

**Absolutely Positively**  
**Wellington City Council**

Me Heke Ki Pōneke

# Ordinary Meeting of Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee Rārangi Take | Agenda

9:30 am Rāapa, 11 Hakihea 2024  
9:30 am Wednesday, 11 December 2024  
Ngake (16.09), Level 16, Tahiwī  
113 The Terrace  
Pōneke | Wellington



## **MEMBERSHIP**

Mayor Whanau  
Deputy Mayor Foon  
Councillor Abdurahman  
Councillor Apanowicz (Deputy Chair)  
Councillor Brown  
Councillor Calvert  
Councillor Chung  
Councillor Free  
Pouiwi Hohaia  
Pouiwi Kelly  
Councillor Matthews (Chair)  
Councillor McNulty  
Councillor O'Neill  
Councillor Pannett  
Councillor Randle  
Councillor Rogers  
Councillor Wi Neera  
Councillor Young

### **Have your say!**

*You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-499-4444, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.*

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## AREA OF FOCUS

The Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee has responsibility for:

- 1) Long-term planning and annual planning.
- 2) Financial and non-financial performance oversight in relation to the long-term plan and annual plan.
- 3) Financial oversight.
- 4) Procurement policy.
- 5) Non-strategic asset investment and divestment as provided for through the long-term plan (recommending to Council where matters are not provided for in the long-term plan).
- 6) Council-controlled Organisation oversight and performance.
- 7) Council-controlled Organisation director review and appointments.
- 8) WellingtonNZ oversight and performance.
- 9) Approve asset management plans.

To read the full delegations of this committee, please visit [wellington.govt.nz/meetings](https://wellington.govt.nz/meetings).

**Quorum:** 9 members



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# 1. Meeting Conduct

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## 1.1 Karakia

The Chairperson will open the hui with a karakia.

<b>Whakataka te hau ki te uru,</b>	Cease oh winds of the west
<b>Whakataka te hau ki te tonga.</b>	and of the south
<b>Kia mākinakina ki uta,</b>	Let the bracing breezes flow,
<b>Kia mātaratara ki tai.</b>	over the land and the sea.
<b>E hī ake ana te atākura.</b>	Let the red-tipped dawn come
<b>He tio, he huka, he hauhū.</b>	with a sharpened edge, a touch of frost,
<b>Tihei Mauri Ora!</b>	a promise of a glorious day

At the appropriate time, the following karakia will be read to close the hui.

<b>Unuhia, unuhia, unuhia ki te uru tapu nui</b>	Draw on, draw on
<b>Kia wātea, kia māmā, te ngākau, te tinana, te wairua</b>	Draw on the supreme sacredness
<b>I te ara takatū</b>	To clear, to free the heart, the body
<b>Koia rā e Rongo, whakairia ake ki runga</b>	and the spirit of mankind
<b>Kia wātea, kia wātea</b>	Oh Rongo, above (symbol of peace)
<b>Āe rā, kua wātea!</b>	Let this all be done in unity

## 1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the hui, where leave of absence has not previously been granted.

## 1.3 Conflict of Interest Declarations

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

## 1.4 Confirmation of Minutes

The minutes of the meeting held on 7 November 2024 will be put to the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee for confirmation.

The minutes of the meeting held on 26 November 2024 will be put to the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee for confirmation.

## 1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

***Matters Requiring Urgent Attention as Determined by Resolution of the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee.***

The Chairperson shall state to the hui:

1. The reason why the item is not on the agenda; and

2. The reason why discussion of the item cannot be delayed until a subsequent hui.

The item may be allowed onto the agenda by resolution of the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee.

***Minor Matters relating to the General Business of the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee.***

The Chairperson shall state to the hui that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent hui of the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee for further discussion.

## **1.6 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any hui of the Council or committee that is open to the public. Under Standing Order 31.2 a written, oral, or electronic application to address the hui setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the hui concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 499 4444 and asking to speak to Democracy Services.



## 2. General Business

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# STATEMENTS OF EXPECTATION TO COUNCIL-CONTROLLED ORGANISATIONS

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee seeks Council’s consideration and input into the Statements of Expectation addressed to the following Council-controlled Organisations (CCOs)
- Basin Reserve Trust
  - Karori Sanctuary Trust (trading as Zealandia)
  - Wellington Cable Car Limited
  - Wellington Museums Trust (trading as Wheako Pōneke Experience Wellington)
  - Wellington Regional Economic Development Agency Ltd (trading as WellingtonNZ)
  - Wellington Regional Stadium Trust (trading as Sky Stadium)
  - Wellington Zoo Trust

#### Strategic Alignment

2. The most relevant community outcomes, strategic approaches, and priorities for this paper include Cultural Wellbeing – a welcoming, diverse and creative city; integrating te ao Māori, nurture and grow our arts sector; Social Wellbeing - a city of healthy and thriving whānau and communities; making our city accessible and inclusive for all, Economic Wellbeing - an innovative business friendly city.

#### Significance

3. The decision is rated low significance in accordance with schedule 1 of the Council’s Significance and Engagement Policy.

#### Financial considerations

☐ Nil      ☒ Budgetary provision in Annual Plan / Long-term Plan      ☐ Unbudgeted \$X

#### Risk

☒ Low      ☐ Medium      ☐ High      ☐ Extreme

4. Overall, this is rated as low risk on the Council’s risk framework.

Author	Jamie Crump, Manager CCO Partnerships & Planning
Authoriser	Anna Calver, Chief Economic and Engagement Officer

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee:

- 1) **Receive** the information
- 2) **Agree** that the Statement of Expectations in terms of section 64B of the Local Government Act 2002 will outline Council's strategic direction and its enduring expectations of Council-controlled Organisations.
- 3) **Agree** the individual messages in the Statements of Expectation to the following organisations:
  - Basin Reserve Trust
  - Karori Sanctuary Trust
  - Wellington Cable Car Limited
  - Wellington Museums Trust
  - Wellington Regional Economic Development Agency Ltd
  - Wellington Regional Stadium Trust
  - Wellington Zoo Trust
- 4) **Agree** that officers will prepare Statements of Expectation incorporating the directions of Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee for signing by the Chair of the Kōrau Tōtōpū | Long-Term Plan, Finance & Performance Committee.

## **Whakarāpopoto | Executive Summary**

5. The Council sets out its expectations of CCOs in a Statement of Expectation (SOE) per Section 64B of the Local Government Act 2002. The SOE serves to reiterate or emphasise some of the Council's enduring expectations while also alerting the entities to new Council initiatives or programmes or expected outcomes from the entities.
6. This report outlines the key messages to be presented to each CCO and is designed to assist the entity with business planning and with the preparation of its Statement of Intent.
7. Attached to this report is a sample SOE which is a representative example of the SOEs that this report will initiate.

## **Takenga mai | Background**

8. Council-controlled Organisations are required under Section 64 of the Local Government Act 2002 to prepare a draft Statement of Intent for the Council by 1 March of the preceding financial year. The Council sets out its expectations of its CCOs in a Statement of Expectation (SOE) per Section 64B of the Local Government Act 2002
9. This report outlines the key messages to be presented to each CCO in a SOE. The SOE is designed to assist the entity with business planning and with the preparation of its Statement of Intent.

10. The SOE serves to reiterate or emphasise some of the Councils enduring expectations while also alerting the entities to new Council initiatives or programmes or expected outcomes from the entities.
11. Officers will incorporate any feedback from the Council into the SOE that will be signed by the Chair of Kōrau Tōtōpū | Long-Term Plan, Finance & Performance Committee.
12. In terms of a Court Of Appeal Judgement (CA164/04) on 6 September 2005 between the Commissioner of Inland Revenue and the Wellington Regional Stadium Trust, it was established that Sections 5 and 6, Schedules 8 and 9 and Part 5 of the Local Government Act 2002 do not apply to the Wellington Regional Stadium Trust and accordingly the Trust is not a CCO.
13. In recognition of the Council's original investment in the Wellington Regional Stadium Trust and the non-recourse loan from Council to the Trust that was fundamental in the establishment of the Trust and the building of the stadium, the relationship operates as if the Trust was a CCO. This approach is consistent with the Greater Wellington Regional Council's relationship with the Trust.

## Kōrerorero | Discussion

14. The overarching context for both Council and Council-controlled Organisations is the requirement for a focus on robust financial management and delivering services in a financially sustainable and affordable manner.
15. To a large degree, the Council's expectations are enduring, including that CCOs are expected to maintain an ongoing alignment to the Council's strategic direction and its annual and long-term plans.
16. The Wellington City Council's 2024-34 Long-term Plan (LTP) is guided by a vision and commitment that were developed in partnership with the community.
  - **Our commitment:** We are committed to Te Tiriti o Waitangi and strong partnerships with mana whenua. Tākai Here and Te Tiriti o Waitangi lay the foundation for everything that the Council does.
  - **Our Council's vision for the city:** Pōneke – the creative capital where people and nature thrive.
17. Council's vision for Wellington City is based on the vision and outlines what we aim to accomplish for the city. To do this in a very focused way Council has developed five Community Outcomes as set out in the Long-term Plan 2024-34.
  - **Cultural Wellbeing:** a welcoming, diverse and creative city
  - **Social Wellbeing:** a city of healthy and thriving whānau and communities
  - **Economic Wellbeing:** an innovative business friendly city
  - **Urban Form:** a liveable and accessible, compact city
  - **Environmental Wellbeing:** a city restoring and protecting nature
18. To focus efforts in achieving the Community Outcomes, Council also developed five Strategic Approaches, which we expect to be embedded into everything we do.
  - **Integrating te ao Māori**
  - **Making our city accessible and inclusive for all**

- 
- **Embedding climate action**
  - **Engaging our community**
  - **Value for money and effective delivery**
19. For the community outcome of Cultural Wellbeing (key strategies include **Tūpiki Ora, Tākai Here** and **Aho Tini 2030**), Council would like to see how CCOs are:
- Developing trusted relationships and partnerships that are mutually beneficial and collaborative and ensures the direction is co-designed with our mana whenua partners.
  - Making spaces within their facilities outside of regular programming more accessible to artists (for workshops or teaching, writing, crafting, making or performance).
  - Identifying and enabling opportunities to collaborate with artists, including Māori artists and those from diverse backgrounds.
20. For the community outcome of Social Wellbeing (key strategies include the **Accessibility Action Plan, Children & Young People Strategy** and **Positive Aging Policy**), Council would like to see how CCOs are:
- Facilitating strong social connections and participation for people of all abilities, ages, ethnicities, and backgrounds including the disabled and rainbow communities.
  - Engaging with the community in design of their services
21. For the community outcome of Economic Wellbeing (key strategies include the **Economic Wellbeing Strategy**), Council would like to see how CCOs are:
- Increasing opportunities to grow Māori business, leaders and entrepreneurs and invest in greater representations and presence of mana whenua and Māori culture, language, and identity within and across our city.
  - Nurturing career pathways within the CCO / for the sector in which the CCO operates.
  - Contributing to a dynamic zero-carbon circular economy.
22. For the community outcome of Urban Form, Council would like to see how CCOs are:
- Contributing to urban design that celebrates Māori and multicultural heritage.
  - Supporting zero-carbon transport choices.
  - Delivering resilient infrastructure fit for growth.
  - Incorporating climate change impacts and risks into your strategic planning.
23. For the community outcome of Environmental Wellbeing (key strategies include **Te Atakura – First to Zero, Zero Waste Strategy** and **Our Natural Capital Biodiversity Strategy**), Council would like to see how CCOs are:

- Making efforts to work alongside mana whenua and other community groups to address environmental challenges in the city, particularly for a thriving biodiversity and nature-based solutions in urban environments.
  - Contributing to Council's zero waste aspirations.
  - Providing easy access to nature.
24. Council would also like to see how CCOs are ensuring the delivery of their services is providing value for money and is the most effective way to achieving outcomes.
  25. CCOs that are facing challenges to third party revenue or managing cost pressures over and above the Council operating grant are expected to have robust plans to manage these pressures.
  26. Given the challenges facing Council, new investment that does not align closely with the Council's priorities is unlikely to be supported. Council and CCOs will continue to work together on how best to maximise limited resources.
  27. As an enduring expectation, Council expects that CCOs will maintain their commitment to paying the Living Wage.
  28. In addition to the foregoing, the following specific points will be addressed to individual CCOs in the SOE.

