negotiations)).</p>

Chief Executive performance indicators for 2021/22 – Report RPE21.196	
<i>Reason/s for passing this resolution in relation to each matter</i>	<i>Ground/s under section 48(1) for the passing of this resolution</i>
<p>The information contained in this report relates to the Chief Executive’s performance agreement for 2021/22. Release of this information would prejudice the Chief Executive’s privacy by disclosing his performance agreement with Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting would override his privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons).</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The motion was **carried**

The public part of the meeting closed at 11.34am.

Councillor D Ponter

Chair

Date:

Please note these minutes remain unconfirmed until the Council meeting on 19 August 2021.

The matters referred to in these minutes were considered by the Council on 29 June 2021 in Restricted Public Excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.

Report RPE21.308

Restricted Public Excluded minutes of the Council meeting on 29 June 2021

All members participating remotely by Microsoft Teams, at 12.09pm.

Members Present

Councillor Ponter (Chair)
Councillor Staples (Deputy Chair)
Councillor Blakeley
Councillor Brash
Councillor Connelly
Councillor Gaylor
Councillor Hughes
Councillor Kirk-Burnnand
Councillor Laban
Councillor Lamason
Councillor Lee
Councillor Nash
Councillor van Lier

All members participated remotely at this meeting remotely via Microsoft Teams, and counted for the purpose of quorum, as per clause 25B of Schedule 7 to the Local Government Act 2002.

Restricted Public Excluded Business

- 1 Confirmation of the Restricted Public Excluded minutes of the Council meeting on 10 June 2021 – Report RPE21.252**

Moved: Cr Lamason / Cr Kirk-Burnnand

That the Council confirms the Restricted Public Excluded minutes of the Council meeting of 10 June 2021 - Report RPE21.252.

The motion was **carried**.

2 Chief Executive performance indicators for 2021/22 – Report RPE21.196

Cr Hughes, Chair, Chief Executive Employment Review Committee, spoke to the report. An updated Attachment 1 to Report RPE21.196 was tabled.

Moved: Cr Hughes / Cr Gaylor

That Council:

1. **Adopts** the Chief Executive key performance indicators for the period from 1 July to 31 December 2021 (updated Attachment 1).
2. **Notes** that Chief Executive key performance indicators for the period from 1 January to 30 June 2022 will be submitted to Council for adoption following the Chief Executive Employment Review Committee's discussion with the incoming Chief Executive on the key performance indicators.

The motion was **carried**.

The Restricted Public Excluded part of the Council meeting closed at 12.24pm.

Councillor D Ponter

Chair

Date:

For Information

UPDATE ON PROGRESS OF ACTION ITEMS FROM PREVIOUS COUNCIL MEETINGS – AUGUST 2021

Te take mō te pūrongo
Purpose

1. To update the Council on the progress of action items arising from previous Council meetings.

Te horopaki
Context

2. Items raised at Council meetings, that require actions from officers, are listed in the table of action items from previous Council meetings (**Attachment 1** – Action items from previous Council meetings – August 2021). All action items include an outline of the current status and a brief comment.

Ngā hua ahumoni
Financial implications

3. There are no financial implications from this report, but there may be implications arising from the actions listed.

Ngā tūāoma e whai ake nei
Next steps

4. Completed items will be removed from the action items table for the next report. Items not completed will continue to be progressed and reported. Any new items will be added to the table following this Council meeting and circulated to the relevant business group/s for action.

**Ngā āpitihanga
Attachment**

Number	Title
1	Action items from previous Council meetings – August 2021

**Ngā kaiwaitohu
Signatories**

Writer	Samantha Gain – General Manager, Corporate Services
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**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

The action items are of an administrative nature and support the functioning of Council.

Implications for Māori

There are no direct implications for Māori arising from this report.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

Action items contribute to Council's and Greater Wellington's related strategies, policies and plans to the extent identified in **Attachment 1**.

Internal consultation

There was no internal consultation.

Risks and impacts - legal / health and safety etc.

There are no known risks.

Action items from previous Council meetings

Meeting date	Action	Status and comment
10 December 2020	<p>Wellington Water Committee Meetings 3 November and 25 November – Report 20.435</p> <p>Noted</p> <p>The Council requested that officers invite Geoff Dangerfield, Chair, Wellington Water Limited, to attend a Council workshop to provide an overview of the Board’s performance.</p>	<p>Status</p> <p>Completed.</p> <p>Comment</p> <p>Mr Dangerfield attended the Council workshops 29 July 2021.</p>
1 April 2021	<p>Treasury Risk Management Policy Review – Report 21.65</p> <p>Noted</p> <p>Council requested that officers report to the Finance, Risk and Assurance Committee regarding the swaptions changes in the Treasury Risk Management Policy, and Greater Wellington’s investments in fossil fuels and opportunities to divest from fossil fuels.</p>	<p>Status</p> <p>Completed</p> <p>Comment</p> <p>This was discussed outside of the FRAC meeting with Councillor Kirk-Burnnand and Mike Timmer.</p>

For Decision

WELLINGTON TRAMWAY MUSEUM LEASE RENEWAL APPLICATION FOR APPROVAL

Te take mō te pūrongo

Purpose

1. To advise Council on the approval of a new long term lease of land at Queen Elizabeth Park (QEP) for the Wellington Tramway Museum.

He tūtohu

Recommendations

That Council:

- 1 **Considers** the submissions summarised in the Public Feedback Report (Attachment 1) in making its decision.
- 2 **Authorises** the Chief Executive, pursuant to section 59A of the Reserves Act 1977 and Part 3B of the Conservation Act, to grant a concession in the form of a 30 year lease of land at Queen Elizabeth Park to Wellington Tramway Museum, on final terms and conditions acceptable to the Chief Executive.
- 3 **Notes** that the new lease will commence on the day following the old lease expiry, and that Lease terms and conditions will be developed and negotiated with Wellington Tramway Museum, subject to the recommendations of the Toitū Te Whenua Restricted Activity Assessment (Attachment 2), the requirements of the Conservation Act 1987 and other legislative and regulatory requirements.
- 4 **Notes** the findings of the Toitū Te Whenua Parks Network Plan 2020-2030 Assessment of Restricted Activity (Attachment 2) in making its decision and that the recommendations of that assessment will be considered in the negotiation and drafting of the lease.
- 5 **Agrees**, in accordance with the Council Owned Property Rental Policy, that the lease rental shall be reduced from a current market rent based on affordability to Wellington Tramway Museum, guided by Greater Wellington's Parks Concession Guideline and Fee Schedule 2020.

Te tāhū kōrero

Background

2. Wellington Tramway Museum has operated their museum and tramline in QEP under deed and lease agreements since 1965. Its current lease commenced in 1986 for a term of 33 years, expiring in 2018. A new lease, once approved, will commence the day following the expiry of the old lease (with interim arrangements a continuation of this).
3. The Park is classified as a Recreation Reserve under the Reserves Act 1977 and is Crown Owned land, controlled and managed by Greater Wellington Regional Council (Greater Wellington). Toitū Te Whenua Parks Network Plan 2020-2030 (Toitū Te Whenua) is the operative management plan for the park, developed and approved under the Reserves Act 1977. For Council decision-making purposes, the lease proposal is subject to Conservation Act 1987, Reserves Act 1977 and Toitū Te Whenua management plan processes. This includes thorough assessment of existing activities in parks to ensure that changed circumstances, environmental or cultural values or effects on other recreation activities can be reviewed and modifications made to lease agreement conditions to suit current and foreseen future circumstances.
4. When making decisions under the Conservation Act 1987, Council must engage in a two-step process in order to conform to the requirements of that Act. The first step, to put forward the proposal for public consultation, has been completed. The second is to make the decision as to the grant of the concession based on all relevant information and any public submissions.
5. The Wellington Tramway Museum application is for a new 30 year lease (**Attachment 3**). It will be pursuant to section 59A of the Reserves Act 1977 and Part 3B of the Conservation Act 1987, to grant a concession in the form of a 30 year lease.
6. At its meeting on 27 May 2021 Council approved a period of 20 working days' public consultation for a new lease, and that all relevant information and public feedback be reported back to Council for final decision on whether the lease should be granted (Wellington Tramway Museum lease application for public consultation - Report 21.146).

Te tātaritanga

Analysis

7. Public consultation began on 8 June 2021 and closed on 5 July 2021. As required by the Reserves Act 1977, public notices were placed in newspapers circulating in the Wellington Region. Information about the proposal was made available on Greater Wellington's 'Have Your Say' website, in social media posts and via posters in the park and at the Tramway Museum. Other groups using the park were consulted for feedback as part of the Toitū Te Whenua Restricted Activity Assessment.
8. The Wellington Tramway Museum sought engagement with mana whenua as outlined in their lease application (**Attachment 3**)
9. The Public Feedback Report (**Attachment 1**) summarises submissions. Thirty-eight submissions were received via the Have Your Say website page and nine via the parksplanning@gw.govt.nz email address. The 47 total submissions were all in favour

of Greater Wellington granting the Wellington Tramway Museum a new long term lease.

10. The *Have Your Say* website page included a short survey. Detail of the survey questions and officer comments are outlined the Public Feedback Report (**Attachment 1.**).

Key suggestions from submitters included:

- a The lease should be longer or perpetual (not possible under the Conservation Act 1987)
 - b The tramline could be extended (possible if the Tramway Museum is interested in future)
 - c More support for volunteering
 - d Additional signs.
11. All nine submissions received via the parksplanning@gw.govt.nz email address supported the proposed new long term lease.
 12. A positive response was received to social media posts, with people commenting to support the Tramway Museum and new lease.
 13. The full support for the lease approval reflects the importance of the Tramway Museum to the community and benefits it realises through volunteering, recreation enjoyment and heritage conservation.
 14. No additions have been made as a result of this feedback to recommended lease conditions outlined in the Toitū Te Whenua Restricted Activity assessment (**Attachment 2**). Suggestions for additional signs can be addressed by the Parks team and more support for volunteering in parks is identified in Toitū Te Whenua Parks Plan. The maximum length of lease is determined by the Conservation Act 1987.
 15. Lease terms and conditions will be developed and negotiated with Wellington Tramway Museum subject to the recommendations of the Toitū Te Whenua Restricted Activity assessment (**Attachment 2**), and the requirements of the Conservation Act 1987 and other legislative and regulatory requirements. A high-level summary of preliminary lease terms are as follows:

Lease Area	As per previous lease
Term	30 years
Renewals	None
Commencement Date	To be confirmed, subject to lease negotiation and agreement.
Annual Rent	As per previous lease. Subject to Council approval and final agreement, but recommended to be reduced from a current market rent based on affordability to Wellington Tramway Museum, guided by Greater Wellington's Parks Concession Guideline and Fee Schedule 2020.

Rent Reviews	Three yearly in accordance with the Conservation Act 1987.
Use	Tramway Museum and tramway.
Development Conditions	Lessee to obtain all necessary consents, authorities prior to undertaking any development of the land.
Lessee's General Obligations	Ongoing compliance with all legislative, regulatory and park management requirements, maintenance, security and management of buildings and other site development.

Ngā hua ahumoni

Financial implications

16. In accordance with the Council Owned Property Rental Policy, it is recommended that the lease rental shall be maintained at the current rate of five percent of the gross returns from tramway fares. This is based on affordability to Wellington Tramway Museum, guided by Greater Wellington's Parks Concession Guideline and Fee Schedule 2020 and current rental rate.
17. Parks Concession Guideline and Fee Schedule 2020 identifies Restricted Activity assessment costs for lease and licence applications. Greater Wellington has incurred minimal costs in assessment of the proposal. A fee waiver for the Restricted Activity assessment is proposed. The Tramway Museum is a significant regional heritage and tourism attraction, provides important volunteering and learning opportunities and tram restoration costs are high.
18. Greater Wellington will continue to incur flood minimisation intervention costs in protecting the Wellington Tramway Museum and Kāpiti Stables building facilities from the annual effects of flooding and climate change through mitigation works such as already consented stream bed gravel extraction works. Flooding effects are currently relatively minor for the Tramway Museum.

Te huritao ki te huringa o te āhuarangi

Consideration of climate change

19. The proposed matter will not impact Greater Wellington's corporate emissions. Toitū Te Whenua policies and guidance encourage park concessionaires to consider and reduce their emissions and operate in a sustainable manner. Recommended lease conditions will include sustainability measures (refer to **Attachment 2**).
20. The drained former peat wetland area occupied by the Tramway Museum and adjoining horse grazing licence concessionaire are already subject to annual flooding. This is expected to continue and potentially increase over the period of the 30 year lease; however, wetland restoration work will reduce these effects.

21. Greater Wellington has signalled its intention through Toitū Te Whenua policy directions and Low Carbon Acceleration fund restoration works to progressively restore wetlands of the region and this park and reduce carbon emissions. This continues to be supported by park Friends group native vegetation and wetland restoration works supported by grant funds. This, combined with ongoing flood hazard minimisation interventions, is likely to assist in reducing the extent and impacts of flooding on the Tramway Museum's low-lying facilities.

Ngā tikanga whakataurua

Decision-making process

22. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.
23. The decision making process followed is prescribed by s59A of the Reserves Act 1977, Part 3B of the Conservation Act 1987, and Toitū Te Whenua Parks Network Plan 2020-30 procedures for Restricted Activities in parks.

Te hiranga

Significance

24. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that this lease proposal is of low significance to the Kāpiti Coast and Wellington community given it is a long established and well known regional heritage and tourism facility and positive public feedback was been received.

Te whakatūtakitaki

Engagement

25. Consultation and engagement activities included public notice, social media, site notices and direct email community notifications. Other park users were consulted about the proposed new lease and were all supportive (refer **Attachment 2**). The Tramway Museum may undertake their own face-to-face engagement activities, subject to COVID-19 restrictions.

Ngā tūāoma e whai ake nei

Next steps

26. Lease agreement preparation and negotiation. Any deviations from this Council approval or existing policy will be referred back to the Council for approval.

Ngā āpitihanga
Attachments

Number	Title
1	Public Feedback Report
2	Toitū Te Whenua Parks Network Plan 2020-30 Assessment of Restricted Activity – Wellington Tramway Museum application for a new long term lease
3	Wellington Tramway Museum Application

Ngā kaiwaitohu
Signatories

Writer	Fiona Colquhoun – Parks Planner, Corporate & Strategic Planning
Approvers	Jake Gilmer – Manager Corporate & Strategic Planning Jimmy Young – Acting Manager, Parks Luke Troy – General Manager, Strategy Al Cross – General Manager Environment

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

Council has delegated authority from the Minister of Conservation under the Conservation Act 1987 to consider and grant concessions in Queen Elizabeth Park.

Implications for Māori

Wellington Tramway Museum has consulted with mana whenua; Ngāti Toa Rangatira and hapū Ngāti Haumea and Ti Ātiawa Whakarongotai about the new lease proposal.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

The costs associated with protecting the area where the Tramway is based from annual flooding are budgeted within the annual parks operational plan.

The activity supports LTP strategic priorities, in particular 'a resilient future'. The Tramway offers community connections and skill development through volunteering and is an important tourism attraction for the region.

Internal consultation

Officers in Parks, Strategy, Environmental Science, Biodiversity and Policy were engaged in the assessment of the proposal, as well as Legal, Customer engagement and external consultants Jigsaw Property.

Risks and impacts - legal / health and safety etc.

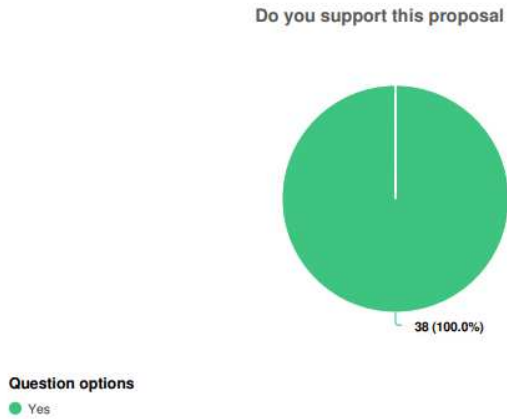
Threats and risks associated with the proposal are discussed in **Attachment 2**.

Public Feedback Report

Summary of public feedback on Wellington Tramway Museum lease application

1. HAVE YOUR SAY SURVEY RESPONSE

Question 1. Do you support this proposal?



Question 2. Please tell us why?

There were no responses to this question

Question 3. Do you have any suggestions for what to add to the lease?

Response	Officer comment/ recommendation (where suggestions made)
Allow for increased track length to make a more enjoyable experience	Noted. The Tramway Museum may apply for an extension of their lease area if this is of interest to them in future.
Continued community support and working with other user groups	
Duty of Care, requirements of a Health Safety Plan and processes to be put in place, as should be in place for other leaseholders when their leases come up for renewal	Noted, all other lease and licence holders have H&S plans in place for their activities, hold appropriate insurance and receive updated Park Hazard Plans annually
Make provision for the addition of the first of the new light rail units to be installed in Wellington under the LGWM project in 2025	Out of scope for this proposal
The inclusion of trolley buses as that was the other form of previous electric public transport	The Tramway Museum has some trolley buses in their collection.
A trolleybus circuit so that trolleybuses from Foxton can move down here. A longer length of track for the trams to run	
Also grant them some money for maintenance etc.	Noted. The Parks team currently support the Tramway Museum operations through activities such as amenity area maintenance and stream management activities when required
We need to encourage younger people to be able to maintain and preserve these machines and others into the future. The mechanical skills needed to maintain such machines are not necessarily complicated but they are slowly being lost as the people who know them age	Noted. Supporting volunteering in parks is a part of the 'Mahi Tahī / Way we work' Goal in Toitū Te Whenua Parks Network Plan 2020-30

Include Tramway Museum on any way wayfinding signage, information and on-line planforms in and for the QE Park and district.	Noted. Signs in the park will be progressively updated and can include additional directions to the Tramway Museum. The Tarms operation is included in current and new signage being installed on SH as part of the Transmission Gully project
Just do it - it is a good earner for the area and the volunteers do not deserve the waffle and hesitation that they are being subjected to	Noted. The Requirements of the Conservation Act, Reserves Act and parks management plan are being followed.
To lease the land as long a possible keep the heritage alive	As above
Make it a 50 year lease	As above
Extend term or give rights of renewal, to ensure continuity of this historic project, so as to encourage ongoing maintenance and development of this community facility	As above

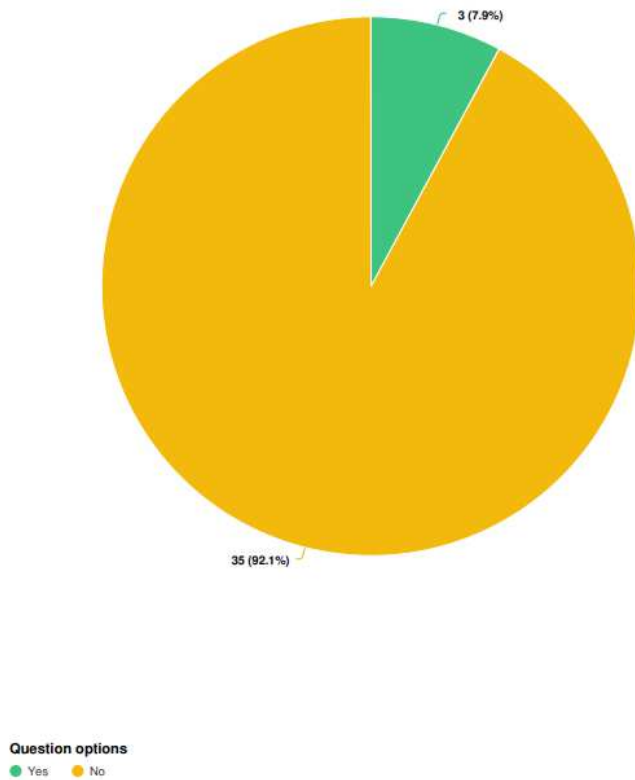
Question 4. Do you have any additional comments?

Comments	Officer comment (where suggestions made)
The Kāpiti Pony Club supports the presence of the other non-profit clubs operating within Queen Elizabeth Park. We believe their presence creates a more vibrant and 'alive' space that is Queen Elizabeth Park. Not only do these organisations contribute to the Park itself but to the wider community and the well-being of individuals that actively participate in them. Our members have never had a negative experience with the Tramway. Our only suggestion would be for more signage, at crossing points, warning of the trams.	Additional signs can be added if required. An ongoing programme of crossing upgrades is underway at all crossing points, this includes assessment of site lines in addition to signage
The team do a great job and long may it continue. A great group to work with.	
it's a great asset for the region	
Don't have time to help out but love the trams and know that they bring joy to a lot of people, keep it up!	
It is an important part of our social history, fantastically located within a range of recreational activities. Pitty more rail/tram type operations can't be operated in our other regional parks.	
it is a great Historical feature of the park and definitely should be continued, i already volunteer for other aspects of the park so am already pro- continuance of these activities	
Love seeing the trams operating in the park when I'm cycling. A really nice outing for families, and for those who aren't mobile enough to view the park any other way. an easy way to get people seeing more of the park. also exciting to see the Tramway recently running a 'murder mystery' event. excellent to see the site promoting the good work done by current volunteers, & asking for more. Would be good to see the Regional Council promoting that more widely, as volunteers are the key to continuing tramway operations over the next 30 years.	See comment in table above re supporting volunteers
Volunteers as benefit multiplier need to be leveraged better.	As above

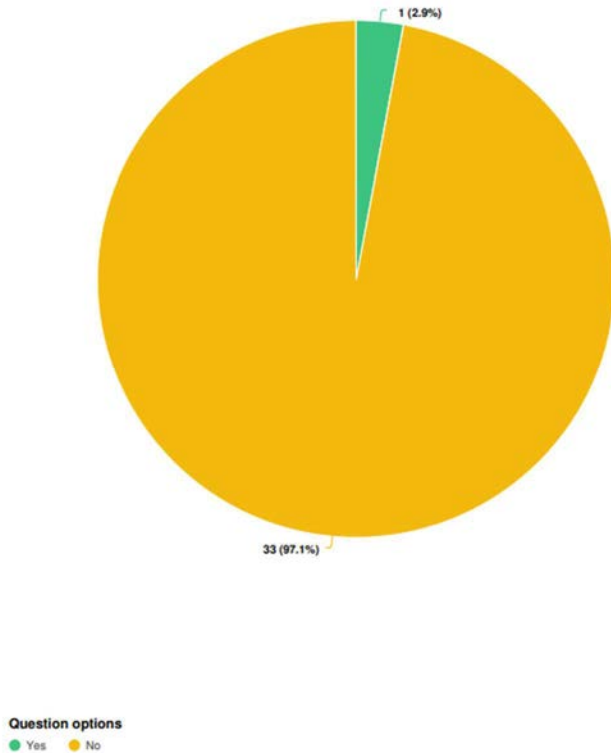
I hope it is able to continue operating in perpetuity.	
The Tramway Museum is a local asset.	
The tramway museum is an important heritage for the region. It must be supported to remain in existence.	
The Museum should have a lease period longer than 30 years - something like 99 years or 999 years is more appropriate for a community resource such as this	See comment in table above
I support the continued lease, and hence have done this questionnaire	
It puts a bit of "life" into the park and is not rivalled in the lower North Island. It needs support not awkwardness from bureaucrats	
This set up must be kept	
The Kapiti US Marines Trust exists to protect, preserve and promote the story and activity of US Marines in Kapiti and New Zealand during WWII, particularly in the Camps Russell, Paekakariki and McKay which are included in or adjacent to the now Queen Elizabeth Park. The trust promotes this history through the US Marines Memorial and US Marines Hut exhibit, via its web site and activities such as ceremonies and open days. The Tramway Museum's trams that pass the Memorial and Hut create an expanded story of 20th century events and transport infrastructure, given that many of the trams would have been used by US Marines in Wellington during the 1940's. The tram drivers slow or stop at the Memorial and Hut exhibit and explain what they are which helps many more visitors to the park understand the significance of the site and its importance in the European history of the Kapiti District. At special events such as Memorial Day anniversaries the trams are parked at and form a significant background to commemorations at the memorial. The Tramway Museum provides a reliable high quality living history experience for visitors to QE Park and as such is very appreciated by the Kapiti US Marines Trust as we also work to draw kiwi and international visitors into the park. The Kapiti US Marines Trust unreservedly supports the renewal of a new thirty year lease to the Tramway Museum and its activities.	
I fully support the Wellington Tramway Museums 30 year lease. They provide such a good opportunity for people to learn more about Wellington's history. The work they have done at Queen Elizabeth Park is fantastic and the trams look amazing. We really enjoy coming here as a family and encourages us to explore the park while we are there.	
This is part of Wellington's Heritage long may it continue	
I am unable to volunteer as I don't drive, getting there and driving a tram would be difficult for me. But I hope people can do this as it would be a shame to lose it. We are losing so many things now that younger generations would miss out on and a part of our history they would lose. Now with this government and their idea of EV cars etc we will eventually lose everything like this no doubt, steam trains etc. We need to keep this stuff going.	
A great place to take the family, we need to keep it!!!	
This facility has been used by various members of our immediate and extended family, as well as district schools and visitors to the area. It is very popular in summer, I believe it is a treasure to the district	
The tramway museum is not only a popular destination for many families, an important piece of our past, but is a teaching tool in its own right. It is of great benefit.	
Let's keep enjoying the area of this tramway museum, its history, the links it forged, let us remember them who gave their lives so valiantly, leave the future generations, with a place to commemorate those fallen; and enjoy the tram way museum too.	
Please keep these critical historic museums in Kāpiti. It is a key part of the tourism on the coast.	
The Tramway is a great asset in Queen Elizabeth Park and for the Kapiti District.	

The Tramway museum is a Kapiti/Wellington gem!! Before we moved here we discovered it and took a ride and met Henry who was very keen to tell us all about it. Love the Kiwi passion and hope others think the same	
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Question 5. Do you currently volunteer for the Tramway Museum?



Question 6. Would you like to volunteer for the Tramway Museum?



2. Submissions received via parksplanning@gw email address

Submission	Officer comment/ recommendation (where suggestions made)
Yes the lease should be granted to the Tramway Museum.	
<p>Kia ora and thank you for the opportunity to contribute to Greater Wellington Regional Council’s process for the Tramway Museum Lease. WellingtonNZ, the Regional Economic Development Agency for the Wellington Region (WREDA), supports economic performance throughout the region to enhance prosperity and liveability. We market Wellington as a destination for visitors, migrants and investors; help businesses grow and innovate; advocate for Wellington’s economy; attract and promote major events and run Wellington city’s major civic venues. As the agency responsible for promoting and developing Wellington as a visitor destination, WellingtonNZ believes it is important to make its views known in relation to activity that could influence its operations, as well as regional destination development and marketing in the future.</p> <p>Our Submission</p> <p>WellingtonNZ supports the proposal that Greater Wellington extend the lease for the Tramways Museum. In our experience, the operation is run by a set of committed volunteers dedicated to keeping this part of the region’s heritage alive and sharing it with the community and with visitors. The experience is quirky, reasonably priced, suitable for all ages and environmentally friendly. The Musuem shares a slice of Wellington history and tells a wonderful local story to visitors from here and overseas. The Tramways Museum has established relationships with Australian travel sellers and their visitors enjoy the quirky and very local experience. There is possibly additional opportunity for the Museum to connect with a broader set of travel sellers and we would be happy to work with the organisation and Kapiti Coast District Council to promote it to this travel seller network. The excursion recently featured in a WellingtonNZ regional Wild Weekend campaign which should generate more interest in the experience and is available on YouTube. Our Marketing team found working with the</p>	<p>Suggestion about promotion has been passed on to GW Communication & Engagement team</p>

passionate Museum volunteers a pleasure and hope that they can continue to share the stories with visitors for many more years to come.	
To whom it may concern. I am in favour of the tram group being given a 30 year lease at Queen Elizabeth Regional Park. They provide a unique tourist attraction in the park for locals and tourists alike. They keep the history of the Wellington Trams alive. It adds to the Kapiti US Marines Trust Memorial area also.	
yes to trams in the park	
I support the lease extension so the Tramway can continue to operate for years to come. This is a great asset for the Kapiti Coast and it is a pity it doesn't run from Paraparaumu Station to the beach. Perhaps some consideration could be given to the Metlink trains having a weekend stop at McKays Crossing so that weekend trains could be another option of travel for Wellingtonians heading up the coast in summer to the beach!	Consideration was given to a Metlink train a weekend stop at McKays Crossing in the RLTP. The Tramway may apply to extend their lease are if this is of interest to them.
As a resident of the Kapiti Coast region I enjoy its parks particularly the QE Park, its history, recreational and historical link to the famed US Marines, who so valiantly campaigned against the threat of tyranny in the South Pacific and elsewhere where -Europe-,in the world during the Second World War, many gave their lives to preserve future generations, their freedom and way of life. My vote, request is definitely to renew the park's lease, or even consider it to make it perpetual.	The maximum lease length is determined by Conservation Act.
I support this wonderful asset to the kapiti district and value its historic history also the pleasure it gives to many families.	
I would like to add my support to the continuation of the tram lease at QE2 Park. This is an important regional asset that brings many visitors to the region. All my overseas visitors go there and come back enthused at what a great time they had and tell me how lucky we are to have this. They often lament how short sighted bureaucrats in their cities DID away with such capabilities and now regret those rash decisions. The trams are one of those things that make the region unique and give it a sense of identity. Please renew this lease and not suffer the same fate as those bureaucrats in other jurisdictions who are now remembered only for the damage they did to the region not their good works!	
I support the extension/renewal of the long term lease for the Tramways Museum at Queen Elizabeth Park.	



MEMO

TO Al Cross, GM Environment

COPIED TO Jake Gilmer, Acting Manager Strategic and Corporate Planning
Jimmy Young, Acting Parks Manager
Wayne Boness, Principal Ranger Western Sector
Roger Uys, Senior Environmental Scientist
Kim Broad, Biodiversity Advisor
Iain Dawe, Senior Policy Advisor (Hazards)
Alex Pezza, Senior Environmental Scientist
Andrea Brandon, Programme Lead, Climate Change
Rachel Boison-Round, Parks Resource Management Advisor

FROM Fiona Colquhoun, Parks Planner

DATE 17 May 2021.
5 August 2021, updated with minor amendments to remove duplication

FILE NUMBER PKPL-4-1806

Toitū Te Whenua Parks Network Plan 2020-30 Assessment of Restricted Activity – Wellington Tramway Museum application for a new long term lease

1. Purpose

To review and make recommendations on the application from the Wellington Tramway Museum (Tramway Museum) in Queen Elizabeth Park (QEP) for a new long term lease.

2. Toitū Te Whenua Parks Network Plan 2020-30 (Parks Plan) assessment

This assessment is based on the requirements of the park management plan *Toitū Te Whenua Parks Network Plan 2020-30* (Parks Plan) and the governing legislation for the park; the Reserves and Conservation Acts. The Parks Plan identifies that 'Restricted activities' such as leases are assessed on a case by case basis and considered on individual merits, compatibility and appropriateness to the location. Applications may be declined or approved subject to a range of conditions. All applications for Restricted Activities are publicly notified when the term exceeds ten years or are in the public interest. Appendix Three, Restricted activity application guide describes the information required and to be considered in the assessment of applications for Restricted activities. For existing activities, the Parks Plan identifies that performance of the activity will be considered.

Greater Wellington documents relevant to the assessment include:

- a. [Toitū Te Whenua Parks Network Plan 2020-2030](#)
- b. [QEP Heritage Framework 2012](#)
- c. [QEP Key Native Ecosystem Plan](#)
- d. [Corporate Carbon Neutrality Action Plan](#)
- e. [McKays Crossing Entrance Redevelopment Plan 2020](#)
- f. [Queen Elizabeth Park Resource Statement 2008](#)

3. Application documents

The applicant has supplied the following documents for consideration in their lease renewal application:

Document 1. [Wellington Tramway Museum Lease renewal cover letter](#)

Document 2. [Wellington Tramway Museum Lease Application 2020](#)

Document 3. [Wellington Tramway Museum Annual Report 2019](#)

4. Background and summary of proposal

The Tramway Museum is an existing activity, located in QEP since 1965, and operating under a lease agreement since 8 April 1986 with a term of 33 years. It's a highly visible part of the park located in the McKay's Crossing entrance area with a single line tramway extending to the Whareroa road picnic area close to the beach. The proposal is summarised as:

- Public visitor attraction Tramway Museum and 1.8km tram line (within 3m wide strip)
- Associated compound and buildings within lease area

5. Legal status and consistency with reserve classification and relevant Acts

The majority of the park is Crown owned land (Department of Conservation), controlled and managed by Greater Wellington and classified as a Recreation Reserve under the Reserves Act. The requirements of the Conservation Act apply, in particular 'Part 3B Concessions' and Section '17S Contents of application'.

The Tramway Museum operations are governed by section 17 of the Railways Act 2005. The WTM application identifies that the tramway is operated within an annually-renewed licence from Waka Kotahi the New Zealand Transport Agency (NZTA), issued under this legislation.

6. Mana whenua

The Parks Plan requires consultation or involvement on planning matters to be undertaken with mana whenua. Ātiawa ki Whakarongotai (Ātiawa) are mana whenua and kaitiaki of all that between Kūkūtauāki and the Whareroa with overlapping interests with Ngāti Toarangatira to Paripari (the Ātiawa Takiwā).

The Tramway Museum advised the Principle Ranger, Western Sector that they sent a copy of their lease renewal application to Ngāti Toa Rangatira of Te Ātiawa Whakarongotai in September 2020 and made verbal contact with both iwi. They report that they have not yet received any comment back from either party.

Ātiawa Ki Whakarongotai Charitable Trust submission on draft Toitū Te Whenua parks plan in 2020 provides guidance to Greater Wellington along with a previous Statement of Values provided by the Trust for the development of the management plan. Their key reference to the Whareroa Stream area is identified as follows:

'The Trust would like to see the restoration of the mauri of the Whareroa Stream so that iwi can once again enjoy healthy mahinga kai from this waterway of high significance. The Plan has mentioned reducing grazed areas, restoring native riparian habitat along the full length of all waterways and recreating inanga spawning habitat on the Whareroa and Wainui Steams. The Trust would like the Plan take one step further in committing to phasing out all grazing within 50m of the Whareroa Stream so that these other restorative actions can be maintained into the future. By restoring the Whareroa Stream, this will increase the mauri both of the stream but also of Ātiawa's people'. Whilst there is no specific mention of the Tramway Museum, restoration activities in the Whareroa Stream area adjacent to the Tramway Museum lease area will support these values.

The submission from Te Rūnanga o Toa Rangatira identifies that 'Ngāti Toa and Ngāti Haumia should have a strong role in the park, particularly in relation to the master planning process, coastal resilience, and storytelling to ensure cultural and Heritage values are protected and promoted'.

7. The degree the proposal is consistent with park characteristics and policies/strategic fit

a. Alignment with management focus

The park is classified as a recreation reserve and Tramway Museum activities support this purpose through activities for public visits and volunteering opportunities.

Whilst the Parks Plan land management focus for the park shifts from stock grazing to native vegetation and wetland restoration activities, activities to enhance recreation and tourism visit experiences are proposed through master planning and other concessionaire proposals. The tramway museum and tramline are a core attraction for the park and will remain so into the future.

b. Compatibility with core park values

The Tramway Museum is identified in the Parks Plan as part of the parks 'core values and park characteristics' under the cultural heritage heading. Whilst tramways in rural and peri-urban setting are geographically out of context, the cultural heritage preservation functions and characteristics of WTM have become a central part of Queen Elizabeth Park character and offer an important volunteering opportunity for people with an interest in tramways or railways in the region.

c. Relevant requirements of GWRC proposed Natural Resources Plan schedule policies and rules and how these requirements will be met, other relevant plans, policies

Operational plans

The QEP Heritage Framework 2012 identifies the Tramway Museum as part of the Whareroa road hub and as having brought 'an added attraction to the park as well as providing workable heritage items'. Action 4 in this plan identifies a need to 'Improve landscape frontage to Tramway Museum'. Action 44 identifies 'Work in partnership with the Tramway Museum to provide / enhance Heritage experience along the Tramway line from MacKay's Crossing to Whareroa Beach'. To date some enhancement work has been undertaken including restoration plantings along the tramline, car park drainage enhancements and tramline crossing upgrades with signage and road markings.

In 2020/2021 \$750k is allocated to the 'Mackays Crossing entranceway redevelopment' in the annual parks operational plan. Park operations advise that these works 'will be delivered in 21/22 based on TG works adjacent to the park entrance delaying a start'. This will see the completion of a car park to the west of Ramaroa, landscaping, Whareroa Road crossing enhancements and separation of vehicle entry and exit ways at the park entrance. It will result in a minor reduction in parking area for the Tramway Museum. Refer Document e. above 'McKays Crossing Entrance Redevelopment Plan 2020'.

d. Consideration of alternative locations / current performance

Higher rainfall and more flooding and inundation are predicted to occur. The Resource Statement (Document f) for the park indicates the Whareroa Stream Tramway Museum area is Paraparaumu soil, 'which are more versatile than the free draining sandy coastal soils. They are widespread in inter-dune swales (low marshy depressions) on the Kapiti Coast, but best known from Taupo Swamp, Plimmerton. A thin black peaty loam surface layer overlies brownish loamy peat. The underlying material consists of well decomposed peat interspersed with sand'. The Tramway Museum is located in an area of park identified in the QEP Resource Statement as part of the parks 'extensive wetland system at MacKays Crossing' with 'the drainage system of this stream (Whareroa) has been greatly modified in order to facilitate drainage of the peat-lands'.

If a location for a major museum were to be considered now, a different location would be chosen. It would likely be located on higher ground, off peat wetland identified as 'sensitive conservation area' in the Resource Statement. It would also be located away from major equestrian activity areas or facilities to avoid the interaction between horses and trams (and their bells).

A new location is not feasible, or any changes suggested other than ongoing flood protection and minimisation works to protect Tramway Museum infrastructure.

Park officers identify a strong working relationship with the Tramway Museum committee and volunteers, and that 'the Tramway Museum have become more involved in supporting and providing special rates for major park events, both GW and external run'.

Refer section 11 below re current performance.

8. Effects on the park, natural, cultural and historic heritage values of park

Consideration of AEE supplied with application and/or application information:

Conservation Act requirements and Parks Plan requirements are for an AEE, but as an existing activity WTM have provided basic information within their application document. Further information can be requested if required.

a. Natural heritage values

The WTM application identifies that 'WTM places high attention on the physical well-being of the site including lineside clearance of noxious weeds, site tidiness and public presentation. We take an Assessment of Environmental Effects approach to all work on the fixed infrastructure and the ways in which this and the moving trams fit into the QEP landscape'.

The Key Native Ecosystem (KNE) boundary has been refined to exclude areas of lawn and amenities. The tramway footprint and end of the line switching station area are no longer within the KNE site or directly affected by the biodiversity programme work. However there is potential for KNE values, specifically Whareroa Stream and riparian habitat, to be indirectly impacted during development through sediment discharge. When the proposed end of the line switching station is developed, consideration will be given to the area of coastal scrub in early recovery on the nearby rising dune, with further restoration plantings to enhance habitat here.

b. Recreation values

The WTM offers a unique heritage attraction for the park for local and internal visitors and a volunteering opportunity for people of the region. The park is popular with horse riders and Kapiti Stables operates beside the museum. The cross-park cycleway crosses the tramline route and the Aeromodellers club and US Marines storytelling hub is adjacent to it. The Tramway Museum co-exists with other park recreation facilities and concessionaires. The club reports that dog walkers with their dogs off lead can be hazardous and that their own rubbish bins are used for visitor dog poo waste. The area around the tramline and museum is however a dog on-leash area, so compliance is a management issue (ranger presence, signs). Dog poo waste bins are provided at key locations across the park.

The WTM application identifies that 'Passenger trip statistics record an average of c.10,000 trips per year, a level which has rather plateaued while road access via the Mackays Interchange off SH1 is undergoing reconstruction as part of the Transmission Gully project'. International visitors have also been absent in most of 2020 and 2021 to date.

The application identifies 'It is an innovative way of making it easier for people to access and enjoy QEP and a memorable recreation experience to prompt further exploration of regional parks. Passenger services run on all weekends and public holidays, as well as on every day in the summer

peak period between Boxing Day and Wellington Anniversary Day. Trams are also available for special hire within and outside of these days’.

c. Cultural and historic heritage values

In their long occupancy in the park and heritage preservation work, the Tramway Museum have become a part of the parks cultural heritage values. The application identifies that the ‘WTM offers a well-curated and publicly-accessible exhibition of Wellington transport and Wellington regional history from the 1870s to date. WTM manages any heritage conservation conflicts between present-day expectations and the social norms of the early 20th century (when the trams were built) in a positive way; e.g. our willingness to temporarily move brass poles at tram doorways to enable the carriage of today’s-sized prams and buggies, all much larger than those of the average 1940s tram passenger on city streets’.

There are a number of registered archaeological sites in the vicinity of the museum, along the tramline and at the terminus. They relate to WW2 military Camp McKay and shell middens. Any work on assets in the park is subject to Accidental Discovery Protocol. Refer to the mana whenua values section above for significant values.

d. Applicable District Plan rules

The park is zoned Open Space (recreation) in the proposed KCDC District Plan and Tramway operations are compatible with this zoning.

e. Noise, safety or discharge effects

Tram drivers ring the tram bell at tram crossing points as an early warning that a tram is approaching. Heavy vehicle movements and loud bell noises can startle horses. However the activities have co-existed for decades with few reported incidents. Feedback was sought from equestrian groups and they advised that tram drivers were generally very good at avoiding bell ringing and driving trams slowly near horses, but that periodic reminders were valuable. Kāpiti Stables advised that to minimise the risk of horses being startled with very inexperienced riders on board, their employees walked beside horses on lead, and that this was effective in reducing incidents.

In the past the Museum burnt combustible materials via an incinerator on site and other groups identified this as being a concern in the past. WTM identify in their application that waste materials such as oils are removed and disposed of off-site and no longer burnt in an incinerator.

f. Possible short, long term and cumulative effects and minimisation or mitigation measures

Refer to climate change section below. The Tramway Museum area and area immediately to the north is identified as ‘flat swampy peatland’. The Tramway Museum report periodic flooding events effecting their facilities. Further asset protection measures to reduce the impact of flooding on the Tramway Museum and associated infrastructure may be required by Greater Wellington. A resource consent is in place for gravel extraction through this section of the Whareroa Stream. Park operations advise that ‘with the removal of the floodgates at a ford downstream of the Tramway Museum area and the construction of a bridge, natural movement of gravels through the catchment has seen gravel build up and flooding reduced.

Predicted climate change impacts such as flooding within the Tramway Museum lease term over the next 30 years are likely to result on further or ongoing flood mitigation interventions. Other park buildings in this area, Kapiti Stables and Ramaroa may also be affected. Peat wetland restoration activities are proposed and may assist in reducing the incidence or extent of flooding on the built assets in this area.

g. Degree of threat and risks to park values created by activity

The tramline to Whareroa Beach crosses the public car park entry, road entries to the Western Depot Office, park rangers' residence, plant nursery and operational areas, the Aeromodellers club access road and the Te Araroa A Whareroa shared trail which is popular north-south walking and cycling route through the park. With multiple crossings there are risks of collision with trams. WTM address Risk in section 7 of their lease application document with 'a strong safety culture', 'independent safety audit as part of Railway Act licence conditions' and signs for park visitors. Trams have bells to warn of their approach and are used at track and road crossing points.

Park operations advise that there are 'Regular catch-ups with WTM discuss risks associated with Tram operations. Improvements to crossings and signage have been made to reduce risk and WTM have been involved is assisting with designs for both Depot and Te Ara o Whareroa crossing points. Any near misses are recorded in the GW H&S system, these are minimal and often relate to inattention by contractors or volunteers. These have been addressed through briefings, sight line or signage improvements and upgrades'. Refer lease conditions section for recommended operational plan key issues.

There is an ongoing threat to the Tramway Museum and associated infrastructure from flooding due to its low-lying location on drained peat wetland. Climate change will deliver higher rainfall and increased stream flows in the Whareroa Stream which is approximately 5 metres away from the rear boundary of the lease area and storage buildings. This increases the risk of flooding as climate change effects progress. Ongoing flood minimisation and mitigation measures are required to protect the Tramway Museum lease area from flooding. Parks operational flood minimisation measures have involved removal of downstream barriers and the construction of a bridge at a former ford site. They advise that a resources consent is current for possible future stream gravel extraction if required. Wetland restoration activities may also reduce flood threat.

The WTM in their submission on the draft Parks Plan in 2020 support the development of fire threat management plan for the parks (Action A337) to protect their heritage assets. As the peat wetlands and non-flammable native vegetation of the park is restored, fire threat will be reduced. Current horse grazing to the north and Whareroa Stream currently significantly reduces fire risk for WTM. Fire within their compound and equipment most likely poses a far greater risk of asset loss, however they identify that WTM 'operates fire protection systems in its buildings and on its vehicles'.

9. Effects on park infrastructure and park operations

Park infrastructure and day to day security is supported by the presence of Tramway Museum volunteers in the MacKays Crossing entry area. Car park redevelopment works associated with the Ramaroa Hub facility will increase car parking capacity in the entry area. This is identified as being WTM car park resealing and better signposting and construction of a roundabout to slow traffic.

The Museum does not have its own member or public toilet for visitors. This may put additional pressure on their member or the park toilets. Provision for a WTM toilet for member use should be included in lease provisions.

The WTM Park Plan submission in 2020 asks that GW 'ensure clear signage on SH1 in both directions: not just signage for QEP, but also including specifically the key heritage attractions within the Park such as WTM and the U.S. Marines Memorial'.

10. Extent the proposal affects current or future public access and affects others (such as park neighbours and stakeholders)

In the WTM submission in 2018 for the parks plan they note that 'dog and horse numbers at QEP have increased. Both can be a hazard for the tram, as some visitors aren't familiar with how it runs.

e.g. temporary horse concessionaires, don't understand their rights/responsibilities around trams'. They suggest that 'Park staff perhaps should give these concessionaires a briefing/information on this'. Parks operations advise that this issue has since been addressed; 'at major events the requirement for a traffic management plan for management of vehicles and animals has been become a requirement including signage and marshals controlling crossing points to reduce the risk of incidents occurring'.

Operations of the Tramway Museum can affect other park groups and concessionaires. As part of the assessment process, feedback was sought and from other groups. They reported:

- Wellington Equestrian Advocacy Group (WEAG) reported no issues between horse trail riders and trams in the park
- Kāpiti Aeromodellers Club indicated no issues and full support for the Tramway Museum
- Kāpiti Pony Club provided positive feedback and also suggested more signage, at crossing points, warning of the trams would be beneficial

Kāpiti Stables identified that they had no concerns about Tramway Museum operations other than ongoing reminders for tram drivers not to ring the tram bell near horses and travel slowly. They provided the following feedback about flooding of the Whareroa stream area:

'Flooding occurs every year across the back paddocks and the paddocks in front of the barn. We often evacuate at least twice a year for major flooding and in addition our paddocks outside the barn are frequently underwater and the back paddocks near the stream are often boggy. Any evacuation includes moving our herd and aggistment horses across the main road to the jump paddocks. It is always dependent upon the goodwill of the farmer the organisation of their stock in available paddocks. The flooding often stems from floodwater as it comes down from the hills and flows through the two streams on the land we lease. Three years ago the Council put in a sump to drain water to the wetlands and built a bank alongside one stream however while these measures have helped they haven't solved the issues'.

This is a related but separate issue. Concessionaire horse and stock grazing activities take place on areas of formerly drained wetland. The overarching issue of sustainable land use and wetland restoration directions are set in Toitū Te Whenua and improvement work will be facilitated through Low Carbon Acceleration Fund and community group grant funded work. The process of master planning proposed for the park can be used to investigate a more sustainable and less flood prone location for this activity.

11. Benefits for the park, visitors and community including mana whenua

Wellington Tramway Museum is a unique attraction for the park and offers volunteering opportunities. The Tramway has significant benefit for the people of the Wellington region in preserving an important part of twentieth century transport history. Maintaining a functional tramway enables people to experience a day to day form of transport which is common in many cities of the world. In these cities where modern trams have long ago replaced older models, the WTM offers an international attraction for railway/ tramway heritage enthusiasts.

The WTN note in their 2018 submission to the parks plan development that 'succession in the club is difficult but a steady flow of retiree's keeps things going. Retirees often bring skills and can teach the younger members. There's always work to do. It's a men's club'. They also note that they are often the first point of contact for park visitors at this entrance because they are on site most days.

The Parks Plan identifies the Tramway Museum as being part of one of the parks Key Destinations for enhancement to attract visitation (MacKays heritage hub). The WTM 2018 feedback suggests that there should be 'More emphasis on developing the Mackays entrance for visitors. This should be a gateway/QEP's front window. Transmission Gully will increase usage of QEP. Some tour buses currently stop at QEP and use the loos. Tramways support the existing heritage precinct'. They notes

that ‘there isn’t much interpretation at Ramaroa yet’. This work should occur progressively with entry works and as the Parks Plan is implemented over the next ten years.

The lease application identifies that the ‘WTM supports other events at QEP by providing public transport between the MacKay’s Crossing car parks and Whareroa beach. Recent examples include the Xterra Sports of 1st February and various 2020 Community Festivals held at Whareroa Beach’. They say that WTM attracts other like-minded organisations to the park and region such as vintage car clubs and that they are ‘continually looking at ways of expanding its public appeal and opportunities for learning and storytelling’.

12. Degree to which applicant promotes appropriate behaviour/environmental stewardship

a. Sustainability practices

WTM’s application states that ‘In all its work WTM has a high recycle and re-use ethic. Electric traction power is taken from mains supply i.e. not diesel-generated, and used oil from transformers is removed to approved off-site recyclers. Rubbish burning on-site was ended some years ago and all waste is regularly moved off-site for disposal by mainstream waste management services. Metal not able to be re-used is sold to authorised scrap dealers’. ‘Tram operations, restoration and maintenance are carried out by volunteers, with the help of project-specific sponsorships’.

b. Climate change effects

[Climate Change Consideration guidance](#)

Does this proposed matter contribute to Council’s and Greater Wellington’s policies and commitments relating to climate change and if so how?

How will the proposed matter impact on greenhouse gas (GHG) emissions over its lifetime both corporately and regional, and on the targets for these?

What is the approach to reduce emissions from the proposed matter over its lifetime?

How will the impacts of climate change on the proposed matter over its lifetime be addressed and resilience be increased?

The WTM application identifies that ‘Its all-electric operation ensures a low environmental and emissions impact, and is a positive visitor attraction enhancing public interest in visiting and experiencing QEP’. Effects on the WTM from climate change are not addressed in the application, other than stating that ‘Climate change impacts are the same as those for Whareroa Road generally’

Flood mitigation

A site visit and discussion with WTM members identified that their lease area is already subject to periodic flooding events. This also applied to adjacent horse riding concessionaire Kapiti Stables.

Park operations advise that flood mitigation works include wet area planting of native vegetation to drain wet area in car park and further drainage works associated with the park entry renewal works. Other annual flood minimisation measures have been completed with poplars and willows being removed from adjacent drainage channels and appropriate native plantings being established. Monitoring of stream gravel build up is undertaken by park operations and if required more specialist advice sought from the flood protection team.

The Parks Plan identifies progressive restoration of peat wetlands and native vegetation in the park. Restoration planning will occur as part of the planned park master planning process, expected to commence in July 2021 and more detailed restoration planning so support the overall Parks Restoration Project (funded through the Low Carbon Acceleration Fund). Restored wetlands and native vegetation should have significant longer term benefits in flood threat minimisation for all building and structure assets in the Mackays entry hub.

Climate change education

As a further climate mitigation/ adaptation strategy Greater Wellington's climate scientists suggest that there is an opportunity to inform and educate the general public and park concessionaires about the ecological sensitivity of the area, as well as the impacts of climate change and benefits of restoration, 'this way we would be making a good use of this opportunity to educate the public on climate matters'. This could be in the form of signage/displays or verbal commentary by tramway volunteers for tram ride visitors. This supports the Toitū Te Whenua vision of 'Restoring healthy ecosystems for the benefit of nature and people. He waka eke noa we're all in this together'. Greater Wellington officers can support the Tramway to develop key story telling messages.

13. lease/ licence renewals - current agreement conditions and performance

The lease requires payment of a peppercorn annual fee (\$1.00) and 5% of tramway fares paid annually. It has one condition relating to weed management:

(8) THE Society shall clear and keep clear the said portion of all noxious plants, but will not cut, remove or destroy any trees or shrubs without the consent of the Board in writing first had and obtained.

Refer section 11 above re performance. The WTM application identifies referees as WTM's two patrons (i) His Worship the Mayor of Wellington City, Andy Foster and (ii) His Worship the Mayor of Kāpiti District, K (Guru) Gurunathan. As part of this Restricted activity assessment process various recreation groups and concessionaires that operate on the park were contacted to provide feedback about issues or opportunities. Feedback received related to minor operational issues (horses and tram bells) which can be addressed through lease conditions and day to day operational work. Refer section 7e above.

14. Communication and engagement for public notification

A period of public consultation of a minimum of 20 working days is required under the Reserves and Conservation Acts with feedback sought prior to a new lease agreement being prepared.

Consultation documents will include:

- Application documents
- Greater Wellington reference documents
- Council report with this assessment as attachment

Engagement activities are likely to include:

- Have your say online feedback form
- Social media posts
- Direct email to park stakeholders and others
- Notices on site at Ramaroa park hub and at the Tramway Museum

15. Recommended further investigation

The Tramway Museum does not have potable drinking water or an onsite toilet facility for members, most of whom are retired and spend considerable time in the park providing a service for the community and park visitors.

Plan Objective 15. 'Support recreation and conservation clubs, concessionaires and licence holders so they can be successful in providing enjoyable recreation experiences and undertaking conservation work' and Action A71 'Identify ways to recognise and reward volunteer efforts'.

Park operations advise that 'any toilet addition will be subject to KCDC building consent design/consenting requirements and will be within the existing lease area. Greater Wellington will

not be supplying potable water to the Trams, we are encouraging them to add water tanks to buildings and treat this via filter/UV system for their onsite purposes. At present they bring in town water in 20 litre containers from their homes’.

Toitū Te Whenua QEP specific Action A365 is ‘Support the work and activities of recreation and conservation concessionaires to enable them to be successful e.g. promoting and support via events and engagement activities, participation in collaborative opportunities, appropriate facility enhancements’.

The addition of these facilities can be supported by Greater Wellington as a means of ensuring the success of this recreation/heritage conservation group (and other groups) in the park. Given that a significant investment has been made to support commercial stock grazing activities in the park for few direct public benefits, supporting clubs with potable water aligns with our stated core value ‘We value collaboration and empowerment in the way we work with others, sharing common goals based on access and equity’ and Policy 67P ‘To build capacity and capability in supporting and enabling collaborations; empowering the community to achieve common goals based on access and equity principles’.

16. Recommended lease agreement conditions (subject to review and additions after public consultation)

As a ‘Restricted activity’ under the Parks Network Plan the range conditions which can be applied. Recommended licence conditions include:

- That the lease include the requirement for an annual operational plan that addresses key issues including hazards and risks such as:
 - Tram operations and equestrian activities operational rules to reduce risk of horses being startled
 - Waste material disposal. All waste materials must be disposed of off-site in an environmentally friendly manner. This includes oils, metals and packaging.
 - General sustainability measures such as waste minimisation.
 - Co-ordination with other concession activities and events
- Additional warning signs at crossing points, warning other users, in particular equestrians of the trams, and or tramway and road/ track crossing design improvements
- Allow for future development of a switching station at the Whareroa end of the line, to enable the alternating of trams, and a small shelter
- Allow for future addition of a WTM member toilet facility and potable water supply
- Accidental Discovery Protocol
- Conditions relating to compliance with Toitū Te Whenua Parks Plan 2020-30 and subsequent operative management plans, and the Parks, Forests and Reserves Bylaws 2016
- The Tramway Museum have previously indicated (2018 parks plan feedback) that they would like to ‘install a switching station at the Whareroa end of their line, to enable the alternating of trams. Would also include a small shelter’. This will be accommodated within the existing lease area and should be noted in the new lease (subject to necessary permissions and Accidental Discovery Protocol).
- Climate change education. It is suggested as a further climate mitigation/ adaptation strategy Greater Wellington officers can support the Tramway (and other concessionaires) in to inform and educate the public about the ecological sensitivity of this part of the park and as well as the impacts of climate change and benefits of restoration. A reference to

storytelling about the park through signage/displays or verbal commentary by tramway volunteers for tram ride visitors is suggested as a way to support climate change awareness and action.

- Other conditions relating to ongoing compliance with all legislative, regulatory and park management requirements, maintenance, security and management of buildings and other site development.
- Conditions relation to obtaining all necessary consents, authorities prior to undertaking any development of the land prior to undertaking any development of the land.

**APPLICATION TO RENEW WELLINGTON TRAMWAY MUSEUM INCORPORATED'S
LEASE AT QUEEN ELIZABETH PARK**

10 September 2020

Background

1.1 Wellington Tramway Museum Incorporated (WTM) wishes to renew the concession within Queen Elizabeth Park (QEP) on the same basis as the 1985-2018 deed renewed with the then QEP Board in April 1986 which in turn renewed the original deed of 1965. You will have a copy of this on file; a copy is attached as a source reference.

1.2. This current document has enabled WTM to grow and adapt along with QEP; it remains consistent with Greater Wellington Regional Council's (GW) six core goals for regional parks. This current concession has served both GW and WTM well. There is nothing in it which precludes either WTM or GW, or their stakeholders, growing and adapting to achieve the potential set out in the *Parks Network Plan* for enhancing the land or whenua, for strengthening cultural heritage values and for providing good public access and recreational facilities.

1.3. The location remains as in the 1986 deed, adjusted to the as-built reality of 2020, in particular (i) 1st para p.1 "6 feet wide strip" changed to "3m wide strip", and (ii) recording the as-built detail between the top of the hill and the beach area as shown on the Diagram PR98 annexed as p.9 of the deed.

1.4. WTM's purpose is the operation of the Tramway Museum including tram rides for the general public. The Museum is a visitor attraction in itself (to look at the displays, etc.) and as well as a venue for group or family activities e.g. birthday parties, and group visits.



Above: "Beyond the Page"; a school holiday collaboration between four Wellington Public Libraries. Kāpiti Coast Library decided to combine stories about transportation with a ride in a tram at the Museum.

Photo: Russell Jenkins

Tram rides along the 1.8km line between the Mackays Crossing entrance tram station and Whareroa Beach enable visitors to look out at QEP’s diverse landscapes as well as re-creating the once-familiar city transport experience of the mid-twentieth century.



Above: The old and the new at Wellington Tramway Museum.

Tranzurban’s Wellington double-deck diesel bus No.3506, built 2018 - alongside Wellington City Corporation Tramways Department “Fiducia” class tram, built 1952.

Photo: Russell Jenkins

1.5. WTM is an Incorporated Society with paid-up membership at 30th June 2020 of 97. It is a Registered Charity (#CC38985) and employs no paid staff, all work right from the earliest days in 1965 being done by members and other volunteers, or by contractors when some specialist work is required.

1.6. The site covered by the existing deed (referred to in the 1965 agreement as renewed in 1985 as “the said portion”) for which renewal is sought comprises electrified tram track alongside Whareroa Road, from the car park near the Memorial (eastern) Park Gates to the crossing of Te Ara o Whareroa - Queen Elizabeth Park Cycleway, and then west of that on a separate alignment down to the beach terminus near the footbridge across the Whareroa Stream, plus land and secured buildings in the depot area, identified on the Diagram PR98 annexed as p.9 of the deed, at the eastern end. Either party (WTM or GW) is able to negotiate extensions or adjustments to this during the 33 year term of the concession.

1.7. WTM first occupied this site in January 1965, began public passenger tram services on the first built stretch of line - to opposite where the Marines Memorial now is - in December 1965 and

has operated successfully since then as a visitor attraction for, and asset to, QEP. WTM has become a recognised heritage and educational feature for most of QEP's formal existence, as well as a useful way of reaching Whareroa Beach and of observing the natural environment of QEP along the way. [

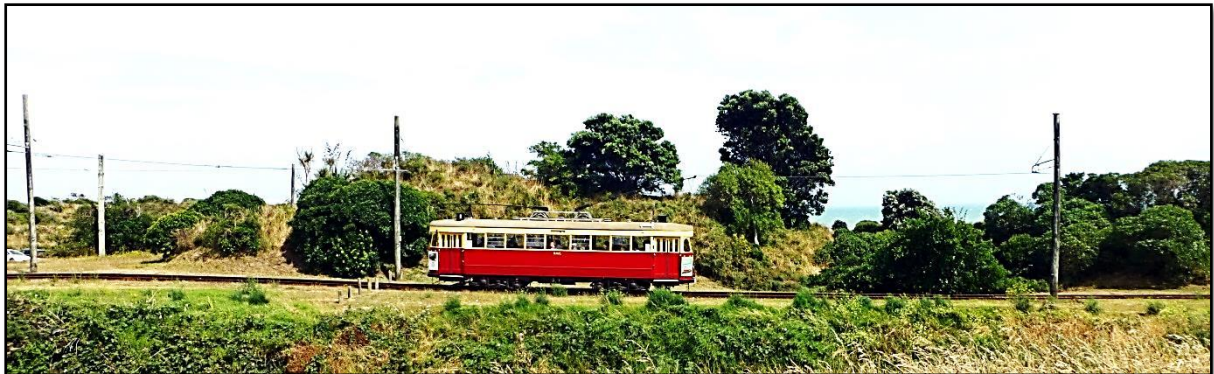
1.8. Renewal for a 33 year (or longer) concession is sought, on the same general basis as in place since 1965 and as renewed in 1986. This application is for a renewal of a previous lease as set out in *GW's Parks and Forests Concessions Guidelines 2013*.

2. Legal status

2.1. The land is owned by the Department of Conservation (DOC), is classified as Recreation Reserve and is managed by GW. The Tramway is operated within an annually-renewed licence from Waka Kotahi the New Zealand Transport Agency (NZTA) under s.17 of the Railways Act 2005. The tramway is under this act a "rail corridor" subject to the strict requirements of the 2005 Act. WTM's work is compliant with all other Acts and regulations in force since 1965 including the annual licensing of buildings by Kāpiti Coast District Council.

3. Strategic fit

3.1. WTM is an established recreational facility with underlying heritage and educational purposes, offering public access to view the diverse natural environment along the route.



Above: A heritage Wellington tram makes its way up through the sand dunes adjacent to Whareroa Beach, with the Tasman Sea as a backdrop. *Photo: Keith McGavin*

Its all-electric operation ensures a low environmental and emissions impact, and is a positive visitor attraction enhancing public interest in visiting and experiencing QEP. WTM has proved itself to be an asset to QEP as well as a positive instance of a wider "community wellbeing".

3.2. Passenger trip statistics record an average of c.10,000 trips per year, a level which has rather plateaued while road access via the Mackays Interchange off SH1 is undergoing reconstruction as part of the Transmission Gully project. The heritage value of WTM is recognised in *GW's Parks Network Plan* and is a good fit with the management and custodianship of QEP for future generations.

4. Alternative locations

4.1 These are not feasible, given WTM's half-century-plus investment in track, structures and brand at the QEP site. WTM keeps an active approach to building financial partnerships and sponsorships which can grow its strength and value.

5 Effects on Park values

5.1. WTM provides an interesting and pollution-free way of traversing QEP. It is an innovative way of making it easier for people to access and enjoy QEP and a memorable recreation experience to prompt further exploration of regional parks. Passenger services run on all weekends and public holidays, as well as on every day in the summer peak period between Boxing Day and Wellington Anniversary Day. Trams are also available for special hire within and outside of these days.



Above: Summer crowds keen to board an old Wellington tram for a ride to the Beach.

Photo: Keith McGavin

Behind the scenes, members work on restoration, maintenance and repair in the tram depot and workshops buildings including on days when passenger services are not operating.



Above: The historic tram No.17, the body and chassis of which was retrieved by members from use as a sleepout in Raumati South in 1986. This tramcar is the sole survivor of the 33 trams purchased by Wellington City Council to commence its electric tramway system in 1904.

Museum members planned the conservation including restoration of the main body and chassis (carried out by The Wheelwright Shop in Gladstone, Wairarapa), and the new trucks reconstructed from parts held or obtained by the Museum, and the manufacture of remaining parts and assembly by A & G Price Ltd (Engineers) of Thames.

Top photo: Being loaded for transport to Gladstone 2014. Lower photo: Body & chassis restored and on newly reconstructed trucks, November 2019.

Museum members are currently installing the all the electrical equipment from the trolley pole on top of the roof to the resistors underneath the chassis and including traction controllers, lighting and buzzers, and complete rewiring. In addition brake controls, plus the rods and mechanisms underneath the tram are also being manufactured where necessary, and installed by members. The tram is due to enter service at the Museum in 2021.

Photos: Top: Colin Dash, Lower, Keith McGavin

This year, work on the new tramline/road crossing at the Western Area Rangers' HQ showed the ability of WTM volunteers to complete technical work to the appropriate standards and to work with GW staff and contractors to achieve targets.



Above: Regional Council Chair Cr. Daran Ponter eases Tram 159, built 1925, on to the upgraded Rangers' Crossing at its official opening, 19th July 2020. *Photo: Keith McGavin*

5.2. WTM supports other events at QEP by providing public transport between the Mackays Crossing car parks and Whareroa beach. Recent examples include the Xterra Sports of 1st February 2020 and various Community Festivals held at Whareroa Beach.



Left: Athletes and their families and friends enjoy a tram ride during the Xterra Sports Festival, 1st February, 2020. *Photo: Keith McGavin*

WTM attracts to QEP other like-minded organisations such as the Vintage Car Club, with whom a fund-raising Daffodil Day was held for the Cancer Society in 2019. The planned repeat this year has been delayed for obvious reasons but there is a mutual keenness to hold such a community event when post-Covid19 conditions allow.