#### **BASIN RESERVE TRUST**

29. Due to financial pressures Council is facing, Council expects the Trust to manage costs within its budget and explore opportunities for increased revenue generation to enable the Trust to deliver on its strategy and Council expectations. Council understands that this may lead the Trust to look at its service offering as well new as revenue opportunities.
30. Council expects the Trust to explore opportunities for maximising and diversifying the number of events it hosts, including utilising the new big screen TV asset.
31. The Basin Reserve Trust continues to recognise and support the use of the Reserve as a green public space and a vital connection in the walking and cycling network for the city.

#### **KARORI SANCTUARY TRUST**

32. Due to financial pressures Council is facing, Council expects the Trust to manage costs within its budget and explore opportunities to ensure revenue generation meets the level required for the Trust to deliver on its strategy and Council expectations. Council understands that this may lead the Trust to look at its service offering as well as new revenue opportunities.
33. The Council recognises the halo effect of Zealandia in increasing biodiversity and birdlife for Wellington and encourages the Trust to continue to tell that story to locals, nationally and internationally.
34. The Council recognises the importance of the Zealandia predator exclusion fence for biodiversity outcomes in Wellington, and encourages the Trust to begin preparations and planning in readiness for the WCC LTP funding for replacement work.

#### **WELLINGTON CABLE CAR LTD**

35. Council expects the company to continue to improve the seismic resilience of its network.

36. The company has demonstrated its adaptability in supporting cultural activities in the city using the Cable Car as a stage. Council would like to see the company continue to commit to developing new opportunities to strengthen the alignment with this important Council strategy, both for the benefit of the city and the Cable Car service.
37. The Council expects the company to continue to work together with Council and other stakeholders (including mana whenua) to improve the Kelburn terminus precinct vibrancy and appeal to locals and visitors now and to into the future. Council expects the company to continue to take the lead in creating an options paper for longer term plans for the Kelburn terminus precinct that will create an integrated experience that leads to more frequent visitation. The paper should include thoughts on funding from private sector and central government.
38. Council expects the Cable Car to play a leading role in giving cruise ship passengers a fantastic Wellington experience working closely with WellingtonNZ and others to deliver this.

#### **WELLINGTON MUSEUMS TRUST**

39. Council expects the Trust to achieve a break-even budget and continue to take a greater strategic focus on driving commercial outcomes.
40. Due to financial pressures Council is facing, Council expects the Trust to manage costs within its budget and explore opportunities for increased revenue generation to enable the Trust to deliver on its strategy and Council expectations. Council understands that this may lead the Trust to look at its service offering as well new as revenue opportunities.
41. Council expects the Trust to further develop its plans for Capital E and its co-location within Te Matapihi ki te Ao Nui. The Trust is expected to recognise that Council is making a significant capital investment in Te Matapihi which will also generate additional operational costs for Council
42. Council will work with the Trust to develop options for the Wellington Museum for consideration in the 2027-37 LTP. During this period of considering the future direction for the Museum, the Council encourages the Trust to explore options for keeping the Wellington Museum offering relevant to ensure that it remains an attractive destination for visitors.
43. Council expects the Trust to leverage the opening of Te Matapihi and the reopening of City Gallery Wellington in 2026 to create excitement and visitation to the precinct.

#### **WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD**

44. WCC expects WellingtonNZ to work in partnership with the Council on the achievement of the Economic Wellbeing Strategy, with particular focus on the following goals: Goal 1 (Sustainable business and career pathways), Goal 2 (Transitioning to a zero carbon circular economy), Goal 4 (Centre of Creativity & Digital Innovation) and Goal 6 (Dynamic City).

45. Due to financial pressures WCC is facing, WCC expects WellingtonNZ to manage costs within its budget and explore opportunities for increased revenue generation to enable WellingtonNZ to deliver on its strategy and Council expectations. WCC acknowledges that a lot is being asked of WellingtonNZ in a constrained financial environment and understands that this may lead WellingtonNZ to look at its service offering as well new as revenue opportunities.
46. WellingtonNZ is expected to continue its support for businesses to grow and innovate in Wellington and to attract events to the city in support of WCC's economic wellbeing outcomes. This includes providing specialist services to support businesses as part of WCC's Development Response Plan, as well a focus on attracting locals to the central city while a prolonged period of significant works to improve the city takes place.
47. WCC continues to expect WellingtonNZ to strongly market Wellington as a destination with a particular focus on attracting visitors into the central city.
48. WCC expects to see initiatives that relate to the Destination Pōneke plan for developing Wellington as a destination for both locals and visitors. WCC also expects WellingtonNZ to rebuild its destination marketing partnership with hoteliers and other tourism organisations to support investment in Wellington's Destination Marketing.
49. WCC expects WellingtonNZ to take a greater role in the strategic planning, management and operational delivery of Tākina, working closely with Te Papa. This includes attracting conventions and other events to Tākina, taking the lead on marketing and promoting the centre, and running the ground floor including the exhibition centre, with a focus on how to maximise the commercial performance of Tākina, whilst delivering economic benefit for the city.
50. WCC expects WellingtonNZ to commence delivering on the outcomes of the Venues Operational Strategy that is being developed and approved in FY24/25.
51. GWRC expects WellingtonNZ to continue to take account of the current economic situation (with the cost of living crisis and retail/hospitality businesses under pressure) and be proactive about identifying opportunities to strengthen and lift regional performance. This includes continued collaboration with the Wellington Regional Leadership Committee to identify opportunities for regional investment, such as advancing a Regional Deal.
52. GWRC expects WellingtonNZ to continue its leadership of the Regional Economic Development Plan (REDP), ensuring integration and coordination across multiple delivery agencies, and continuing to provide regular updates on the progress it makes.
53. GWRC is committed to supporting Te Matarau a Māui. WellingtonNZ is asked to continue to support the delivery of initiatives contained in this strategy and to continue support for Te Upoko o Te Ika a Māui as a procurement tool for building social and economic prosperity across the region.
54. GWRC expects WellingtonNZ to take a lead role in the promotion of industrial land opportunities, with appropriate resources to be allocated to this promotion in future years.

55. GWRC expects WellingtonNZ to continue to collaborate with CentrePort and other stakeholders to develop a specific cruise strategy to further promote the Wellington region as a premier cruise destination, highlighting distinctive regional experiences and facilitating opportunities for the supply of regional goods and services, while also aligning with initiatives to reduce environmental impacts, ensuring the region's long-term viability as a sustainable, vibrant destination for cruise passengers.
56. GWRC expects WellingtonNZ to promote the use of public transport wherever possible within WellingtonNZ destination advertising and promotions.

#### **WELLINGTON REGIONAL STADIUM TRUST**

57. The settlor councils are looking to the Trust to lead the work on the medium to longer-term future for the Trust, in terms of asset management, future planning and investments, and a more sustainable funding model. The Trust will engage with settlor councils on the outcome of this work well in advance of the 2027-37 LTP. The Trust should take a collaborative approach with settlor councils in shaping the potential longer-term stadium options.
58. WCC expects the Stadium will continue to deliver a strong programme of major events that return economic benefit to the city and region. Particularly, in consideration of the short-term economic climate where large Stadium events will greatly benefit local businesses'.
59. The Trust will continue to contribute to the region meeting its emissions reduction goals and to GWRC meeting its organisational emissions reduction targets. The Trust will provide data for measuring Category 4 emissions from Stadium waste and also develop and implement emission reduction plans in line with GWRC's updated Emissions Management and Reduction Plan (this is anticipated by June 2026).
60. The Trust will continue to work with GWRC over opportunities to improve connectivity with the public transport network, as well as GWRC's efforts to strengthen the public transport network for events at the Stadium.

#### **WELLINGTON ZOO TRUST**

61. Council expects the Trust to achieve a break-even budget. Due to financial pressures Council is facing, Council expects the Trust to manage costs within its budget and explore opportunities for increased revenue generation to enable the Trust to deliver on its strategy and Council expectations. Council understands that this may lead the Trust to look at its service offering as well new as revenue opportunities.
62. The Trust will provide a forward programme of the planned asset renewals which are funded by Council and supported by third-party fund raising. The renewals programme will be delivered in line with the Council's Conservation Attractions Activity Management Plan for the Zoo.

#### **Kōwhiringa | Options**

63. Council can choose from the following options:
  - Endorse and approve the recommended expectations for each CCO
  - Edit or remove a recommended expectation for an individual CCO



- Add a new expectation for an individual CCO or all CCOs

## **Whai whakaaro ki ngā whakataunga | Considerations for decision-making**

### **Alignment with Council's strategies and policies**

64. This report has explicit alignment with Council's strategies and policies and requires that this alignment is adopted by CCOs.

### **Engagement and Consultation**

65. Not applicable

### **Māori Impact Statement**

66. This report aligns with Tūpiki Ora and Takai Here and requires that this alignment is adopted by CCOs. There are no known implications for Iwi.

### **Financial implications**

67. This report does not create financial implications for the Council, except as already agreed in the 2024-34 Long-Term Plan.

### **Legal considerations**

68. Not applicable

### **Risks and mitigations**

69. Overall this is rated as low risk on the Council's risk framework.

### **Disability and accessibility impact**

70. Not applicable.

### **Climate Change impact and considerations**

71. This report responds positively to Wellington's zero carbon goals by extending expectations to CCOs to support Council in this challenge.

### **Communications Plan**

72. Not applicable

### **Health and Safety Impact considered**

73. Not applicable

### **Ngā mahinga e whai ake nei | Next actions**

74. Council officers will prepare Statements of Expectation and covering letters to be signed by the Chair of the Kōrau Tōtōpū | LTP, Finance and Performance Committee.

### **Attachments**

Attachment 1. Basin Reserve Trust SOE 2025-26

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Statement of Expectations

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

Section 64B, Local Government Act 2002

Basin Reserve Trust

For the Statement of Intent for the period 2025-26 to 2027-28

Enduring Expectations

Intent	Description
No Surprises	<p>Wellington City Council (WCC) has a No Surprises policy that operates both ways between the Council and its Council-controlled Organisations (CCOs) in relation to items of public interest or matters of significance.</p> <p>The policy is forward looking and requires judgement as to significance. It relies on the open, honest, and thoughtful sharing of information, as legally permitted, between the parties so that each party is aware of significant decisions or matters of interest, at the earliest practicable opportunity and/or before public dissemination.</p>
Relationship	<p>WCC will continue to work with CCOs in a collaborative manner to ensure their mahi helps WCC deliver its strategic priorities to enhance Wellington as a destination whilst enabling each organisation to succeed. This includes continued close involvement of CCOs in the Annual Plan and Long-Term Plan processes and working collectively as a CCO group on strategic initiatives.</p>
Legislation & Compliance	<p>The Council expects its CCOs to maintain a high degree of awareness of legislation that is applicable to its activities and in particular on relevant Health and Safety legislation.</p>
Governance	<p>The CCO is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the board chair.</p> <p>On completion of this review, the Council's Chief Executive should receive a report that describes the form the review took and the outcomes of the review in relation to the Council appointed Trustees. The review is to be completed and reported to the Council by 30 September each year.</p> <p>It is good governance for an entity to maintain a skills matrix in relation to its board of directors or trustees. Council would like to receive a copy of the skills matrix, reviewed annually, by 31 March each year.</p>
Risk Management	<p>The CCO is expected to have robust processes at a governance level to identify and manage risks. This should be documented and regularly maintained.</p> <p>Council will seek assurance about the CCO's risk management processes. In accordance with the No Surprises principle, the CCO will notify the Council of significant risks that may impact on the Council or the wider group. The Council's Audit and Risk Committee will ensure that all affected entities are aware of and appropriately managing risks of this nature.</p>
Living Wage	<p>Council expects that CCOs will maintain their commitment to paying the Living Wage.</p>

# Statement of Expectations

## Alignment with the Council's strategic direction

*The Council-controlled Organisation is expected to maintain an ongoing alignment to the Council's strategic direction and its annual and long-term plans.*

**The Wellington City Council's 2024-34 Long-term Plan (LTP)** is guided by a vision and commitment that were developed in partnership with the community.