The (Mazda) MX5 Club's visit to the Tramway Museum, 16th August 2020.

Photo: Michael Boyton

The WTM Facebook page is actively managed as a key tool for growing awareness of WTM especially as a family attraction and a “must see” place, including incentivising return visits.

5.3. WTM offers a well-curated and publicly-accessible exhibition of Wellington transport and Wellington regional history from the 1870s to date. WTM manages any heritage conservation conflicts between present-day expectations and the social norms of the early 20th century (when the trams were built) in a positive way; e.g. our willingness to temporarily move brass poles at tram doorways to enable the carriage of today's-sized prams and buggies, all much larger than those of the average 1940s tram passenger on city streets. WTM has built a strong and positively-recognised heritage value. WTM attracts people into QEP; for the tram rides across it, for the museum's displays, and as a drawcard into the other benefits that QEP has to offer. These always include storytelling in ways which aim to excite visitors to return or to explore more of QEP.

5.4. WTM is continually looking at ways of expanding its public appeal and opportunities for learning and storytelling. In 2019, as a result of long negotiation, the regular inclusion of a stop at WTM by Grand Pacific Tours (GPT) was begun within the Rotorua-Wellington leg of tours catering mostly for Australian and British tourists. Their tram ride included planned stops at both the Marines Memorial and the top of the beach hill (for the view across to Kāpiti Island) for focussed commentary by the tram driver, in addition to pointing out other attractions along the route. Feedback from GPT showed a high degree of customer satisfaction with all aspects of this QEP segment, including time at the Beach to allow the tourists to walk right down to the sea, with the tram crew pointing out environmental features including the South Island and referencing this to later parts of their New Zealand itinerary. Post-Covid, WTM will actively seek to develop this side of its operations and GPT are sufficiently pleased with their 2019 results to want to include QEP in their tourist schedules when these resume.

5.4. WTM operates in positive liaison with adjacent lease-holders and with GW staff. Building on our past decades of experience at QEP, we know that by working collaboratively we can build relationships, health and wellbeing and achieve more together.



Above: The Governor-General Sir Jerry Mateparae speaking on the occasion of the Marines 70th anniversary in 2012.
Photo courtesy The Kāpiti US Marines Trust

6. Environmental stewardship

6.1. Tram operations, restoration and maintenance are carried out by volunteers, with the help of project-specific sponsorships (which have totalled c.\$2m since 1965). These include in recent times the upgrade of overhead catenary (sponsored through Wellington Cable Car Ltd) and the restoration of pioneer Wellington tram 17 (funded by Lotteries Heritage grants of \$665,600, other grants, donations and funds raised in excess of \$240,000 and uncounted hours of volunteer time).

6.2. WTM places high attention on the physical well-being of the site - including lineside clearance of noxious weeds, site tidiness and public presentation. We take an *Assessment of Environmental Effects* approach to all work on the fixed infrastructure and the ways in which this and the moving trams fit into the QEP landscape.

6.3. Climate change impacts are the same as those for Whareroa Road generally.

6.4. In all its work WTM has a high recycle and re-use ethic. Electric traction power is taken from mains supply i.e. not diesel-generated, and used oil from transformers is removed to approved off-site recyclers. Rubbish burning on-site was ended some years ago and all waste is regularly moved

off-site for disposal by mainstream waste management services. Metal not able to be re-used is sold to authorised scrap dealers.

7. Risk

7.1. WTM’s Railways Act licence, monitored by NZTA, mandates our safety regime. An independent annual safety audit is undertaken as part of the license conditions.

7.2. A strong internal safety culture is maintained to ensure the well-being of passengers and visitors, as well as the safety of members and volunteers. An active programme of encouraging new members to join and participate is maintained. WTM is a collegial group of volunteers who value the QEP setting for their work and who add ‘community capital’ to the many partnerships which come together at QEP. WTM is part of Volunteer Kāpiti Te Rau Aroha and supports strong community connections.

7.3. Signage is maintained to make visitors and other QEP stakeholders aware of the presence of tram track crossings and other potential hazards.



Above: An example of signage – in this case at the Kāpiti Aeromodellers Club’s crossing.

Photo: Keith McGavin

7.4. The opportunities from new trails (both bike and walking) to grow the numbers of people visiting and using QEP is keenly anticipated by WTM. We will be working hard with others to identify, protect and preserve information and knowledge related to significant sites in and values of QEP according to national standards and to mana whenua tikanga, all within having regard to privacy.

8. Other information

8.1. Public liability insurance is covered by the Federation of Rail Organisations of NZ (FRONZ) Public Liability Insurance policy which has a maximum of \$10 million for any one event that is accepted by the Insurer.

8.2. WTM's annual report containing the audited performance report for Y.E. 30th June 2019 is attached. A copy of the Y.E 30th June 2020 performance report will be forwarded as soon as it is available. The main projects for the 2020 are (i) to complete the restoration of a further tram for traffic, being No.17, the sole survivor from the original 1904 electric tram fleet in Wellington; and (ii) selected tram track renewal, following on from major upgrade work on the overhead power supply infrastructure over the last two years, and the "Rangers' crossing" renewal in 2020. At the time of writing this renewal case (Aug/Sept 2020), WTM is working with GW and the Kāpiti Aeromodellers Club to upgrade the airfield access road level crossing from Whareroa Road.

8.3. The main strategic priority is preparing for the improved access by visitors to QEP and to WTM which should be made possible from 2021 by the completion of both SH1 "Transmission Gully" and its Mackays Interchange, and by GW's completion of the improved QEP entrance at Mackays as one of QEP's "Key Destinations". WTM looks forward to working with GW and other QEP stakeholders to achieve the best possible directional signage to and from SH1. 10,635 passenger trips were made on WTM trams in the y.e. 30/6/19; patronage through these most recent two years has been affected by the low scale of SH1 signage and the awkward temporary Mackays exit for northbound traffic during construction work on the interchange plus, more recently, by the interruptions occasioned by the Covid-19 restrictions. These plans for improved access to and within QEP will allow us to increase the marketing of WTM as both a visitor attraction and as a public-good educational benefit at a time - and in a place - where public interest in both "heritage' and "natural environment" is growing. As QEP is better used and attractive as a repeat visit destination, good accessibility is critical.

8.4. WTM is a foundation member of both the Federation of Rail Organisations of New Zealand (FRONZ) and of the Council of Tramway Museums of Australasia (COTMA). Both FRONZ and COTMA are national professional bodies representing the interests and views of rail heritage in both New Zealand and Australia, and are recognised by both Central and Local Government as credited representatives for organisations of WTM's kind. Through these collaborative and business relationships WTM draws on local and international best practice for continually improving our approach. Hence WTM is not an isolated group but a part of a bigger network of like organisations and facilities.

8.5. Our Referees for this renewal are WTM's two patrons (i) His Worship the Mayor of Wellington City, Andy Foster and (ii) His Worship the Mayor of Kāpiti District, K (Guru) Gurunathan.

Recommendation:

The Wellington Tramway Museum recommends that Greater Wellington Regional Council approve this application to renew the Tramway Museum's concession within Queen Elizabeth Park for a further 33 years.

Attached: Copy of 1986 deed

THIS DEED made the 8th day of APRIL 1986 BETWEEN the QUEEN ELIZABETH PARK BOARD (hereinafter referred to as "the Board") of the one part AND the WELLINGTON TRAMWAY MUSEUM INCORPORATED (hereinafter referred to as the "Society") of the other part:

WHEREAS the Queen Elizabeth Park (hereinafter referred to as "the Park") is under the control of the Board under the provisions of the Reserves Act 1977 AND WHEREAS the Board is desirous of setting apart portion of the said Park for a Tramway Museum and permitting the use thereof to the Society upon the terms and conditions hereinafter appearing AND WHEREAS the Board, in pursuance of Section 54(1)(d) of the said Reserves Act 1977 has applied to the Minister of Lands for his consent to the setting apart of that part of the said Park shown on the diagram annexed hereto and an area of land six feet wide approximately shown on the same diagram of which the final position and siting on the ground is to be approved by the Board (hereinafter referred to as "the said portion") for the use of the Society as aforesaid AND WHEREAS the said Minister has consented to such setting apart as is signified upon these presents:

NOW THESE PRESENTS WITNESS that the parties hereto have mutually agreed to the following terms and conditions that is to say:

- (1) THE Board shall set apart for the use of the Society as from the 1st day of April 1985 and for a term of thirtythree (33) years maximum therefrom the said portion of the said Park to be laid out as a Tramway Museum.

- (2) THE Society shall pay to the Board free of exchange any deduction whatsoever for the use of the said portion in each and every year during the term:
 - (a) The sum of One Dollar (\$1.00) per annum in advance for each and every year, and

 - (b) An amount equal to five per centum (5%) of the gross returns from tramway fares such amount to be calculated on the basis of the Society's annual return and balance sheet and paid not later than the 30th day of September in the same year.

- (3) THE Society is authorised by these presents to lay tram lines on the said portion (subject to the lines being laid so as not to impede either foot or vehicular traffic or the use of grass cutting equipment), operate trams on the said lines and charge fares for rides on the trams and carry out other activities commonly associated with a Museum as may be approved by the Board from time to time.

- (4) THE Society shall not without the consent of the Board in writing first had and obtained build or erect or suffer to be built or erected upon the said portion or any part thereof any buildings, erections, pylons or supporting structures for wires or cables or any electrical installations whatsoever.
- (5) THE Society shall not erect or display or permit to be erected or displayed any hoardings or advertising matter of any description on any part of the said portion without the consent of the Board in writing first had and obtained.
- (6) THE Society shall at its own expense erect fences or other structures which may be required to safeguard grazing stock.
- (7) THE Society shall at all times during the term hereof maintain all buildings, fences and other improvements, including tramlines, on the said portion in a satisfactory condition and shall paint the buildings in a workmanlike manner as requested by the Board.
- (8) THE Society shall clear and keep clear the said portion of all noxious plants, but will not cut, remove or destroy any trees or shrubs without the consent of the Board in writing first had and obtained.

- (9) THE Society shall forthwith restore and make good any damage which may be done to the said portion, or any part thereof by the exercise of any of the rights hereby granted.
- (10) SHOULD a licence be necessary to operate a tram service on the said portion then the Society shall obtain such licence as required under the provisions of all Acts, regulations and rules governing the operation of such service.
- (11) THE Society shall not transfer, assign, set over, sublet, mortgage or otherwise part with the rights hereby granted without the consent of the Board in writing first had and obtained.
- (12) THE Society shall not do or cause or suffer or permit to be done on the said portion anything which may prejudice the Board in its tenure or control of the said portion or render the Board liable to any action, claim, demand or proceedings whatsoever, and the Board shall not be liable for any accident injury or damage suffered by or caused to any person or property arising out of or by reason of the use of the said portion by the Society or during the course of erection of any buildings on the said portion by the Society and the Society shall indemnify and keep the Board indemnified from and against all actions, claims, suits, costs and demands arising out of the use of the said portion by the Society, its members, invitees, servants and workmen

as aforesaid and the Society shall take out a Public Liability Insurance Policy for a sum of not less than one hundred thousand dollars.

- (13) THE Society will insure within the meaning ascribed to those words in the Fourth Schedule to the Land Transfer Act 1952 and will deposit with the Board every such policy of insurance and produce to it the receipt or receipts for the annual or other premiums payable on account thereof and all moneys received pursuant to any such insurance shall unless otherwise determined by the Board be expended in or towards repair reinstatement and re-erection of buildings on the said portion.
- (14) THE Society shall permit any person of good repute to join the said Society upon paying the necessary fee and complying with the usual rules of the Society.
- (15) NOTWITHSTANDING anything to the contrary provided by the rules of the Society in the case of any person applying for membership of the Society and such application being refused the Society shall if so requested by the Board call a special meeting of members of the Society and upon same being called a vote be taken among the members then present as to the election of such person as a member of the Society and if a majority of two thirds of the voters shall be in favour of such person's admission, then such person shall

thenceforward be entitled to all the privileges and subject to all the duties incidental to membership of the Society.

(16) IT shall be lawful for any person not being a member of the Society to use the tramway at all times when the tramway shall be operational, subject to the payment of a fare and no person so using the said tramway shall so long as he shall conduct and behave himself in an orderly and seemly manner be deemed to be a trespasser PROVIDED HOWEVER that the authority herein contained shall not be deemed to authorise any person to enter or be within or upon any buildings on the said portion belonging to or used by the said Society without the previous consent of some member of the committee of the Society.

(17) THE Society may make such rules for the management and control of the Society as may be proper and necessary and not inconsistent with these presents, PROVIDED ALWAYS that all such rules before coming into force shall be submitted to and approved by the Board and if any dispute shall arise between the Society and the Board as to the propriety of any rules so proposed to be made such dispute shall be referred to the Minister of Lands whose decision shall be final and binding on all parties. All such rules when approved and adopted shall be posted up on some conspicuous place in the Society's headquarters for the information and guidance of all persons entering upon and using the said premises.

(18) AT the expiration of the term hereby granted or sooner determination thereof or in the event of the Society ceasing operation at any time during the term hereof the Board shall not be called upon or be liable to pay compensation whatsoever for any buildings, erections, structures, or improvements being or standing on the said portion or any part thereof effected by the Society PROVIDED HOWEVER that if the Board so requests the Society shall remove within a period of 12 months all such buildings, erections, structures and improvements at its own expense and shall leave the said portion in a clean and tidy condition.

(19) AND it is further agreed and declared that if the Society shall make default in payment of any of the yearly payments reserved in Clause (2) hereof on the days upon which the same fall due or in case of the breach by the Society of any of the terms and conditions herein contained or implied being continued for the space of thirty (30) days after notice in writing stating the nature of such breach shall have been given by the Board to the Society it shall be lawful for the Board with the prior consent of the Minister of Lands to annul the setting apart of the part of the Queen Elizabeth Park set apart by these presents and thereby determine these presents PROVIDED HOWEVER that such annulment and determination shall not release the Society from its liability in respect of any moneys owing to the Board or of any preceding breach of the said terms and conditions.

IN WITNESS WHEREOF these presents have been executed the day and year first above written.

SIGNED for and on behalf of the QUEEN ELIZABETH PARK BOARD:

[Signature]

 Chairman

[Signature]

 Member

[Signature]

 Secretary

THE COMMON SEAL of the WELLINGTON TRAMWAY MUSEUM INCORPORATED was hereunto affixed in the presence of:

[Signature]

 President

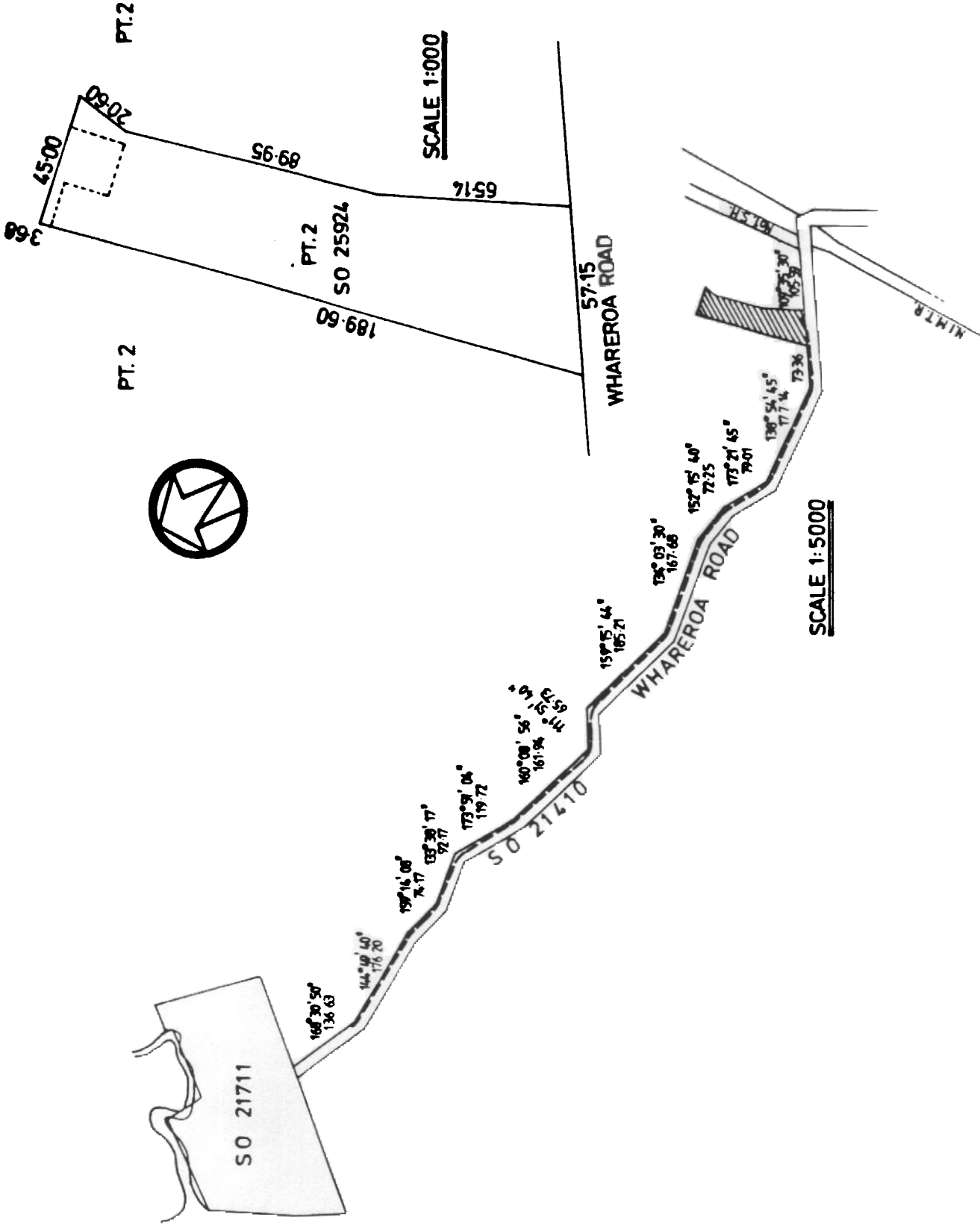
[Signature]

 Secretary

[Signature]
 Board Member



The within described land has been duly appropriated for the purposes of a Tramway Museum pursuant to Section 54(1)(d) of the Reserves Act 1977 and the approval of the Minister of Lands to these presents given.



JEEN ELIZABETH PARK WĒKAKARIKI	LAND LEASED FOR TRAMWAY MUSEUM PURPOSES - Pt. 2. S.O. 25924 & TRAM TRACK ON WHAREROA RD. S.O. 21410	PR 98	ONE
			[Small text/numbers]

For Decision

COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2022

Te take mō te pūrongo

Purpose

1. To advise Council of the meeting schedule for Council and committees for the 2022 calendar year, through to the local government triennial elections.

He tūtohu

Recommendations

That Council:

1. **Notes** that the meeting schedule for the 2022 calendar year is through to 7 October 2022, due to the local government triennial elections.
2. **Adopts** the meeting schedule for Council and committees for the 2022 calendar year, as outlined in Attachment 1.
3. **Authorises** the Kaiwhakahaere Matua/Manager, Democratic Services, to circulate the adopted meeting schedule to key stakeholders and to modify the meeting schedule as, and when, required.

Te horopaki

Context

2. Clause 19(6) of Schedule 7 to the Local Government Act 2002 provides for Council to adopt a schedule of meetings for Council and its committees. A proposed schedule of meetings for Council and committees is usually drafted during the break in meetings in July each year for the coming year and is then presented to Council for adoption.

Te tātaritanga

Analysis

3. The proposed schedule for the 2022 calendar year (**Attachment 1**) includes Council and committees and subcommittees. It does not include meetings for Civil Defence Emergency Management Group Joint Committee (CDEM Group), and the Wellington Regional Leadership Committee (WRLC), which adopt their own meeting schedule.
4. The proposed meeting schedule also does not include joint committees administered by other councils, WRC Holdings Limited, and Greater Wellington's advisory groups.

5. The Council and committee programme is organised on the basis that meetings are held on Tuesdays and Thursdays. Council, and the Environment and Transport Committees are scheduled for Thursdays, and the smaller committees will be held on Tuesdays. Committees with a similar membership are generally scheduled for the same day, to minimise the number of days councillors need to come in for meetings.
6. Officers intend to schedule at least one meeting of each of Council, Environment, Transport and Climate Committees at the Masterton Office, and will consult with the relevant Committee Chair in organising this. Meetings may also be held at other locations, as required.
7. Council is being asked to adopt the schedule through to 7 October 2022. This is due to the 2022 local body triennial elections held on 8 October 2022. Adopting the schedule for the remainder of 2022 will be the responsibility of the incoming Council.

Ngā hua ahumoni

Financial implications

8. There are no financial implications.

Ngā tikanga whakatau

Decision-making process

9. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

Te hiranga

Significance

10. Officers considered the significance (as outlined in Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matters are of low significance given their administrative nature.

Te whakatūtakitaki

Engagement

11. The draft calendar was shared with the Capital and Coast and Hutt Valley District Health Boards, to minimise the potential for meeting clashes. Territorial authorities were also engaged in the development of the draft programme, as appropriate.

Ngā tūāoma e whai ake nei

Next steps

12. Once Council has adopted the meeting schedule for 2022, the Kaiwhakahaere Matua/Manager Democratic Services will arrange for the circulation of the adopted schedule to external committee members and key stakeholders, and will update the schedule as, and when, required.

13. Meetings will be publicly notified in *The Dominion Post* and *Wairarapa Times-Age*, and published on Greater Wellington’s website. This is in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and Council’s Standing Orders.

Ngā āpitihanga

Attachment

Number	Title
1	Council and committee meeting schedule for 2022

Ngā kaiwaitohu

Signatories

Writer	Lucas Stevenson – Kaitohutohu, Democratic Services
Approvers	Alex Smith – Kaitohutohu Matua, Democratic Services Francis Ryan – Kaiwhakahaere Matua, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

In accordance with clause 19 of Schedule 7 to the Local Government Act 2002 Council may adopt a schedule for its own meetings, and those of its committees.

Council adopts the Terms of Reference for each of the committees. The Terms of Reference outline the minimum meeting requirements for each committee, with provision to hold more meetings as, and when, required.

Implications for Māori

There are no known impacts for Māori.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no implications.

Internal consultation

The Executive Leadership Team, relevant managers, and committee chairs were consulted.

Risks and impacts - legal / health and safety etc.

There are no known risks.

Council and committee meeting schedule for 2022 – through to 7 October 2022

Council/Committee	Dates
Council (9.30am)	24 February 17 March 7 April 17-19 May – Annual Plan hearing (if required) 26 May 16 June (1.00pm) 30 June 25 August 6 October (Final Council meeting of triennium)
Environment (9.30am)	17 February 31 March 12 May 23 June 18 August 29 September
Transport (9.30am)	10 February 24 March 5 May 16 June 11 August 22 September
Chief Executive Employment Review (1.00pm)	10 February 9 June 11 August
Climate (1.00pm)	15 February 10 May 16 August

Council and committee meeting schedule for 2022 – through to 7 October 2022

Finance Risk and Assurance (9.30am)	15 February 3 May 16 August 27 September
Regional Transport (10.00am)	22 March 14 June 20 September
Wairarapa (10.00am)	29 March 28 June 23 August
Hutt Valley Flood Management (4.30pm)	8 February 5 April 28 June 9 August

For Decision

POLICY ON THE APPOINTMENT OF NON-ELECTED MEMBERS TO COMMITTEES, SUBCOMMITTEES, AND ADVISORY GROUPS

Te take mō te pūrongo

Purpose

1. To advise Council on the revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*.

He tūtohu

Recommendations

That Council:

- 1 **Revokes** Council's *Policy on the appointment of non-elected members to committees, subcommittees and advisory groups* (Attachment 2).
- 2 **Adopts** the revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups* (Attachment 1), effective immediately.

Te horopaki

Context

2. Council's current *Policy on the appointment of non-elected members to committees, subcommittees and advisory groups* (**Attachment 2**) was adopted by Council on 6 April 2016 (Report 16.96 - Policy on the appointment of non-elected members to committees, subcommittees and advisory groups).
3. As the current Policy has not been updated for over five years, and recent significant appointments have amended the related practices¹, it is timely for officers to review and revise this policy.

¹ External member of the Climate Committee; external Chair of the Finance, Risk and Assurance Committee; and external Chair of the Wellington Regional Leadership Committee.

Te tātaritanga Analysis

4. The key proposed changes to the current Policy are:
 - a Clarifying the key process requirements and responsibilities to align with the robust processes followed for the recent appointment of non-elected members to committees
 - b Reordering the policy to make the process clearer and more sequential
 - c Updating the requirements for identifying and managing any actual or potential conflicts of interest held by applicants, or members of the Nominations Evaluation Group.
5. We recommend that Council revokes the current *Policy on the appointment of non-elected members to committees, subcommittees and advisory groups (Attachment 2)* and adopts the revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups (Attachment 1)*, to take effect immediately.

Ngā hua ahumoni Financial implications

6. There are no financial implications arising from adopting the revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*.

Ngā tikanga whakatau Decision-making process

7. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002 (the LGA).

Te hiranga Significance

8. Officers considered the significance (as defined by Part 6 of the LGA) of the proposed decisions, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that these matters are of low significance due to their administrative nature.

Te whakatūtakitaki Engagement

9. Due to the low significance of the matters for decision, no engagement was considered necessary.

Ngā tūāoma e whai ake nei

Next steps

10. If Council adopts the revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*, we will update the Policy on Greater Wellington's document management system and advise relevant officers.

Ngā āpitihanga

Attachments

Number	Title
1	Draft revised <i>Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups</i>
2	<i>Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016</i>

Ngā kaiwaitohu

Signatories

Writer	Will Ogier – Principal Adviser, Democratic Services
Approvers	Francis Ryan – Manager, Democratic Services Luke Troy – General Manager, Strategy

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

Council is responsible for setting the policy for appointments made by it, or a committee, under Clause 31 of Schedule 7 to the LGA, and Standing Orders 2.9.1 to 2.9.4.

Implications for Māori

The revised Policy has no known implications for Māori.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

The revised Policy does not contribute to Council's or Greater Wellington's strategies, plans, or policies.

Internal consultation

We consulted with the Council Chair and Deputy Council Chair on a draft of the revised Policy.

Risks and impacts - legal / health and safety etc.

The revised Policy seeks to reduce risks by clarifying the process and requirements for making these appointments and managing the related information.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*



Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups

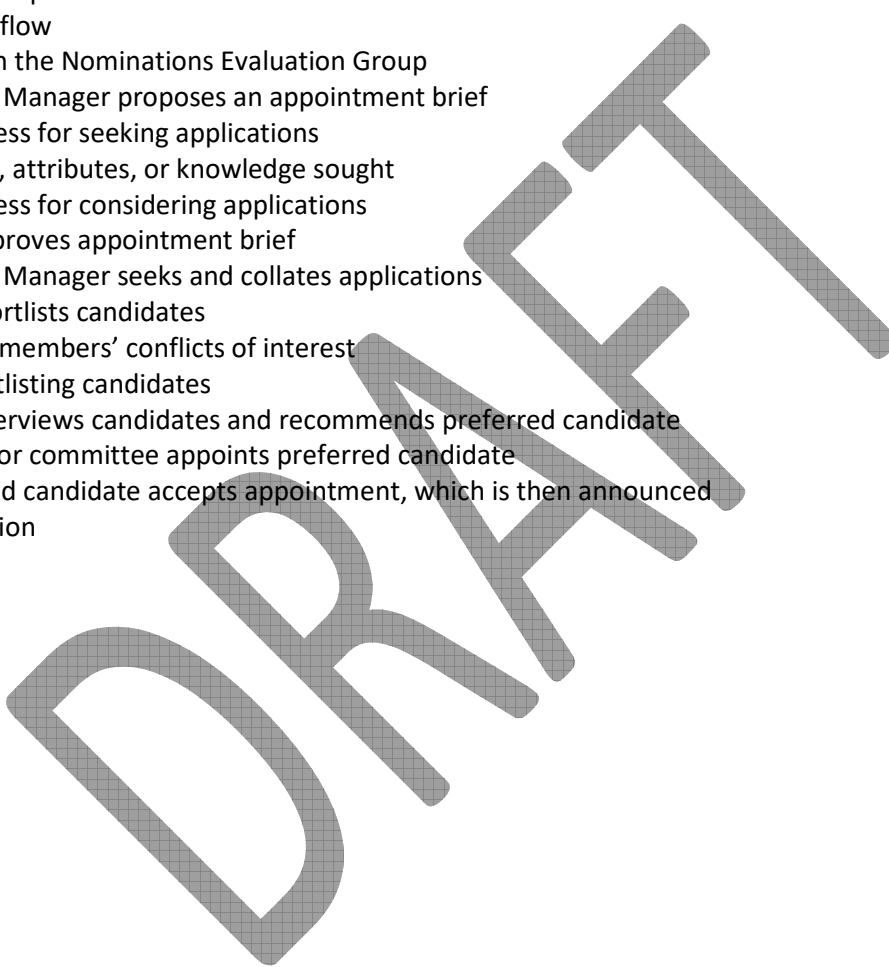
Date adopted by Council:

DRAFT

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

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Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

Purpose

- 1 This policy sets out objective and transparent generic processes for the appointment and remuneration of non-elected members to a committee, subcommittee, or advisory group (a Council body) of Greater Wellington Regional Council (the Council).
- 2 For the purposes of this policy the term ‘non-elected member’ excludes a statutory appointee to a committee¹, a local authority elected member appointee, and a director of a Council organisation².

Background

Relevant legislation and references

- 3 This policy was determined with reference to clause 31 of Schedule 7 to the Local Government Act 2002 (the Act), which provides that:
 - (1) A local authority may appoint or discharge any member of a committee or subcommittee.
 - (2) Unless directed otherwise by the local authority, a committee may appoint or discharge any member of a subcommittee appointed by the committee.
 - (3) The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.
- 4 Standing Orders 2.9.1 and 2.9.2³ replicate the statutory requirements stated above.
- 5 Where:
 - a Council wants to appoint a non-elected member to a committee or subcommittee; or
 - b A committee wants to appoint a non-elected member to a subcommittee appointed by that committee

¹ For example, on a regional transport committee, the persons appointed to represent the New Zealand Transport Agency and KiwiRail (under sections 105 and 105A of the Land Transport Management Act 2003 respectively).

² These appointments are covered by Council’s *Policy on the appointment and remuneration of directors of Council organisations* (February 2021).

³ Council’s *Standing Orders 2019*.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

the appointment may be made if, in the opinion of Council or the committee (as appropriate) that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee⁴.

Advisory groups

- 6 The Act and Council's Standing Orders do not impact the appointment and remuneration processes for non-elected members of advisory groups.
- 7 Advisory groups are set up for a variety of reasons, typically to advise a committee or subcommittee on a particular issue or to represent certain interests. Council has retained the power to establish advisory groups and to appoint the members (unless Council has approved specific terms of reference that provide otherwise). Advisory groups are not delegated decision-making responsibilities.
- 8 The appointment and remuneration processes applying to committees and subcommittees also apply to advisory groups.

Principles

- 9 The appointment and remuneration processes for non-elected members of a Council body will:
 - a Be objective and transparent and consistent with Greater Wellington's *Privacy Policy*;
 - b Manage conflicts of interest appropriately⁵;
 - c Consider the context in which Council, as a publicly accountable body, must operate; and
 - d Be made on the basis of the skills, attributes, or knowledge, that will assist the work of the Council body (as stated in that Council body's terms of reference).

Application of this policy

- 10 In addition to this policy, appointments and remuneration of non-elected members (and any associated terms and conditions) to a Council body are governed by specific processes and requirements within that Council body's terms of reference, any relevant Council resolution, and any relevant statutory requirement.

Appointment process

- 11 The following process flow:
 - a Applies to an appointment sought from the general community, including sectors of the community

⁴ Clause 31(3) of Schedule 7 to the Local Government Act 2002, and Standing Order 2.9.2.

⁵ See paragraphs 24 and 25.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

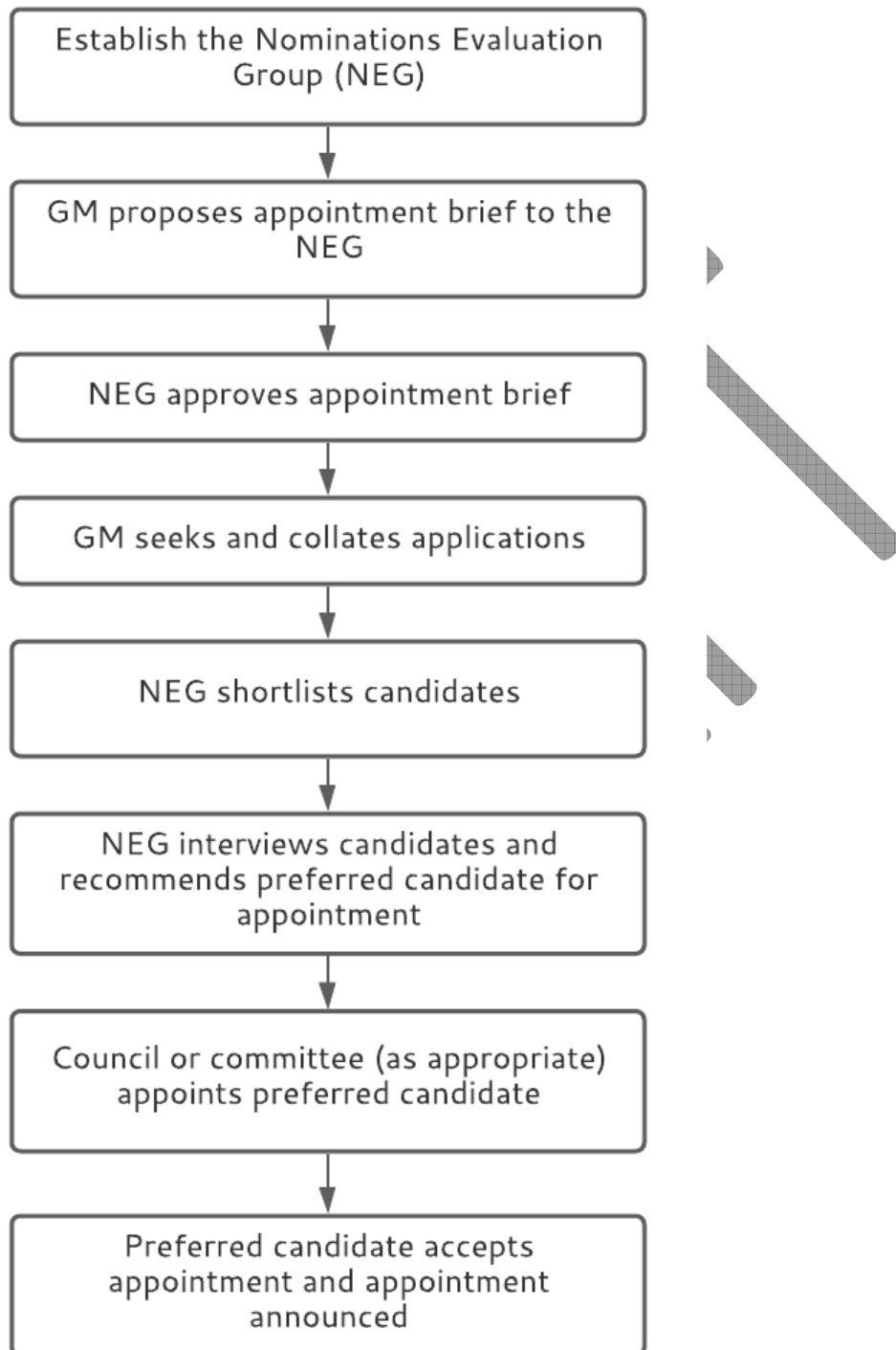
- b Does not apply where a nomination is sought from a specific entity to fill a membership entitlement as stated in a Council body's terms of reference (e.g. an iwi authority nomination to fill a position allocated for that authority on the Council body).⁶

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⁶ The relevant General Manager should inform the Council Chair and the Chair of the relevant Council body of such a nomination. Subject to the completeness of the nomination and any other relevant issues identified, the nomination will then progress to the relevant approving body for appointment.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

Process flow



Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

Establish the Nominations Evaluation Group

- 12 The Nominations Evaluation Group (the NEG) manages the appointment process for a non-elected member of a Council body. The NEG's members are the:
- a Council Chair (or Deputy Council Chair, if delegated by the Chair)
 - b Chair of the Council body (if appointed), or another Councillor
 - c Deputy chair of the Council body (if appointed), or another member from that Council body (if no deputy chair is appointed), or another Councillor
 - d General Manager responsible for the Council body.

General Manager proposes an appointment brief

- 13 The General Manager responsible for the Council body (the General Manager) prepares an appointment brief for the NEG that proposes the:
- a Process for seeking applications
 - b Skills, attributes, or knowledge sought (which may be included in a draft position description)
 - c Process for considering applications, including managing any conflicts of interest held by the NEG members or applicants.

Process for seeking applications

- 14 In proposing the process for seeking applications for the appointment of a non-elected member, the General Manager should consider:
- a Any requirements in the Council body's terms of reference or related legislation; and
 - b The significance and purpose of the proposed appointment
 - c Engagement avenues, including:
 - i Public advertisement
 - ii Recruitment agencies
 - iii Referrals by Councillors or officers
 - iv Inviting nominations from the Wellington Region's territorial authorities
 - v Contacting relevant names within Greater Wellington's databases.
- 15 Regardless of the engagement avenues used, all applicants will need to meet the requirements of the application process.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

- 16 Where a non-elected member is sought who represents:
- a The views of the wider regional community;
 - b The views a specific regional community; or
 - c An independent view
- the proposed process for seeking applications should include a public advertisement.
- 17 A public advertisement should include the:
- a Purpose of the appointment
 - b An outline of any desired skills, attributes, or knowledge (which may be set out in a position description)
 - c Requirement for an applicant to provide a:
 - i Covering letter
 - ii Curriculum vitae (including three referees)
 - iii Completed and signed disclosure of personal interests that may create a conflict, or potential conflict, noting that an application will not be considered without this disclosure
 - d Contact details of a Greater Wellington officer who can assist if a potential applicant requires further information
 - e Application method, including the closing date and time.

Skills, attributes, or knowledge sought

- 18 Non-elected members can only be appointed to committees or subcommittees if they have “the skills, attributes, or knowledge that will assist the work of the committee or subcommittee”⁷. This policy applies the same approach to the appointment process for non-elected members on advisory groups, unless the advisory group’s terms of reference provides otherwise.
- 19 The proposed skills, attributes, or knowledge required for the appointment of non-elected members (the selection criteria) should consider the:
- a Purpose and specific responsibilities of the Council body
 - b Delegations from Council to a committee or subcommittee
 - c Statutory requirements on a committee or subcommittee
 - d Other requirements on the Council body, as stated in the related terms of reference
 - e Skills, attributes, or knowledge of existing members

⁷ See footnote 4.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

- f Other skills, attributes, or knowledge required to assist the work of the Council body.

Process for considering applications

- 20 The proposed process for considering applications should address the:
 - a Arrangements to receive, store and dispose of information (including applicant information and reference checks), and whether differing arrangements are needed for candidates
 - b Timeline for the NEG's consideration and decisions, notifications to applicants and candidates, reference checking, and Council or committee decision-making
 - c Term of appointment for the non-elected member
 - d Remuneration for the non-elected member, if this requires specific approval by Council.

NEG approves appointment brief

- 21 The NEG meets to consider and approve the appointment brief, including any position description and any public advertisement.

General Manager seeks and collates applications

- 22 The General Manager then implements the approved appointment brief, receives and acknowledges applications, and collates these for the NEG's consideration.

NEG shortlists candidates

- 23 The NEG meets to assess the collated applications and develop a shortlist of up to five candidates for each appointment. If the quantity or quality of applications is inadequate, then the NEG will revisit and repeat the process for seeking applications.

NEG members' conflicts of interest

- 24 Before assessing the applications received:
 - a Each NEG member identifies and records any actual or potential conflict of interest arising from their interest in the business of, or their relationship with, any applicant
 - b The NEG then considers any conflicts in accordance with the Office of the Auditor-General's [*Managing conflicts of interest: a guide for the public sector*](#) and records its decision on how to manage each conflict.

Draft revised Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups

Shortlisting candidates

- 25 When assessing the applications, the NEG should:
- a Reject any application:
 - i Received after the closing time and date (unless the NEG decides to accept late applications)
 - ii Without a completed, or with an incomplete, disclosure of personal interests that may create a conflict, or potential conflict
 - iii Received from a Greater Wellington officer for appointment as a non-elected member to a committee⁸
 - b Consider any applicant's actual or potential conflicts, and decide how to manage these conflicts, bearing in mind the Office of the Auditor-General's guidance:
 - i [Managing conflicts of interest: a guide for the public sector](#)
 - ii [Local Authorities \(Members' Interests\) Act 1968: a guide for members of local authorities on managing financial conflicts of interest](#)
 - c Each record their assessment of the applicants against the approved selection criteria
 - d Record the NEG's decisions on managing applicant conflicts, the basis for its overall assessments of applications, and the basis for developing the shortlist of candidates.
- 26 The General Manager will then:
- a Advise each shortlisted candidate and arrange their interview time
 - b Notify unsuccessful applicants.

NEG interviews candidates and recommends preferred candidate

- 27 The NEG is responsible for interviewing the shortlisted candidates.
- 28 Prior to these interviews, the General Manager will prepare the proposed interview questions, which should cover the approved selection criteria and may also consider the following additional criteria:
- a Level of expertise
 - b Ability to analyse, question and apply judgment
 - c Ability to maintain an open mind
 - d Level of local knowledge

⁸ As any such appointment is precluded by clause 31(4)(b) of Schedule 7 to the Local Government Act 2002, and Standing Order 2.9.4.

Draft revised *Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups*

- e Increasing diversity of representation
 - f Links into the community and willingness to utilise those links
 - g Integrity
 - h Ability to devote time and attention to the work of the Council body.
- 29 The NEG will consider and approve the interview questions, and (to ensure fairness) ask all candidates the same questions.
- 30 Following the interviews, the NEG will assess the candidates against the approved criteria, select one or more potential preferred candidates, and record the basis for their individual and overall assessments.
- 31 The General Manager will then arrange reference, and any other, checks agreed by the NEG for the candidates. Following receipt of the results of these checks, the NEG will meet to:
- a Select a preferred candidate
 - b Record its assessment and ranking of candidates
 - c Decide how and when to notify the unsuccessful candidates.
- 32 The General Manager will then prepare a:
- a Report to Council or the related committee outlining the:
 - i Requirements and process for appointment in the relevant legislation, the Council body's terms of reference, and the revised policy
 - ii Appointment process followed and an assurance that it aligns with the revised policy
 - iii Assessment of candidates, the preferred candidate, how they were selected, and the rationale for their selection
 - iv NEG's recommendation to Council or the committee to appoint the preferred candidate as a non-elected member of the Council body.
 - b Draft letter of appointment, for the signature of the Chair of Council or the committee (as appropriate).

Council or committee appoints preferred candidate

- 33 Where Council established the Council body to which the appointment of the non-elected member is proposed, Council shall make the appointment. Otherwise, the committee establishing the subcommittee may make the appointment.

Draft revised Policy on the appointment of non-elected members to committees, subcommittees, and advisory groups

- 34 Generally, a report recommending the appointment of a non-elected member to a Council body will be considered in the public excluded portion of the Council or committee meeting to protect the preferred candidate's privacy.⁹

Preferred candidate accepts appointment, which is then announced

- 35 A public announcement of the appointment will be made as soon as practicable after the decision of Council or the committee and the preferred candidate has confirmed their acceptance of the appointment.
- 36 The preferred candidate should have the opportunity to review and provide comment on the draft public announcement before it is finalised.
- 37 Once the appointment of the non-elected member is announced publicly:
- a Greater Wellington will provide the appointee with a letter on administrative arrangements
 - b The General Manager will organise for the new appointee's induction and attendance at their first meeting of the Council body.

Remuneration

- 38 The remuneration for non-elected members of a Council body is Greater Wellington's standard daily meeting allowance plus travel costs (mileage, parking, public transport costs) at a rate determined by the Council unless:
- a The Council body's terms of reference provide otherwise; or
 - b Council resolves specific remuneration for a particular non-elected member or non-elected members of a particular Council body.

⁹ Section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) states that the public may be excluded from the whole or any part of a meeting when, amongst other things, "the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist".

Section 7(2)(A) of the LGOIMA states that good reason will exist when it is necessary to "protect the privacy of natural persons" unless in the circumstances of the particular case, the withholding of that information is outweighed by consider which render it desirable, in the public interest, to make that information available.



Policy on the appointment of non-elected members to committees, subcommittees and advisory groups

A policy on the appointment of non-elected members to Council committees, subcommittees and advisory groups

Date adopted by Council: 6 April 2016

Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

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Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

1. Purpose

This policy sets out an objective and transparent process for the appointment of non-elected members to committees, subcommittees and advisory groups.

2. Background

2.1 Relevant legislation and references

This policy has been determined with reference to clause 31, Schedule 7 of the Local Government Act 2002 (the Act).

The Standing Orders also give some guidance on the appointment or discharge of committee and subcommittee members. Standing Order 2.9.1 states:

The Council may appoint or discharge any member of a committee. Unless directed otherwise by the Council, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

If the Council or a committee wants to appoint a person who is not an elected member to a committee or subcommittee the appointment may be made if, in the opinion of Council or the committee, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee (Standing Order 2.9.2).¹

Advisory groups

There is no guidance in the Act or the Standing Orders regarding appointments to advisory groups, Advisory groups may be set up for a variety of reasons, typically to advise a committee or subcommittee on a particular issue or represent certain interests. GWRC's policy is to apply the same rules and processes as for committees and subcommittees.

2.2 Principles

The appointment and remuneration process for non-elected members will:

- be objective and transparent, while protecting individual privacy;
- manage conflicts of interest appropriately;
- take into account the context in which the Council, as a publicly accountable body, must operate;
- be made on the basis of skills, knowledge and experience, having regard to the nature and scope of the committee, subcommittee and advisory groups overall objectives;

¹ This reflects clause 31, Schedule 7 of the Local Government Act 2002.

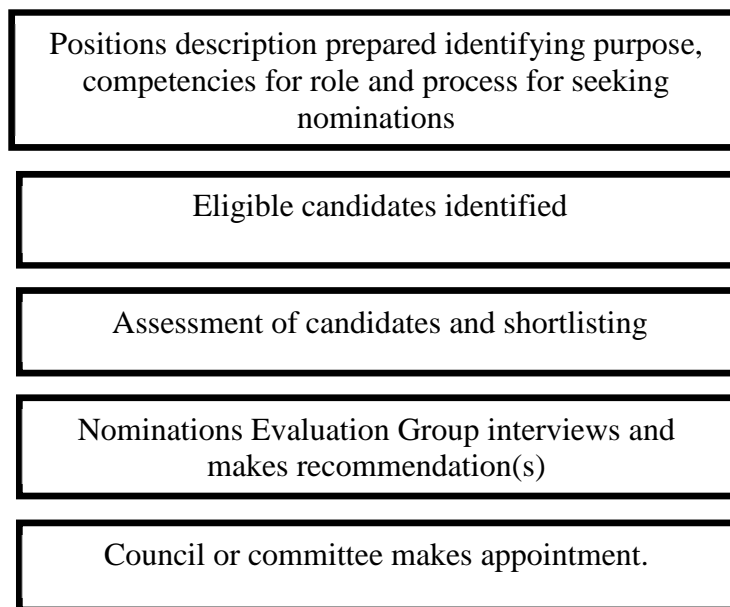
Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

2.3 Application of this policy

This policy set out a **generic process** for the appointment to and remuneration of non-elected members to Council committees, subcommittees and advisory groups. In addition to this policy, appointments to Council committees, subcommittees and advisory groups will also be governed by rules contained within their Terms of Reference as well as other resolutions and/or statutory directions. In the event of any conflict with this policy, such rules and regulations, will take precedence over this policy.

3. Outline of process

Subject to any applicable Terms of Reference, resolution or statutory direction, the below generic process should be followed in appointing non-elected members to committees, subcommittees and advisory groups.



Depending on the procedure adopted for the seeking of nominations, it may be possible for an appointments process to be worked through within a six week period between Council or committee meetings. If seeking nominations by way of public notice, it is likely that the process could not be completed within a single, six week meeting cycle.

Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

4. Purpose of appointment and competencies (skills and experience) sought

Non-elected members will only be appointed to committees or subcommittees if they have “the skills, attributes or knowledge that will assist the work of the committee or subcommittee”.² The same principle will be applied to non-elected members on advisory groups. The competencies and skills required for the appointment of non-elected members will be decided by the Council or committee, with consideration of:

- the nature and scope of the subordinate body, its future direction and requirements in its constitutional documents.
- the objectives and purposes of the subordinate body; these may include:
 - representing the views of the wider regional community;
 - representing a specific district’s view;
 - representing the views of a specific user group;
 - representing an iwi or hapu view;
 - representing a territorial authority’s view;
 - specific technical knowledge or skills relevant to the body; and
 - providing the group to which they are appointed with an independent view.
- the skills of existing members;
- outstanding skills, knowledge and experience required to contribute to the achievement of those objectives; and
- any future skills, knowledge and experience required.

Council or the relevant committee should consider these matters, to ensure that those with knowledge of the competencies sought are formulating the criteria relevant to the proposed appointment.

At the outcome of this step there should be a clear position description for the role that identifies the necessary skills and experiences sought.

² Clause 31, Schedule 7 of the Local Government Act 2002; Standing Order 2.9.2.

Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

5. Identification of candidates

The appropriate avenue for seeking nominations should be decided in the first instance, with reference to any stipulations in the relevant Terms of Reference, resolution or statute. Where this is not stipulated, the significance and purpose of the appointment will determine what avenues should be used to generate candidates: Possible avenues for seeking nominations or identifying candidates include:

- public advertisement;
- approaching government agencies (e.g. New Zealand Transport Agency, Ministry of Women's Affairs, The New Zealand Office of Ethnic Affairs, Ministry of Pacific Island Affairs, Te Puni Kokiri, Ministry of Consumer Affairs, Office for Disabilities Issues) for nominations from their candidate databases;
- recruitment agencies;
- Councillor or officer referrals; and
- inviting nominations from the region's territorial authorities.

Purpose of appointment

Where the purpose of the appointment is to have a member who represents the views of the wider regional community, a specific regional community or who is appointed to provide an independent view, a public advertisement should be published, advising that non-elected members are being sought. The public advertisement should include the purpose of the appointment and any necessary competencies that the appointee(s) should possess.

Where the purpose of the appointment is to have a member who represents the views of a territorial authority, government department, iwi³ or hapu, or specific interest group, the relevant organisation(s) would be asked to nominate a person whom they believe has the desired attributes to fulfil the purpose of the role.

In both cases, nominations could also be made via Councillor or officer referrals, and could also be generated from relevant databases.

Decisions on the nominations process to be applied should be made by the body responsible for the appointment (Council or committee) and need to be mindful of the competencies sought and the desirability of achieving diversity in representation in order to achieve a good pool of high quality candidates.

³ Ara Tahi, the inter-iwi representative group, may be asked to nominate persons for appointment to a Council committee or sub-ordinate body. Any nominations put forward by Ara Tahi will be considered in accordance with this policy.
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Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

5.1 Eligible candidates

The Local Government Act 2002 and Standing Orders provide that at least one member of a committee must be an elected member of Council. Subcommittees and advisory groups need not have any elected members of Council.

GWRC employees are prohibited from being members of committees but may be members of subcommittees and advisory groups.

6. Assessment of candidates (consideration of skills, knowledge and experience)

The relevant General Manager receives candidate applications and develops a shortlist of candidates (4-5 candidates per position) for consideration by a Nominations Evaluation Group. If candidate numbers are inadequate, then the process for seeking nominations will be revisited and repeated.

The Nominations Evaluation Group is responsible for interviewing shortlisted candidates and preparing a report for the Council, outlining its recommendations. As well as bearing in mind the required attributes for the particular role, the Nominations Evaluation Group may also consider:

- competence;
- level of expertise;
- ability to analyse, question and apply judgement;
- ability to maintain an open mind;
- level of local knowledge;
- diversity;
- links into the community and willingness to utilise those links;
- integrity; and
- ability to devote time and attention to the entity.

The Nominations Evaluation Group will comprise:

- the Council Chairperson;
- the chairperson of the relevant Council committee; and
- the relevant General Manager.

Policy on the appointment of non-elected members to committees, subcommittees and advisory groups 2016

6.1 Conflicts of interest

Any/all relevant interests should be declared during the assessment stage, so that the potential for a conflict of interest can be assessed in advance of an appointment being made. Further guidance on the management of interests and conflicts can be found on the Office of the Auditor-General website:

Managing conflicts of interest: Guidance for public entities, refer www.oag.govt.nz/2007/conflicts-public-entities/

Guidance for members of local authorities about the Local Authorities (Members' Interests) Act 1968, refer <http://www.oag.govt.nz/2010/lamia>

7. Council/committee decision and appointment

Where the body (committee, subcommittee or advisory body) to which the appointment is being made has been established by the Council the Council shall be responsible for making the decision on appointments.

In any other case, the establishing body may make the appointment decision, e.g. a committee establishing a subcommittee may appoint non-elected members to that subcommittee.

Reports recommending appointments will be considered in a public excluded portion of a Council or committee meeting to protect candidate privacy.⁴

A public announcement of the appointment will be made as soon as practicable after Council has made its decision and received confirmation of acceptance from the candidate.

8. Remuneration

The remuneration of non-elected members of committees, subcommittees and advisory groups is a standard daily meeting allowance plus travel costs (mileage, parking, public transport costs) at a rate determined by Council, unless the Council resolves a specific rate to apply to non-elected members of a particular committee, subcommittee or advisory group.

⁴ Section 48 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) states that the public may be excluded from the whole or any part of a meeting when, amongst other things, "the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist". LGOIMA states that good reason will exist when it is necessary to protect the privacy of natural persons.
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For Decision

APPOINTMENT TO THE REGIONAL TRANSPORT COMMITTEE

Te take mō te pūrongo

Purpose

1. To advise Council of a change in appointment on the Regional Transport Committee.

He tūtohu

Recommendations

That Council:

1. **Revokes** the appointment of Amy Kearse as the Alternate member for Waka Kotahi NZ Transport Agency on the Regional Transport Committee.
2. **Appoints** Mark Owen as the Alternate member for Waka Kotahi NZ Transport Agency on the Regional Transport Committee.

Te horopaki

Context

2. After each local government triennial election, Greater Wellington Regional Council must establish a Regional Transport Committee, as required by section 105 of the Land Transport Management Act 2003.
3. Council made the appointments to the Regional Transport Committee for the 2019-22 triennium at its meeting on 20 November 2019 (Local Government Appointments to Committees and Advisory Groups – Report 19.489). Emma Speight was appointed as the Waka Kotahi NZ Transport Agency (Waka Kotahi) representative, and Amy Kearse was appointed as alternate.
4. Due to internal changes at Waka Kotahi, Waka Kotahi has requested that its alternate member be changed.

Te tātaritanga

Analysis

Land Transport Management Act 2003

5. The Land Transport Management Act 2003 sets out the membership requirements of the Regional Transport Committee:
 - a. Two regional council members, one of whom must be Chair of the committee

- b One person from each territorial authority in the region to represent that territorial authority
 - c One person to represent the New Zealand Transport Agency
 - d One person to represent KiwiRail.
6. The Terms of Reference for the Regional Transport Committee provides for each territorial authority member and the Waka Kotahi member each to be represented with full voting rights by an alternate in their absence. The KiwiRail member may be represented by an alternate, but the member and alternate do not have voting rights.
 7. Council is responsible for making the appointments to the Regional Transport Committee, as it is a committee of Council. Council makes the appointments based on the advice of the contributing member organisations.

Appointment

8. The proposed appointee, Mark Owen, is the Regional Manager of Maintenance and Operations within the Transport Services group of Waka Kotahi, and is a member of the newly formed Regional Leadership team within Waka Kotahi. Mark has a comprehensive understanding of the Greater Wellington network and has established relationships with the councils in the Wellington Region.

Ngā hua ahumoni

Financial implications

9. There are no financial implications.

Ngā tikanga whakatau

Decision-making process

10. The matters requiring decision were considered by officers against the decision making requirements of the Part 6 and Clause 31 of Schedule 7 of the Local Government Act 2002.

Te hiranga

Significance

11. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matters are of low significance given their administrative nature.

Te whakatūtakitaki

Engagement

12. No engagement was necessary.

Ngā tūāoma e whai ake nei

Next steps

13. Confirmation will be sent to Waka Kotahi to advise of the change in appointment.

Ngā kaiwaitohu

Signatories

Writer	Lucas Stevenson – Kaitohutohu, Democratic Services
Approvers	Alex Smith – Kaitohutohu Matua, Democratic Services Francis Ryan – Kaiwhakahaere Matua, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

Council's core roles include establishing supporting committees and advisory groups, and making appointments required by various statutes.

Implications for Māori

There are no known implications for Māori.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no implications.

Internal consultation

The Chair of the Regional Transport Committee, and the Regional Transport department have been advised.

Risks and impacts - legal / health and safety etc.

There are no known risks.

For Information

CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING - 25 JUNE 2021

Te take mō te pūrongo

Purpose

1. To inform Council of the deliberations of the Civil Defence Emergency Management Group Joint Committee (the Joint Committee) meeting of 25 June 2021.

Te horopaki

Context

2. The business considered by the Joint Committee in a videoconference is set out in the following paragraphs.

Reports

Wellington Region Emergency Management Office Q3 Quarterly Report – 31 March 2021

3. The Joint Committee discussed the third quarterly report of this year which outlines the work programme to date against the strategic outcomes identified in the Civil Defence Emergency Management (CDEM) Group Plan 2019-2024.
4. WREMO's third quarter report – 31 March 2021 was the first short format report of its kind, as agreed at the previous CDEM Group meeting (26 March 2021). It provided a high-level snapshot of progress against the activities identified in the WREMO Annual Plan 2020/21 under the 4Rs of reduction, readiness, response and recovery.
5. Of the 90 Key Performance Indicators (KPIs) identified in the WREMO Annual Business Plan, 68 were in progress and nine were completed at 31 March 2021, with 13 KPIs listed as not started. However, progress has continued over the fourth quarter and WREMO is on track to deliver most of its KPIs by the end of the financial year.

Wellington Region Emergency Management Office Annual Plan 2021/22.

6. Under Section 17 of the Civil Defence Emergency Management Act 2002 (CDEM Act), the Joint Committee is responsible for development, approval, implementation, monitoring and review of the CDEM Group Plan 2019-2024 and its progress.
7. The WREMO Annual Plan 2021/22 provides the planned work outputs for Community Resilience and Recovery, Operational Readiness and Response, and Business and Development Teams across reduction, readiness, response and recovery (4Rs) as well as an executive overview by the Regional Manager.

8. The Annual Plan 2021/22 provides an indication of priority level and guidance for deferral of work programme outputs to prioritise any event which requires a coordinated CDEM Group response.

Wellington Civil Defence Emergency Management Group Welfare Plan (2021-2026)

9. The Wellington CDEM Group Plan (2019-2024) also sets out the following strategic outcome: "That formal assistance is readily available and accessible to impacted communities (in a CDEM emergency)."
10. The Wellington CDEM Group Welfare Plan (2021-2026) was developed to replace the previous Wellington CDEM Group Welfare Plan (2016-2018) to meet the Wellington CDEM Group's responsibilities under the National CDEM Plan Order 2015 and the strategic outcomes identified in the CDEM Group Plan (2019-2024).

Civil Defence Emergency Management Group Appointments – June 2021

11. The Joint Committee agreed to a number of changes to statutory appointments for Local Controllers as required under the Civil Defence Emergency Management Act 2002 (The Act).

Oral items

Covid-19 Vaccination Rollout update

12. Mr Jeremy Holmes, Regional CDEM Manager, presented to the Joint Committee slides that have been previously shown at the Coordinating Executive Group by the Capital & Coast and the Hutt Valley District Health Boards COVID-19 vaccination programme.
13. The Joint Committee was told that the Pfizer vaccine has been extensively tested and assessed both internationally and locally by Medsafe. Millions of people including tens of thousands in New Zealand have received it. The vaccine has been found to be 95% effective after two doses, meaning it offers significant protection against COVID-19.
14. The vaccination programme stages were presented to the Group and that the programme was moving to the Group 3 people. The programme hopes to be at the mopping up and ramp down stages around December 2021 to February 2022. From March 2022 there will be plans for an enduring vaccination programme.
15. The number of vaccinations provided at 15 June 2021 are: Capital & Coast District Health Board have provided 44,321 doses, Hutt Valley District Health Board have provided 24,154 doses and the Wairarapa District Health Board 8,186 doses.

Regional Leadership Group update

16. The Group Controller, Mr Mark Duncan, spoke to the Joint Committee on the progress with the regional COVID-19 resurgence plan. This included the Regional Boundary checkpoint plans that are required for any increase to the level of response that would control inter-regional travel.
17. Mr Duncan also stated that Regional Group Welfare were supporting the committee and that WREMO was just running an Incident Management Team structure to support the COVID-19 response at present.
18. Dan Neely provided a briefing to the Joint Committee on the Recovery Dashboard and noted some changes, but more information will be provided in the next dashboard from

the July data. There is also going to be a Community Sentiment Survey to help with the understanding of the impacts of COVID-19 so far.

19. The Regional Manager provided information on the Food Security issues being discussed at the Regional Leadership Group and that some good initiatives are taking place with funding at this stage. There is no guarantee of future funding for this programme. Other regions are treating their Regional Leadership Groups as business as usual. The Wellington Regional Leadership Group will be moving to quarterly meetings.

National Emergency Management Agency update

20. Mr David Coetzee, Manager, Regional Partnerships from the National Emergency Management Agency (NEMA) presented to the Joint Committee on the new direction that NEMA is taking following its replacing of the Ministry of Civil Defence and Emergency Management.
21. The functions of NEMA is to provide strategic leadership for risk reduction, readiness, response and recovery activities, and build emergency management capability and capacity. They will lead or support the response to and recovery from emergencies while also supporting the operation of the emergency management system. They will also provide assurance that the emergency management system is fit for purpose. It represents a key step in our organisational transformation journey. The Framework reflects the direction NEMA is taking to realise the Government's vision for Aotearoa New Zealand's emergency management system.
22. Mr Coetzee told the Joint Committee that NEMA is involved in a review of the regulatory framework called the Trifecta. This will involve a review of the CDEM Act 2002, the National CDEM Plan order and Guide, and the National Disaster Resilience Strategy roadmap.
23. There is a move by government to not just amend the CDEM Act but have a more substantial 'repeal and replace' approach. If approved by the Minister the new legislation should be introduced early to mid-2022.

Training and Exercise Plan 21/22

24. The Group Controller, Mr Mark Duncan provided an update to the Joint Committee on the exercise and training programme for the emergency operations and coordination centres.
25. Exercise Parawhenua was held recently across the region involving the local Emergency Operations Centres and the regional Emergency Coordination Centre (ECC) staffed by 50 or so Greater Wellington staff. The exercise was supported by the emergency services, District Health Boards, Ministry of Social Development and NZ Defence Force being in attendance at the centres. A post exercise report is to follow.
26. Mr Duncan explained the competency levels required for a coordination centre and the targets for the next year. The competency levels are split into three levels, Foundation, Intermediate and Advanced. The targets for next year are 18 Foundation, 12 Intermediate and 6 Advance level staff.
27. A table showing the training and exercising programme was presented to the Joint Committee. It depicted the dates and times of training for the different levels of competency. There is a requirement to attend particular stages for the appropriate

level. The timetable has been designed for the most efficient and best use of time of council staff to enable their attendance.

Ngā kaiwaitohu

Signatories

Writer	Keith Evans – Kaiwhakahaere Matua Business Continuity & Emergency Manager
Approvers	Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager, Strategy Cr Daran Ponter – Council’s representative, Civil Defence Emergency Management Group Joint Committee

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

It is appropriate for Council, as a member of the Joint Committee, to be kept informed of the business of that committee.

Implications for Māori

There are no known implications for Māori.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

The report contains updates relevant to business continuity planning and emergency management and Regional Leadership

Internal consultation

There was no internal consultation required.

Risks and impacts - legal / health and safety etc.

There are no risks or impacts.

For Information

WELLINGTON REGIONAL LEADERSHIP COMMITTEE MEETING – 1 JULY 2021

Te take mō te pūrongo

Purpose

1. To inform Council of the deliberations of the first full Wellington Regional Leadership Committee (WRLC) meeting on 1 July 2021.

Te horopaki

Context

2. The deliberations of the WRLC are set out in the following paragraphs.

Appointment of the WRLC Deputy Chair

3. The Committee elected Mayor Anita Baker (Porirua City Council) to the position.

Written reports

WRLC Forward Meeting Schedule

4. The WRLC approved the proposed forward meeting schedule for the remainder of 2021, and all of 2022.

Amendments to the WRLC Agreement and Terms of Reference

5. The WRLC agreed to recommend a number of minor amendments to its Terms of Reference including the appropriate iwi representation, the ability for all members to appoint an alternate, parties to the agreement speaking and voting on all matters except Ministers who will attend for the WRGF aspects only and minor changes to improve the processes of the Committee.

Regional Economic Development Plan

6. The WRLC endorsed the proposed approach to the development of the Regional Economic Development Plan (REDP). The WRLC requested that at the next meeting, the Secretariat provide a report detailing how the economic development plan would integrate with and support the delivery of other key regional plans and frameworks, such as the Wellington Regional Growth Framework and Regional Land Transport Plan.