**Our commitment:** We are committed to Te Tiriti o Waitangi and strong partnerships with mana whenua. Tā kai Here and Te Tiriti o Waitangi lay the foundation for everything that the Council does.

**Our Council's vision for the city:** Pōneke – the creative capital where people and nature thrive.

Our vision for Wellington City is based on the vision and outlines what we aim to accomplish for the city. To do this in a very focused way we have developed five Community Outcomes as set out in the Long-term Plan 2024-34.

Underpinning our vision are five intertwined aspirational community outcomes	
<b>Cultural Wellbeing</b> A welcoming, diverse and creative city	<ul style="list-style-type: none"><li>▪ That celebrates and uplifts te ao Māori, and</li><li>▪ Champions the arts,</li><li>▪ Embracing heritage, creativity, curiosity, and expression of our multi-cultural communities and identities</li></ul>
<b>Social Wellbeing</b> A city of healthy and thriving whānau and communities	<ul style="list-style-type: none"><li>▪ With strong social connections,</li><li>▪ That takes an equity approach to caring for its people, and</li><li>▪ Provides awesome, vibrant and diverse places to meet and play</li></ul>
<b>Economic Wellbeing</b> An innovative business friendly city	<ul style="list-style-type: none"><li>▪ Providing jobs for people</li><li>▪ Successfully operating in a dynamic zero-carbon circular economy</li><li>▪ With efficient and fit for purpose regulatory processes</li></ul>
<b>Urban Form</b> A livable and accessible, compact city	<ul style="list-style-type: none"><li>▪ With affordable warm, dry housing,</li><li>▪ Zero-carbon transport choices,</li><li>▪ Resilient infrastructure fit for growth, and</li><li>▪ Proudly visible Māori and multicultural heritage</li></ul>
<b>Environmental Wellbeing</b> A city restoring and protecting nature	<ul style="list-style-type: none"><li>▪ Providing easy access to nature,</li><li>▪ With systems to reduce waste, and</li><li>▪ Thriving biodiversity and nature-based solutions in natural and urban environments</li></ul>

To focus efforts in achieving the Community Outcomes, we've also developed five Strategic Approaches, which we expect to be embedded into everything we do.

Underpinning our vision are five intertwined aspirational community outcomes	
<b>Integrating te ao Maori</b>	We are building a future where Te Tiriti is honoured though robust relationships with our Tā kai Here partners and Māori communities. By integrating Māori perspectives and thinking into every aspect of our work, we are maximising positive outcomes for Māori and fostering a more inclusive and equitable society for all.
<b>Making our city accessible</b>	We are creating a future where everyone can effortlessly find information, access our services, and engage in social and economic activities. Accessibility for all – including those with mobility impairments, the neurodiverse, the elderly, children, individuals who are blind or have low vision, the d/Deaf community, non-English speakers, parents with

Statement of Expectations

<b>and inclusive for all</b>	pushchairs, and people with temporary injuries. By removing barriers, we are making inclusivity a reality for everyone.
<b>Embedding climate action</b>	We are proactively addressing the effects of climate change with urgency, supporting Wellingtonians to do the same. Through our continued efforts in biodiversity planning, we aim not only to minimise harm but to create positive environmental impacts. By acknowledging and preparing for future climate changes, we are committed to safeguarding and enhancing our environment for generations to come.
<b>Engaging our community</b>	We are committed to engaging with Wellingtonians in ways that respect and reflect our diverse cultural contexts, ensuring every community voice is heard. By collaborating with communities to understand their aspirations for Wellington we utilise a variety of methods to enhance the diversity, quality, and accessibility of our engagements. Our decision-making processes are evidence-informed, transparent, and focused on achieving the best outcomes for both current and future generations.
<b>Value for money and effective delivery</b>	We are committed to using our resources efficiently and effectively to achieve the best possible outcomes, even within a constrained funding environment. By delivering high-quality, well-managed programmes and projects, we maximise value for our residents and our city. Additionally, we will actively seek innovative funding solutions, including advocating for central government support, to further enhance our initiatives and services.

Each Community Outcome and Strategic Approach should be addressed in your SOL.

There are a number of strategies that provide guidance on the community outcomes and strategic approaches.

<b>WCC would like to see how CCOs are:</b> (NB: key strategies are listed for reference)	
<b>Cultural Wellbeing</b> A welcoming, diverse and creative city  <u>Key Strategies</u> <ul style="list-style-type: none"><li>Tūpiki Ora</li><li>Tākai Here</li><li>Aho Tini 2030</li></ul>	<ul style="list-style-type: none"><li>Developing trusted relationships and partnerships that are mutually beneficial and collaborative and ensures the direction is co-designed with our mana whenua partners.</li><li>Making spaces within their facilities outside of regular programming more accessible to artists (for workshops or teaching, writing, crafting, making or performance).</li><li>Identifying and enabling opportunities to collaborate with artists, including Māori artists and those from diverse backgrounds.</li></ul>
<b>Social Wellbeing</b> A city of healthy and thriving whānau and communities  <u>Key Strategies</u> <ul style="list-style-type: none"><li>Accessibility Action Plan</li><li>Children &amp; Young People Strategy</li><li>Positive Aging Policy</li></ul>	<ul style="list-style-type: none"><li>Facilitating strong social connections and participation for people of all abilities, ages, ethnicities, and backgrounds including the disabled and rainbow communities.</li><li>Engaging with the community in design of your services</li></ul>

## Statement of Expectations

<b>Economic Wellbeing</b> An innovative business friendly city  <u>Key Strategies</u> <ul style="list-style-type: none"> <li>Economic Wellbeing Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Increasing opportunities to grow Māori business, leaders and entrepreneurs and invest in greater representations and presence of mana whenua and Māori culture, language, and identity within and across our city.</li> <li>Nurturing career pathways within the CCO / for the sector in which the CCO operates.</li> <li>Contributing to a dynamic zero-carbon circular economy.</li> </ul>
<b>Urban Form</b> A livable and accessible, compact city	<ul style="list-style-type: none"> <li>Contributing to urban design that celebrates Māori and multicultural heritage.</li> <li>Supporting zero-carbon transport choices.</li> <li>Delivering resilient infrastructure fit for growth.</li> <li>Incorporating climate change impacts and risks into your strategic planning.</li> </ul>
<b>Environmental Wellbeing</b> A city restoring and protecting nature  <u>Key Strategies</u> <ul style="list-style-type: none"> <li>Te Atakura – First to Zero</li> <li>Zero Waste Strategy</li> <li>Our Natural Capital Biodiversity Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Making efforts to work alongside mana whenua and other community groups to address environmental challenges in the city, particularly for a thriving biodiversity and nature-based solutions in urban environments.</li> <li>Contributing to the council's zero waste aspirations.</li> <li>Providing easy access to nature.</li> </ul>
<b>Value for money and effective delivery</b>	<ul style="list-style-type: none"> <li>Ensuring delivery is providing value for money and is the most effective way to achieving outcomes</li> </ul>

## Specific Expectations

### SPECIFIC EXPECTATIONS

The Council's explicit expectations of the Basin Reserve Trust in relation to its Statement of Intent.

- Due to financial pressures Council is facing, Council expects the Trust to manage costs within its budget and explore opportunities for increased revenue generation to enable the Trust to deliver on its strategy and Council expectations. Council understands that this may lead the Trust to look at its service offering as well new as revenue opportunities.
- Council expects the Trust to explore opportunities for maximising and diversifying the number of events it hosts, including utilising the new big screen TV asset.
- The Basin Reserve Trust continues to recognise and support the use of the Reserve as a green public space and a vital connection in the walking and cycling network for the city.



# DECISION REGISTER UPDATES AND UPCOMING REPORTS

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## Kōrero taunaki | Summary of considerations

### Purpose

1. This report provides an update on which previous decisions have been implemented and which are still outstanding. It also provides a list of items scheduled to be considered at the next two meetings (hui).

### Strategic alignment

2. N/A. This report is considered at every ordinary meeting and assists in monitoring progress.

Author	Leteicha Lowry, Senior Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader Andrea Reeves, Chief Strategy and Finance Officer

## Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee:

1. Receive the information.

## Whakarāpopoto | Executive Summary

### Decision register updates

3. A full list of decisions, with a status and staff comments, is available at all times on the Council website. Decisions where work is still in progress, or was completed since the last version of this report can be viewed at this link:  
<https://meetings.wellington.govt.nz/your-council/decision-register?UpdatedSinceLastMeeting=true&CommitteeName=K%C5%8Drau+T%C5%8Dt%C5%8Dp%C5%AB+%7C+Long-term+Plan%2C+Finance%2C+and+Performance+Committee%2BP%C5%ABrora+Tahua+%7C+Finance+and+Performance+Committee%2BP%C5%ABrora+Maherehere+%7C+Annual+Plan+%7C+Long-Term+Plan+Committee>
4. If members have questions about specific resolutions, the best place to ask is through the written Q&A process.
5. Due to the reduced time period between meetings, actions will next be reported at the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance meeting on 17 December 2024.

### Upcoming reports

6. The following items are scheduled to go to the next two hui:
7. Rātū, 17 Hakihea 2024 (Tuesday, 17 December 2024):
  - 2025/26 Annual Plan approve draft budget (Chief Strategy and Finance Officer).

- 
8. Rāpare, 13 Hui-tanguru 2025 (Thursday, 13 February 2025):
- 2024-34 LTP Quarterly 2 Performance Report (Chief Strategy and Finance Officer).
  - Te Toi Mahana Quarterly Report (Chief Infrastructure Officer).
  - Rating Policy Review Consultation Outcome & Updated Rating Policy (Chief Strategy and Finance Officer).
  - CCO Q2 Reports (Chief Strategy and Finance Officer).

### **Takenga mai | Background**

9. The purpose of the decisions register is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. A resolution could be made to receive a full update report on an item, if desired.
10. Resolutions from relevant decision-making bodies in previous trienniums are also included.
11. Elected members can view public excluded clauses on the Council website: [Council meetings decision register](#).
12. The upcoming reports list is subject to change on a regular basis.

### **Attachments**

Nil



### 3. Committee Reports

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## REPORT OF THE UNAUNAHİ MĀHIRAHİRA | AUDIT AND RISK COMMITTEE MEETING OF 20 NOVEMBER 2024

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**Members:** Mayor Whanau (absent – apology accepted), Bruce Robertson (Chair), Wendy Venter, Councillor Apanowicz (absent – apology accepted), Councillor Chung, Councillor Matthews, Councillor Pannett, Councillor Randle (Deputy Chair), Pouwi Kelly (absent – apology accepted).

**The Unaunahi Māhirahira | Audit and Risk Committee recommends that the Kōrau Tōtōpū | Long-term Plan, Finance and Performance Committee:**

1. Recommend that Te Kaunihera Pōneke | Council:
  - a. Approve the draft 2022/23 and 2023/24 Greenhouse Gas Inventory Reports (Attachment 1) for Wellington City Council and Group, subject to the resolution of any matters identified during the meeting and those arising from the assurance engagement from Audit New Zealand.
  - b. Delegate to the Chair and Deputy Chair of the Audit and Risk Committee the authority to deal with any significant issues arising after this meeting that are under the delegations of the Committee, ensuring they are appropriately addressed through discussions with Officers and liaison with other Committee members if necessary.
  - c. Delegate to the Chief Executive Officer the authority to make minor editorial changes that may arise as part of the finalising the Reports.

**Note:** The draft 2022/23 and 2023/24 Greenhouse Gas Inventory Reports were provided as two separate attachments to the meeting of the Unaunahi Māhirahira | Audit and Risk Committee of 20 November 2024. These have been combined into one attachment (Attachment 1), as referred to in the recommendations.

The agenda for the Unaunahi Māhirahira | Audit and Risk Committee meeting of 20 November 2024 can be accessed here: <https://wellington.govt.nz/-/media/Your-council/meetings/Committees/Audit-and-Risk/2024/2024-11-20-Public-Agenda-ARC>

The minutes for the Unaunahi Māhirahira | Audit and Risk Committee meeting of 20 November 2024 can be accessed here: <https://wellington.govt.nz/-/media/Your-council/meetings/Committees/Audit-and-Risk/2024/2024-11-20-Public-Minutes-ARC>

### Attachments

Attachment 1. WCC Draft GHG Emissions Inventory FY24 and FY23

Page 26

# Corporate Greenhouse Gas Emissions Inventory Report

Period: 1 July 2022 to 30 June 2023 (FY23) and 1 July 2023 to 30 June 2024 (FY24)

Boundary: Wellington City Council Group (all facilities and CCOs)

Version: Draft v6 26/11/24

Verification: Reasonable/Limited Assurance from Audit New Zealand

Absolutely Positively  
**Wellington** City Council

Me Heke Ki Pōneke

**Prepared by:** Madeline Turner, Advisor and Arif Hasan,  
Senior Advisor, Climate Action

---

**Reviewed by:**  
Mike Sammons, Council Climate Action Lead

**Signature:** \_\_\_\_\_  
**Date Approved:** [Date]

---

**Approved by:**  
Alison Howard, Manager Climate Change Response

**Signature:** \_\_\_\_\_  
**Date Approved:** [Date]

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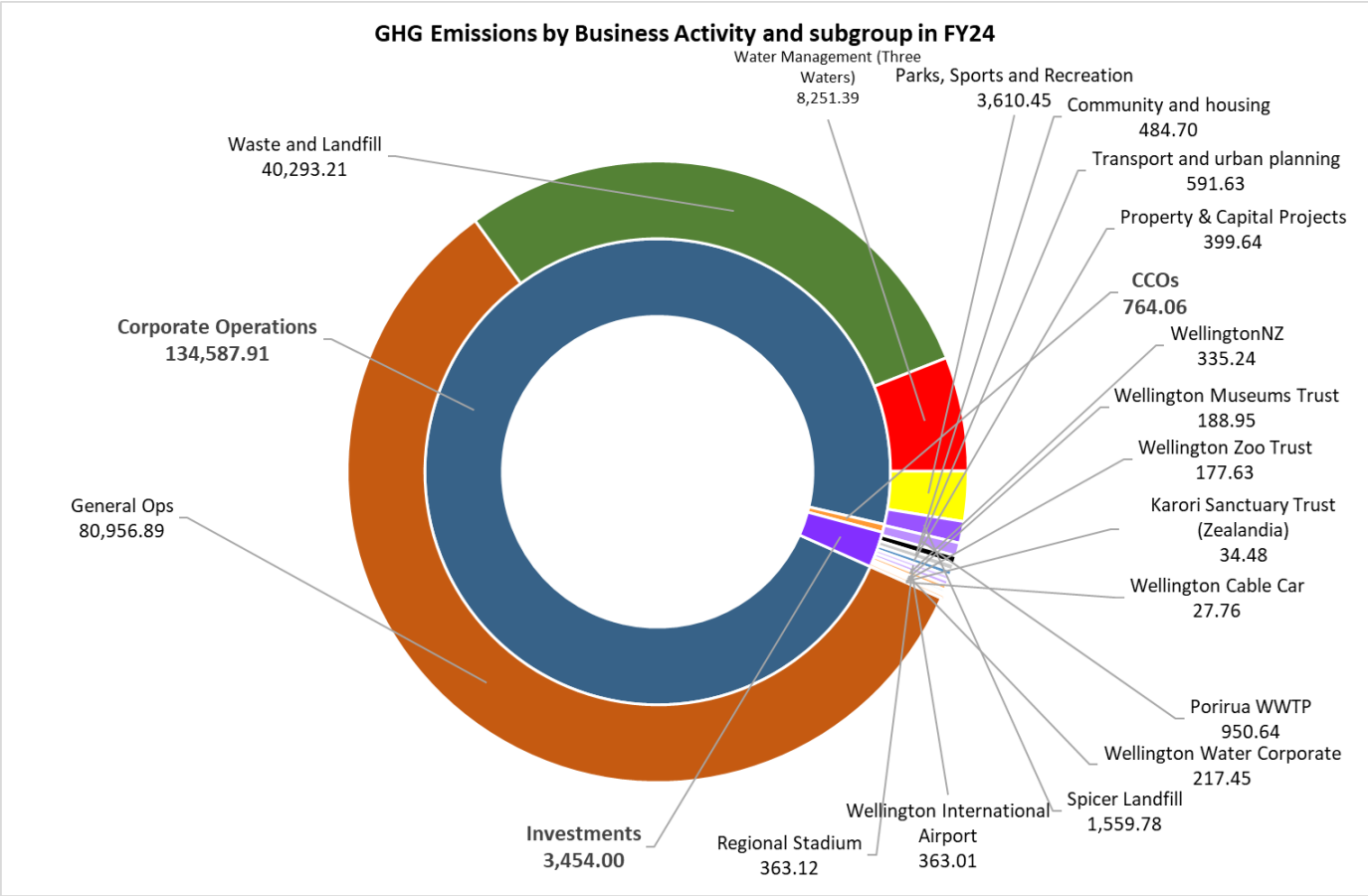
## Greenhouse Gas Emissions Inventory – Summary and Graphs

**Table 1. GHG Emissions by Business Activity and Sub-Group**

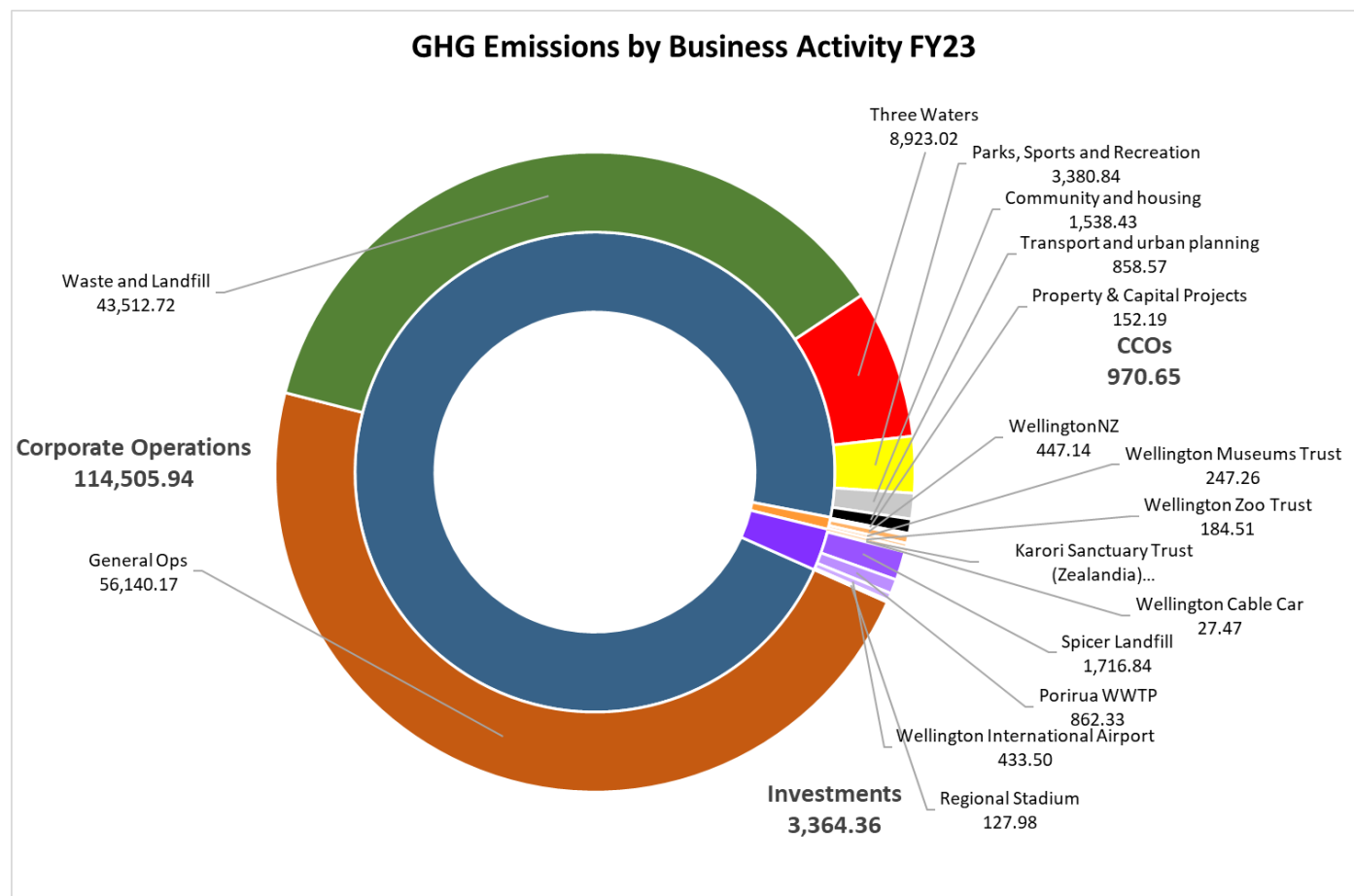
Business Activity	Business Group	Scope 1	Scope 2	Scope 3	2023/24 tCO <sub>2</sub> e (FY24)	2022/23 tCO <sub>2</sub> e (FY23)	2020/21 tCO <sub>2</sub> e (FY21)
<b>Corporate Operations</b>	Community Facilities and Housing	79.47	373.28	31.95	484.70	1,538.42	2,212.64
	General Operations	33.55	251.83	80,671.51	80,956.90	56,140.17	38,254.84
	Parks, Sports and Recreation	2,865.80	596.44	148.21	3,610.45	3,380.84	4,660.38
	Property & Capital Projects	319.48	80.16	0.00	399.65	152.19	-
	Water Management (Three Waters)	5,621.16	347.24	2,282.99	8,251.40	8,923.02	10,277.26
	Transport and Planning Services	58.16	314.13	219.34	591.63	858.57	811.86
	Waste and Landfill	39,427.07	12.26	853.88	40,293.20	43,512.72	78,034.80
	<b>Subtotal Corporate Ops</b>	<b>48,404.70</b>	<b>1,975.35</b>	<b>84,207.88</b>	<b>134,587.93</b>	<b>114,505.93</b>	<b>134,251.78</b>
<b>Council Controlled organisations (CCO)</b>	Council Controlled Organisations (fuel for fleet)	0.00	0.00	0.00	0.00	0.77	0.00
	Karori Sanctuary Trust (Zealandia)	14.32	18.27	1.89	34.48	63.51	95.20
	Wellington Cable Car	3.95	10.29	13.52	27.76	27.48	19.69
	Wellington Museums Trust	157.37	9.14	22.44	188.96	247.26	304.19
	Wellington Zoo Trust	42.25	58.28	77.10	177.63	184.51	169.61
	WellingtonNZ	204.23	11.36	119.65	335.24	447.14	538.70
	<b>Subtotal Council controlled Organisations</b>	<b>422.13</b>	<b>107.34</b>	<b>234.60</b>	<b>764.07</b>	<b>970.67</b>	<b>1,127.39</b>
<b>Investments</b>	Porirua WWTP	0.00	0.00	950.64	950.64	862.33	910.55
	Regional Stadium Trust	0.00	0.00	363.12	363.12	127.98	435.94
	Spicer Landfill	0.00	0.00	1,559.78	1,559.78	1,716.84	8,970.94
	Wellington International Airport	0.00	0.00	363.01	363.01	433.50	338.64
	Wellington Water Corporate	0.00	0.00	217.45	217.45 <sup>1</sup>	223.71	174.28
	<b>Subtotal Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>3,454.00</b>	<b>3,454.00</b>	<b>3,364.36</b>	<b>10,830.35</b>
	<b>Total</b>	<b>48,826.83</b>	<b>2,082.69</b>	<b>87,896.47</b>	<b>138,805.99</b>	<b>118,840.97</b>	<b>146,209.52</b>

<sup>1</sup> Wellington Water Corporate didn't supply data for FY24. Therefore, FY23 activity data has been used for FY24.