Wellington Regional Growth Framework – Three Year Work Programme Report

7. The WRLC approved the overall three-year work programme for the Wellington Regional Growth Framework, and the commencement of all or partial year one initiatives, including the following projects:

- a The structure plans and masterplans for Lower Hutt, Levin and Johnsonville (to be led by the respective councils)
 - b The West-East investigations
 - c The revised Growth Strategy for the Kāpiti Coast (to be led by Kāpiti Coast District Council and linking to the wider Kāpiti-Horowhenua greenfield project)
 - d The Regional Housing Approach and Action Plan
 - e The Wellington Regional Growth Framework and Regional Policy Statement alignment (to be led by Greater Wellington Regional Council)
 - f Stage 1 of both the Regional Emissions Reduction and Climate Change Impact Plans (to be led by the Wellington Regional Climate Change Forum and focussed on information gathering).
8. This item was accompanied by a presentation, included as **Attachment 1** – Three Year Work Programme.

Oral reports

Update on the Establishment of the WRLC’s Secretariat Team, future agenda items and other connections

9. Luke Troy, General Manager Strategy, provided an oral report on the establishment of the WRLC’s secretariat team, and led a discussion on possible future agenda topics and the opportunity to connect with other regional forums.

Ngā āpitihanga

Attachments

Number	Title
1	Three Year Work Programme Presentation

Ngā kaiwaitohu

Signatories

Writer	Sarah Gauthier – Kaitohutohu Matua/Senior Strategic Advisor, Economic Recovery
Approvers	Seán Mahoney – Kaiwhakahaere Matua/Company Portfolio and Economic Development Manager Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager, Strategy

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

It is appropriate for Council to be kept informed of the business conducted by its committees.

Implications for Māori

Each iwi organisation within the boundaries of the Wellington Region and Horowhenua District are members of the WRLC and provide a Māori perspective in all decision making.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

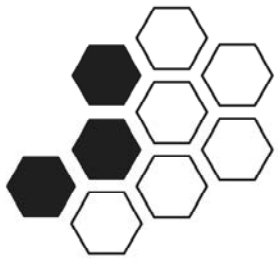
The report contains updates and information relevant to GW's Regional Leadership objectives as detailed in our LTP Strategic Framework.

Internal consultation

There was no internal consultation required.

Risks and impacts - legal / health and safety etc.

There are no risks or impacts.



Wellington
Regional
Growth
Framework

Wellington Regional Growth Framework

Presentation to the WRLC – three-year work programme

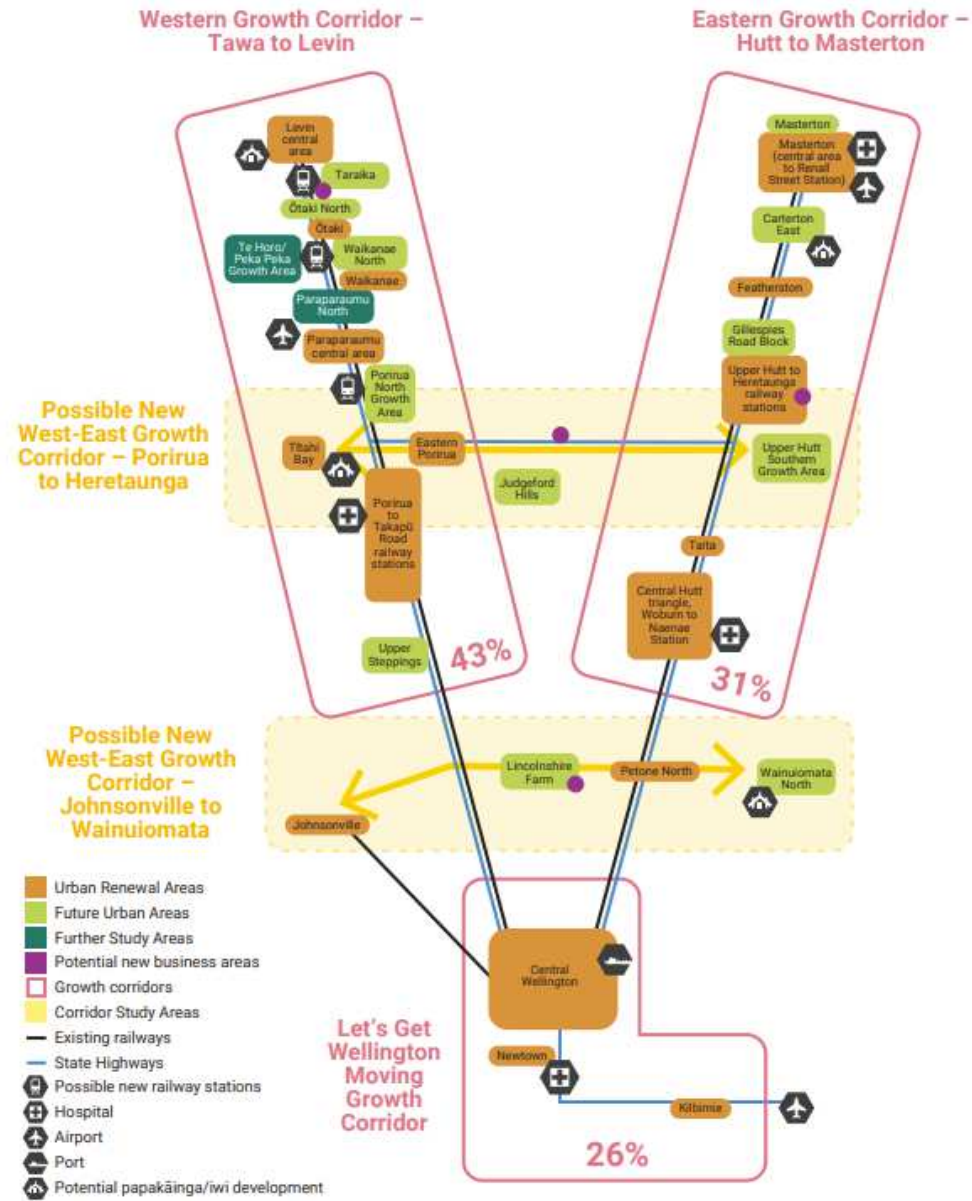
1 July 2021



Key moves – the things we can do differently to make a big difference

<p>1 Harness growth to make the region’s housing and urban areas more affordable and liveable and provide more housing choice – “walkable neighbourhoods”</p> <p>By providing for, and when appropriate actively partner (UDA powers) to deliver quality and more intensive vibrant mixed use urban development— where people can get a large percentage of their daily needs met locally (walkable neighbourhoods), in locations with good access to rapid transit or high frequency public transport in both future urban areas (greenfield) and urban renewal areas (brownfield).</p>	<p>4 Unlock new areas for housing and urban development and deliver greater regional resilience with a major east-west multi-modal corridor</p> <p>Explore the potential for a major multi-modal east-west corridor (or corridors) that unlocks new areas for housing and urban development, improves access to social and economic opportunities across the region (including employment and freight movement) and significantly improves resilience.</p>
<p>2 Make better use of the region’s limited supply of well-located greenfield land</p> <p>By undertaking future urban area development differently we can ensure that more housing is delivered at medium and higher densities (such as terraced housing or apartments), and that new development is built to support multi-modal transport options for residents, with an emphasis on being rapid transit orientated where it is easy to access rapid transport services.</p>	<p>5 Deliver transformational housing and development outcomes for Iwi/Māori</p> <p>By partnering between iwi, the Crown and councils to deliver transformational housing, urban development and economic development outcomes for Iwi/Māori.</p>
<p>3 Fully unlock the urban development potential of current and future rapid transit orientated corridors particularly the Let’s Get Wellington Moving corridor.</p> <p>By leveraging our existing rail network and new investment in rapid transit, particularly on the Let’s Get Wellington Moving corridor, to deliver transformational urban development including density changes and more affordable housing choices.</p>	<p>6 Address the urban development challenges of climate change and transitioning to a zero-carbon economy at a regional scale</p> <p>By planning and undertaking projects regionally to address the urban development impacts of climate change, particularly impacts on infrastructure and where people live and work and work to transition to a zero-carbon economy.</p>

A growth corridor view of the Future Urban Development Areas



Aspects of the three-year work programme

A three-year work programme for implementing the Wellington Regional Growth Framework has been developed which includes:

- a. Key spatial initiatives – these are projects of a spatial nature that will be undertaken collectively by a range of stakeholders. Most of these will be led by one organization (mainly the relevant council) but undertaken using a core team from this partnership. These are included in this three-year work programme.
- b. Region wide initiatives – these are generally regional (non-spatial) projects that will be undertaken collectively by a range of stakeholders. The lead agency for these projects will be one of the partner agencies. These projects will be undertaken using a core team. These are included in this three-year work programme.
- c. Projects – these are generally projects that are the responsibility of one entity (e.g., rail projects being delivered by KiwiRail). These are not included in this three-year work programme.

The WRGF objectives, key challenges and priorities

PROJECT OBJECTIVES	
1	Increase housing supply, and improve housing affordability and choice
2	Enable growth that protects and enhances the quality of the natural environment and accounts for a transition to a low/no carbon future
3	Improve multi-modal access to and between housing, employment, education and services
4	Encourage sustainable, resilient and affordable settlement patterns/urban form that make efficient use of existing infrastructure and resources
5	Build climate change resilience and avoid increasing the impacts and risks from natural hazards
6	Create employment opportunities.

CHALLENGE 1
The region lacks sufficient and affordable housing supply and choice, housing affordability is declining and a significant investment in infrastructure is needed to enable enough housing and quality urban environments

CHALLENGE 2
Many of the urban areas in the region are vulnerable to the impacts of natural hazards and climate change, and as the region grows and becomes more densely settled, it will become increasingly important to improve resilience and protect and enhance the region's natural environment

CHALLENGE 3
There is inequitable access to social, educational and economic opportunities across the region

CHALLENGE 4
Mana Whenua and Māori in the region have poor access to affordable housing choices.



Priority: Housing Supply, Affordability and Choice

Priority: Transport choice and access

Priority: Iwi/ Māori housing, capacity and taonga

Priority: Climate change and resilience



Steps taken

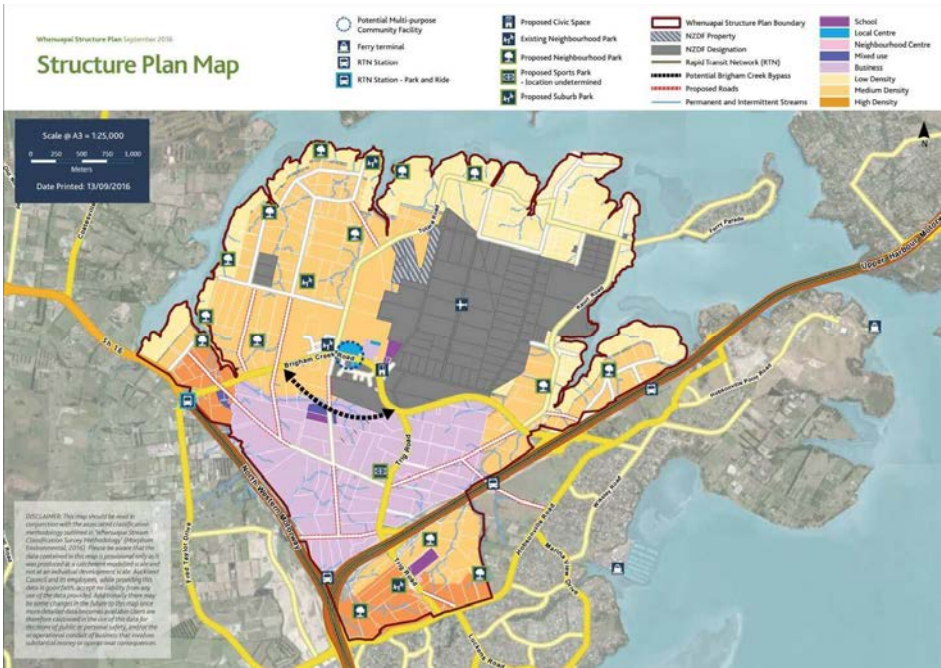
To develop the recommended three-year work programme, the following steps were undertaken:

- Identification of the potential initiatives in the three-year work programme – most of these came from the key spatial initiatives and region wide initiatives in the draft Framework but a small number of initiatives have been added to this list.
- Development of an initial project scopes for most, but not all of the initiatives.
- Held workshops with potential core team member organisations to further develop the project scope – eight workshops were run with between 12-25 people at each workshop. This was to get a broad input into the scope and engage people early in the process.
- Finalised the information in this report with regards to each project – this was undertaken at the Senior Staff meeting on 10 June 2021 and the CEO and equivalent meetings on 25 June 2021.
- Developed an indicative cost for each initiative, identified potential funding sources and spread the cost across partners based on a funding formula.

For a summary view of the three-year work programme see Table 1 on Page 58 of your order papers

Housing supply, affordability and choice

- Lower Hutt Structure Plan – joint planning to accommodate an estimated additional 5000 homes providing for approximately 11,000 people in the study area.
- Levin Structure Plan - joint planning to accommodate an estimated 6300 additional homes providing for approximately 14,500 people in the study area.
- Upper Hutt Structure Plan – joint planning to accommodate an estimated 4800 additional homes providing for approximately 10,500 people in the study area.
- Johnsonville Masterplan – joint planning to respond to increased housing demand in Johnsonville and surrounding suburbs arising from its proximity to a number of employment markets, and the lower hazard profiles in this area compared to many existing urban areas in Wellington City.



Housing supply, affordability and choice



- Ōtaki joint planning pilot – current issues exist in this pilot area that would benefit from collective planning such as an increasing demand for affordable housing and associated services and poor public transport access impacting opportunities for existing and future residents eg lack of public transport for rangitahi to get to employment either further south in Kapiti or north to Levin or Palmerston North.
- Regional housing plan – answering the question of “what can we do collectively to increase housing supply in the short term (ie, next 5 years) and how should we structure ourselves to do that”?
- Iwi-Māori housing plan – focusing on those issues that are specific to iwi/Māori in the region with regards to housing.
- National policy implementation – including a joint Future Development Strategy under the NPS-UD requirements and a regional approach to the Regional Policy Statement (RPS) to ensure strong alignment between the WRGF and the RPS.

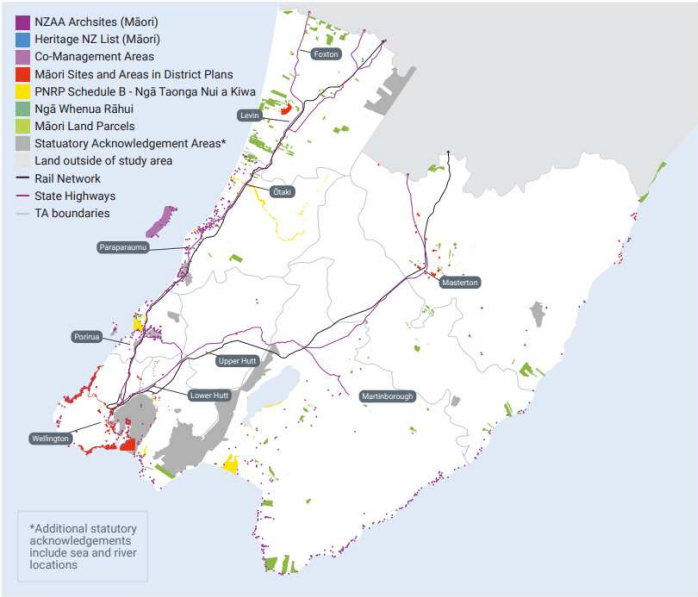
Housing, transport choice and access and three waters

- Kāpiti-Horowhenua Planning – joined up planning for public transport, social and other infrastructure, and services to enable an estimated 15,500 new houses and nearly 39,000 more people in greenfield developments and nearly 10,400 new houses for approximately 22,800 people in existing urban areas within Horowhenua/Kāpiti in the next 30 years.
- West-East access, housing, and resilience investigation – this project explores opportunities that an improved/new west-east multi modal connection would provide for transport (people and freight), resilience, movement within the region, housing and urban development uplift potential, and business areas. It provides the opportunity to future proof the region with alternatives for transport, urban development, and resilience.
- Transport is considered across all of the previously mentioned housing projects, as well as initiatives already underway (LGWM, Eastern Porirua), particularly the structure planning around rapid transit, and regional climate change and resilience projects.
- 50–100-year three waters strategy - developing a 50-100-year regional three waters strategy to support anticipated housing growth which includes both changes to how we use water across the region and required upgrades to existing infrastructure (including looking at assets at risk, requirements for growth and environmental measures).



Iwi Maori Housing, capacity and taonga

- Māori/Iwi Housing - Develop a partnership programme to co-design and deliver improved housing, urban development, and economic development outcomes for iwi/Maori housing – including papakāinga, social and affordable housing options.
- Iwi Spatial Plan and Cultural mapping – to be developed as part of a Future Development Strategy as a requirement under the NPS-UD, to build on input received as part of the WRGF.
- Iwi capacity building - to identify and implement long term solutions for increasing iwi capacity in spatial planning and related activities.



Wellington Regional Growth Framework

Climate change and resilience



- Regional emissions reduction plan - a regional action plan to reduce greenhouse gas emissions and transition to a net-zero carbon and regenerative economy.
- Regional approach to planning for and managing climate change impacts - a regional approach to planning for and managing climate change impacts.

This will include a regional risk and opportunities assessment framework to apply to growth activities, considering inter-related risks to natural ecosystems, physical assets and infrastructure, the economy and society (including human health, safety and well-being, and cultural life and identity) and identify areas of retreat, protection and where to limit growth.

- Food Production Strategy - develop a regional strategy for food production to ensure food security and efficient supply chains, and to include an emphasis on employment opportunities.

Next steps

The next steps with regards to the initiatives in the work programme are:

- For those projects where no project scope has been undertaken and/or completed, (namely the Māori-iwi housing, iwi capacity building and Ōtaki joint planning project), project scoping workshops need to be undertaken.
- Detailed project plans will be developed for those initiatives approved by the Committee for commencement in the 2021/2022 year.
- More accurate cost estimates will be developed for year one projects.
- A reporting framework will be developed for reporting to the Committee on the initiatives and projects listed in the Wellington Regional Growth Framework and regional economic development and regional recovery activity.

For Information

WELLINGTON WATER COMMITTEE MEETING – 19 JULY 2021

Te take mō te pūrongo

Purpose

1. To provide Council with an update on the Wellington Water Committee meeting of 19 July 2021.

Te horopaki

Context

Approach to Regulation

2. Wellington Water provided an update of the preparations being made to ensure they can meet the regulatory standards being imposed in 2022 from Taumata Arowai.
3. The regulations will require new monitoring and assurance metrics from 2022 and these will apply both to the operator (Wellington Water) and the asset owner (the relevant council).

Statement of Intent 2021-2024

4. Wellington Water's Statement of Intent (SOI) provides a regional view of the agreed investments, budgets and priorities as included in the member councils Long Term Plans. The SOI is included as **Attachment 1**.
5. Wellington Water has indicated that a number of measures and targets set by the Department of Internal Affairs will not be met in the 2021-22 year based on the investment levels agreed by councils and their own preferences for setting service measures.

Water Services Investment 2021-2024

6. Councils have made significant increases to their capital and operating expenditure for the coming three-year period. These increases in investment reflect the Strategic Framework produced by the Councils and Wellington Water which reflect five strategic priorities
 - a looking after existing infrastructure;
 - b supporting sustainable growth;
 - c having enough water;
 - d improving environmental water quality, and

e responding to climate change.

7. The total capital programme for the 2021-2024 year is \$585m, an increase of \$165m on the 2018-2021 period. This will require an increase in Wellington Water's capacity and delivery capability over the three year cycle. Operating expenditure is also increasing from \$79m in 2020/21 to \$93m per annum over the next three years.

Service Delivery Strategy Review

8. The Service Delivery Strategy Review was undertaken by an independent reviewer. The review considered how the 2017 changes to the operating model had been delivering in value for money for the shareholders.
9. Some aspects of the operating model, particularly those that have been embedded for some time, such as the consultancy panels, are providing improvements and value for money compared to the previous way of working. Other service delivery changes such as the Wastewater Treatment Plant Operations are still in their early stages and have had some operational failures (such as non-compliance).
10. The review noted that bulk water supply services have continued to be delivered by an in-house team, and that this will be assessed in the next iteration of the strategy.
11. Wellington Water is working on an updated Service Delivery Strategy to address the findings of the review and will bring this back to a future Wellington Water Committee meeting.

Ngā āpitihanga

Attachment

Number	Title
1	Wellington Water Statement of Intent 2021-2024

Ngā kaiwaitohu

Signatories

Writer	Seán Mahoney – Company Portfolio and Economic Development Manager
Approver	Samantha Gain – General Manager, Corporate Services

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

The Council has delegated certain matters to the Wellington Water Committee and it is appropriate to receive updates.

Implications for Māori

No implications from this report.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

This report has no impact on the Council's plans> the Wellington Water SOI reflects Council's Long Term Plan.

Internal consultation

Nil

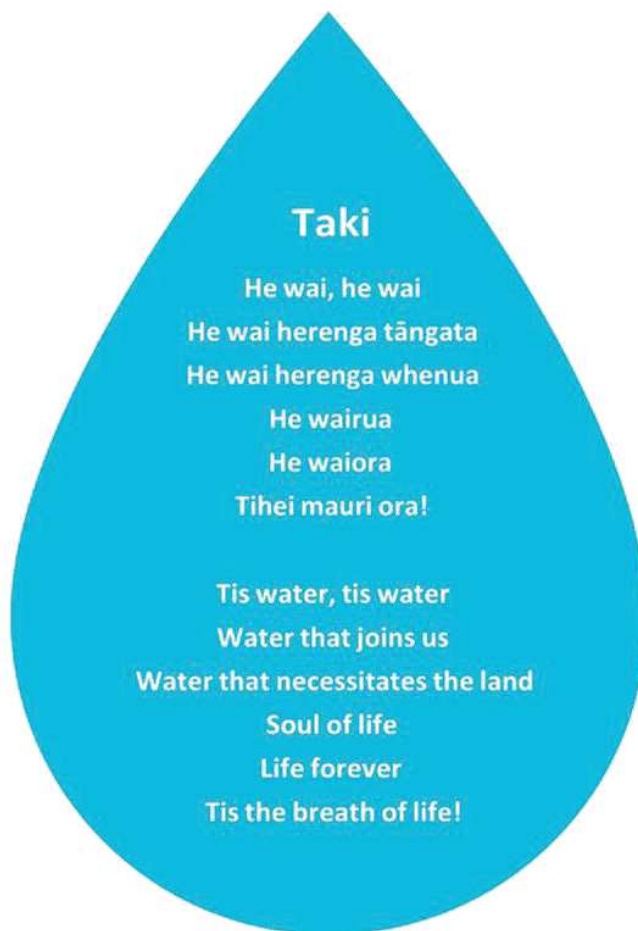
Risks and impacts - legal / health and safety etc.

No risks arise from this report.



Our water, our future

Statement of Intent 2021-24



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Wellington Water is owned by the Greater Wellington Regional Council, Hutt City Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council and Wellington City Council. Our role is to provide drinking water, stormwater and wastewater services to our customers and communities.

This document has been prepared by Wellington Water and reflects the decisions made by each council through their long-term plans.

Foreword

There's no longer any debate about the value of water and the need to invest in its care, both locally and nationally.

Communities in the Wellington region are feeling the impacts of aging water infrastructure with more frequent outages and service disruptions, leaks, bursts and other faults interrupting their daily lives. Pressure continues to mount to deliver the water services that communities need and expect, both now and into the future.

Councils have responded with their biggest investment to date: \$585 million of capital expenditure and \$279 million of operational funding over the next three years. This followed a new approach from Wellington Water, where we initially gave councils an unconstrained view of assets, their condition and the level of investment needed. This was followed by options, and then an optimised option taking into account the funding councils had which were impacted by COVID-19.

Even this increased level of investment is not enough.

Over the entire region there is a backlog of renewal work to be done. The current approved funding levels only allow us to keep pace with the ongoing aging of the networks. This means we will continue to experience the same or higher levels of faults and outages, which in turn puts pressure on ongoing operational funding.

Councils have met this challenge in their budgets but if faults and outages continue to increase, then operational costs will come under pressure. This means we have to prioritise reactive maintenance over planned maintenance. The fiscal stimulus package councils received from central government for participating in water reform has helped tremendously but this runs out in March 2022.

The continuing maturity of Wellington Water will also help. Over the last three years we have consolidated the company's regional operating models and they continue to be more efficient, leading to better value for money for councils. One example of this is the investment in the consultancy and contractor panel arrangements. This has put the company in a position to scale up the region's capital delivery to meet the new programme approved by councils.

The biggest challenge remains having a full complement of staff to do the work. Like the rest of Aotearoa, there is a skills shortage and a need to train more people year-on-year to enter the sector. In the 2021/22 financial year we will aim to recruit 40 young people into the company as future water technicians.

The value of water sits at our organisational heart. Wellington Water's people strive to deliver services and build infrastructure in a way that weaves together the perspectives of iwi, customers and their expectations of the services we deliver, and how we as an organisation operate and prioritise.

Over the next three years, the focus will be on delivering on the commitments from councils, preparing for reforms, and ensuring we continue to put community's and iwi needs at the forefront of everything we do, so they can get the best out of the services we are funded to provide.



Geoff Dangerfield
CHAIR OF THE BOARD



Colin Crampton
CHIEF EXECUTIVE

Our shared vision for water

Our three enduring long-term outcomes have been in place since Wellington Water's inception:

- Safe and healthy water
- Respect for the environment; and
- A resilient network.

From Ngā Wai Hangarua to Te Ika Rō Wai

We are grateful to have received a name in te reo Māori that reflects the work we are engaged in. This is not a literal translation of our name but is appropriate for us at this time.

The name is Ngā Wai Hangarua.

In a broad sense 'Ngā Wai' refers to the many rivers and streams that work their way through our catchments to the sea. These rivers and streams provide us with water for drinking and allow us to carry away the stormwater we collect to protect people's homes.

In today's urban settings, these life-giving systems are affected by the work we require of them to meet our needs, by our activities; and by network failures. We take water from the environment, then clean and treat it before we deliver it to people to drink. We collect and treat water that's been used before returning it to the environment.

Hangarua with respect to water refers to the fact that the water we care for is in an altered state from its original form. When the right balance is achieved between the environment and people, the mana and mauri of water will be restored to its natural state.

This prize is captured in another gifted name: Te Ika Rō Wai.

The Wellington region is at the head of Te Ika a Maui (North Island) and so this name refers to the purity of water within Maui's fish's head – that both reflects and requires a healthy environment, and thus the work of those charged with caring for it. That state of balance in delivering on our outcomes – is our journey, our water and our future.

Taking a regional view

In the next 30 years:

- A large proportion of three water assets in the region will reach the end of their useful lives
- Another 150,000 people will be living in the region
- The demand for drinking water is expected to exceed guaranteed supply within the next few years
- Improvements to the quality of water in the environment will be needed by 2040 if not earlier
- The country has set a target of achieving net-zero carbon emissions by 2050.

Meeting these challenges and restoring the balance to the water relies on councils and communities working together. Wellington Water is in the unique position of being able to take a regional view of water supply, water sustainability, quality and infrastructure opportunities and risks.

This informed our advice to councils through the long-term plan process to provide a three-waters regional view for the decade ahead.

We sought advice from the Water Industry Commission for Scotland (WICS) on the region's challenges and investment requirements. Their assessment was that the region would need to invest \$300 – \$350 million in capital works each year to meet long-term aspirations.

Working with councils to ensure progress on priorities was affordable for communities, we provided a range of investment options against the original unconstrained summary. Councils then selected their preferred options for consultation with communities.

In nearly all cases, councils have increased capital and operating investment in the three waters over the next three years compared to investment in the previous long-term plan cycle. Councils have taken different approaches to the funding allocation across the strategic priorities, to allow for investment to address acute local issues such as flooding and seismic resilience.

This helped structure the options set out in this document that individual councils eventually adopted in their long-term plans. Councils have chosen to apply funding to each of the strategic priorities and we outline what activities these are, how much was allocated for the region and the extent to which the investment delivers a regional level of service.

Wellington Water's strategy story

Wellington Water intends to deliver on council commitments to their communities, and by doing so make progress towards our five strategic priorities and the goal of restoring balance to the system.

Our strategy story is represented on the next page. We think of it as navigating from the ocean to the mountains.

By living our values, we as an organisation will be excited and engaged with our work as we face water reform.

If we do all that well then we will be trusted by our councils, mana whenua, customers and communities.

The remainder of this document details this journey.



Who we are and what we do

Wellington Water has three values that describe who we are and what we strive for:

- Tangata tiaki: together we protect our most precious taonga
- Whānau: united we support, connect with and respect each other
- Mana: individually, we bring our best to every situation

As a shared-service, council-owned organisation, Wellington Water is owned by four city councils, one regional council and one district council. We provide the following services on behalf of our owners:

- We supply drinking water – take, treat and transport it to households and businesses.
- Manage stormwater – by safely managing rainwater to protect people and property, and working with communities to ensure that these networks are clear of contaminants as the water returns to our seas, rivers and streams.
- Manage wastewater – take away, treat and return the water to the environment while safely disposing of the waste.

We rely on trusted relationships and the understanding of each of our roles with councils, mana whenua, customers and communities. Building trust in the overall system that makes up the Wellington Water model underpins what we do.

We provide a regional perspective, take a system view of the issues, advise on investment and then oversee councils' investment, ongoing maintenance and operations. As things change during the three-year programme, the impact is discussed with councils and work programmes adjusted as needed.

Our Board of Independent Directors reports to a joint committee of the councils who provide oversight of Wellington Water. This Wellington Water Committee (the Committee) sets out expectations via a Letter of Expectations each year as representatives of the shareholders (see this year's letter on page 24).

Trusted by councils, mana whenua, customers and communities

Viewed as a trusted advisor and operator by councils

The Wellington Water model is unique. Wherever possible, we work in partnership with councils to take regional and local perspectives. One example of this is the metropolitan drinking water network where Greater Wellington Regional Council owns the water-treatment assets, and the four city councils benefit from them.

Another example is our partnerships with councils and communities to manage demand on water supplies and maintain security of supply by encouraging and promoting changes to how and when people use water.

We will continue to provide advice and support and report to councils regularly throughout the year. We will deliver what we have said we will, and communicate early and clearly if something changes or impacts our ability to do so.

Partnering with iwi

The iwi in the Wellington region are Taranaki Whānui (the legal entity representing their interests is Taranaki Whānui ki te Upoko o te Ika) and Ngāti Toa Rangatira (the legal entity representing their interests is Te Rūnanga O Toa Rangatira).

In the past three years we have worked to build partnerships with iwi of the land where we carry out our work, with the common goal of looking after the precious taonga that is water.

Memoranda of partnership recognise the relationship iwi have with water and the environment, and set out how we aim to interact collectively as we work with the many forms of water in the environment.

This year we intend to further strengthen our relationship with iwi and te ao Māori perspectives in the work we do.

The health of customers and communities

Clean, safe water makes a difference to lives. We understand and bring to life the value of tangata tiaki in our daily work.

The impact on our communities when we aren't able to provide them with the services they need, due to unplanned outages or work to renew the infrastructure is something we will continue to manage and mitigate. We will make it easier for the public to know what is happening to their water services and increase the value our customers' place in their experience with Wellington Water and the various types of water services we manage.

Customer values and aspirations for the services we provide must be incorporated into our work, from planning and delivery to emergency responses to day-to-day operations. The more we incorporate customers' views into our service design processes and projects, the stronger the customer experience, satisfaction and trust in our services will be.

Our key focus for the year ahead is to improve the way we manage incidents. We aim to improve the speed of our incident management and the way we communicate with our customers and stakeholders including an increased presence on social media.

Delivering on customer service levels

Under statute we are required to report on a series of DIA service measures (the Rules). Councils decide on targets for each of these as they work through their long-term plans. As the renewals backlog has begun to materialise in network failures, the consequential impact of increasing outages has meant we have been unable to meet the targets set by councils for a number of measures.

As part of the long-term plan advice provided to councils, we recommended amended targets based on investment levels and current trends:

- Attendance to urgent callouts (loss of service): ≤ 90 minutes

- Resolution of urgent callouts: ≤ 8 hours
- Attendance to non-urgent callouts (loss of service): ≤ 20 working days
- Resolution of non-urgent callouts: ≤ 20 working days
- Number of complaints received for water supply and stormwater: ≤ 20 complaints per 1000 connections
- Number of complaints received for wastewater: ≤ 30 complaints per 1000 connections
- The number of flooding events: ≤ 2
- For each flooding event the number of habitable floors affected: varied but > 0.10 across councils
- Median response time to attend a flooding event: ≤ 8 hours

The level of uptake across councils was limited and we will not achieve the majority of the targets. More information on the agreed service levels can be found on page 27 of this document.