Graph 1. GHG Emissions by Business Activity and Sub-Group in FY24



Graph 2. GHG Emissions by Business Activity and Sub-Group in FY23



3

**Table 2. Greenhouse gas emissions by emissions source (tCO<sub>2</sub>e)**

GHG Scope	Category	WCC Operations	CCOs	2023/24 (FY24)	2022/23 (FY23)	Base year (FY21)
<b>Direct emissions (Scope 1)</b>	Enteric fermentation	0.00	20.50	20.50	19.8	19.24
	Mobile combustion	407.58	24.31	431.89	522.28	592.95
	Diesel	346.56	13.80	360.36	381.89	381.35
	Petrol	61.02	10.51	71.54	140.40	211.60
	Refrigerants	20.49	15.53	36.01	66.88 <sup>2</sup>	35.60
	Stationary combustion (natural gas & LPG)	2,939.22	361.79	3,300.95	2,906.81	3,591.58
	Waste to landfill	39,416.25		39,416.25	42,807.62	77,383.82
	City landfilled waste	38,424.89	0.00	38,424.89	41,803.85	76,308.68
	Compost	991.36	0.00	991.36	1,003.77	1,075.14
	Wastewater	5,621.16	0.00	5,621.16	6,530.94	6,258.64
	<b>Subtotal Scope 1</b>	<b>48,404.70</b>	<b>422.13</b>	<b>48,826.83</b>	<b>52,854.33</b>	<b>87,881.84</b>
<b>Indirect emissions (Scope 2)</b>	Electricity consumption	1,975.35	107.34	2,082.69	2,156.94	3,421.30
	<b>Subtotal Scope 2</b>	<b>1,975.35</b>	<b>107.34</b>	<b>2,082.69</b>	<b>2,156.94</b>	<b>3,421.30</b>
<b>Indirect emissions (Scope 3)</b>	Mobile Combustion (Kiwi-Point)	181.21	0.00	181.21	370.04	0.00
	Purchased goods and services (category 1)	33,940.92	0.00	33,940.92	28,986.74	23,393.33
	IT and computer related services	1,423.36	0.00	1,423.36	1,790.62	1,488.98
	Maintenance services <sup>3</sup>	2,992.35	0.00	2,992.35	3,137.73	1,075.89
	Office services (and water supply)	172.41	0.00	172.41	84.95	220.32
	Other services (including diesel purchased by suppliers)	6,540.65	0.00	6,540.65	6,892.84	7,334.10
	Other travel	3,350.67	0.00	3,350.67	2,799.00	2,811.30
	Professional services	19,461.47	0.00	19,461.47	14,281.60	10,462.74
	Capital goods (category 2)	47,424.24	0.00	47,424.24	27,235.79	14,782.97
	Fuel and energy related services (category 3)	2,493.88	20.88	2,514.76	2,408.47	4,039.10
	Electricity use – 3 <sup>rd</sup> party	2,258.03	0.00	2,258.03	2,063.13	3,512.42
	Electricity T&D losses	138.63	7.85	146.48	241.66	314.07
	Natural gas T&D losses	97.22	13.03	110.25	103.68	212.61
	Upstream transportation & distribution (category 4)	0.00	15.48	15.48	17.03	10.34
	Waste generated in operations (category 5)	0.00	13.29	13.29	20.87	20.77
	Business travel (category 6)	167.62	184.95	352.57	387.74	112.86
	Air travel	158.63	170.48	329.11	368.11	105.74
	Bus travel	0.00	0.94	0.94	1.58	0.00
	Hotel Accommodation	7.97	0.00	7.97	5.26	0.00
	Hybrid	0.00	2.64	2.64	0.00	0.00
	Other Travel	0.00	0.00	0.0	0.21	0.26

<sup>2</sup> Includes isoflurane

<sup>3</sup> FY24 called 'Maintenance services' but it was 'Repair and Maintenance services' in previous years

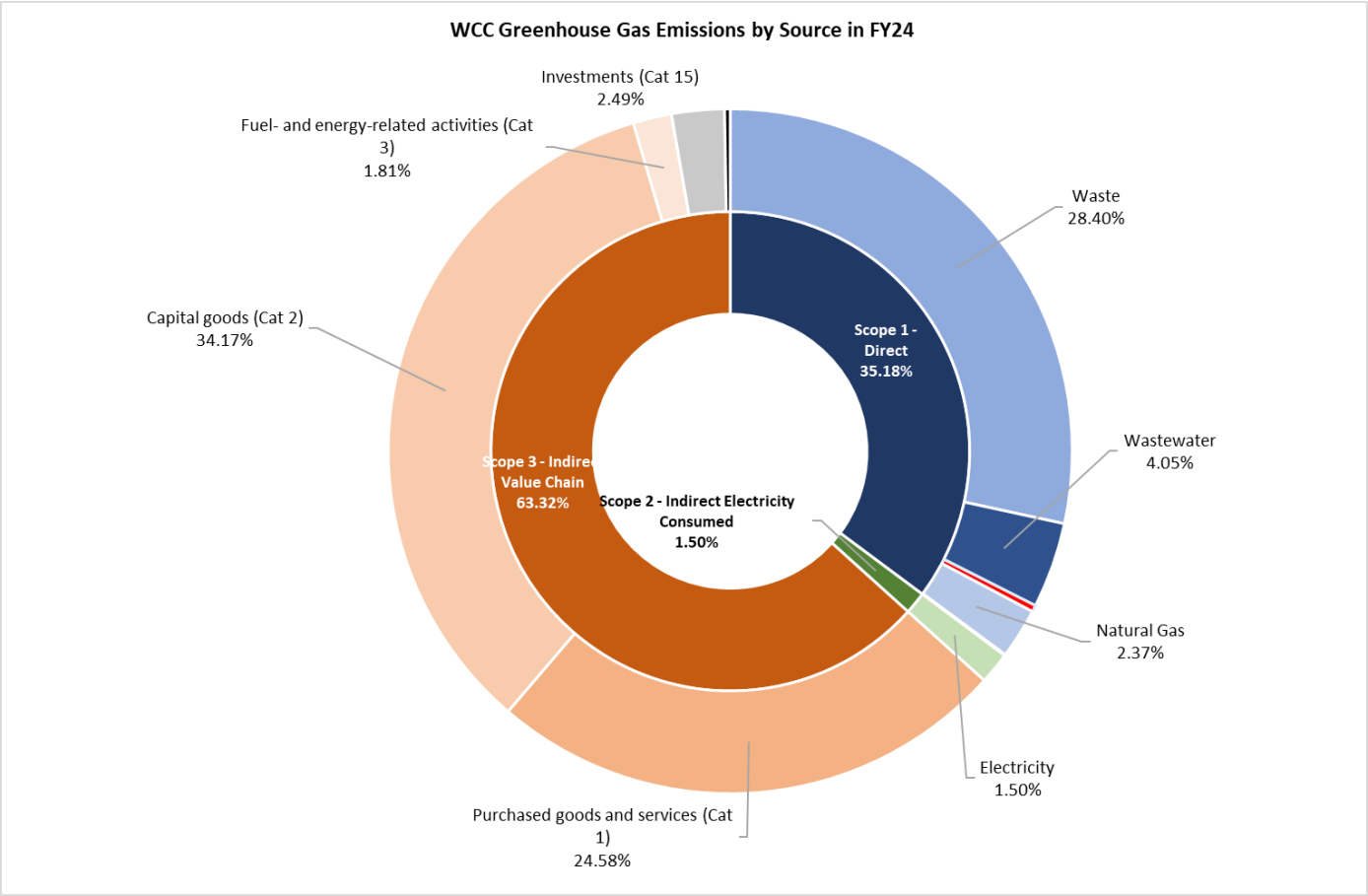


GHG Scope	Category	WCC Operations	CCOs	2023/24 (FY24)	2022/23 (FY23)	Base year (FY21)
	Electric <sup>4</sup>	0.00	0.24	0.24	N/M	N/M
	Petrol	0.00	8.08	8.08	8.05	0.00
	Taxis, rental cars, other	1.02	2.57	3.59	4.52	6.86
	Downstream leased assets (category 13)	0.00	0.00	0.00 <sup>5</sup>	1,038.65	1,716.65
	Investments (category 15)	3,454.00	0.00	3,454.00	3,364.36	10,830.35
	<b>Subtotal Scope 3</b>	<b>87,661.88</b>	<b>234.60</b>	<b>87,896.47</b>	<b>63,829.69</b>	<b>54,906.38</b>
	<b>Total Scope 1 &amp; 2 emissions</b>	<b>50,380.05</b>	<b>529.47</b>	<b>50,909.52</b>	<b>55,011.27</b>	<b>91,303.13</b>
	<b>Total Scope 1, 2 &amp; 3 emissions</b>	<b>138,041.93</b>	<b>764.07</b>	<b>138,805.99</b>	<b>118,840.96</b>	<b>146,209.52</b>

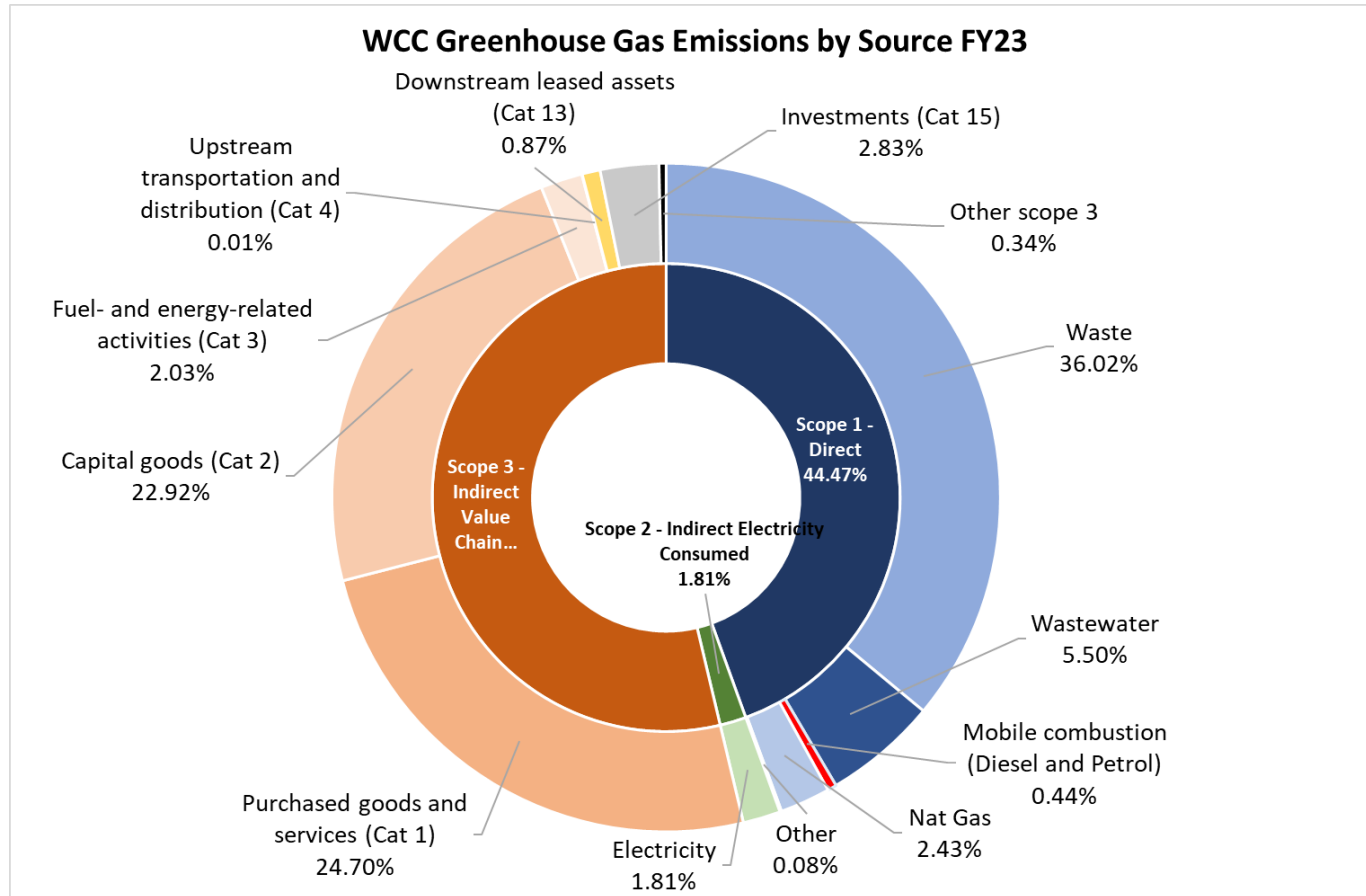
<sup>4</sup> Added for FY24

<sup>5</sup> Council transferred its social housing maintenance and tenancies to Te Toi Mahana in August 2023 and does not have any operational control

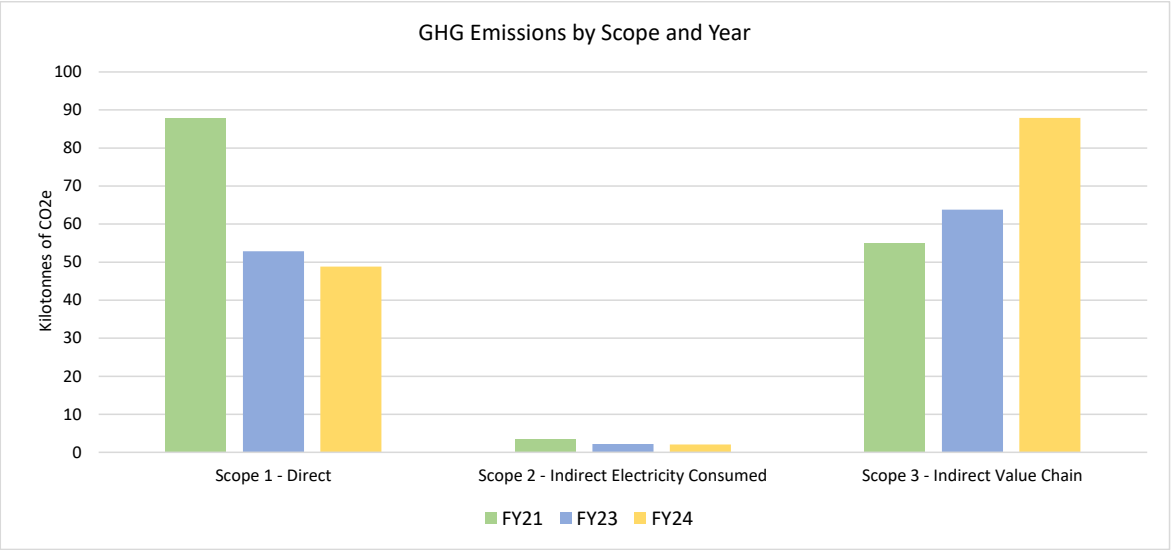
Graph 3. GHG by emissions source in FY24



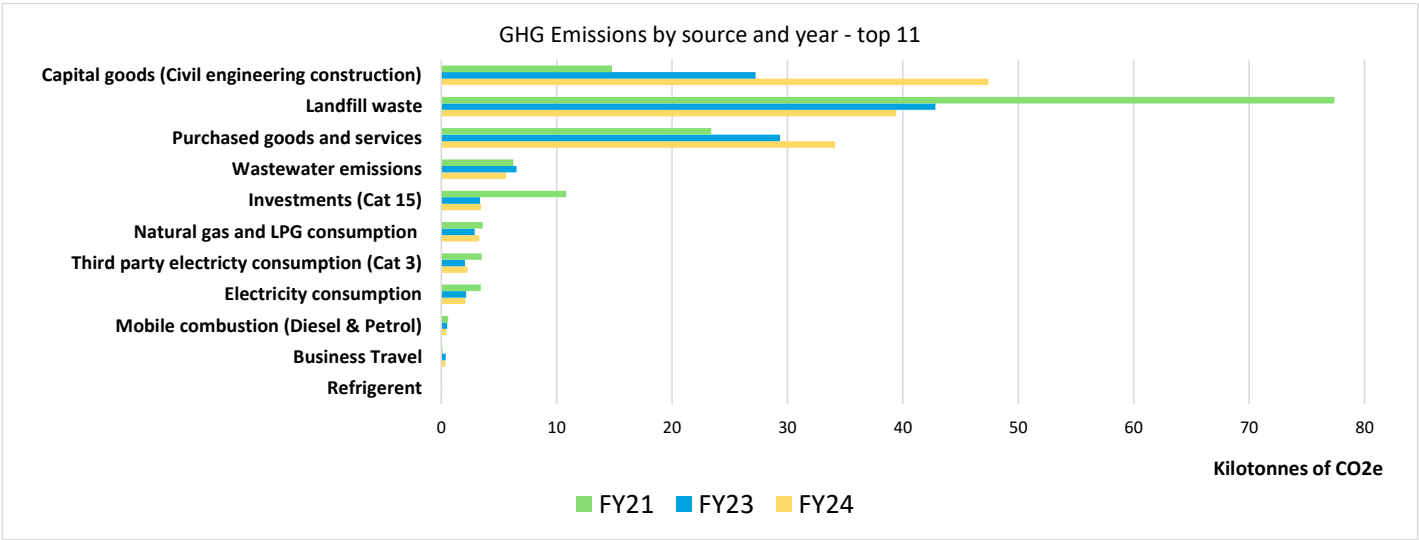
Graph 4. GHG by emissions source in FY23



Graph 5: GHG Emissions by Scope and Year



Graph 6: GHG Emissions by Source (Top 11) comparison



**Table 3. Greenhouse Gas Emissions: ISO Categories**

Scope	ISO Category	Carbon Dioxide	Nitrous Oxide	Methane	HFCs	Total tCO <sub>2</sub> e FY24	Total tCO <sub>2</sub> e FY23	Total tCO <sub>2</sub> e FY21
1	Direct	10,171.55	5,022.98	33,596.29	36.01	48,826.83	52,854.33	87,881.84
2	Indirect – imported energy	2,006.27	2.17	74.25	0.00	2,082.69	2,156.94	3,421.30
3	Indirect – transportation	4,548.66	2.00	0.22	0.00	4,550.87	5,215.46	5,238.34
	Indirect – products used	79,678.00	5.04	208.56	0.00	79,891.60	54,211.22	37,121.04
	Indirect – products from organisation	0.00	0.00	0.00	0.00	0.00	1,038.65	1,716.65
	Indirect - other	1,093.52	628.20	1,684.79	47.49	3,454.00	3,364.36	10,830.35
<b>Total</b>		<b>97,498.01</b>	<b>5,660.39</b>	<b>35,564.10</b>	<b>83.50</b>	<b>138,805.99</b>	<b>118,840.96</b>	<b>146,209.52</b>

*\*tCO<sub>2</sub>e is used where no breakdown by gas is available*

**Other emissions - biomass**

No biomass was combusted by WCC group during this reporting period.

## 1. Introduction

This Report is the annual Greenhouse Gas Emissions Inventory Report for Wellington City Council (“WCC”) together with its Council Controlled Organisations (“CCOs”), the “WCC Group”).

This report covers the emissions for the financial year ended 30 June 2024 (1/7/2023 to 30/06/2024) “FY24”.

It has been prepared in accordance with The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) (‘the GHG Protocol’) and the Greenhouse Gas Protocol: Corporate Value Chain (Scope 3) Accounting and Reporting Standard (2011) (‘the Scope 3 Standard’) and ISO 14064-1 & 2.

## 2. Statement of Intent

WCC Group measures and manages its greenhouse gas emissions with the objective of understanding, transparently disclosing, and reducing its carbon footprint.

Annual reporting of emissions forms a key part of implementing WCC’s climate action blueprint – *Te Atakura First to Zero* and the *Te Atakura Implementation Plan*.

3. About our organisation

Wellington City Council is the local authority of the residents and ratepayers of Wellington, New Zealand. The council together with its Council Controlled Organisations undertakes a number of activities that include:

- water supply.
- wastewater collection, treatment, and stormwater management.
- solid waste management.
- provision of transportation infrastructure and streetlighting.
- arts and cultural facilities such as museums, libraries, art galleries, parks, recreation and pool facilities.
- and the provision of regulatory, community, and economic development services.

Further information about Wellington City Council’s activities, including the Annual and Long-Term Plan can be found at [www.wellington.govt.nz](http://www.wellington.govt.nz).



## 4. Organisational Boundary

WCC Group applies the operational control consolidation approach to the group emissions inventory. This consolidation approach has been chosen as this allows us to focus on those emissions sources over which we have control and can therefore implement reduction actions, consistent with WCC's climate action blueprint and implementation plan.

- WCC Internal Council Operations (WCC)
- Council Controlled Organisations (CCOs)

WCC's Internal Council operations/activities are divided into "Business units or Activity areas" being:

- General Operations – Council Office and Civic buildings, and fleet vehicles.
- Waste and Landfill – relates to WCC's owned and operated Landfill.
- Parks, Sports, and Recreation – Includes PSR vehicles, cemeteries, Botanic Gardens, fountains and toilets, pools, recreation centres, parks and gardens, and sports fields and buildings.
- Community and Housing – made up of city arts, city housing, community centres, community vehicles, and Libraries.