How we will measure success

Measure	Target 2021/22	Target 2022/23	Target 2023/24
1 The percentage of customers rating their experience of our performance as 'Satisfied' or higher improves	Our customers remain as satisfied, or are more satisfied, with their experiences with Wellington Water		
2 We will meet the regulatory requirements for safe drinking water	All schemes compliant with DWS Parts 4 and 5, except in SWDC*	Compliant with Taumata Arowai's requirements	
3 Our wastewater network will operate as expected (We will receive no abatement notices, infringement notices, enforcement notices or convictions for our wastewater resource consents, and dry-weather overflows will be less than 20 per 1000 connections across the network)	Achieved		

*SWDC is not currently set up to meet DWS part 5 (protozoa) from the Greytown water supply

Looking after existing infrastructure

Water infrastructure is fundamental to the health, liveability and economic activity of our cities and towns. The region has more than \$6 billion of three-waters infrastructure to run, maintain and renew to ensure it meets the needs of current and future customers.

Our network is aging

Over the past 18 months, issues with some of the most critical assets, and a noticeable increase in the number of leaks, bursts and faults has highlighted the risks and challenges associated with the existing infrastructure.

Delivering water services is extensive and complex, encompassing a wide range of assets, from grey (pipes and other built infrastructure) to green (such as wetlands), from simple concrete channels to sophisticated treatment plants, and handling water in a range of states from freshwater to wastewater.

Water infrastructure as old as 140 years is still in use. Other assets are failing before their designed lifetimes. While councils have responded to this with their biggest investment to date, we are facing a backlog of work to renew the existing infrastructure.

Maintaining or renewing our assets at the right time is critical to delivering value to our customers. Our customers and the environment typically bear the impacts of faults and failures; however, maintaining or renewing assets earlier than necessary is not cost effective.

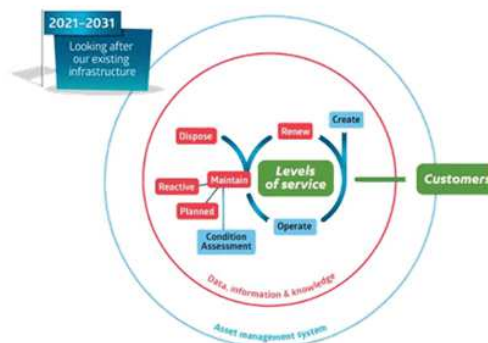
Historical underinvestment in understanding the condition of infrastructure, in planned maintenance and in renewals has left us with aged infrastructure that is increasingly prone to failure. Our funding and proactive management of the infrastructure across the full lifecycle – from how we create it, look after it and ultimately how we retire it at the end of its working life – needs to be improved.


We will be keeping an eye on indicators such as average asset age and the condition of infrastructure (especially for the most critical assets) to help plan our work and benchmark our performance against water sector peers.



Well-performing existing infrastructure is the platform to achieve our other strategic priorities. It supports growth without loss in service quality and reduces the amount of drinking water loss and wastewater leaks to the environment. But right now, we must focus on getting the basics right by understanding the condition of our assets and scaling up both our renewals and planned maintenance programmes.

Our investment advice for the next three years

Our investment advice to our councils was to begin to address the issues in our systems and take practical steps toward achieving our long-term outcomes.



3-year impact	Our advice for the next three years	Regional investment level
We will have a better picture of the condition and performance of our assets	Undertake health assessments of critical assets	

We slow the deterioration in asset condition	Deliver our renewals programme to reduce the existing backlog	
We will improve our asset management systems	Increase our efficiency and effectiveness in the delivery of services through regularisation of our functions	

Regional investment level key:  Low  Moderate  High

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment			Operational Investment		
2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
\$88.0m	\$96.1m	\$89.2m	\$65.6m	\$66.8m	\$68.2m

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page 45

Our risk profile

This investment, while an increase on previous levels, is not sufficient to catch up on overdue renewals and maintenance. The likely results are:

- The level of renewals will not overcome the renewals backlog identified so the networks will continue to get older, on average, resulting in more outages and faults and increase the extent of service interruptions experienced by customers
- Long run we forecast the need to undertake roughly \$5 million of high criticality condition assessments annually. Once the fiscal stimulus fund has been spent, the ongoing condition assessment budget will be \$2.6 million so growth in our knowledge of the network will slow reducing our ability to make timely, efficient and targeted investment in renewals and maintenance
- Ongoing assessments of very high and high criticality assets may find deterioration worse than expected, resulting in unplanned renewals or emergency work
- Due to the workforce shortages we are limited in the amount of work we can do and may get behind on service requests

Overall, if operating costs go over and above what's budgeted for, councils will likely need to further reduce planned maintenance in favour of reactive maintenance.

How we will measure success

Measure	Target 2021/22	Target 2022/23	Target 2023/24
4 We will complete scheduled improvements to our asset management systems, with the aim of aligning with ISO 55001 by 2024	All scheduled improvements complete		
5 We will complete scheduled health assessments for our assets by 30 June 2022	100% of scheduled Very High Criticality Assets health assessments complete	To be confirmed in the coming year	
6 We will deliver the three-year planned renewals programme*	Greater than or equal to 25% of three-year programme complete	Greater than or equal to 55% of three-year programme complete	Greater than or equal to 90% of three-year renewals programme complete

*A sustained uplift is required to deliver the renewals programme. Based on risk analysis, we are taking a cumulative approach for the region over the three-year period to allow a steady build in capacity and capability

Supporting growth

Thriving communities grow over time, and new buildings in our cities require access to drinking water and wastewater networks, and protection through our stormwater network. Uninhibited growth can place additional demands on our existing infrastructure, and increases the demand for water, our discharges to the environment, and our carbon emissions.

Growth planning allows us to identify the best way to meet our city and community demands. Our activities in this area are led by our councils, who identify the areas of expected growth and direct funding for studies, growth investment plans and our participation in planning processes.

We will work with our councils to understand their growth aspirations and plan our networks for the people and places that need them.

The region is set to grow quickly

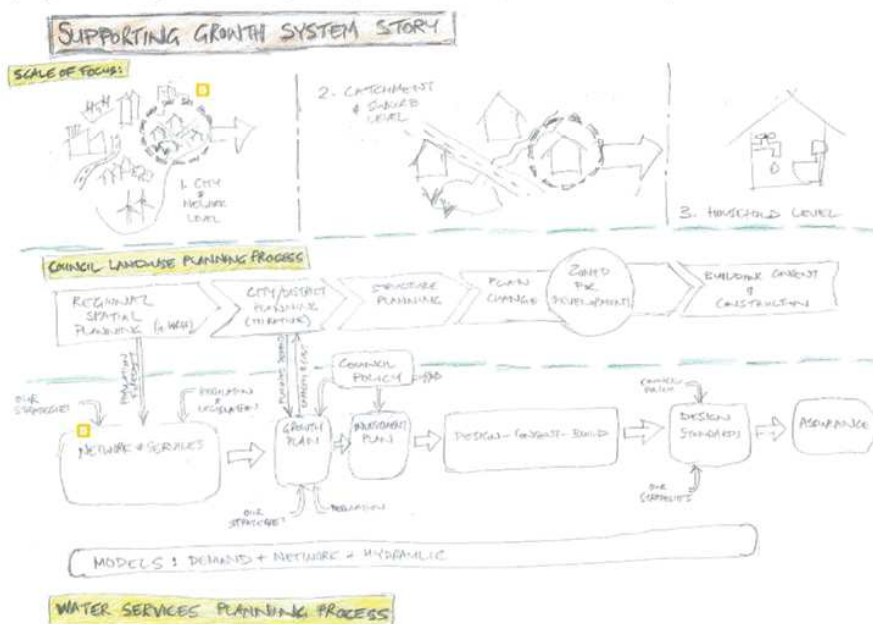
The growth forecasts used in the Wellington Regional Growth Framework suggest that an extra 150,000 people – more than the existing population of the Hutt Valley – could be living in the region within the next 30 years.

Each of our councils are expecting significant growth, and at a faster rate than has been seen historically. The extent and speed of growth will put further pressure on the three waters infrastructure and services, and on the environment that we operate in.

Recent work to understand the growth needs in the region has identified that a step change to the system is needed to meet the needs of our people and cities, now and in the future. The current system has had only incremental capacity changes over time and it will not be able to meet our growth needs without significant investment. Our growth studies enable the type, nature, location and timing of this investment to be identified, prioritised and scheduled.

We will also participate at all planning levels to promote our three-water strategic priorities and water management principles in land-use decision-making frameworks, for example, national policy statements, spatial plans, district plans, growth strategies and land-use policies.

Our councils fund growth projects through the long-term plans and further recover costs through development contributions. We identify growth projects and calculate the cost allocation for developer contributions. Any planned projects will align with our regulatory, environmental, and customer expectations.



Our investment advice for the next three years

Our investment advice to our councils sought to begin to address the massive growth that Wellington is experiencing.

3-Year outcome	Our advice for the next three years	Regional investment level
We will have built our understanding of growth demands	Complete growth plans for each council	
	Continue the development of the network hydraulic models to encompass all networks	
	Complete long-term network master plans with consideration of suitable growth, climate change and resilience scenarios	
We will have improved the alignment of land use planning and infrastructure in the region	Help evolve design standards and council policy settings to reflect anticipated future performance requirements	

Regional investment level key:  Low  Moderate  High

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment			Operational Investment		
2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
\$28.8m	\$47.5m	\$45.6m	\$1.3m	\$1.9m	\$0.8m

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page 45

Our risk profile

Without integrated growth and infrastructure planning, the region will continue to exacerbate the demand on our water services. In the short-term, localised solutions will increase, as the current networks cannot provide for new connections.

Growth plans for each council will vary in their maturity, depending on investment levels to support our determination of timing for viable options, feasibility and strategic business case for any proposed network interventions.

The scale of the challenge is such that planning for growth in our region will have to continue into medium- and long-term forecast planning.

How we will measure success

Measure	Target 2021/22	Target 2022/23	Target 2023/24
7 Growth plans will be developed for each council, and updated*	6 growth plans complete	To be confirmed in the coming year	
8 We will input into our council's statutory planning processes related to growth	Input provided for all relevant processes		

	(We will engage in every relevant council District Plan change, Bylaw review and Annual Plan process)	
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*Growth plans will range in maturity level, depending on levels of investment

Sustainable water supply and demand

Achieving a balance between people, water and the environment requires us to value and treasure the water on every step of its journey, from our catchments, through to our customers enjoying the water at their homes and places of work. The water we take means less water in the rivers to sustain the wider ecosystem, and that impact is compounded when we take water we don't really need – whether it is lost to leaks or used inefficiently.

Demand for water is at an all-time high, and still increasing

Our system needs to recognise that our demand for and supply of water do not align on almost every time scale. We use water on days when it does not rain. We use the most water in summer when river flows are at their lowest. And our total demand for water is increasing with population growth at the same time as water supplies are becoming more vulnerable to the long-term impacts of climate change.

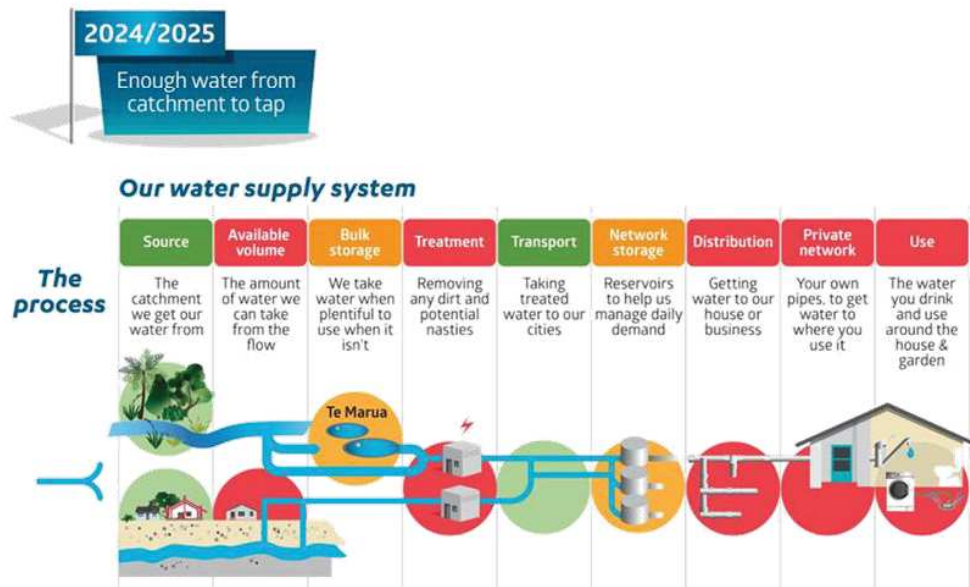
Reducing water consumption is vital to achieving a sustainable water supply. Since 2018 we have highlighted this, and customers continue to experience regular and extended restrictions in summer. We will continue to be unable to meet summer demands in the coming years.

An upgrade of the capacity of the Te Marua Water Treatment Plant is programmed in the coming years to return to our target level of service for drought resilience. Based on available population growth projections we expect the shortfall probability to further increase until the additional treatment capacity at Te Marua is available (around 2025).

Our longer-term water supply risk-planning and advice have been based on the expected timing for a major source development, or a demand reduction through universal metering being in place by 2030. High growth could bring this forward to as early as 2026.

There is also a need to ensure consistent and ongoing support for leakage reduction, amongst other important maintenance activities. Getting on top of leakage is the demand reduction intervention that we have most control over, but is complex, costly and time-consuming without universal metering in place to understand the extent and locations.

We are developing an overarching sustainable water supply communications and engagement approach for customers and communities. The objective of this work is to undertake proactive engagement to keep the region informed and educated around the importance of water conservation in relation to both our own operations and customer behaviour in the years ahead.



Our investment advice for the next three years

We seek to address the imminent water shortages faced by Wellington and take meaningful steps in the next three years to provide long-term security for our water supplies.

3-year impact	Our advice for the next three years	Regional investment level
We will have reduced the demand on our water catchments	Implement good practice leakage management processes and systems	
We will have developed our water supplies and network capacity	Complete investigation of new source options and identify preferred option for further development	
	Complete construction of the Te Mārua Water Treatment Plant upgrade	
	Complete construction of Omāroro reservoir and commence construction of funded reservoirs in growth zones	

Regional investment level key:  Low  Moderate  High

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment			Operational Investment		
2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
\$10.0m	\$17.8m	\$23.4m	\$0.9m	\$1.6m	\$1.4m

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page 45

Our risk profile

With the expected levels of population and demand growth, the risk is that the Wellington region will experience severe and prolonged water shortages until the Te Mārua Water Treatment Plant is upgraded.

The fiscal stimulus fund has supported an increase in proactive leak detection. This has not been invested in outside of this fund therefore it is likely we will observe increased leakage in the network and contribute to the water supply risk.

While the upgrade to Te Mārua in 2024 will increase the amount of water able to be supplied, the risk of these severe water shortages will continue to increase, until we can address the consumption of water and invest in leakage management. This may mean that councils need to invest in new water sources earlier.

How we will measure success

Measure	Target 2021/22	Target 2022/23	Target 2023/24
9 We will slow the rate of increase in gross water consumption per capita	Year-on-year change decreases* (2019/20: increased by 14.04 litres per person per day)		

*Based on stimulus funding that has been allocated for proactive leak detection activities in 2021/22

Improving environmental water quality






All of the water that our customers use or receive is ultimately returned to the environment. This is done through two networks: wastewater and stormwater. These networks often have connections between them which can make it difficult to achieve the desire of returning safe, uncontaminated water to the environment.

Existing performance is poor with few, if any, streams meeting the levels that are expected to be set. Wastewater contamination reflects the age and condition of public and private pipes, either leaking or overflowing as a result of heavy rainfall, or through blockages caused by contaminants such as wet wipes.

Stormwater contamination reflects that these systems have historically been designed to provide drainage to avoid flooding, and do not contain elements to prevent contaminants from entering the system or to treat the water prior to discharge.

Our investment advice for the next three years

Our investment advice to council has been geared toward taking steps in the next three years that will advance our aim of achieving swimmable water quality by 2040, and improving the health of our water bodies and ecosystems.

3-year outcome	Our advice for the next three years	Regional investment level
We will have lowered the impact our services and interventions have on water quality	Renew wastewater network pipes that are likely to be contributing to discharges to the environment	
	Work with customers and our owners to identify and address issues with private pipes	
	Increase the extent of wastewater network storage and expand the use of smart controls to better utilise existing network volume to reduce the extent of wet weather overflows	
We will have begun to stabilise the performance of our wastewater and stormwater networks	Complete representative water quality improvement projects and the associated performance analysis	
	Support to establish an agreed approach to the design and operation of water sensitive urban design with our owners and require this as the standard approach for new developments	

Regional investment level key:  Low  Moderate  High

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment			Operational Investment		
2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
\$15.0m	\$11.3m	\$0.9m	\$1.6m	\$2.0m	\$2.0m

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page 45

Our risk profile

The company can only address human health issues reactively and complete limited proactive investigations for Hutt City, Wellington City and Porirua City councils. In 2021/22 the pilot catchments of Black Creek, Titahi Bay and Owhiro Bay will be investigated for human health only. No human health proactive investigations will be completed in Upper Hutt or South Wairarapa.

To meet the water quality targets for human health and environmental health in the government’s Freshwater Policy Statement we would need to be addressing water quality issues proactively for both human health and environmental health at the rate of 5% of catchments per annum for 20 years. Waitua outcomes could also require improvements to be achieved more rapidly, and in specific catchments.

At the current level of investment, councils are carrying an increasing risk of not meeting government targets for human and environmental health and within Upper Hutt, not meeting the current global stormwater consent. South Wairarapa is not included in the global stormwater consent.

How we will measure success

Measure		Target 2021/22	Target 2022/23	Target 2023/24
10	Targeted investigations and potential interventions at select catchments (e.g. drainage investigation teams) will demonstrate improved water quality	E. coli count falls at Titahi Bay, Black Creek and Owhiro Bay after interventions	To be confirmed in the coming year	

Net carbon zero 2050

The majority of our owners have declared climate change emergencies and are setting or considering emission reduction targets and climate change response strategies.

Our response to climate change will need to include mitigation (reducing our emissions) and adaptation (managing the impacts of climate change). Our mitigation activities need to cover our operational emissions and the emissions resulting from our capital investment.

We understand the source and scale of our operational emissions and have some sense of what is required to reduce them. The emissions for our capital programme will also be baselined, enabling us to seek and pursue opportunities to reduce them.

Our investment advice for the next three years

Our investment advice to our councils was aimed at ensuring we meet our responsibility and play our part in achieving the country’s emissions reductions targets, and start preparing for the impacts of climate change on our infrastructure network.

3-year outcome	Our advice for the next three years	Regional investment level
We will have begun to understand and reduce our emissions profile	We are funded to collect data on actual emissions from wastewater treatment plants and identify potential improvements	
	We are funded to complete assessments of electricity and energy efficiency opportunities and potential renewable energy projects	
	We commence the Wellington City Council sludge minimisation project*	
	We will deliver the 2021/24 capital works programme using low carbon techniques	N/A (cost-saving initiative)
We will have begun to understand our networks’ vulnerability to climate change	We are funded to complete adaptation risk assessments for key infrastructure and identify appropriate mitigations	

Regional investment level key:  Low  Moderate  High

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment			Operational Investment		
2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
--*	--*	--*	\$350k	\$100k	\$1.6m

*The sludge minimisation project is being funded by a Special Purpose Vehicle, which will borrow to finance the project and will levy the costs onto those who benefit from it in future years

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page 45

Our risk profile

In the next three years, operational emissions are likely to increase with population growth, although the Wellington City sludge minimisation project will help offset some of that increase, once completed.

To contribute to the national target of net zero emissions by 2050, a 3% reduction in carbon generation will be required year on year. As the company will be undertaking limited carbon reduction activity in the next three years (other than the Sludge Minimisation Plant at Moa Point), the amount of reduction activities will need to increase exponentially in future years.

There is a limited understanding of the impacts of climate change on the assets and services. This increases the risk that investment planning is not adequately incorporating these impacts.

How we will measure success

Measure		Target 2021/22	Target 2022/23	Target 2023/24
11	We will baseline our capital emissions, and set targets for reductions in future statements of intent	Baseline and targets set	To be confirmed in the coming year	

How we will work

The government's water reform proposals, rapid regional growth and additional government funding into greater three waters, brings new challenges for our organisation.

While our councils have yet to decide whether they may opt out of the reforms, the potential change poses a time of uncertainty for the company.

To deliver, we have to perform well as a company and keep our whānau excited and engaged in our work.

Delivering on the day-to-day

During 2021/22 Wellington Water will continue to provide day to day services to our customers, and protect the environment from our activities.

We expect all our work to be undertaken within environmental consents and we strive to do better than those standards where we can. We provide evidence-based advice to councils on policy, land-use and resource.

All the services we provide are assessed against a standard set of mandated Rules developed by the Department of Internal Affairs in 2013.

These measures and the individual targets set by each council are provided in Appendix 2.

Scaling up to deliver the work programme

The Wellington region is emerging from a long period of static funding on water assets.

In late 2020, the Government allocated \$47.3 million to our owners to be spent over the 2020/21 and 2021/22 financial years. At roughly \$23 million per annum, this new funding is about 10% of annual expenditure.

All the fiscal stimulus funding has been allocated to existing activities over and above what council funding could deliver. The focus of the funding is predominantly on reactive and planned maintenance, renewals and condition assessments, as well as some innovative new ideas. If the water reforms go ahead, it is possible more stimulus funding will become available.

In addition, the councils' work programmes in their long-term plans for the next three years amount to around \$585 million on three-waters capital projects and \$279 million on three-waters infrastructure maintenance and operation.

We will grow our existing service delivery arrangements to bring on more members to our consultant and contractor panels, as well as reviewing and making improvements to the whole value chain. As part of this, we will be completing our fast-track renewals programme and assessing potential efficiency gain.

Being ready for increased drinking water and environmental regulation

The office of Taumata Arowai – the Water Services Regulator – was established in 2021. The enactment of the Water Services Bill, and subsequent regulations and national policy statements, mean the company will need to respond to a raft of higher expectations over the next three years.

As a company, we support Taumata Arowai's mandate to promote performance improvements in the three waters sector and better outcomes for all New Zealanders. We are focused on ensuring our systems and processes meet the statutory standards.

Part of our vision is to give meaningful representation to te Mana o te Wai in our approach to best practice regulatory compliance.

Our work will include establishing a detailed baseline understanding of the company's capability versus regulatory requirements and a plan to improve the company's regulatory position.

We will continue to support Taumata Arowai with its industry knowledge and tools it becomes operational as the water regulator for Aotearoa.

We will also be developing tools to help standardise regulatory capability due diligence that can be used by other councils.

Staying excited and engaged through change

In these times of change a capable, adaptive and resilience workforce is vital for success. Our goal is to support people through this change and help them build the right skills, so they have confidence in their future.

We will support organisational growth through identifying capability gaps needed for new and existing service delivery and regulatory demands, continue to recruit the right talent, and improve frontline technical expertise. We intend to recruit at least 30 new engineers and technicians into the Wellington Water whānau in the year ahead to support this.

Our values of tangata tiaki, whānau and mana will hold us in good stead as we respond to the changing environment around us and look after the wellbeing of our people during change. We will continue to embed the values that guide us throughout the organisation and into the wider Wellington Water whānau – our staff, alliance partner, and consultant and contractor panels.

Continuing to focus on health and safety engagement, participation, and accountability will be a focus for us to ensure critical risks are controlled and managed.

Value for money

We are committed to demonstrating the value we create in everything we do. Each year we intend to publish a value for money report. This will include the benchmarking we are involved in, assessments around the value achieved through the long-term plan, metrics and value for money stories we have generated through the year.

Innovations such as trenchless technology, artificial intelligence (AI) and augmented reality provide further opportunities to deliver greater value for less cost.

How we will measure success

Measure		Target 2021/22	Target 2022/23	Target 2023/24
12	We will deliver our capital programme inside our expected range (2021/22: \$145m – \$189m)	Achieved		
13	We will meet all of the disclosure requirements of Taumata Arowai	All disclosure requirements met within timeframes		
14	Health and safety critical risks are reviewed and improvements are implemented.	Two or more annually		
15	Our people understand the upcoming changes in the water sector and feel well supported by the organisation	Baseline established	To be confirmed in the year ahead	

Appendices

Letter of expectations

Councillor David Bassett
Chair, Wellington Water Committee
C/- Hutt City Council
Private Bag 31912
LOWER HUTT

21 December 2020

Mr G Dangerfield
Chairman
Wellington Water Limited
Private Bag 39804
Wellington Mail Centre

Dear Geoff

1. This letter of expectations sets out the six owner councils' and mana whenua's priorities and expectations to inform the development of Wellington Water's (the company) draft Statement of Intent (SOI) for 2021-2024 and has been informed by discussions with my fellow councils and mana whenua.
2. The COVID-19 situation has caused considerable disruption to the councils' financial position as well as causing income challenges and uncertainty to many residents and businesses. The resulting trade-offs we will need to make will become clear as each council continues their discussion with you around their long term plan 2021-31.
3. The decisions in our long terms plans will be very important for helping our communities to steer through these unprecedented times and you will need to work with each council to ensure the investment programme for its water services balances the tension between increasing public expectations and affordability, and is aligned with the set budgets.
4. Within this context, we expect you to continue focusing on the five strategic priorities that have been previously included in your Statement of Intent 2019-2022 and advice on how these priorities may be realised for our communities. These priorities are:
 - Looking after existing infrastructure
 - Growth
 - Reducing water consumption
 - Reducing carbon emissions
 - Improving environmental water quality
5. We expect WWL will ensure that the management and budgeting of these priorities will be driven through asset management plans.
6. We continue to welcome robust advice on our networks, including the risks and liabilities.
7. Our long term plans will confirm the budget for the next three years, with indicative yearly budgets. We expect you to develop a detailed one year plan and a three year programme based on robust costings and aligned with the priorities for capex and to operate within the set

budgets. To make this work, Wellington Water will need to be clear about what it is able to deliver and the risks and trade-offs associated with funding decisions.

8. We have seen progress in the way the company has adopted a customer centred approach to its service delivery. We look forward to seeing further significant development in this area and identification of opportunities for improving customer experience.
9. We continue to be interested in you demonstrating the value Wellington Water is creating for its shareholders and are aware your initiatives include developing a framework to comprehensively capture the value-add and benchmarking your performance against similar water entities. We look forward to receiving updates throughout the year.
10. We also look forward to you demonstrating the robustness of your performance management system and ensuring the appropriate controls are in place.
11. We appreciate your assistance so far in responding to the Government’s water reforms. We expect you to continue to support us in your trusted advisor capacity as we consider the next phase of the reforms, and to track and report on stimulus funding.
12. As the new water services regulatory regime is likely to take effect in late 2021, we expect the company to continue to prepare for the requirements set by Taumata Arowai – the water services regulator, as well as higher environmental standards that will take effect through the Government’s Essential Freshwater programme. Throughout these challenges we expect that you will strive for excellence in health and safety and become an exemplar in the field.
13. Throughout these challenges we expect that you will strive for excellence in health and safety and become an exemplar in the field.
14. Equally we are keen that the company develops a culture of innovation that can delivery efficiency and effectiveness into the delivery model.

I look forward to receiving a draft of Wellington Water’s Statement of Intent by 1 March 2021.

Yours sincerely



David Bassett, Chair, Wellington Water Committee



Department of Internal Affairs (DIA) Rules

The DIA has the power to make rules specifying non-financial performance measures (the Rules) for local authorities. These Rules are consistent across the country, and therefore across all of our councils. Each council is responsible for setting targets for each Rule, and then Wellington Water report against the targets throughout the year.

We recommended revised targets for councils as part of the long-term plan advice based on investment levels and current trends. Uptake varied across the region. The below table sets out the Rules and the targets for the year ahead:

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Part 2: Sub-part 1 - Water supply	(1) Performance measure 1 (safety of drinking water) The extent to which the local authority's drinking water supply complies with: (a) part 4 of the drinking-water standards (bacteria compliance criteria),	Compliant	Compliant*	Compliant	Compliant*	Compliant	Compliant*
Part 2: Sub-part 1 - Water supply	(1) Performance measure 1 (safety of drinking water) The extent to which the local authority's drinking water supply complies with: (b) part 5 of the drinking-water standards (protozoal compliance criteria).	Compliant	Compliant	Compliant	Compliant*	Compliant	Compliant*
Part 2: Sub-part 1 - Water supply	(2) Performance measure 2 (maintenance of the reticulation network) The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this). ¹ Calculated as a regional mean value	+/- 0.25%	< 20% ¹	< 20% ¹	< 30%	< 17% ¹	< 20% ¹

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Part 2: Sub-part 1 - Water supply	<p>(3) Performance measure 3 (fault response times) Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site,</p>	≤ 90 min	≤ 90 min	≤ 60 min	< 75% attendance in < 1 hour	≤ 60 min	≤ 90 min
Part 2: Sub-part 1 - Water supply	<p>(3) Performance measure 3 (fault response times) Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.</p>	≤ 8 hours	≤ 8 hours	≤ 4 hours	< 90% resolution in 8 hours	4 hours	8 hours
Part 2: Sub-part 1 - Water supply	<p>(3) Performance measure 3 (fault response times) Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p>	≤ 72 hours	≤ 20 days	≤ 36 hours	≥ 75% attendance in < 2 working days	≤ 36 hours	≤ 72 hours

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site						
Part 2: Sub-part 1 - Water supply	<p>(3) Performance measure 3 (fault response times)</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption</p>	≤ 20 days	≤ 20 days	≤ 15 days	≥ 75% resolved in < 5 working days	5 days	20 working days
Part 2: Sub-part 1 - Water supply	<p>(4) Performance measure 4 (customer satisfaction)</p> <p>The total number of complaints received by the local authority about any of the following:</p> <ul style="list-style-type: none"> (a) drinking water clarity (a) drinking water taste (b) drinking water odour (c) drinking water pressure or flow (d) continuity of supply, and (e) the local authority's response to any of these issues 	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections (Except (e))	< 75 per 1000 connections (Except (e))	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Part 2: Sub-part 1 - Water supply	expressed per 1000 connections to the local authority's networked reticulation system						
Part 2: Sub-part 1 - Water supply	(5) Performance measure 5 (demand management) The average consumption of drinking water per day per resident within the territorial authority district	375L	320L	415L	400L	365L	385L
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(1) Performance measure 1 (system and adequacy) The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to that sewerage system.	N/A	< 20 per 1000 connections	< 20 per 1000 connections	< 10 per 1000 connections	Zero	< 20 per 1000 connections
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (a) abatement notices received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	< 2	Nil	Nil
Sub-part 2 – Sewerage and the treatment	(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its	N/A	Nil	Nil	Nil	Nil	Nil

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
and disposal of sewage	sewerage system measured by the number of: (b) infringement notices received by the territorial authority in relation to those resource consents						
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (c) enforcement orders received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	Nil	Nil	Nil
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (d) convictions received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	Nil	Nil	Nil
Sub-part 2 – Sewerage and the treatment	(3) Performance measure 3 (fault response times) Where the territorial authority attends to sewerage overflows resulting from a	N/A	≤ 60 min	≤ 60 min	≥ 70% resolved in < 1 hour	≤ 1 hour	≤ 90 min

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
and disposal of sewage	blockage or other fault in the territorial authority's sewerage system, the following median response times measured: (a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site						
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(3) Performance measure 3 (fault response times) Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: (b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	N/A	≤ 6 hours	≤ 6 hours	≥ 75% resolved in < 4 hours	≤ 6 hours	8 hours
Sub-part 2 – Sewerage and the treatment and disposal of sewage	(4) Performance measure 4 (customer satisfaction) The total number of complaints received by the territorial authority about any of the following: (a) sewage odour (b) sewerage system faults (c) sewerage system blockages, and (d) the territorial authority's response to issues with its sewerage system,	N/A	< 30 total	< 30 complaints per 1000 connections	< 60 per 1000 connections	< 30 complaints per 1000 connections	< 30 complaints per 1000 connections

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Sub-part 3 – Stormwater drainage	expressed per 1000 connections to the territorial authority's sewerage system						
Sub-part 3 – Stormwater drainage	<p>(1) Performance measure 1 (system adequacy)</p> <p>(a) The number of flooding events that occur in a territorial authority district</p> <p>*SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	2	Zero	0*	2	2
Sub-part 3 – Stormwater drainage	<p>(1) Performance measure 1 (system adequacy)</p> <p>(b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)</p> <p>The regional consistency for habitable floors affected in a flooding event is 10 per event, however as the DIA measure is per 1000 properties connected, we have calculated this based on connections in 2020/21.</p> <p>*SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	0.57	Zero	0*	0.13	0.24
Sub-part 3 – Stormwater drainage	<p>(2) Performance measure 2 (discharge compliance)</p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(a) abatement notices</p>	N/A	Nil	Nil	Nil	Nil	Nil*

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	received by the territorial authority in relation to those resource consents						
Sub-part 3 – Stormwater drainage	<p>(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(b) infringement notices received by the territorial authority in relation to those resource consents</p>	N/A	Nil	Nil	Nil	Nil	Nil*
Sub-part 3 – Stormwater drainage	<p>(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(c) enforcement orders received by the territorial authority in relation to those resource consents</p>	N/A	Nil	Nil	Nil	Nil	Nil*
Sub-part 3 – Stormwater drainage	<p>(2) Performance measure 2 (discharge compliance) Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of</p> <p>(d) convictions</p>	N/A	Nil	Nil	Nil	Nil	Nil*

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Sub-part 3 – Stormwater drainage	<p>received by the territorial authority in relation to those resource consents</p> <p>(3) Performance measure 3 (response times) The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. *SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	≤ 8 Hours	≤ 60 minutes	95% within 5 hours	≤ 60 minutes	8 hours
Sub-part 3 – Stormwater drainage	<p>(4) Performance measure 4 (customer satisfaction) The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.</p>	N/A	< 20 per 1000 connections	< 20 per 1000 connections	Zero**	< 20 per 1000 connections	< 20 per 1000 connections

*These targets are worded significantly differently in the councils' LTP, but are measuring substantially the same issue

**SWDC does not have a stormwater system as defined by the DIA

Governance and shareholder information

WELLINGTON WATER COMMITTEE

The Wellington Water Committee (the Water Committee) is a joint committee of our councils under the Local Government Act 2002 and provides governance oversight of Wellington Water.