- Transport and urban planning – relates to the council services for Roads and Footpaths, street and traffic lights, and transport and consents vehicles.
- Water Management- Council's division that provides services and maintains assets for drinking water, storm water, and wastewater.
- Property & Capital Projects – Council's division that conceive, plan, manage and deliver Council's large scale vertical build projects e.g. Tākina

Council Controlled Organisations (CCOs) include:

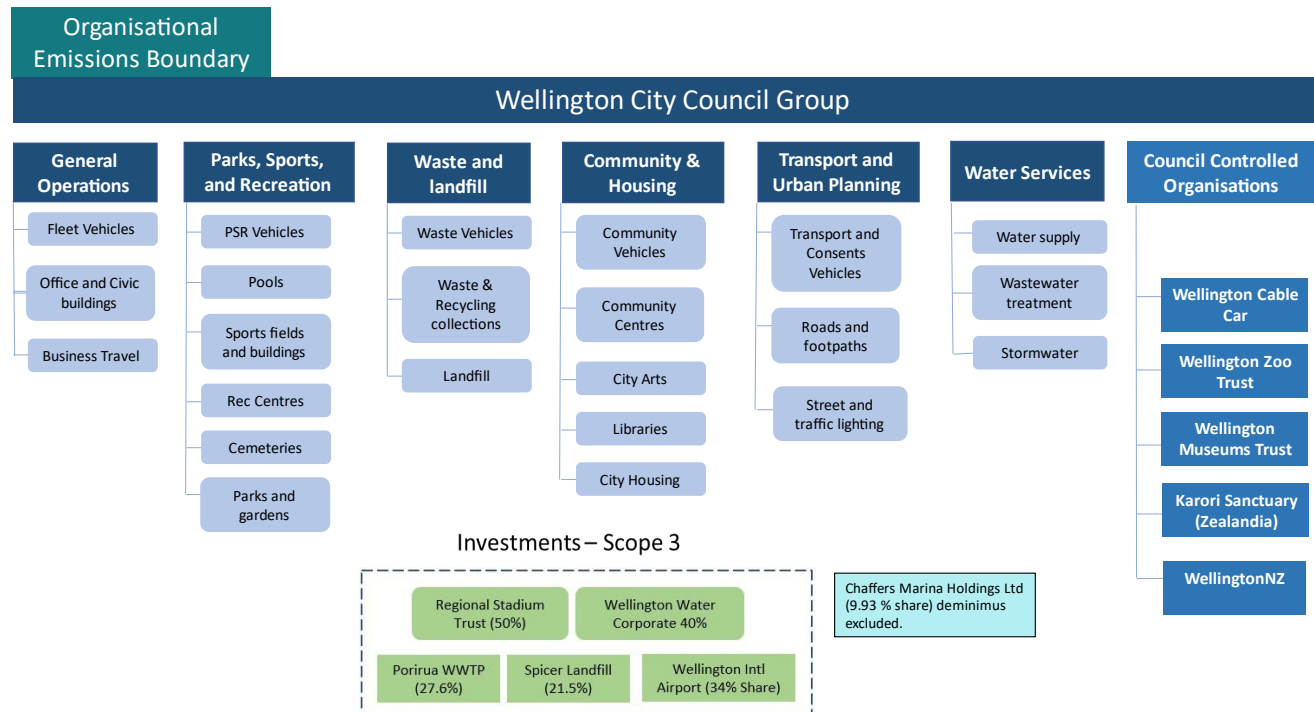
- Wellington Cable Car Limited
- Wellington Museums Trust
- Wellington Zoo Trust
- Karori Sanctuary Trust
- WellingtonNZ

The Group Inventory is a summation of the individual inventories prepared with respect to these business units/activity areas and CCOs that make up the Group.

Our organisational Boundary is further illustrated and outlined in the diagram below.

**Table 5. Brief description of business units / activity areas**

<b>Corporate Operations</b>
General operations: This activity group covers all Civic buildings (excl. those below), leased office buildings, fleet vehicles (excl. those listed below), business travel outside of the other Activity areas, and all corporate value chain Scope 3 spend-based emissions.
Parks, Sport and Recreation: This activity group covers pools, rec centres, stadiums, sports fields, playgrounds, changing sheds and public toilets, depots, the Wellington Botanic Gardens, the Berhampore Nursery, cemeteries, marinas, fountains and sculptures and petrol and diesel use for equipment and fleet. Business unit travel is also included.
Community and housing: This activity group covers all libraries, community centres, community halls, light vehicles from the Community Networks, Community Events and City Housing Teams, Toi Pōneke Arts Centre and City Housing common areas. Business unit travel is also included.
Transport and urban planning: This activity group covers street lighting, traffic lights, the quarry, car parks, the Waterfront and light vehicles from the Transport Networks and Infrastructure Teams. Business unit travel is also included.
Water Management: This activity group covers water, waste-water and storm-water pump stations, waste water treatment plants (Moa Point and Western), bulk water supplied by the Greater Wellington Regional Council and Business unit travel.
Waste and landfill: This activity group covers the Southern Landfill, landfill offices and Second Treasure Shop, vehicles and bulk diesel used by the landfill contractor. Business unit travel is also included.
Property & Capital Projects: This activity group provides advisory and project management for the building element renewals for Council-owned assets in the Libraries, Communities and Property portfolios. They conceive, plan, manage and deliver Council's large scale vertical build projects, creating a legacy for the cityscape (e.g. Tākina).
<b>Council Controlled Organisations</b>
Wellington Cable Car Ltd: This activity group includes electricity use for the Cable Car and Trolley Buses as well as lighting, petrol use and business travel.
Karori Sanctuary Trust: This activity group includes the site of Zealandia as well as all vehicles used to serve that site.
Wellington Museums Trust: This activity group includes City Gallery, the Wellington Museum, the Cable Car museum, the Carter Observatory, Capital E, as well as taxis, flights, rental car use and other activities associated with the museum.
Wellington Zoo Trust: This activity group includes the site of the Wellington Zoo as well as all petrol and diesel usage for transport purposes.
WellingtonNZ: This activity group includes corporate WellingtonNZ Offices, Venues Wellington (Opera House, TSB Arena, St James Theatre and Michael Fowler Centre) and Creative HQ offices, including all energy use, taxis, air travel, petrol, and miscellaneous activities.



6. Data collection and uncertainties

All data was calculated using BraveGen. This software uses a calculation methodology for quantifying the GHG emissions inventory using emissions source activity data multiplied by GHG emissions factors.

Emissions factors have been sourced from:

- [Measuring emissions: A guide for organisations: 2024 detailed guide | Ministry for the Environment](#)
- thinkstep Spend Based Emission Factors for New Zealand pub. 2024.  
<https://www.thinkstep-anz.com/resrc/reports/spend-based-emission-factors-for-new-zealand/>

As these were calculated using data from 2021 we apply inflation adjustments to these spend based emission factors in alignment with the Scope 3 technical guidance.

- [Unique Emission Factor approval from EPA](#) – For WCC Landfill emissions. This is calculated by the Waste Operations team in line with the regulations and verified by an independent verifier each year.

We have also used the following sources for certain calculations and measurement of emissions:

- Water New Zealand’s [Carbon accounting guidelines for wastewater treatment: CH4 and N2O, August 2021](#)
- [2019 IPCC refinements to the 2006 guidelines for the National Greenhouse Gas Inventories](#)

To minimise uncertainties in the accuracy of this inventory, data has been sourced wherever possible from a verifiable source as detailed in the table below which also outlines the methodology for emissions calculation and any uncertainties with the data/emissions.

## 7. GHG emission source inclusions (Operational Boundaries)

Category	GHG emissions source	Group Coverage	Data source	Methodology, Data Quality, and Uncertainty
<b>Scope 1 Emissions</b>				
Stationary Combustion	LPG used as fuel	CCOs	Finance system and invoices/data from supplier	Accurate invoice records in the finance system.
	Natural Gas consumption (used mainly to heat buildings and pools)	Both WCC and CCOs	Finance system and invoices/data from supplier	Accurate supplier sourced confirmations/statements
Mobile Combustion	Fuel (Petrol and Diesel) used in WCC and CCO owned vehicles and equipment	Both WCC and CCOs	Finance system and invoices/data from supplier	<p>Accurate statements from fuel card suppliers and finance system.</p> <p>There may be fuel purchased by staff (on personal cards, not company fuel cards) that is re-imbursed to them which is not currently captured due to difficulty in obtaining the data.</p> <p>This also applies to scope 3 emissions.</p>
Waste to landfill	Landfill emissions from waste at the Southern Landfill owned and operated by WCC	WCC	Actual tonnes that have been captured by the weighbridge system obtained from the WCC Waste Operations team	<p>The method used to calculate emissions from landfill accounts for the lifetime emissions potential in the year waste is deposited. Therefore, emissions from closed landfills and decomposition of landfill waste received in prior years are not reflected in subsequent emission inventories.</p> <p>Our methodology is consistent with ETS regulations, which only require measurement of methane emissions from facilities, not any other greenhouse gas emissions associated with landfills or other methods of waste disposal. There is a high degree of uncertainty in relation to the quantification of emissions from landfill waste. Weighbridges are calibrated annually, and accurate tonnages are regularly maintained and analysed.</p> <p>Tonnage is split between general gross waste to landfill and organic waste that has entered the landfill's composting facility in order to ensure that the tonnages sent to compost are multiplied by the relevant emission factor. WCC uses a Unique Emissions Factor (UEF) as provided by MfE on a calendar year basis. The UEF used for the corporate inventory is from the most recent calendar year.</p> <p>There is double counting (less than .1%) in scope 3 of the inventory whereby some of the CCOs are measuring emissions from office waste. The office waste likely ends up in the Southern Landfill which is captured in Scope 1.</p>

Water & Wastewater treatment	Emissions from the treatment of wastewater and sewage at the Moa Point and Western (Karori) plants	WCC	Third party operators of the treatment plant (Wellington Water and Veolia)	<p>Emissions are calculated in a 'Domestic Wastewater Treatment Emissions Model' for each treatment plant. The model is based on the 2019 IPCC refinements to the 2006 guidelines for the National Greenhouse Gas Inventories and Water New Zealand's Carbon accounting guidelines for wastewater treatment: CH<sub>4</sub> and N<sub>2</sub>O, August 2021. There is inherent uncertainty and a degree of estimation within the calculation guidelines. This calculation uses the following key inputs for each plant:</p> <ul style="list-style-type: none"> <li>• Dry mass of raw sludge (tonnes/yr)</li> <li>• Biological Oxygen Demand (BOD) raw wastewater (kg/yr)</li> <li>• BOD of treated effluent (kgBOD/yr)</li> </ul> <p>There is a portion of the calculation that takes into account the end of life disposal of the sewage sludge to landfill. Given that WCC is a municipality that also owns the landfill where the sludge ends up disposed and emissions from the sludge in the landfill are already taken into account, the WWTP model calculation area for this is disregarded (to avoid double counting).</p> <p>There is some level of inherent uncertainty given that there could be plant specific facts and circumstances that could vary results depending on contributing factors and assumptions.</p>
Enteric fermentation	Methane emissions from the enteric fermentation process in Beef Cattle, Deer, and Sheep	WCC - Zoo	Zoo records and calculations	Reliant on CCO calculations/measurement using a third-party carbon advisor. There is inherent uncertainty in these emissions due to the fact that they arise from natural processes which may vary depending on contributing factors and assumptions.
Refrigerant emissions	The emission of gases from pressurised equipment due to leaks or unintended releases of gases. Most commonly from refrigerant leakage/top-ups across WCC and CCO operations	Both WCC and CCOs	Confirmations and invoices from suppliers	<p>Reliant on third party record keeping and there is potential for third party figures to be estimates.</p> <p>WCC are capturing top ups across all of our assets (as aligns with our maintenance schedule).</p> <p>We do not currently have a complete asset register for refrigerant holdings. This means there is uncertainty in coverage of emissions being reported and which assets are being serviced by which third party supplier, etc. We have identified this as an area of improvement and will be working towards improving completeness of this emission source and data capture in the next reporting period through coordination with a third party contractor.</p>
<b>Scope 2 Emissions</b>				
Electricity Consumption	Electricity consumed across all of WCC and CCO operations and facilities	Both WCC and CCOs	Finance system and invoices/data from suppliers	Accurate supplier sourced confirmations/schedules/statements. This includes electricity across WCC and CCOs including electricity used in city water pumping stations, draining, and water supply.
<b>Scope 3 Emissions</b>				
Purchased goods and services (Category 1)	Goods and services purchased not otherwise included in the categories below	WCC	Finance system \$ spend	To measure the emissions associated with purchased goods and services, and capital goods, we applied Thinkstep's 2021 spend-based emissions factors to WCC's spend activity based on the category of spending and adjusted for inflation. As it relies purely on spend, this model has inherent limitations around accuracy. As a result, there could be significant differences between actual emissions and those measured using this model. We are working to further refine this model by increasing the information we can obtain directly from suppliers about the emissions associated

				<p>with their products and services, and by using more updated spend-based emissions factors when these become available.</p> <p>Spend data is extracted from the financial system, for all major suppliers where the annual spend is over \$250k for the financial period. The spend was then categorised and the \$ spend by type x emission factor sourced from Thinkstep (inflation adjusted) to get emissions.</p> <p>All suppliers spend under \$250k was summed and the \$ spend multiplied by an average emission factor of 0.101 (adjusted for inflation), in order to account for all remaining \$ spend.</p>
Capital goods (Category 2)	Extraction, production/construction, and transportation of capital goods purchased during the reporting year.	WCC	Finance system \$ spend	<p>Spend data is extracted from the financial system, so all major suppliers where the annual spend is over \$250k for the financial period. \$ spend x emission factor sourced from Thinkstep's (inflation adjusted) = emissions.</p> <p>Some suppliers of capital goods also have an element of spend on repair and maintenance. This has not been split out of this category in the current year and is something we will be looking to implement into future inventory reporting for key suppliers.</p>
Fuel and energy related services (Category 3)	Transmission and Distribution (T&D) losses for Natural Gas and Electricity; Third-party electricity usage for water supply from Greater Wellington, and electricity used in WWTPs	WCC and CCOs	Supplier data used for Scope 1 Natural Gas and Scope 2 Electricity	<p>Refer to Scope 1 Natural Gas and Scope 2 above. The same activity data as that used in scope 1 and 2 is multiplied by the T&amp;D loss emission factors.</p> <p>Wellington Water provides the regional water usage and electricity data, as well as the Wellington City proportion.</p> <p>Wellington Water and/or the WWTO operators provide electricity data used for onsite operation.</p>
Upstream transportation & distribution (Category 4)	WCC: transport of waste by third parties to the landfill. ZOO: Air, Land and Sea freight of purchases including animals to the ZOO. Cable car: Air, Land and Sea freight of purchases including cables and cars.	WCC CCO: Zoo and Cable car	Finance system \$ spend Zoo records of Tonne km Cable car records of Tonne km	<p>WCC: \$ spend x emission factor sourced from Thinkstep (inflation adjusted) = emissions.</p> <p>Zoo and cable car: tonnes kilometres (tkm) x emissions factors (MfE Measuring Emissions Guidance. AIR TRAVEL freight emission factors w/ Radiative).</p>
Waste generated in operations (Category 5)	Glass recycling, landfilled LFGR, paper recycling	CCO: Zoo, Zealandia	CCO records/Toitu inventory	<p>Zoo: Waste data for the Zoo is per Zoo records from invoices and supplier data, and is supplied through their corporate inventory.</p> <p>Zealandia: Waste data for Zealandia is per Zealandia records from invoices and supplier data, and is supplied through their corporate inventory.</p>
Business travel (Category 6)	Employee air travel	WCC and CCOs	Finance system and invoices/data from supplier (travel booking provider)	<p>Supplier figures are "indicative" KMs. As such there is a level of estimation involved in the figures being provided by the third party.</p> <p>This process may not capture flights where employees booked themselves directly and submitted an expense claim for the cost, but this is likely minimal to nil.</p>
	Employee car travel by taxis, rental cars, and ride share providers	WCC and CCOs	Finance system and invoices/data from suppliers	<p>There are taxis/ride shares booked and paid for using other means and then re-imbursed or not claimed at all.</p> <p>Driver behaviour and individual engine performance are not taken into account for rental vehicles.</p>

Downstream transportation & distribution (Category 9)	Postage and Couriers services used in the post / parcels that WCC send out e.g. rates notices, dog licence letters, parking permits etc	WCC	Finance system \$ spend	Only suppliers with spend over \$250k for the financial period. \$ spend x emission factor sourced from Thinkstep (inflation adjusted) = emissions. But, there is no allocation under this category for FY24.
Downstream leased assets (Category 13)	Tenant electricity in community housing properties owned by WCC and leased to the public.	WCC	Third party study on household energy use and internal WCC records on houses/units rented out	Emissions are estimated due to lack of easily accessible actual data. The number of residential houses and units owned by WCC and rented out in the financial year is multiplied by an estimated average KWH electricity consumption. The residential premises do not use natural gas. Other sources of emissions for the premises like LPG and water use have not been estimated as the main material emission source has been identified to be electricity consumption. The average household consumption in KWH has been obtained from BRANZ's <u>STUDY REPORT No. SR 155 (2006) Energy Use in New Zealand Households Report on the Year 10 Analysis for the Household Energy End-use Project (HEEP)</u> . It has been assumed that if the houses/units are occupied at year end, that they have been occupied for the whole year.
Investments (Category 15)	WCC's investment in: <ul style="list-style-type: none"> <li>Spicer Landfill (21.5%)</li> <li>Porirua WWTP (27.6%)</li> <li>Wellington Water Corporate (40%)</li> <li>Wellington Regional Stadium Trust (50%)</li> <li>Wellington International Airport (34% share)</li> </ul>	WCC	Investment entity records  Third party operators of the treatment plant (Wellington Water and Veolia)	<p>Reliant on third party record keeping and there is potential for third party figures to be estimates. Data collected varies between the different investment entities, but where possible WCC has obtained the relevant scope 1 and 2 emissions at least or the activity data for Fuel and energy from the investment entity.</p> <p>Some entities undertake their own emissions inventories and then provide WCC with tCO2e figures for Scope 1, 2 &amp; 3. The investment percentage is then taken across all scopes and included under Scope 3 Investments.</p> <p>For the Porirua Wastewater Treatment Plant (WWTP), WCC have applied the calculations outlined under scope 1 above to the Porirua plant and taken the % ownership through to scope 3. The electricity consumed at the Moa Point and Western WWTPs is included under scope 3 given that WCC does not have operational control over this consumption at the plants and this sits with Wellington Water. The electricity consumed in Wellington Water's bulk water supply services is also included in scope 3 on this basis.</p> <p>Wellington Water's corporate emissions are calculated from supplied information from WW, (including Scope 1 &amp; 2, and business travel of Scope 3), and applied to WCC's inventory at 40%. The ownership structure for WW is divided among 5 local Councils, but as Wellington has a majority use, we have applied a majority share based on financial figures.</p>



## 8. GHG emission source exclusions

Category	Activities/GHG Emission source	Reason for exclusion
<b>Scope 1 Emissions</b>		
Agriculture - Fertiliser used	Fertiliser used by Park, Sports and Recreation (PSR) and other relevant teams for agricultural purposes	There is lack of available data, but the use of fertiliser and associated emissions are deemed de-minimis.
<b>Scope 2 Emissions</b>		
Electricity Consumption	Electricity usage for 113 The Terrace and 79 Boulcott Street	Unable to obtain specific usage data of WCC's portion of electricity consumption in communal areas of the building (such as lobby and lifts) as this is managed by landlord for the whole building. This is expected to be de-minimis.
<b>Scope 3 Emissions</b>		
Category 1	Purchased goods and services: CCO Scope 3 spend	CCO spend data has been excluded to avoid potential double counting and maintain consistency with previous years.
Category 2	Capital Goods: CCO Scope 3 spend	CCO spend data has been excluded to avoid potential double counting and maintain consistency with previous years.
Category 3	Indirect GHG emissions from transportation (transportation of patients, customers)	This is relevant for WCC and its CCOs however there is a lack of available data on the travel patterns of customers visiting Council and/or CCO facilities.
Category 4	Working from home <sup>6</sup>	WCC does not have access to data related to employees' home energy usage, commuting habits, and remote work settings. Therefore, this source of emissions is excluded in the report.
Category 5	Waste generated in operations	This is relevant for WCC and CCOs however given that most if not all office waste goes to the Southern Landfill owned by WCC, the office waste across the group's boundary is already being captured within scope 1 and to also have the waste in scope 3 would be double counting of emissions.
Category 5	Indirect GHG emissions (use of products from the organisation e.g. emissions from livestock ruminants as part of grazing licenses)	Emissions from grazing licenses are considered de minimis and have been excluded for now, as WCC is still working to establish a standard methodology and identify the necessary data required for estimating emissions from this source. WCC plans to finalise the methodology, gather the required data from relevant sources, and include emissions from grazing licenses in the FY25 inventory.
Category 7	Employee commuting	This is relevant for WCC and its CCOs however there is lack of available data on employee commuting habits. WCC intends to carry out a staff commuting survey for inclusion in FY25 inventory.
Category 8	Upstream leased assets	WCC group lease office space in various properties, however the emissions from electricity consumption in these locations is included in Scope 2, emissions from natural gas where relevant are also included in scope 1, T&D losses are captured under category 3, and waste to landfill from these premises is technically captured by landfill emissions in scope 1.
Category 10	Processing of sold products	Not considered a relevant emission source for the group
Category 11	Use of sold products	Not considered a relevant emission source for the group

<sup>6</sup> The Carbon Neutral Government Programme put Working From Home under the ISO category 4: <https://environment.govt.nz/assets/publications/Appendix-1-CNGP-guide.pdf>

Category 12	End of life treatment of sold products	Not considered a relevant emission source for the group
Category 13	Downstream leased assets	WCC group leases a large number of properties to third parties, but does not maintain or have oversight for electricity usage at all facilities, nor can this information be easily obtained. Where this can be estimated (city housing), or if WCC directly pays for electricity or natural gas, this is included in Scope 3, Scope 2 and Scope 1, respectively.
Category 14	Franchises	Not considered a relevant emission source for the group

9. Base year

The base year is FY21 (1 July 2020 to 30 June 2021). This provides the most recent benchmark against which WCC will measure targets and set reduction strategies.

if we bought or sold a business/CCO; or if we significantly changed the scope of what we were measuring in the value chain.

10. Changes to Base year

**We change (or re-set)** our base year when significant changes are made to the operational boundaries that are not able to be back-calculated for the existing base year.

**We recalculate** our base year if any of the following apply:

- if emission factors changed substantially and were relevant to prior years (for example if the science behind a factor changed);

If we have determined a significance threshold for the above of 5%. i.e. when the factors above result in a change that is estimated to represent more than 5% of Scope 1, 2 or 3 emissions, a recalculation will be performed and reported as a restatement in the GHG report.

In this report, we have restated FY21 emissions, to account for updated spend based emissions factors for several Scope 3 emissions sources.. This change is material.

## 11. Assurance

This GHG emissions inventory report has been assured by **Audit NZ to a reasonable/limited level of assurance.** Their assurance opinion is included in this report.



## 4. Public Excluded

### Recommendation

That the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1 CCO & WIAL Board Appointments	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

2. Direct officers to consider the release of publicly excluded information that can be publicly released following the hui.
-