It does this by considering the company's Half-Year and Annual Reports, monitoring performance, recommending directors for appointment, and providing recommendations to shareholders on proposals.

Each shareholder holds an equal percentage of the voting shares ('A' shares) of Wellington Water.

The Water Committee writes an annual Letter of Expectations to Wellington Water's Board of Directors, which outlines key priorities and areas of focus. It is used to guide the development of our Statement of Intent. The Committee comprises:



Mayor Campbell Barry
Water Committee Chair
HUTT CITY COUNCIL



Mayor Wayne Guppy
Water Committee Deputy Chair
UPPER HUTT CITY COUNCIL



Mayor Anita Baker
PORIRUA CITY COUNCIL



Councillor Sean Rush
WELLINGTON CITY COUNCIL



Councillor Josh van Lier
GREATER WELLINGTON REGIONAL
COUNCIL



Mayor Alex Beijen
SOUTH WAIRARAPA DISTRICT
COUNCIL

The Water Committee has appointed two iwi partners to the Committee: Taranaki Whānui ki te Upoko o te Ika and Te Rūnanga O Toa Rangatira. Iwi are in the process of appointing individuals as their representatives.

The Committee has agreed to Nerida Hooper acting as an observer on the Committee on behalf of South Wairarapa District Council's Māori Standing Committee.

Information to be provided to shareholders

In each year, Wellington Water shall comply with the reporting requirements of the Local Government Act 2002 and the Companies Act 1993 and regulations. In particular, Wellington Water will provide:

- A Statement of Intent, detailing all matters required under the Local Government Act 2002, including financial information for the next three years;

- Within two months after the end of the first half of each financial year, a report on the operations of Wellington Water to enable an informed assessment of its performance, including financial statements (in accordance with section 66 of the Local Government Act 2002); and
- Within three months after the end of each financial year, an Annual Report, which provides a comparison of its performance with the Statement of Intent, with an explanation of any material variances, audited consolidated financial statements for that financial year, and an auditor's report (in accordance with sections 67, 68, and 69 of the Local Government Act 2002).

Share acquisition

There is no intention to subscribe for shares in any other company or invest in any other organisation.

Compensation from local authority

It is not anticipated that the company will seek compensation from any local authority other than in the context of management services agreements and the shareholders' agreements with client councils.

Equity value of the shareholders' investment

The total shareholders' equity is estimated to be valued at \$0.9 million as at 31 December 2020. This value will be assessed by the directors on completion of the annual accounts or at any other time determined by the directors. The method of assessment will use the value of shareholders' funds as determined in the annual accounts as a guide.

Ratio of consolidated shareholders' funds to total assets

The ownership of infrastructural assets is retained by the shareholders (or other clients). The business returns all benefits to shareholders; the ratio of shareholders' funds to assets is provided in Appendix 4.

WELLINGTON WATER BOARD OF DIRECTORS






All directors must be independent and are selected by the Water Committee in accordance with the Board's skill matrix. Each director can serve a maximum of two terms, or six years, unless agreed by the Water Committee.

The Board is responsible for the direction and control of Wellington Water Limited. The Chair of the Board reports to the Water Committee. The Board approves strategy, ensures legal compliance, and monitors Wellington Water's performance, risks, and viability.

The Board's approach to the governance of the company is to establish with management (and in consultation with shareholders) clear strategic outcomes that drive performance. The Board is mindful of the significant investment by its shareholder councils in its operations, and of the need to preserve, grow, and demonstrate shareholder value and regional prosperity through the provision of its three waters services.

The Board will ensure that the company focuses on the priorities set out in the shareholders' Letter of Expectations. More broadly, it will ensure the company is mindful of the councils' strategic priorities set out in their long-term plans and focuses on those that are relevant to the company's objective to provide leadership to the region. The Board is also mindful of its relationship with the Water Committee and how both the Board and the Water Committee influence the company in different ways.

Our Board supports and empowers our management team to deliver and report on performance using a 'no surprises' approach, by creating an environment of trust where information is freely available, decision-making is transparent, and strategic conversations provide insights and guidance for the company. Consistent with a high-performance organisation, Board members challenge management (and other Board members) to keep a healthy culture of inquiry and openness.

	Board of Directors	Appointed to
	Geoff Dangerfield (Chair)	30 September 2023
	Philip Barry	30 June 2022
	Kim Skelton	1 September 2023
	Mike Underhill	1 September 2023
	Leanne Southey	30 June 2024
	Lynda Carroll	30 June 2024

WELLINGTON WATER LIMITED

Wellington Water is a council-controlled organisation as defined by section 6 of the Local Government Act 2002. Wellington Water is also covered by the Companies Act 1993, and governed by law and best practice. The Shareholders’ and Partnership Agreement relating to Wellington Water outlines the way the shareholders manage their shareholdings in Wellington Water and their respective relationships with each other.

The principal objectives of Wellington Water as set out in our Constitution are to:

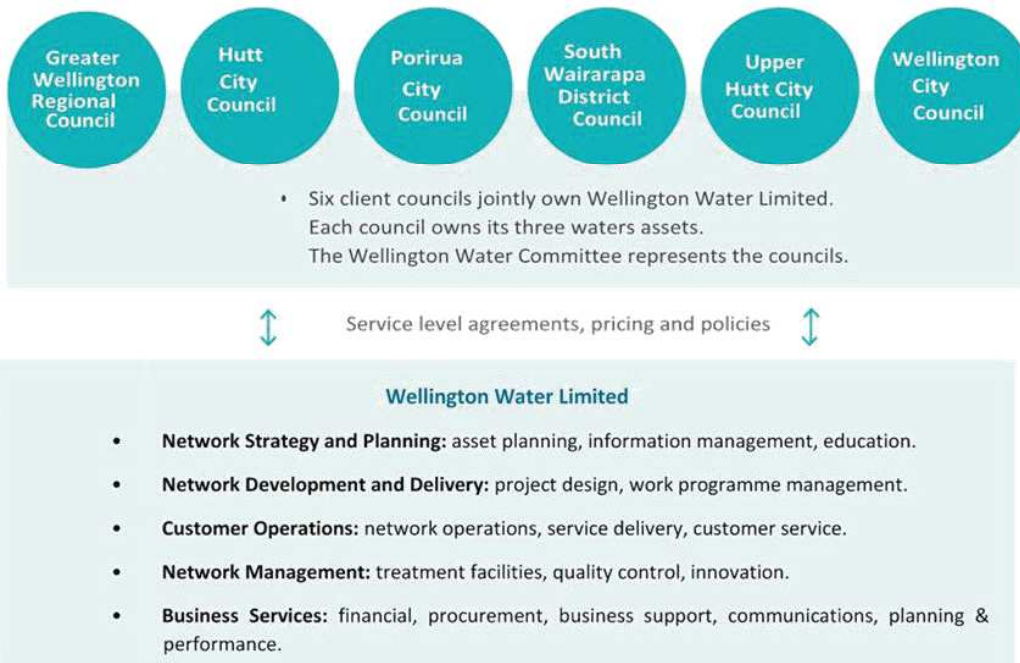
- Manage drinking-water, wastewater, and stormwater services in the greater Wellington region for local authority shareholders;
- Achieve the objectives of its shareholders;
- Be a good employer;
- Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which the company operates and by endeavouring to accommodate or encourage these when able to do so; and
- Conduct its affairs in accordance with sound business practice.

We employ around 200 staff and provide drinking-water, stormwater, and wastewater services to customers on behalf of our shareholders.

To do this, we manage annual expenditure of approximately \$222 million (based on the 2020/21 budget) to maintain and develop water assets with a replacement value of approximately \$6.1 billion. We also provide investment advice on the future development of the three waters assets and services.

Each shareholding client council owns its own three waters assets (pipes, pump stations, reservoirs, and treatment plants), and decides on the level of service it will purchase from us, the policies it will adopt, and the investments it will make (after considering our advice) in consultation with its community.

We operate under the Companies Act 1993 and the Local Government Act 2002 and comply with the Health Act 1956, the Drinking-water Standards for New Zealand (revised 2018), and other legislation such as the Resource Management Act 1991, the Wellington Regional Water Board Act 1972, and the Health and Safety at Work Act 2015.



- **Chief Executive Office:** company strategy, leadership.

Senior Leadership Team



Colin Crampton
Chief Executive



Julie Alexander
Group Manager
Network Strategy and Planning



Tonia Haskell
Group Manager
Network Development and Delivery



Jeremy McKibbin
Group Manager
Network Management



Mark Ford
Group Manager
Business Services



Kevin Locke
Group Manager
Customer Operations

Prospective financial statements

Wellington Water receives annual management fees from its six client councils. These cover operating expenses such as employee costs, vehicle costs, directors' fees, and depreciation.

Funding is also received for the council work programme. This work programme (capex and opex) is managed by Wellington Water employees. The planned spend in the next three years is \$585 million on three waters capital projects and \$218 million on three waters infrastructure maintenance and operation (excluding stimulus funding).

Wellington Water adopts a no surprises approach. Regular forecasting and ongoing communication with our client and shareholder representatives enable us to achieve this.

The summary financials below support the delivery of our three customer outcomes, safe and healthy water; respectful of the environment; and resilient networks that support our economy.

The financials in this Statement of Intent are draft and include a number of assumptions which are subject to change. Final council budgets had not been adopted at the time of preparation. Stimulus funded operational costs are excluded in the statements and covered separately on page 55.

Prospective Statement of Comprehensive Revenue and Expenses

	Projection 2022 \$000	Projection 2023 \$000	Projection 2024 \$000
Council work programme	270,142	282,948	250,643
Stimulus funding programme	27,604	-	-
Management & advisory services	18,770	20,359	21,932
Other revenue	50	50	50
Total revenue	316,565	303,357	272,625
Council capital expenditure	(199,687)	(209,693)	(176,105)
Council operational expenditure	(70,455)	(73,256)	(74,538)
Stimulus fund expenditure	(27,604)	-	-
Salaries and wages	(26,536)	(27,200)	(27,880)
Direct costs charged to capital programme	8,341	8,550	8,764
Direct costs charged to operational programme	8,236	8,442	8,653
Superannuation	(782)	(802)	(822)
Directors fees	(158)	(158)	(158)
Audit - financial statements	(105)	(107)	(109)
Operating leases	(1,165)	(1,188)	(1,212)
Other personnel costs	(807)	(827)	(848)
Other expenditure	(5,024)	(6,020)	(7,271)
Depreciation and amortisation	(1,100)	(1,100)	(1,100)
	(316,845)	(303,357)	(272,625)
Surplus/(deficit) before tax	(279)	-	-
Tax (expense)/credit	-	-	-
Total comprehensive revenue and expenses	(279)	-	-

Prospective Statement of Changes in Equity

	Retained Earnings \$000	Issued Capital \$000	Total \$000
Balance at 1 July 2021	574	1,000	1,574
Comprehensive revenue and expenses			
Net surplus/(deficit) for the year	(279)	-	(279)
Projected balance at 30 June 2022	295	1,000	1,295
Balance at 1 July 2022	295	1,000	1,295
Comprehensive revenue and expenses			
Net surplus/(deficit) for the year	-	-	-
Projected balance at 30 June 2023	294	1,000	1,295
Balance at 1 July 2022	294	1,000	1,295
Comprehensive revenue and expenses			
Net surplus/(deficit) for the year	-	-	-
Projected balance at 30 June 2024	294	1,000	1,294

Prospective Statement of Financial Position

	Projection	Projection	Projection
	2022	2023	2024
	\$000	\$000	\$000
Cash and cash equivalents	6,457	6,691	6,797
Receivables and prepayments	18,941	17,474	14,675
Total current assets	25,398	24,165	21,473
Intangible assets	392	392	392
Property, plant and equipment, vehicles	1,547	1,547	1,547
Deferred tax	304	304	304
Total non-current assets	2,243	2,243	2,243
Total assets	27,641	26,408	23,716
Payables and provisions	24,812	23,579	20,887
Employee entitlements	1,436	1,436	1,436
Tax payable/(receivable)	72	72	72
Total current liabilities	26,320	25,087	22,395
Employee entitlements	26	26	26
Total non-current liabilities	26	26	26
Total liabilities	26,346	25,113	22,421
Net assets	1,295	1,295	1,295
Issued capital	1,000	1,000	1,000
Retained earnings	295	295	295
Total equity	1,295	1,295	1,295
Shareholder equity ratio	5%	5%	5%

Prospective Statement of Cash Flows

	Projection	Projection	Projection
	2022	2023	2024
	\$000	\$000	\$000
Receipts from customers	310,908	304,774	275,374
Interest received	50	50	50
Employees and suppliers	(309,366)	(303,591)	(274,317)
Net cash flow from operating activities	1,592	1,233	1,107
Purchase of intangibles	(400)	(400)	(400)
Purchase of property, plant and equipment, vehicles	(600)	(600)	(600)
Net cash flow from investing activities	(1,000)	(1,000)	(1,000)
Net cash flow from financing activities	-	-	-
Net cash flow	592	233	107
Add: cash at the beginning of the year	5,865	6,457	6,691
Cash at the end of the year	6,457	6,691	6,797
Comprising:			
Cash at bank and on hand	6,457	6,691	6,797

Prospective council capital programme

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Greater Wellington Regional Council			
Drinking Water			
Looking after existing infrastructure	22,604	24,163	10,532
Supporting growth	132	526	58
Enough water catchment to tap	7,089	14,616	18,474
Localised issues	13,244	133	400
	43,069	39,438	29,464
Total Greater Wellington Regional Council	43,069	39,438	29,464
Hutt City Council			
Drinking Water			
Looking after existing infrastructure	8,437	7,481	8,383
Supporting growth	994	1,577	1,880
Enough water catchment to tap	1,022	389	324
Localised issues	2,055	2,644	324
	12,508	12,091	10,911
Stormwater			
Looking after existing infrastructure	1,722	2,373	2,308
Supporting growth	54	54	54
Improving environmental water quality	292	292	292
Localised issues	1,067	1,281	162
	3,134	4,000	2,815
Wastewater			
Looking after existing infrastructure	7,342	12,333	9,575
Supporting growth	346	1,839	1,839
Improving environmental water quality	-	107	562
	7,688	14,279	11,976
Wastewater Joint Venture			
Looking after existing infrastructure	3,256	15,373	18,434
Improving environmental water quality	12,900	9,500	-
	16,156	24,873	18,434
Total Hutt City Council	39,485	55,243	44,136
Porirua City Council			
Drinking Water			
Looking after existing infrastructure	3,498	2,220	4,377
Supporting growth	2,591	16,988	14,542
Enough water catchment to tap	905	745	216
	6,994	19,953	19,135
Stormwater			
Looking after existing infrastructure	485	404	244
Localised issues	6,249	5,108	6,108
	6,735	5,512	6,352

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Wastewater			
Looking after existing infrastructure	1,149	4,143	1,948
Supporting growth	2,000	-	1,620
	3,149	4,143	3,568
Wastewater Joint Venture			
Looking after existing infrastructure	4,666	1,971	434
Supporting growth	13,267	14,604	18,754
	17,932	16,575	19,189
Total Porirua City Council	34,810	46,184	48,244
South Wairarapa District Council			
Drinking Water			
Looking after existing infrastructure	541	463	417
Supporting growth	22	-	-
Enough water catchment to tap	-	1,432	3,700
	562	1,895	4,117
Stormwater			
Localised issues	11	-	-
	11	-	-
Wastewater			
Looking after existing infrastructure	2,688	1,758	1,995
Supporting growth	2,441	216	-
	5,129	1,974	1,995
Total South Wairarapa District Council	5,702	3,869	6,112
Upper Hutt City Council			
Drinking Water			
Looking after existing infrastructure	1,612	1,853	1,977
Supporting growth	81	54	54
Localised issues	1,140	-	-
	2,833	1,907	2,031
Stormwater			
Looking after existing infrastructure	107	106	108
Supporting growth	54	54	54
Localised issues	9,417	9,718	750
	9,578	9,878	912
Wastewater			
Looking after existing infrastructure	2,655	1,635	1,654
Supporting growth	81	81	81
	2,736	1,716	1,735
Total Upper Hutt City Council	15,147	13,501	4,678

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Wellington City Council			
Drinking Water			
Looking after existing infrastructure	8,404	10,169	14,230
Supporting growth	424	594	656
Enough water catchment to tap	977	691	432
Localised issues	24,166	14,899	5,600
	33,970	26,354	20,918
Stormwater			
Looking after existing infrastructure	4,288	4,251	4,184
Supporting growth	162	162	162
Localised issues	649	3,078	3,834
	5,099	7,491	8,180
Wastewater			
Looking after existing infrastructure	14,502	5,411	8,493
Supporting growth	6,105	10,836	5,880
Improving environmental water quality	1,798	1,365	-
	22,405	17,612	14,374
Total Wellington City Council	61,475	51,457	43,472
Grand Total – All Councils	199,687	209,693	176,105

Prospective council operational programme

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Greater Wellington Regional Council			
Drinking Water			
Localised issues	50	-	-
Climate Resilience	50	50	75
Supporting growth	-	-	-
Looking after existing infrastructure	7,498	8,258	8,732
Enough water catchment to tap	300	500	-
	7,898	8,808	8,807
Total Greater Wellington Regional Council	7,898	8,808	8,807
Hutt City Council			
Drinking Water			
Localised issues	179	208	201
Supporting growth	72	192	22
Looking after existing infrastructure	5,451	5,025	5,166
Enough water catchment to tap	273	750	1,000
	5,975	6,175	6,389
Stormwater			
Localised issues	307	287	207
Climate Resilience	200	50	50
Supporting growth	144	384	44
Improving environmental water quality	-	25	50
Looking after existing infrastructure	2,127	2,354	2,478
	2,778	3,100	2,829
Wastewater			
Localised issues	86	89	100
Climate Resilience	-	-	-
Supporting growth	144	384	44
Improving environmental water quality	250	475	650
Looking after existing infrastructure	3,722	2,474	2,657
	4,201	3,422	3,451
Wastewater Joint Venture			
Climate Resilience	100	-	500
Improving environmental water quality	-	-	50
Looking after existing infrastructure	4,774	6,081	5,857
	4,874	6,081	6,407
Total Hutt City Council	17,828	18,778	19,076
Porirua City Council			
Drinking Water			
Localised issues	-	-	-
Supporting growth	-	-	-
Looking after existing infrastructure	1,946	1,983	2,472
Enough water catchment to tap	-	-	-

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
	1,946	1,983	2,472
Stormwater			
Localised issues	600	300	-
Climate Resilience	-	-	-
Supporting growth	-	-	-
Improving environmental water quality	-	-	-
Looking after existing infrastructure	811	973	705
	1,411	1,273	705
Wastewater			
Localised issues	-	-	-
Supporting growth	-	-	-
Improving environmental water quality	250	250	250
Looking after existing infrastructure	1,330	1,756	1,880
	1,580	2,006	2,130
Wastewater Joint Venture			
Climate Resilience	-	-	-
Supporting growth	-	-	-
Improving environmental water quality	-	-	-
Looking after existing infrastructure	1,787	1,739	1,744
	1,787	1,739	1,744
Total Porirua City Council	6,723	7,002	7,051
South Wairarapa District Council			
Drinking Water			
Localised issues	-	-	-
Supporting growth	33	33	-
Looking after existing infrastructure	1,350	1,493	1,499
Enough water catchment to tap	20	20	20
	1,403	1,546	1,519
Stormwater			
Localised issues	-	-	-
Supporting growth	33	33	-
Looking after existing infrastructure	449	326	324
	483	360	324
Wastewater			
Supporting growth	33	33	-
Improving environmental water quality	40	195	-
Looking after existing infrastructure	683	818	949
	756	1,047	949
Total South Wairarapa District Council	2,642	2,953	2,792
Upper Hutt City Council			
Drinking Water			
Localised issues	-	-	-
Supporting growth	26	26	26

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Looking after existing infrastructure	1,648	1,794	1,935
Enough water catchment to tap	-	-	-
	1,674	1,820	1,961
Stormwater			
Localised issues	-	-	-
Climate Resilience	-	-	-
Supporting growth	51	51	51
Improving environmental water quality	-	-	-
Looking after existing infrastructure	663	492	519
	715	543	571
Wastewater			
Localised Issues	-	-	-
Supporting Growth	51	51	51
Improving environmental water quality	21	21	21
Looking after existing infrastructure	571	778	808
	643	851	880
Wastewater Joint Venture			
Looking after existing infrastructure	2,904	3,054	3,103
	2,904	3,054	3,103
Total Upper Hutt City Council	5,936	6,267	6,514
Wellington City Council			
Drinking Water			
Localised issues	-	-	-
Supporting growth	200	200	150
Looking after existing infrastructure	8,146	8,373	8,353
Enough water catchment to tap	333	333	333
	8,680	8,906	8,836
Stormwater			
Localised issues	-	-	-
Climate Resilience	-	-	-
Supporting growth	234	254	204
Improving environmental water quality	189	189	189
Looking after existing infrastructure	1,375	1,050	1,050
	1,798	1,493	1,443
Wastewater			
Localised issues	-	-	-
Climate Resilience	-	-	1,000
Supporting growth	284	284	234
Improving environmental water quality	763	763	763
Looking after existing infrastructure	17,904	18,003	18,023
	18,950	19,049	20,019
Total Wellington City Council	29,428	29,448	30,298
Grand Total – All Councils	70,455	73,256	74,538

Prospective council stimulus funding

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Greater Wellington Regional Council			
Drinking Water			
Looking after existing infrastructure	1,312	-	-
	1,312	-	-
Total Greater Wellington Regional Council	1,312	-	-
Hutt City Council			
Drinking Water			
Looking after existing infrastructure	1,868	-	-
Enough water catchment to tap	356	-	-
	2,224	-	-
Stormwater			
Looking after existing infrastructure	942	-	-
	942	-	-
Wastewater			
Looking after existing infrastructure	1,792	-	-
	1,792	-	-
Total Hutt City Council	4,958	-	-
Porirua City Council			
Drinking Water			
Looking after existing infrastructure	1,142	-	-
Enough water catchment to tap	271	-	-
	1,413	-	-
Stormwater			
Looking after existing infrastructure	545	-	-
	545	-	-
Wastewater			
Looking after existing infrastructure	610	-	-
	610	-	-
Total Porirua City Council	2,568	-	-
South Wairarapa District Council			
Drinking Water			
Looking after existing infrastructure	211	-	-
Enough water catchment to tap	333	-	-
	544	-	-
Stormwater			
Looking after existing infrastructure	178	-	-
	178	-	-
Wastewater			
Looking after existing infrastructure	178	-	-
	178	-	-
Total South Wairarapa District Council	900	-	-

	Projection 2021/22 (\$000's)	Projection 2022/23 (\$000's)	Projection 2023/24 (\$000's)
Upper Hutt City Council			
Drinking Water			
Looking after existing infrastructure	958	-	-
Localised issues	723	-	-
	1,681	-	-
Stormwater			
Looking after existing infrastructure	528	-	-
	528	-	-
Wastewater			
Looking after existing infrastructure	548	-	-
	548	-	-
Total Upper Hutt City Council	2,756	-	-
Wellington City Council			
Drinking Water			
Looking after existing infrastructure	1,960	-	-
Enough water catchment to tap	670	-	-
	2,630	-	-
Stormwater			
Looking after existing infrastructure	1,147	-	-
	1,147	-	-
Wastewater			
Looking after existing infrastructure	1,144	-	-
	1,144	-	-
Total Wellington City Council	4,921	-	-
Grand Total – All Councils	17,413	-	-

Major accounting policies

Revenue

Revenue is derived from the six council shareholders, and from occasionally charging third parties for work performed. Revenue is billed and recognised monthly and consists of management and advisory services, council operational expenditure (opex) programme and council capital expenditure (capex) programme and temporarily the Stimulus Funding Programme.

Management and advisory services

The management and advisory services revenue is recognised using the percentage of completion method and is agreed with councils and performed on a financial year basis. Management and advisory services revenue has been fully recognised because services have been fully provided at balance date.

Operational expenditure programme and unexpected event reserve

The operational expenditure programme fee is recognised using the percentage of completion method.

Wellington Water develops an Annual Work Programme from the long-term plans of councils which is delivered on a financial year basis. Wellington Water enters into contracts with contractors to perform the work and manages the programme. Wellington Water is acting as a principal in relation to these transactions. Wellington Water employees also perform some of the work.

Operational expenditure programme revenue has been fully recognised because services have been fully provided at balance date.

Any part of the operational expenditure charge that remains unspent is transferred to the unexpected event reserve (up to an agreed cap). This reserve is used to fund unexpected events that may occur in relation to the three waters network and is ring fenced for each council. Funds that are transferred to the unexpected event reserve are accounted for as deferred revenue at balance date, as the reserve reflects revenue received in advance of providing services.

Capital expenditure programme

The capital expenditure programme fee is recognised using the percentage of completion method and based on the costs incurred as a percentage of total costs under the contracts. The capital expenditure programme fee also comprises a portion of Wellington Water labour costs that are directly attributable to the capex programme.

Wellington Water develops an Annual Work Programme that is jointly agreed with councils. Wellington Water is responsible for the procurement process including selection of contractors and contract pricing and enters into contracts with contractors to perform the work and manages the programme. Wellington Water is acting as a principal in relation to these transactions. Wellington Water has recognised capital expenditure programme revenue and expenses equivalent to the invoices paid or payable to third parties for the financial year.

We have restated prior year revenue and salaries for this change in classification to ensure comparability.

Property, plant and equipment, vehicles and intangibles

Property, plant and equipment (PPE) consists of fit-out and equipment. Vehicles consist of commercial vehicles used for operational purposes. Intangible assets consist of computer software and systems. These assets are carried at cost less accumulated depreciation or amortisation and accumulated impairments. Assets are reviewed annually for indicators of impairment.

Cost

These assets are initially measured at cost. Expenditure is capitalised when it creates a new asset or increases the economic benefits over the total life of an existing asset and can be measured reliably. Assets under construction are recorded as capital work in progress and include operational and intangible assets under construction. Costs that do not meet the criteria for capitalisation are expensed.

The cost of assets includes the purchase cost and those costs that are directly attributable to bringing the asset into the location and condition necessary for its intended purpose. Subsequent expenditure that extends or expands the asset's service potential and that can be measured reliably is capitalised.

Depreciation and amortisation

Depreciation is calculated on a straight-line basis, to allocate the cost or value of the asset over its useful life. The useful lives and depreciation rates are reviewed annually, and adjusted if appropriate, at each balance date.

The range of depreciation and amortisation rates for each class of asset is:

Fit-out and equipment	6% – 67%
Vehicles	13.5% - 20%
Intangibles	40%

Māori to English glossary

Māori	English
Hauora	Health/wellbeing
Kaitiaki	Guardian
Ki uta ki tai	Mountains to the sea
Mana	Prestige, authority, control, power, influence, status, spiritual power
Mana whenua	People who draw power from the land
Mauri	Life force
Tai	Coast
Taiao	Natural world
Tangata	Person
Taonga	Treasure
Te ao Māori	The Māori world (view)
Te hauora o te taiao	The health and wellbeing of the natural world
Te hauora o te tāngata	The health and wellbeing of the people
Te hauora o te wai	The health and wellbeing of the water
Te Ika a Maui	The fish of Maui; the North Island
Te mana o te mauri o te wai	The spiritual values of the water
Tikanga	Protocol – the customary system of values and practices that have developed over time and are deeply embedded in the social context
Uta	Inland
Wai	Water

For Decision

RE-BUDGETING OF CAPITAL AND OPERATIONAL EXPENDITURE FROM 2020/21 TO 2021/22

Te take mō te pūrongo

Purpose

1. To advise Council of various budget items (and their associated funding) not completed during the 2020/21 financial year, and their inclusion in the 2021/22 budgets.

He tūtohu

Recommendations

That Council:

- 1 **Approves** the operating expenditure items, as listed in Attachment 1 and Attachment 2, to be re-budgeted from 2020/21 to 2021/22.
- 2 **Approves** the capital expenditure items, as listed in Attachment 3 and Attachment 4, to be re-budgeted from 2020/21 to 2021/22.

Te horopaki

Context

2. At the end of each financial year there is a review of completion of activities against budget. Usually there are some activities that have not been completed within the financial year. The usual practice is to carry forward or re-budget funding to the next financial year, to enable the activities to be initiated or continued in the current financial year. This enables Council to maintain its levels of service.
3. A number of planned activities were not able to be completed during the 2020/21 year. The attachments list those projects which were not completed by 30 June 2021 and the reason for the delay. Approval is sought from Council for inclusion of the re-budgets as budget revisions for 2021/22.

Te tātaritanga

Analysis

Re-budgeted operating expenditure for projects - \$12.1 million

4. The proposed re-budgeted operating expenditure is driven by the timing of:

- a Strategy projects of \$5.1 million: primarily Low Carbon Acceleration Fund, Transport Model Opex, Regional Land Transport Plan and Let's Get Wellington Moving
- b Other significant items are the timing of debt-funded Project Optimus of \$3.5 million, and Pinehaven Floodplain Management Plan (FMP) Implementation Project stream works: \$1.6 million (all delayed to 2021/22).

The complete list of re-budgeted operating expenditure for projects, from 2020/21 to 2021/22, and explanations, is provided in **Attachment 1**.

Re-budgeted operating expenditure for projects impacted by COVID - \$6.9 million

- 5. The proposed re-budgeted operating expenditure for projects impacted by COVID-19 is driven by the timing of:
 - a The Science project for the Aerial Electromagnetic survey of Ruamahanga Valley: \$1.5 million.
 - b Public Transport/Metlink/Rail projects of \$5.4 million primarily for the Rolling Stock Business case and the Network Business case renewals.

The complete list of re-budgeted operating expenditure for projects impacted by COVID-19, from 2020/21 to 2021/22, and explanations, is provided in **Attachment 2**.

Re-budgeted capital expenditure for projects - \$17.7 million

- 6. There are changes to the timing of many projects and activity reviews that are driving the capex re-budgets. These changes include:
 - a Flood Protection Projects of \$5.6 million: mainly due to RiverLink Design/Construction, Hutt FMP small projects and the Lower Wairarapa Valley Development river scheme.
 - b Regional Parks' upgrades and improvements of \$1.8 million: for Queen Elizabeth Regional Park, Belmont Regional Park, Akatarawara and Wainuiomata.
 - c Bulk Water Supply Projects of \$7.6 million: which include Relocating Kaitoke Main on Silverstream Bridge, Network Resilience, Cathodic Protection and the replacement of the Whitemans Road Rail Crossing bulk water supply pipe.
 - d Other items of significance are Environmental Science: \$1.8 million, and Property: \$1.0 million.

- 7. The complete list of re-budgeted capital expenditure for projects, from 2020/21 to 2021/22, and explanations, is provided in **Attachment 3**.

Re-budgeted capital expenditure for projects impacted by COVID- \$7.3 million

- 8. The proposed re-budgeted capital expenditure for projects impacted by COVID-19 is driven by the timing of:
 - a Public Transport/Metlink/Rail projects of \$3.4 million: The majority of this is driven by two projects, On-board Stop Announcement Systems, and the GWRC part of the National Ticketing Solution.

- b GWRL upgrades and improvements of \$2.8 million: for rail infrastructure improvements, Suburban Wairarapa Cars - Life Extension and Suburban Wairarapa & Suburban Express Cars - Heavy Maintenance/Overhauls.
 - c Other items of significance are in Strategy for the Transport Model: \$0.6 million, and Water for the Wainuiomata water treatment plant bulk diesel tank replacement: \$0.3 million.
9. The complete list of re-budgeted capital expenditure for projects, from 2020/21 to 2021/22, and explanations, is provided in **Attachment 4**.

Ngā hua ahumoni

Financial implications

10. Funding for each project has been rated for in the 2020/21 financial year. This report recommends utilising that funding in the current financial year.

Te hiranga

Significance

11. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that these matters are of low significance due to their administrative nature.

Te whakatūtakitaki

Engagement

12. Community views and preferences on each of the projects were sought during consultation on the 2018-28 Long-Term Plan. No further public engagement is required.
13. Officers consider that the proposed re-budgets are required for the achievement of levels of service and community outcomes.

Ngā tūāoma e whai ake nei

Next steps

14. Following approval of the re-budgets, officers will be able to action the projects.

Ngā āpitihanga

Attachments

Number	Title
1	Re-budgeted operating expenditure for projects – 2020-21 to 2021-22
2	Re-budgeted COVID impacted operating expenditure for projects - 2020-21 to 2021-22
3	Re-budgeted capital expenditure for projects - 2020-21 to 2021-22
4	Re-budgeted COVID impacted capital expenditure for projects - 2020-21 to 2021-22

Ngā kaiwaitohu
Signatories

Writers	Darryl Joyce – Acting Accounting Services Manager Ali Trustrum-Rainey – Chief Financial Officer
Approver	Samantha Gain, General Manager Corporate Services

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

Council is responsible, under section 95 of the Local Government Act 2002, for preparing and adopting a Long Term Plan or an Annual Plan for each financial year. Re-budgets of expenditure from the previous financial year enables the Council to honour its stated priorities in the previous Long Term Plan.

Implications for Māori

There are no specific implications to Māori.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

Consistency with policies and plans for each of the projects was considered when the projects were initially approved by the Council.

Internal consultation

There was consultation with business unit managers on re-budgets in operating and capital projects.

Risks and impacts - legal / health and safety etc.

If the funding is not re-budgeted, the affected projects could not proceed or would not be completed and would have to be reconsidered in the next Annual Plan or Long-Term Plan.

Re-budgeted operating expenditure for non COVID impacted projects - 2020/21 to 2021/22

Department	Project name	Description	Expenditure \$	Explanation
PT/Metlink	Opex - Access Standard Pads & Civil work	Opex - Access Standard Pads & Civil work	400,000	Project postponed in 2020/21 and re-budgeted into the current financial year FY 2021/22.
PT/Metlink	Opex - Porirua Stn bus shelter upgrade	Opex - Porirua Stn bus shelter upgrade	300,000	Project postponed in 2020/21 and re-budgeted into the current financial year FY 2021/22.
PT/Metlink	Bus Hubs – Wgtn Interchange Improvements	Bus Hubs – Wgtn Interchange Improvements	200,000	Project postponed in 2020/21 and re-budgeted into the current financial year FY 2021/22.
Biodiversity	Wetland Programme	Assisting private landowners to protect wetlands	178,345	Some of the Wetland Programme landowners were unable to complete some of the activities specified in their Restoration Management Plans in the 2020/21 year, either due to the scale of the work required or having limited time and/or resources to complete the work.
Flood Protection	Pinehaven stream works FMP implementation project. Collaborative project with UHCC and project managed by WWL	Pinehaven stream works FMP implementation project. Collaborative project with UHCC and project managed by WWL	1,625,869	This is a collaborative project with UHCC and is managed by WWL. The project is underway, re-budgets into the current financial year are required for complete.

Department	Project name	Description	Expenditure \$	Explanation
Strategy	Low Carbon Acceleration Fund	Low Carbon Acceleration Fund	1,827,284	Approximately \$2.4m was allocated in the 2020/21 FY from the LCAF to low carbon projects including Kaitoke and QEP, as well as restoration planning. Allocated funding will be spent over multiple years, particularly in the QEP restoration project.
Strategy	Strategic Projects (SCEG)	Strategic Projects (SCEG)	301,600	Spatial planning for the Wellington Region and the Regional Growth Framework are complete, the remaining funds are required for the implementation.
Strategy	Transport Model Opex	Transport Model Opex	921,873	The project is delayed due to resource constraints.
Strategy	Monitoring RLTS	Monitoring RLTS	162,988	The project is delayed due to resource constraints.
Strategy	LGWM	LGWM	862,266	The project has been delayed and the budget will be required to be carried over into the current financial year 2021/22.
Strategy	RLTP	RLTP	586,846	The rebudgeted amount is to cover two pieces of work arising from the RLTP: <ul style="list-style-type: none"> a. The requirement to integrate spatial and transport planning with a particular emphasis on providing transport support into the Wellington Regional Growth Framework. b. A new requirement for RTCs to develop regional speed management plans. This is likely to include employment of a fixed term specialist contractor and running a significant public engagement process estimated at thousands of submissions.

Department	Project name	Description	Expenditure \$	Explanation
Corporate Services	Project Optimus (new ERP opex)	Project Optimus (new ERP opex)	3,500,000	The Programme originally planned to complete in June 2021. The programme was delayed in the delivery of the HR & Payroll release (June 2021) this has impacted the future releases. The programme will now complete in the second half of this financial year 2021/22.
Land Management	Riparian Programme	Stock exclusion and River/Stream enhancement support for landowners	50,000	Project delayed in 2020/21 and re-budgeted into the current financial year 2021/22.
Land Management	WRECI	Hill country erosion	50,000	Project delayed in 2020/21 and re-budgeted into the current financial year 2021/22.
Flood Protection	ODP Consents Project	FP Operating resource consents	200,000	Work on operational consents yet to be completed. Hence the requirement to re-budgeted into the current financial year 2021/22.
Strategy	Future of Port	Project in conjunction with WCC, NZTA and CentrePort to investigate options for Wellington Waterfront	250,192	The project was on hold for most of the last financial year. The project has now recommenced and so the funds need to be re-budgeted. Some of these funds are from other partners in the project and not just Greater Wellington money.
Biodiversity	Wairarapa Moana Crown funded project	The Wairarapa Moana Wetlands Project is a collaborative effort working towards enhancing the native ecology, recreational and cultural opportunities on public land around Wairarapa Moana	410,000	This programme hasn't progress as fast as originally planned. The MFE grant funding (\$271k) is also re-budgeted.

Department	Project name	Description	Expenditure \$	Explanation
		through a programme of works overseen by a Governance Group.		
Water Supply	SLAs - 'Biodiversity - Possum control	Possum control/monitoring in the Hutt water catchment area, administered by Biodiversity	78,429	Collaborative project between Biosecurity, Biodiversity and Wellington Water. Delays have resulted due to resourcing issues requiring re-budgeting into the 2021/22 financial year.
Strategy	Wellington Regional Strategy Office	Wellington Regional Strategy Office	233,335	Projects delayed in 2020/21 and re-budgeted into the current financial year 2021/22.
Total operating expenditure re-budgeted for projects not impacted by COVID from 2020/21 to 2021/22			12,139,027	

Re-budgeted Operating Expenditure for Projects Impacted by COVID 2020/21 to 2021/22

Department	Project name	Description	Expenditure \$	Explanation
Science	Ruamahanga AES	Aerial Electromagnetic survey of Ruamahanga Valley	1,484,952	Aerial survey could not be progressed due to Covid border restrictions. Hence re-budgeting to this financial year 2021/22. This funding from Crown revenue \$947k, TA contributions \$155k and \$444k balance from Greater Wellington loans is also being re-budgeted.
PT/Metlink/Rail	Branding and Promotions	Brand - Research/Dev/Design	150,000	The project has been delayed due to COVID-19 and the budget will be required to be carried over into the current financial year 2021/22.
PT/Metlink/Rail	Rolling Stock Business Case	Rolling Stock Business Case	2,700,000	The project has been delayed due to COVID-19 and the budget will be required to be carried over into the current financial year 2021/22.
PT/Metlink/Rail	Network Business Case Renewals	Network Business Case Renewals	2,500,000	The project has been delayed due to COVID-19 and the budget will be required to be carried over into the current financial year 2021/22.
Science	Soil Mapping Project	Soil Mapping of Wairarapa Valley	40,000	The project has been delayed due to COVID-19 and the budget will be required to be carried over into the current financial year 2021/22.
Total operating expenditure re-budgeted for projects impacted by COVID from 2020/21 to 2021/22			6,874,952	

Re-budgeted capital expenditure for projects - 2020/21 to 2021/22

Department	Project name	Description	Expenditure \$	Explanation
Flood Protection	Vehicle Replacements	Vehicle Replacements	317,900	Delays with the delivery of new vehicles have resulted in re-budgeting being required.
Parks	Battle Hill capex	Utilities water	7,000	The project is delayed due to contractor availability. They are currently working on the Kaitoke Regional Park drinking water. The budget will be required to be carried over into the current financial year 2021/22.
Parks	Belmont capex	Fences, structures, tracks and bunkers	270,000	The project is delayed and the budget will be required to be carried over into the current financial year 2021/22.
Parks	QEP capex	Coastal tracks realign, toilet blocks, ranger house a& heritage work	975,000	The project delayed due to archaeological authority delays. The budget will be required to be carried over into the current financial year 2021/22.
Parks	Akatarawa capex	Birchville Dam and Structures Bridge road	266,500	The project is waiting on the Comprehensive Dam Safety review for confirmation of exact work required. The budget will be required to be carried over into the current financial year 2021/22.
Parks	Wainui capex	Structures Swingbridge	45,000	Changes to operational requirements and direction have delayed this project into this financial year 2021/22.

Department	Project name	Description	Expenditure \$	Explanation
Parks	East Harbour	Fences, Mackenzie Stairs, Buildings Bearing Head	245,000	The project delayed due to engineer design and the budget will be required to be carried over into the current financial year 2021/22.
Property	Masterton New Office	Masterton New Office - Fit Out	700,000	The project is now scheduled to be completed by Christmas 2021 due to construction delays.
PT/Metlink	Capex-Pram & Waikanae bus hubs & upgrades	Capex-Pram & Waikanae bus hubs & upgrades	200,000	Delays in the tender process and approvals have resulted in the requirement for this re-budget.
ENV Science	CMP	CMP	397,500	The project has experienced delays and therefore will be required to be re-budgeted into the current financial year 2021/22.
ENV Science	ESCI Capex	All of ESCI Capex - budgeted as one, but a pooled team of 7 science areas	687,000	The science improvement programme has been delayed due to decommissioning issues.

Department	Project name	Description	Expenditure \$	Explanation
FP Flood Protection	River Works Chrystalls to Gorge	Budget for Capital works in the river reach named "Chrystalls to Gorge"	289,199	The project has been delayed due to Otaki FMP review delays, therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Lower Waitohu Improvements	Budget for Capital works in the Lower Waitohu Stream	243,946	Implementation works delayed until completion of the Otaki FMP review, therefore funding will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Otaki South Stopbank Improvements	Budget for Improvements to the South Stopbank between the SH1 and the mouth, on the Otaki river	263,432	Implementation works delayed until completion of the Otaki FMP review, therefore funding will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Otaki FMP improvements remaining works	Budget for Otaki FMP capital works not specifically budgeted for elsewhere	105,573	Implementation works delayed until completion of the Otaki FMP review, therefore funding will be required to be re-budgeted into the current financial year 2021/22.

Department	Project name	Description	Expenditure \$	Explanation
Flood Protection	RiverLink Design/Construction	RiverLink - Phase 1 consent lodgement and hearing	2,474,626	The project has been delayed in consent lodgement and hearing process, therefore funding will be required to be re-budgeted into the current financial year 2021/22.
Flood Protection	Hutt FMP Small Projects	Budget for capital works projects on Hutt River	830,000	Re-budgeted for Seton Nossiter and other shovel ready projects.
FP Flood Protection	FQCW Hutt Environmental Strategy Implementation (capex)	Hutt Environmental Fresh water quality improvement projects - Hutt River Environmental Strategy implementation	100,000	Re-budgeted for shovel-ready environmental projects
FP Flood Protection	Hutt Improvements to gauging and monitoring	Capital improvements to flood warning infrastructure	150,167	The project delayed due to resourcing and therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Kapiti Improvements to gauging and monitoring	Capital improvements to flood warning infrastructure	149,267	The project delayed due to resourcing and therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	LWVD Improvements to Gauging and Mon	Capital improvements to flood warning infrastructure	150,167	The project delayed due to resourcing and therefore will be required to be re-budgeted into the current financial year 2021/22.

Department	Project name	Description	Expenditure \$	Explanation
Flood Protection	LWVD river scheme capex	Whakawhiriwhiri Stream Improvements	500,000	The project delayed due to land owner agreement delays and therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Waiwhetu FMP	Waiwhetu Floodplain Management Plan	200,000	The project has been delayed due to the WWL component programme and therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Hutt/Wgtn Minor Investigations	Asset Investigations	100,000	The project has been delayed due to delays in asset investigation and therefore will be required to be re-budgeted into the current financial year 2021/22.
FP Flood Protection	Kapiti minor investigations	Asset Investigations	50,000	The project has been delayed due to delays in asset investigation and therefore will be required to be re-budgeted into the current financial year 2021/22.
Water Supply	Whitemans Rd Rail Crossing	Replacement of existing bulk water supply pipe which crosses beneath railway lines	960,000	The project has been delayed as it is being retendered. Work will be undertaken in this 2021/22 financial year.
Water Supply	Relocate Kaitoke Main on SS Bridge	Replacement of bulk water supply to Porirua and North Wellington to improve resilience of water supply network	3,203,000	The project has been delayed as design work is continuing and therefore will be required to be re-budgeted into the current financial year 2021/22.

Department	Project name	Description	Expenditure \$	Explanation
Water Supply	Network Resilience (2019)	Korokoro Stream Crossing and Petone Ski Club Pipe Bridge seismic resilience upgrades	1,345,000	Contract procurement phase delayed as a result of value engineering exercise. Contract to be awarded this financial year 2021/22.
Water Supply	WL WTP SodiumHypochloriteSto (2019)	Installation of bulk tanks for storage of sodium hypochlorite	560,000	Project rescheduled to accommodate ground improvement works at water treatment plant and water supply risk to network.
Water Supply	Seismic Pump Station Upgrades	Thorndon pump station seismic strengthening	155,000	The project has been delayed and therefore will be required to be re-budgeted into the current financial year 2021/22.
Water Supply	Treatment plant / intake Resilience Improvements	WL & WI water treatment plant lime silo strengthening	80,000	The project has been delayed and therefore will be required to be re-budgeted into the current financial year 2021/22.
Water Supply	Catchment Risk Assessment for WWL public	Catchment risk assessment for bores	93,000	The project has been delayed and therefore will be required to be re-budgeted into the current financial year 2021/22.
Water Supply	Cathodic Protection (Budget Only) (2019)	To provide secondary corrosive protection to sections of the GWRC water main network	1,250,000	The project has been delayed due to design changes and material supply issues and therefore will be required to be re-budgeted into the current financial year 2021/22.
Property	Cuba Street	Cuba Street Fitout and Design	310,000	The project has been delayed due to a few unresolved items of work and therefore will be required to be re-budgeted into the current financial year 2021/22.

Department	Project name	Description	Expenditure \$	Explanation
Total capital expenditure re-budgeted for projects from 2020/21 to 2021/22			\$17,673,279	

Re-budgeted Capital Expenditure for Projects Impacted by COVID - 2020/21 to 2021/22

Department	Project name	Description	Expenditure \$	Explanation
PT/Metlink/Rail	On-board Stop Announcement Systems	On-board Stop Announcement Systems	1,107,738	COVID-19 delayed committed projects, these are timing only.
Rail	SW Cars - Life Extension	SW Cars - Life Extension	600,000	COVID-19 delayed committed projects, these are timing only.
Rail	Revenue - ROM Station / Carpark upgrades	Revenue - ROM Station / Carpark upgrades	1,500,000	COVID-19 delayed committed projects, these are timing only.
Rail	Capex - ROM Rail Infra Improve <250k	Capex - ROM Rail Infra Improve <250k	300,000	COVID-19 delayed committed projects, these are timing only.
Rail	SW & SE Cars - Heavy Maint/Overhauls	SW & SE Cars - Heavy Maint/Overhauls	400,000	COVID-19 delayed committed projects, these are timing only.
PT/Metlink	Capex GWRC Ticketing Solution	Capex GWRC Ticketing Solution	1,000,000	COVID-19 delayed committed projects, these are timing only.
PT/Metlink	Capex - Driver toilets	Capex - Driver toilets	200,000	COVID-19 delayed committed projects, these are timing only.
PT/Metlink	Capex - Bus Stop Facilities New	Capex - Bus Stop Facilities New	600,000	COVID-19 delayed committed projects, these are timing only.
PT/Metlink	Capex - Bus Stop Facilities Renewals	Capex - Bus Stop Facilities Renewals	522,621	COVID-19 delayed committed projects, these are timing only.

Department	Project name	Description	Expenditure \$	Explanation
Strategy	Transport Model Capex	Transport Model Capex	600,000	Delays in data collection due to COVID-19, combined with LGWM requiring more internal resources than forecast, and has resulted in progress on updating the transport models being slower than expected.
ICT	ICT Capex - General	ICT Capex - General	186,569	The capital programme delivery was delayed in part by the impacts of COVID-19 and in part by the implementation of the ICT Transformation 2020.
Water Supply	Wainui WTP bulk diesel tank replace Con	Wainui water treatment plant bulk diesel tank replacement	308,000	COVID-19 delayed committed projects, these are timing only.
Total capital expenditure re-budgeted for projects impacted by COVID from 2020/21 to 2021/22			7,324,928	

For Decision

RESOLUTION TO EXCLUDE THE PUBLIC

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:

Confirmation of the Public Excluded minutes of the Council meeting on 29 June 2021 – Report PE21.307

Appointment of Trustee to Wellington Regional Stadium Trust – Report PE21.363

Chief Executive performance review for 2020/21 – Report RPE21.298

Chief Executive remuneration review for 2020/21 – Report RPE21.299

Updated Chief Executive performance indicators for 2021/22 – Report RPE21.313

The general subject of each matter to be considered while the public is excluded, the reasons 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 (the Act) for the passing of this resolution are as follows:

Confirmation of the Public Excluded minutes of the Council meeting on 29 June 2021 – Report PE21.307	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in these minutes relate to potential future bus service contracting in the Wellington Region. Release of this information would prejudice Greater Wellington’s negotiating position when engaging with tenderers and would compromise probity of the Request for Proposal process.</p> <p>Information contained in these minutes relates to information information which has been supplied under an obligation of confidence. Release of this information would likely prejudice the supply of similar information, or further from the same source.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act (to enable any local authority to carry on, without prejudice of disadvantage, negotiations (including commercial and industrial negotiations) and section 7(2)(c)(i) of the Act (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 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.</p>

Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.	
Appointment of Trustee to Wellington Regional Stadium Trust – PE21.363	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
Information contained in this report includes personal and identifying information about the proposed candidate for appointment. Withholding this information prior to Council’s decision is necessary to protect the privacy of that natural person as releasing this information would disclose their consideration as a Trustee of the Wellington Regional Stadium Trust. Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.	The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).
Chief Executive performance review for 2020/21 – Report RPE21.298	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
This report contains information relating to the current Chief Executive’s full year performance review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council. Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.	The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).

Chief Executive remuneration review for 2020/21 – Report RPE21.299	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s full year remuneration review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>
Updated Chief Executive performance indicators for 2021/22 – Report RPE21.313	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information on the Chief Executive’s performance agreement. Release of this information would prejudice the privacy of the Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council. Greater Wellington Regional Council has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the Chief Executive’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Please note these minutes remain unconfirmed until the Council meeting on 19 August 2021.

Report PE21.307

Public Excluded minutes of the Council meeting on Tuesday 29 June 2021

All members participating remotely by Microsoft Teams, at 11.35am.

Members Present

Councillor Ponter (Chair)
Councillor Staples (Deputy Chair)
Councillor Blakeley
Councillor Brash
Councillor Connelly
Councillor Gaylor
Councillor Hughes
Councillor Kirk-Burnnand
Councillor Laban
Councillor Lamason
Councillor Lee
Councillor Nash
Councillor van Lier

All members participated at this meeting remotely via by Microsoft Teams, and counted for the purpose of quorum, as per clause 25B of Schedule 7 to the Local Government Act 2002.

Public excluded Business

1 Confirmation of the Public Excluded minutes of the Council meeting of 10 June 2021 - Report PE21.261

Moved: Cr Lamason / Cr Hughes

That the Council confirms the Public Excluded minutes of the Council meeting of 10 June 2021 - Report PE21.261.

The motion was **carried**.

2 Airport Service tender – Report PE21.274

Scott Gallacher, General Manager, Metlink, spoke to the report.

Moved: Cr Blakeley / Cr Nash

That Council:

- 1 Notes that adoption of the Regional Public Transport Plan formally establishes the new Unit 20 Airport Service.
- 2 Notes that an Expression of Interest and market sounding questionnaire was released on 24 May 2021 to test the market.
- 3 Notes that Greater Wellington currently plans to issue a Request for Proposal in early July 2021 following approval of the outcome of the Expression of Interest responses and analysis of the information provided via the market sounding.
- 4 Notes that current financial modelling estimates that the net cost of operating the Airport service (including the cost of the commercial agreement with WIAL for access rights) is not expected to exceed:
 - a \$1 million (excl. GST) in Financial Year 2021/22; and
 - b \$3 million (excl. GST) per annum (plus indexation) from Financial Year 2022/23 and beyond.
- 5 Notes that the estimated increased funding requirements in Financial Year 2021/22 will be met from within existing budgets.
- 6 Notes that the estimated increased funding requirement from Financial Year 2022/23 and beyond is included in new LTP network improvement budget.
- 7 Notes that, in line with expectations, the net cost to Greater Wellington will not be funded from the National Land Transport Fund.
- 8 Authorises the Chief Executive to approve:
 - a the outcome of the Expression of Interest and the identification of the shortlisted respondents
 - b the Request for Proposal documentation (including the draft contract) and the Request for Proposal Evaluation Plan
 - c the issue of an Request for Proposal (including draft contract) to the short listed Expression of Interest respondents, subject to the Chief Executive being satisfied that:
 - i the required assurances from external advisers (legal, probity and financial) have been provided;
 - ii key risks have been identified and mitigations are in place to manage those risks, and

- iii the key terms and conditions of the proposed commercial agreement with WIAL will be agreed with WIAL and communicated to Request for Proposal respondents either prior to the Request for Proposal being issued or prior to the Request for Proposal closing date.

- 9 Authorises the Chief Executive, following the outcome of the Request for Proposal evaluation, to approve the preferred respondent and any amendments to the terms of the contract documents issued in connection with the Request for Proposal, and to enter into the final contracts on behalf of Greater Wellington to enable the operation of the Airport service (including all related transaction documents), subject to the Chief Executive being satisfied that:
 - a the Airport service will be operated by electric vehicles from the commencement, but if that is not possible, that the contract includes a transition plan allowing use of approved interim diesel vehicles (Euro V or VI) with appropriate incentives included to ensure the early introduction of electric vehicles
 - b the increased total net cost to Greater Wellington for the provision of the Airport service (including the cost of the commercial agreement with WIAL) does not exceed the estimated net cost of:
 - i no more than \$1 million (excl. GST) plus 10% in Financial Year 2021/22; and
 - ii no more than \$3 million (excl. GST) (plus indexation) plus 10% per annum from Financial Year 2022/23 and beyond; and
 - c final assurances from external advisers being provided (legal, probity and financial).

- 10 Notes that any increase in the estimated total net cost to Council above the 10% increases referred to in recommendation b will be brought back to Council for approval prior to the final contracts being approved for execution.

The motion was **carried**.

3 Snapper – change in corporate ownership – Report PE21.194

Scott Gallacher, General Manager, Metlink, spoke to the report.

Moved: Cr Blakeley / Cr Staples

That Council:

- 1 Notes that there is a proposal to transfer the control of Snapper to a new company, ICM Mobility International Limited, within the existing corporate structure of ICM Mobility Limited and UIL Limited (Proposed Transaction).
- 2 Notes that Council is required to consent to this Proposed Transaction.

- 3 Notes that Council has no reasonable grounds upon which to withhold consent to the Proposed Transaction.
- 4 Notes the current guarantees provided by ICM Limited continue in relation to Snapper's obligations.
- 5 Approves the Proposed Transaction.
- 6 Authorises the Chief Executive to communicate Council's decision to Snapper.

The motion was **carried**.

The Public Excluded part of the meeting closed at 12.09pm.

Councillor D Ponter

Chair

Date:

Public Excluded

For Decision

APPOINTMENT OF TRUSTEE TO WELLINGTON REGIONAL STADIUM TRUST

Te take mō te pūrongo

Purpose

1. For Council to appoint a Trustee to the Wellington Regional Stadium Trust (the Trust).

He tūtohu

Recommendations

That Council:

1. **Appoints** Philippa Harford, as Trustee to the Wellington Regional Stadium Trust for an initial term until 30 June 2024.
2. **Notes** that Wellington City Council will consider this appointment at its September 2021 meeting.

Te aukati atu i te marea

Exclusion of the public

2. Grounds for exclusion of the public under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) are:

The information contained in this report includes personal and identifying information about the proposed candidate for appointment. Withholding this information prior to Council's decision is necessary to protect the privacy of that natural person (section 7(2)(a) of the Act) as releasing this information would disclose their consideration as a Trustee of the Wellington Regional Stadium Trust. Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.

Te tāhū kōrero

Background

3. The Wellington Regional Stadium Trust Deed 1997 (the Trust Deed) allows for no less than five, and no more than eight, Trustees. The two settlors of the Trust Deed are Council and Wellington City Council (WCC).
4. There are currently seven trustees and one vacancy. The below table shows the existing trustees, each trustee's term end, and the number of years served at the end of their respective terms.

Trustee	Term end	Years served at term end
Steven Fyfe	30 June 2022	Nine years
Rachel Taulelei (Chair)	30 June 2023	Nine years
Tracy Bridges	31 December 2023	Six years
Steven Tew	31 December 2023	Three years
Nicola Crauford	31 December 2022	Three years
Cr Glenda Hughes	Council appointment	
Cr Seán Rush	WCC appointment	

5. Each appointment of a Trustee is made jointly by both settlors. In addition, each settlor can independently appoint one elected member as a Trustee.
6. In making appointments, “the settlors...shall have regard to the need for the Trust to have Trustees with experience, expertise and the necessary skills to achieve the objects of the Trust”.
7. These skills include:
 - a Sound judgement
 - b A high standard of personal integrity
 - c An ability to devote time and attention to the entity
 - d An understanding of governance requirements for the Trust
 - e Leadership and strategic thought
 - f Entrepreneurial flair
 - g Understanding the wider interest of the settlor councils.
8. Council’s current “Policy on the appointment and remuneration of directors of council organisations” (February 2020) notes that the Trust will make recommendations to the settlors on appointments.

Te tātaritanga Analysis

9. John Shewan’s term as a trustee expired on 30 June 2021, after serving nine years on the Trust.
10. The Trust, under the guidance of the new Chair, Rachel Taulelei, has undertaken a recruitment process over the last few months. This has involved an identification of the current trustees’ skills mix, and working through a long list of potential candidates identified by the Trust with input and guidance from the settlors.
11. The Trust has conducted interviews with three short listed candidates and is recommending the appointment of Phillippa Harford as the new trustee (see **Attachment 1**).

12. Phillippa Harford is currently Chief Financial Officer of Infratil Limited and serves on a number of boards including Wellington International Airport Limited.

Ngā hua ahumoni

Financial implications

13. There are no financial implications for Greater Wellington Regional Council (Greater Wellington) in making this decision, as Trustees are remunerated by the Trust.

Ngā tikanga whakatau

Decision-making process

14. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.
15. The process for deciding these matters is explicitly prescribed by the Trust Deed, enacted by the Wellington Regional Council (Stadium Empowering) Act 1996. This process is outlined in paragraphs 3 to 6 above.

Te hiranga

Significance

16. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's Significance and Engagement Policy and Greater Wellington's Decision-making Guidelines. Officers recommend that these matters are of low significance due to its administrative nature.

Te whakatūtakitaki

Engagement

17. Engagement has been undertaken with Greater Wellington officers, Council's Nominations Group, officers at WCC and the Wellington Regional Stadium Trust Chair.

Ngā tūāoma e whai ake nei

Next steps

18. Subject to the confirmation of appointment from WCC, a letter will be sent to Phillippa Harford informing her of the appointment and a copy sent to the Trust.

**Ngā āpitihanga
Attachment**

Number	Title
1	Letter from Rachel Taulelei and Candidate's Resume

**Ngā kaiwaitohu
Signatories**

Writer	Seán Mahoney – Company Portfolio and Economic Development Manager
Approver	Luke Troy – General Manager, Strategy

Public Excluded

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Council has responsibility to make appointments, including to the Wellington Regional Stadium Trust.
<i>Implications for Māori</i> There are no known impacts for Māori.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> This appointment is in line with the Council's " Policy on the appointment and remuneration of directors of council organisations" (February 2020)
<i>Internal consultation</i> No internal consultation other than the Nominations Group discussions.
<i>Risks and impacts - legal / health and safety etc.</i> No risks have been identified from this appointment.

Public Excluded



4 August 2021

Warwick Hayes
Economic & Commercial
Wellington City Council

Sean Mahoney
Portfolio Manager
Greater Wellington Regional Council

Warwick.hayes@wcc.govt.nz

Sean.Mahoney@gw.govt.nz

Kia ora kōrua

Many thanks for our meeting this week regarding the appointment of a new Trustee to the Wellington Regional Stadium Trust.

As discussed, following a round of independent interviews with myself and Steven Fyfe, our preferred candidate is Phillipa Harford. Please find her resume attached.

I appreciate you will need to consult with respective nomination/appointment committees, and on their approval, make recommendation through to the full Council meetings.

I will at this point leave the process in your hands and I look forward to your support.

Please do let me know if there are any questions around the candidate and/or process.

Aku mihi ana,

A handwritten signature in black ink, appearing to be 'Rachel Taulelei'.

Rachel Taulelei
Chair
Wellington Regional Stadium Trust

PHILLIPPA HARFORD

EXPERIENCE

MAY 2015 TO PRESENT

CHIEF FINANCIAL OFFICER, INFRATIL LIMITED

RESPONSIBLE FOR INFRATIL'S FINANCIAL AND MANAGEMENT REPORTING, TAXATION COMPLIANCE/STRATEGY, TREASURY AND RISK. I ALSO UNDERTAKE PORTFOLIO GOVERNANCE ROLES AS NOTED BELOW

MAY 2013 TO MAY 2015

DEPUTY CHIEF FINANCIAL OFFICER, INFRATIL LIMITED

FEB 2009 TO MAY 2013

HEAD OF TAX, INFRATIL LIMITED/H.R.L MORRISON & CO

2003 TO SEPT 2008

HEAD OF TAX – NGC LIMITED/VECTOR LIMITED

1990 TO 2003

PWC/PRICE WATERHOUSE (NEW ZEALAND AND RUSSIA)

TAX ADVISORY SERVICES

EDUCATION

- BACHELOR OF COMMERCE & ADMINISTRATION, VICTORIA UNIVERSITY, WELLINGTON
- ASSOCIATE CHARTERED ACCOUNTANT, CHARTERED ACCOUNTANTS, AUSTRALIA AND NEW ZEALAND
- DIPLOMA IN CORPORATE FINANCE, INSTITUTE OF ACCOUNTANTS, IRELAND

GOVERNANCE ROLES

- DIRECTOR, SNAPPER SERVICES LIMITED (FEB 2017 TO MAY 2019), INCLUDING 5 MONTHS AS CHAIR
- DIRECTOR AND AUDIT COMMITTEE MEMBER, PERTH ENERGY HOLDINGS PTY LIMITED (~SEPT 2018 TO SEPT 2019)
- DIRECTOR, WELLINGTON INTERNATIONAL AIRPORT LIMITED (JUNE 2020 TO PRESENT)
- DIRECTOR & AUDIT COMMITTEE MEMBER, RETIREAUSTRALIA PTY LIMITED (JAN 2020 TO PRESENT)
- DIRECTOR, PACIFIC RADIOLOGY GROUP, THROUGH HOLDING STRUCTURE (JUNE 2021 TO PRESENT)

MY GOVERNANCE ROLES WITHIN THE PORTFOLIO COMMENCED WITH SNAPPER SERVICES AND I ULTIMATELY CHAIRED THE COMPANY THROUGH TO ITS DISPOSAL IN JUNE 2019.

MY ROLE IN PERTH ENERGY HOLDINGS WAS SIMILAR, HAVING BEEN EXTENSIVELY INVOLVED IN SUPPORTING THE BUSINESS THROUGH A CHALLENGING TRADING PERIOD, THEN JOINING THE BOARD TO PROVIDE GOVERNANCE SUPPORT THROUGH THE SALE PREPARATION AND EXECUTION PROCESSES.

WITH REGARD TO RETIREAUSTRALIA, I JOINED THE BOARD JUST PRIOR TO THE COVID-19 PANDEMIC TAKING HOLD. AS A RETIREMENT LIVING ACCOMMODATION PROVIDER, WITH AN AT-RISK RESIDENT COHORT, THIS HAS BEEN A SIGNIFICANT ROLE OVER THE LAST 15 MONTHS

I JOINED THE WELLINGTON AIRPORT BOARD IN JUNE 2020, FOLLOWING MY EARLIER INVOLVEMENT IN PUTTING IN PLACE THE POST-COVID-19 BANK AND SHAREHOLDER SUPPORT THAT THE AIRPORT REQUIRED.

I JOINED THE PACIFIC RADIOLOGY BOARD RECENTLY, FOLLOWING INFRATIL'S ACQUISITION OF A MAJORITY STAKE IN LATE MAY 2021.